

**COLONIAL COUNTRY CLUB
COMMUNITY DEVELOPMENT DISTRICT**



APRIL 22, 2019
BOARD OF SUPERVISORS MEETING
AGENDA PACKET



COLONIAL COUNTRY CLUB COMMUNITY DEVELOPMENT DISTRICT

PREMIER DISTRICT MANAGEMENT, LLC

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Board of Supervisors
Colonial Country Club CDD

April 15th, 2019


Dear Supervisors,

The regular meeting of the Colonial Country Club CDD Board of Supervisors will be held on April 22nd, 2019 at 2 P.M. at the Colonial Country Club Activity Room in the Community Center on 9171 Independence Way in Fort Myers, Florida. The Public Agenda is included in Section two and the points of interest are as follows:

- As per usual, enclosed are the regular Meeting Minutes from March 25th, the Financials for March and the Field Manager Report for April.
- There will be an update of various projects including the lake aeration project, the audit and the storm drain markers project.
- The fiscal year 2020 draft budget will be distributed at the meeting for the Board to work any changes.
- An insurance quote is included for Board consideration.
- Also the Board will discuss an additional meeting date to do a ride around and view District assets.

Any supporting documents not enclosed will be distributed at the meeting. The **next meeting is scheduled for May 20, 2019**, if there are any questions or requests prior to the meeting, feel free to contact me.

Respectfully,

A handwritten signature in black ink, appearing to read 'Calvin Teague', with a long horizontal flourish extending to the right.

Calvin Teague
District Manager

Colonial Country Club CDD Meeting Agenda

April 22, 2019 at 2:00 PM

- | | |
|---|-------------|
| 1. Call to Order and Roll Call | |
| 2. Approval of the Agenda | Page 3 |
| 3. Audience Comments on Agenda Items | |
| 4. Approval of Meeting Minutes | |
| A. Regular Meeting Minutes from March 25, 2019 | Pages 4-8 |
| 5. Old Business | |
| A. Lake Aeration Project Update | |
| B. Storm Drain Markers Update | |
| C. Tree Planting Update | |
| 6. New Business | |
| 7. Manager's Report | |
| A. Financial Statements for month ending March 31, 2019 | Pages 9-25 |
| B. Fiscal Year 2020 budget development | |
| C. Insurance Quote | Pages 26-30 |
| D. Audit Update | Pages 31-34 |
| E. Website Compliance Update | |
| F. Additional Meeting Day to Conduct Community Inspection | |
| 8. Field Manager | |
| A. Field Manager's Report for April | Pages 35-46 |
| B. Project Tracking/Maintenance Log | Pages 47-48 |
| C. Work Orders/ Proposals | |
| 9. Attorney's Report | |
| 10. Engineer's Report | |
| 11. Supervisor's Requests/Comments | |
| 12. Audience comments | |
| 13. Adjournment | |

Next Meeting: May 20, 2019 at 2:00 PM

**DRAFT
MINUTES OF MEETING**

The following is a summary of the actions taken at the Colonial Country Club Community Development District (CDD) Board of Supervisors meeting.

**COLONIAL COUNTRY CLUB
COMMUNITY DEVELOPMENT DISTRICT**

A meeting of the Colonial Country Club Community Development District was held Monday March 25, 2019 at 2:00 p.m. in the Activity Room of the Community Center at 9171 Independence Way in Fort Myers, Florida.

Present and constituting a quorum were:

Antonio (Tony) DeSantis	Chairman
Joe Zajac	Vice Chairman
Sally Hefti	Assistant Secretary
Giovanna Scuderi	Assistant Secretary

Not Present was:

Medge Wahrer	Assistant Secretary
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Also present were:

Cal Teague	District Manager
Gonzalo Ayres	Lake and Wetland Management
Residents	

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

The Colonial Country Club Community Development District meeting was called to order and the District Manager called the roll. All were present for today's meeting, except Assistant Secretary Medge Wahrer. Also present today was Gonzalo Ayres from Lake and Wetlands Management.

SECOND ORDER OF BUSINESS

Approval of the Agenda

The Agenda was presented and accepted.

On MOTION by Vice Chairman Zajac, seconded by Supervisor Scuderi, with all in favor, the Agenda was approved as presented.

THIRD ORDER OF BUSINESS**Audience Comments on Agenda**

- Bonnie Kreft requested for the CDD to remove the dead twigs laying in the preserve area behind her home as well as the trees that were knocked over by the hurricane. Her concern is both for how poor the area looks as well as her fear that it is a fire hazard. She lives on Horse Creek and this is in the preserve upland wetland area behind her home. Mrs. Kreft expressed to the Board that her neighbor Dick Lance has the same issue and the trees in the preserve behind his home have been marked for removal by the CDD. The Board explained that the trees behind Mr. Lance's home are being removed as they are a safety hazard. The District Manager explained that trees that are safety hazards can be cut down, but then the dead tree must get dragged or moved back into the preserve to rot there. Mr. Teague also explained that the only trees and plants that can be removed from the preserves are exotics as they are not supposed to be in the preserves. The Board addressed her fear of this being a fire hazard and explained that it is not as the preserve area is typically wet from rainfall and collecting rain water.
- The District Manager introduced Gonzalo Ayres from Lake and Wetland Management. Mr. Ayres does quarterly treatments of the preserves. He answered the Boards questions regarding the lakes and wetlands. One of the questions was regarding algae on the lakes. Mr. Ayres explained that unfortunately the algae cannot be removed currently but having plants around the lakes helps to make the algae less noticeable.

FOURTH ORDER OF BUSINESS**Approval of the Meeting Minutes**

The Regular Meeting Minutes were presented and accepted.

On MOTION by Supervisor Scuderi, seconded by Supervisor Hefti, with all in favor, the Regular Meeting Minutes from February 25, 2019 were approved as presented.

FIFTH ORDER OF BUSINESS**Old Business****A. Lake Aeration Project Update**

The District Manager informed the Board that Lake 6 should be functioning by next week.

B. Perimeter Fencing Repairs Update

The District Manager reported that the Task is completed, and that the Field Manager needed to use seven additional yards of rip rap on this project.

C. Storm Drain Markers

The District Manager reported that the Field Manager will be starting the project this week.

March 25, 2019

Colonial Country Club CDD

D. Tree Planting Update

The trees will be planted during rainy season. Unfortunately, there is an extra cost for shipping of \$120 which resulted in a decrease of the budget for this project.

SIXTH ORDER OF BUSINESS

New Business

A. Auto Renewal Fountain & Aerator Maintenance Agreements for 2019

The District Manager reported that Vertex is in the process of getting bought out by another company. Therefore, when the sale is final the Board can decide if they would like to keep the contract with the company or get estimates from other companies. These agreements were approved by the Board.

On MOTION by Supervisor Scuderi, seconded by Vice Chairman Zajac, with all in favor, the auto renewal fountain and aerator maintenance agreements for 2019 were approved so long as they do not include the HOA's fountains.

B. New Aerator Maintenance Agreement for Lakes 6, 25, 26 & 27

These were approved by the Board.

On MOTION by Supervisor Scuderi, seconded by Vice Chairman Zajac, with all in favor, the new aerator maintenance agreement for Lakes 6, 25, 26 and 27 were approved.

C. Clean Up Around the preserve

Discussed during the Third Order of Business

D. Algae Concerns on the Lakes

Discussed during the Third Order of Business

SEVENTH ORDER OF BUSINESS

Manager's Report

A. Financial Statements for Month Ending February 28, 2019

The financials were presented and accepted.

On MOTION by Supervisor Hefti, seconded by Supervisor Scuderi, with all in favor, the financials for month ending February 28, 2019 were accepted as presented.

B. Website Compliance Update

- The District Manager reported that this should be completed by August at the latest.
- The District Manager also mentioned that the FEMA appeal has been accepted. This led the Board to ask the Mr. Teague to get an insurance quote for coverage of the CDD's fence.

C. Fiscal Year 2020 Draft Budget

The District Manager presented the draft Budget and reviewed it briefly with the Board. At the next meeting, the Board will be working on the Budget and any changes necessary.

EIGHTH ORDER OF BUSINESS**Field Manager's Report****A. Field Manager's Report for March**

The Field Manager's report was presented with no questions or comments.

B. Project Tracking/Maintenance Log

Reviewed with no comments or questions.

C. Work Orders/Proposals

There being none, the next Order of Business followed.

NINTH ORDER OF BUSINESS**Attorney's Report**

There being none, the next Order of Business followed.

TENTH ORDER OF BUSINESS**Engineer's Report**

There being none, the next Order of Business followed.

ELEVENTH ORDER OF BUSINESS**Supervisor's Requests/Comments**

There being none, the next Order of Business followed.

TWELFTH ORDER OF BUSINESS**Audience Comments**

There being none, the next Order of Business followed.

THIRTEENTH ORDER OF BUSINESS

Adjournment

There being no further Orders of Business or discussion, and

On MOTION by Vice Chairman Zajac, seconded by Supervisor Scuderi, with all in favor, the meeting was adjourned at 3:19 p.m.

The next meeting will be April 22, 2019 at 2:00 p.m.

Secretary/Assistant Secretary

Chair/Vice Chair

**COLONIAL COUNTRY CLUB
COMMUNITY DEVELOPMENT DISTRICT**

Financial Report

March 31, 2019

unaudited

Prepared by:
Premier District Management

Balance Sheet
Colonial Country Club Community Development District
March 31, 2019

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	<u>GENERAL</u> <u>FUND</u>	<u>SERIES 2013</u> <u>DEBT SERVICE</u> <u>FUND</u>	<u>TOTAL</u>
<u>ASSETS</u>			
Cash - Iberia Checking Account	188,835.56	0.00	188,835.56
Due To/From 001/202	(1,113,994.80)	0.00	(1,113,994.80)
Due To/From 001/202	0.00	1,113,994.80	1,113,994.80
Investments - Money Market Account	1,743,662.20	0.00	1,743,662.20
Investments-Prepayment Account	0.00	168.95	168.95
Investments-Reserve Fund	0.00	595,500.50	595,500.50
Investments-Revenue Fund	0.00	595.67	595.67
Prepaid Items	1,431.00	0.00	1,431.00
Deposits	502.00	0.00	502.00
TOTAL ASSETS	820,436.16	1,710,259.72	2,530,695.88
<u>LIABILITIES AND FUND BALANCES</u>			
LIABILITIES			
FUND BALANCES			
Nonspendable			
Prepaid Items	1,431.00	0.00	1,431.00
Deposits	502.00	0.00	502.00
Restricted			
Debt Service	0.00	1,710,259.72	1,710,259.72
Assigned			
Operating Reserves	114,866.00	0.00	114,866.00
Reserves - Boardwalk Replacement	100,000.00	0.00	100,000.00
Reserves - Erosion Control	75,000.00	0.00	75,000.00
Unassigned			
Unassigned	528,637.16	0.00	528,637.16
TOTAL FUND BALANCES	820,436.16	1,710,259.72	2,530,695.88
TOTAL LIABILITIES AND FUND BALANCES	820,436.16	1,710,259.72	2,530,695.88

Statement of Revenues, Expenditures and Changes in Fund Balance
Colonial Country Club Community Development District
For the Period Ending March 31, 2019

Operating Fund

	<u>ANNUAL BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$)</u>	<u>YTD ACTUAL % OF BUDGET</u>	<u>MAR 31, 2019 ACTUAL</u>
<u>Revenues</u>						
Interest Income	4,000	2,000	8,202	6,202	(205)	1,987
Interest - Tax Collector	0	0	847	847	0	0
Special Assmnts- Tax Collector	477,416	238,708	453,925	215,217	(95)	5,270
Special Assmnts- Discounts	(19,097)	(9,549)	(17,498)	(7,948)	(92)	(52)
Other Miscellaneous Revenues	0	0	986	986	0	0
Total Revenues	462,319	231,159	448,484	215,304	(97)	7,205
<u>Expenses</u>						
<u>Administrative</u>						
P/R-Board Of Supervisors	12,000	6,000	6,800	(800)	55	800
Payroll-Processing Fees	600	300	455	(155)	76	140
Payroll Taxes	918	459	501	(42)	55	72
Profserv-Arbitrage Rebate	600	300	0	300	0	0
Profserv-Dissemination Agent	1,000	500	0	500	0	0
Profserv-Engineering	10,000	5,000	189	4,811	2	0
Profserv-Field Management	14,328	7,164	7,164	0	50	1,194
Profserv-Legal Services	5,000	2,500	953	1,547	19	65
Profserv-Mgmt Consulting Serv	76,772	38,386	38,386	0	50	6,398
Profserv-Property Appraiser	1,779	890	1,779	(890)	100	0
Profserv-Special Assessment	8,357	4,179	4,179	0	50	698
Profserv-Trustee Fees	4,500	2,250	0	2,250	0	0
Auditing Services	5,500	2,750	0	2,750	0	0
Postage & Shipping	500	250	13	237	3	0
Insurance-General Liability	8,000	4,000	6,431	(2,431)	80	239
Copying & Printing	1,000	500	0	500	0	0
Legal Advertising	2,100	1,050	0	1,050	0	0
Misc-Assesmnt Collection Cost	2,669	1,335	720	615	27	0
Misc-Web Hosting	600	300	300	0	50	50
Annual District Filing Fee	175	87	175	(88)	100	0
Total Administrative	156,398	78,200	67,845	10,354	43	9,654
<u>Flood Control/Stormwater Mgmt</u>						
Contracts-Preserve Maintenance	25,500	12,750	12,750	0	50	0
Contracts-Lake & Wetland	68,760	34,380	34,380	0	50	5,730
Electricity-Fountain	8,000	4,000	6,773	(2,773)	85	1,142
R&M-Aeration	10,000	5,000	7,307	(2,307)	73	0
R&M-Aquascaping	3,000	1,500	0	1,500	0	0
R&M-Fountain	250	125	457	(332)	183	0
R&M-Lake	10,000	5,000	4,579	421	46	655
R&M-Signage	1,000	500	0	500	0	0
R&M-Preserves	46,598	23,299	10,138	13,161	22	160
R&M-Wash Out Repair	60,000	30,000	0	30,000	0	0
Misc-NPDES Program	3,000	1,500	4,240	(2,740)	141	720

Statement of Revenues, Expenditures and Changes in Fund Balance
Colonial Country Club Community Development District
For the Period Ending March 31, 2019

Operating Fund

	<u>ANNUAL BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$)</u>	<u>YTD ACTUAL % OF BUDGET</u>	<u>MAR 31, 2019 ACTUAL</u>
Misc-Contingency	20,000	10,000	3,548	6,455	18	0
Capital Outlay	0	0	3,610	(3,610)	0	0
Total Flood Control/Stormwater Mgmt	256,108	128,054	87,780	40,275	34	8,407
<u>Debt Service</u>						
Principal Line of Credit/Note	18,752	9,376	0	9,376	0	0
Total Debt Service	18,752	9,376	0	9,376	0	0
<u>Other Sources/Uses</u>						
Total Expenses	431,258	215,630	155,625	60,005	36	18,061
Excess Revenue Over (Under) Expenditures	31,061	15,529	290,839	155,299	(936)	(10,856)

Statement of Revenues, Expenditures and Changes In Fund Balance
Colonial Country Club Community Development District
For the Period Ending March 31, 2019

Series 2013 Debt Service Fund

	<u>ANNUAL BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$)</u>	<u>YTD ACTUAL % OF BUDGET</u>	<u>MAR 31, 2019 ACTUAL</u>
<u>Revenues</u>						
202.361001.0000 Interest - Investments	360	180	914	734	(254)	139
202.363010.0000 Special Assmnts- Tax Collector	1,234,579	617,289	1,173,046	555,757	(95)	13,818
202.363090.0000 Special Assmnts- Discounts	(49,383)	(24,692)	(45,214)	(20,522)	(92)	(135)
Total Revenues	1,185,556	592,777	1,128,746	535,969	(95)	13,622
<u>Expenses</u>						
<u>Debt Service</u>						
202.571001.0000 Principal Debt Retirement	692,877	346,439	0	346,439	0	0
202.571006.0000 Principal Prepayments	0	0	5,000	(5,000)	0	0
202.572001.0000 Interest Expense	497,985	248,993	248,993	0	50	0
Total Debt Service	1,190,862	595,432	253,993	341,439	21	0
<u>Other Sources/Uses</u>						
202.591000.0000 Operating Transfers-Out	(982)	(491)	0	(491)	0	0
Total Other Sources/Uses	(982)	(491)	0	(491)	0	0
Total Expenses	1,189,880	594,941	253,993	340,948	21	0
Excess Revenue Over (Under) Expenditures	(4,324)	(2,164)	874,753	195,021	20,230	13,622

Statement of Revenues, Expenditures and Changes in Fund Balance
Colonial Country Club Community Development District
For the Fiscal Year Ending September 30, 2019

Operating Fund - Trend Report

	<u>October</u> <u>Actual</u>	<u>November</u> <u>Actual</u>	<u>December</u> <u>Actual</u>	<u>January</u> <u>Actual</u>	<u>February</u> <u>Actual</u>	<u>March</u> <u>Actual</u>	<u>April</u> <u>Budget</u>	<u>May</u> <u>Budget</u>	<u>June</u> <u>Budget</u>	<u>July</u> <u>Budget</u>	<u>August</u> <u>Budget</u>	<u>September</u> <u>Budget</u>	<u>Annual</u> <u>Budget</u>	<u>Year to</u> <u>Date</u> <u>Actual</u>
Revenues														
Interest Income	646	503	1,337	1,947	1,782	1,987	333	333	333	333	333	333	4,000	8,202
Interest - Tax Collector	847	0	0	0	0	0	0	0	0	0	0	0	0	847
Special Assmnts- Tax Collector	0	134,039	279,098	22,247	13,271	5,270	39,785	39,785	39,785	39,785	39,785	39,785	477,416	453,925
Special Assmnts- Discounts	0	(5,426)	(11,080)	(670)	(288)	(62)	(1,591)	(1,591)	(1,591)	(1,591)	(1,591)	(1,591)	(19,097)	(17,488)
Other Miscellaneous Revenues	986	0	0	0	0	0	0	0	0	0	0	0	0	986
Total Revenues	2,479	129,116	269,375	23,524	14,765	7,205	38,527	38,527	38,527	38,527	38,527	38,527	462,319	446,464
Expenses														
Administrative														
P/R-Board Of Supervisors	2,000	1,000	800	1,000	1,000	800	1,000	1,000	1,000	1,000	1,000	1,000	12,000	6,800
Payroll-Processing Fees	100	50	115	50	0	140	50	50	50	50	50	50	800	455
Payroll Taxes	165	83	66	83	33	72	77	77	77	77	77	77	918	501
Profserv-Arbitrage Rebate	0	0	0	0	0	0	50	50	50	50	50	50	600	0
Profserv-Dissemination Agent	0	0	0	0	0	0	83	83	83	83	83	83	1,000	0
Profserv-Engineering	0	0	0	189	0	0	833	833	833	833	833	833	10,000	189
Profserv-Field Management	1,194	1,194	1,194	1,194	1,194	1,194	1,194	1,194	1,194	1,194	1,194	1,194	14,328	7,164
Profserv-Legal Services	163	0	521	205	0	65	417	417	417	417	417	417	5,000	953
Profserv-Mgmt Consulting Serv	6,398	6,398	6,398	6,398	6,398	6,398	6,398	6,398	6,398	6,398	6,398	6,398	76,772	38,388
Profserv-Property Appraiser	0	0	1,779	0	0	0	148	148	148	148	148	148	1,779	1,779
Profserv-Special Assessment	696	696	696	696	696	696	696	696	696	696	696	696	8,357	4,179
Profserv-Trustee Fees	0	0	0	0	0	0	375	375	375	375	375	375	4,500	0
Auditing Services	0	0	0	0	0	0	458	458	458	458	458	458	5,500	0
Postage & Shipping	0	0	13	0	0	0	42	42	42	42	42	42	500	13
Insurance-General Liability	5,239	239	239	239	239	239	667	667	667	667	667	667	8,000	6,431
Copying & Printing	0	0	0	0	0	0	83	83	83	83	83	83	1,000	0
Legal Advertising	0	0	0	0	0	0	175	175	175	175	175	175	2,100	0
Misc-Assessmnt Collection Cost	0	360	360	0	0	0	222	222	222	222	222	222	2,669	720
Misc-Web Hosting	50	50	50	50	50	50	50	50	50	50	50	50	600	300
Annual District Filing Fee	175	0	0	0	0	0	15	15	15	15	15	15	175	175
Total Administrative	16,160	10,070	12,231	10,104	9,610	9,654	13,033	13,033	13,033	13,033	13,033	13,033	156,398	67,845
Flood Control/Stormwater Mgmt														
Contracts-Preserve Maintenance	6,375	0	0	6,375	0	0	2,125	2,125	2,125	2,125	2,125	2,125	25,500	12,750
Contracts-Lake & Wetland	5,730	5,730	5,730	5,730	5,730	5,730	5,730	5,730	5,730	5,730	5,730	5,730	68,760	34,380
Electricity-Fountain	1,128	1,042	1,115	1,237	1,109	1,142	667	667	667	667	667	667	8,000	6,773
R&M-Aeration	0	991	0	6,316	0	0	833	833	833	833	833	833	10,000	7,307
R&M-Aquascaping	0	0	0	0	0	0	250	250	250	250	250	250	3,000	0
R&M-Fountain	0	0	0	0	457	0	21	21	21	21	21	21	250	457
R&M-Lake	3,002	457	409	0	56	655	833	833	833	833	833	833	10,000	4,579
R&M-Signage	0	0	0	0	0	0	83	83	83	83	83	83	1,000	0
R&M-Preserves	480	0	5,235	1,713	2,551	160	3,883	3,883	3,883	3,883	3,883	3,883	46,598	10,138
R&M-Wash Out Repair	0	0	0	0	0	0	5,000	5,000	5,000	5,000	5,000	5,000	60,000	0
Misc-NPDES Program	1,395	0	1,565	580	0	720	250	250	250	250	250	250	3,000	4,240

Statement of Revenues, Expenditures and Changes in Fund Balance
Colonial Country Club Community Development District
For the Fiscal Year Ending September 30, 2019

Operating Fund - Trend Report

	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>Annual</u>	<u>Year to</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>Date</u>
Misc-Contingency	3,546	0	0	0	0	0	1,667	1,667	1,667	1,667	1,667	1,667	20,000	3,546
Capital Outlay	3,610	0	0	0	0	0	0	0	0	0	0	0	0	3,610
Total Flood Control/Stormwater Mgmt	25,266	8,220	14,054	21,931	9,903	8,407	21,342	21,342	21,342	21,342	21,342	21,342	256,108	87,780
<u>Debt Service</u>														
Principal Line of Credit/Note	0	0	0	0	0	0	1,563	1,563	1,563	1,563	1,563	1,563	18,752	0
Total Debt Service	0	0	0	0	0	0	1,563	1,563	1,563	1,563	1,563	1,563	18,752	0
<u>Other Sources/Uses</u>														
Total Expenses	41,446	16,290	26,285	32,035	19,513	18,061	35,938	35,938	35,938	35,938	35,938	35,938	431,256	155,625
Excess Revenue Over (Under) Expenditures	(38,967)	110,826	243,090	(8,511)	(4,748)	(10,856)	2,589	2,589	2,589	2,589	2,589	2,589	31,081	290,839

Statement of Revenues, Expenditures and Changes in Fund Balance Colonial Country Club Community Development District

For the Fiscal Year Ending September 30, 2019

Series 2013 Debt Service Fund - Trend Report

	<u>October</u> <u>Actual</u>	<u>November</u> <u>Actual</u>	<u>December</u> <u>Actual</u>	<u>January</u> <u>Actual</u>	<u>February</u> <u>Actual</u>	<u>March</u> <u>Actual</u>	<u>April</u> <u>Budget</u>	<u>May</u> <u>Budget</u>	<u>June</u> <u>Budget</u>	<u>July</u> <u>Budget</u>	<u>August</u> <u>Budget</u>	<u>September</u> <u>Budget</u>	<u>Annual</u> <u>Budget</u>	<u>Year to</u> <u>Date</u> <u>Actual</u>
<u>Revenues</u>														
Interest - Investments	164	154	149	154	154	139	30	30	30	30	30	30	360	914
Special Assmnts- Tax Collector	0	346,389	721,254	57,491	34,295	13,618	102,882	102,882	102,882	102,882	102,882	102,882	1,234,579	1,173,046
Special Assmnts- Discounts	0	(14,023)	(28,582)	(1,731)	(744)	(135)	(4,115)	(4,115)	(4,115)	(4,115)	(4,115)	(4,115)	(49,383)	(45,214)
Total Revenues	164	332,520	692,821	55,914	33,705	13,622	98,797	98,797	98,797	98,797	98,797	98,797	1,185,556	1,128,746
<u>Expenses</u>														
<u>Debt Service</u>														
Principal Debt Retirement	0	0	0	0	0	0	57,740	57,740	57,740	57,740	57,740	57,740	692,877	0
Principal Prepayments	0	5,000	0	0	0	0	0	0	0	0	0	0	0	5,000
Interest Expense	0	248,993	0	0	0	0	41,499	41,499	41,499	41,499	41,499	41,499	497,985	248,993
Total Debt Service	0	253,993	0	0	0	0	99,239	99,239	99,239	99,239	99,239	99,239	1,190,862	253,993
<u>Other Sources/Uses</u>														
Operating Transfers-Out	0	0	0	0	0	0	(82)	(82)	(82)	(82)	(82)	(82)	(982)	0
Total Other Sources/Uses	0	0	0	0	0	0	(82)	(82)	(82)	(82)	(82)	(82)	(982)	0
Total Expenses	0	253,993	0	0	0	0	99,157	99,157	99,157	99,157	99,157	99,157	1,189,880	253,993
Excess Revenue Over (Under) Expenditures	164	78,527	692,821	55,914	33,705	13,622	(360)	(360)	(360)	(360)	(360)	(360)	(4,324)	874,753

COLONIAL COUNTRY CLUB COMMUNITY DEVELOPMENT DISTRICT

Cash and Investment Report

March 31, 2019

Account Name	Bank Name	Yield	Balance
<u>General Fund</u>			
Iberia Operating Checking (1859)	Iberia	0.85%	189,211
Iberia Money Market Account (1867)	Iberia	1.26%	<u>1,743,662</u>
		<i>Subtotal</i>	<i>1,932,873</i>
 <u>Debt Service Fund</u>			
Series 2013 - Revenue Fund (0001)	US Bank	0.05%	596
Series 2013 - Reserve Fund (0003)	US Bank	0.05%	595,501
Series 2013 - Prepayment Fund (0006)	US Bank	0.05%	<u>169</u>
		<i>Subtotal</i>	<i>596,265</i>
		TOTAL	\$ <u><u>2,529,138</u></u>

COLONIAL COUNTRY CLUB
COMMUNITY DEVELOPMENT DISTRICT

Non-Ad Valorem Special Assessments
(Lee County Tax Collector - Monthly Collection Distributions)
Fiscal Year Ending September 30, 2019

GROSS ASSESSMENTS LEVIED \$ 477,410 \$ 1,234,580
27.90% 72.10%

Distribution	Gross Amount Received	Discounts/ (Penalties)	Collection Cost	Net Amount Received	ALLOCATION	
					General Fund	Debt Fund
October	-	-	-	-	-	-
November	59,541.40	(2,619.43)	-	56,921.97	16,612.05	42,929.35
	420,886.51	(16,829.48)	(1,289.78)	402,767.25	117,427.34	303,459.17
December	926,203.57	(37,046.45)	(1,289.77)	887,867.35	258,410.80	667,792.77
	74,148.11	(2,595.90)	-	71,552.21	20,687.32	53,460.79
January	79,737.44	(2,400.17)	-	77,337.27	22,246.75	57,490.69
February	47,566.08	(1,031.33)	-	46,534.75	13,270.94	34,295.14
March	18,888.04	(187.21)	-	18,700.83	5,269.76	13,618.28
April						
May						
June						
July						
August						
September						
TOTAL	1,626,971.15	(62,709.97)	(2,579.55)	1,561,681.63	453,924.95	1,173,046.20
BALANCE REMAINING					\$ 23,485	\$ 61,534

TOTAL ASSESSMENTS	\$ 1,711,989	PERCENT COLLECTED	95.03%
--------------------------	---------------------	--------------------------	---------------

Colonial Country Club Community Development District Reconciliation - Iberia 1859 OP

Run: 4/15/2019 @ 8:15 AM

Page: 1

Closing Balance from Previous Statement.....	2/28/2019	191,202.34
3 Deposits and Other Additions Totalling.....		18,756.83
17 Checks and Other Withdrawals Totalling.....		20,886.22
0 Adjustments Totalling.....		0.00
0 Voids Totalling.....		0.00
Service Charge.....		0.00
Interest Earned.....	3/31/2019	138.01
Closing Balance for this Statement.....	3/31/2019	189,210.86
Difference.....		0.00

Cash Balance from General Ledger.....	3/31/2019	188,841.58
Open Activity from Bank Register.....		(369.40)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		189,210.86

Date	Reference	Deposit Description	Amount
✓ 3/04/2019	DEP	Payroll Tax Adjustment	6.00
✓ 3/15/2019	DEP	FY 2019 and Final Distribution 05, Run 02	18,700.83
✓ 3/27/2019	DEP	Branch Deposit	50.00
Total Deposits:			<u>18,756.83</u>

Date	Check	To	Check Description	Amount
✓ 2/27/2019	0010064	Community Field Services	Work Order 1259	1,176.00
✓ 2/28/2019	EFT	ADP	BOS Meeting Payroll 2/25/2019 - Paper Checks	369.40
✓ 3/01/2019	EFT	Surepayroll		20.00
✓ 3/06/2019	0010065	Coleman, Yovanovich & Koester	General Legal Services	65.00
✓ 3/06/2019	0010066	Community Field Services	Work Order 1272	1,430.50
✓ 3/06/2019	0010067	Lake & Wetland Management Orlando-Tampa	Lake Maintenance March 2019	5,730.00
✓ 3/06/2019	0010068	Vertex Water Features	Fountain Cleaning	457.00
✓ 3/08/2019	EFT	ADP	Payroll Processing Fees	120.00
✓ 3/12/2019	0010069	Community Field Services	Work Order 1294	567.28
✓ 3/12/2019	0010070	Premier District Management	District Management & Field Services March 2019	8,338.09
✓ 3/15/2019	0010071	Vertex Water Features	Fountain Repair	88.00
✓ 3/20/2019	EFT	FPL	Electricity	1,142.35
✓ 3/21/2019	EFT	ADP	Quarterly Payroll Tax Reconciliation	6.00
✓ 3/26/2019	0010072	Benchmark EnviroAnalytical Inc.	Quarterly Sampling	720.00
✓ 3/26/2019	0010073	Community Field Services	Work Order 1300	160.00
✓ 3/28/2019	EFT	ADP	Payroll Wages (Direct Deposit) - MAR 2019	369.40
✓ 3/28/2019	EFT	ADP	Payroll Taxes - MAR 2019	127.20
Total Checks:				<u>20,886.22</u>

Date	Reference	Adjustment Description	Amount
✓ 3/31/2019		Interest Earned	138.01
Total Adjustments:			<u>138.01</u>

Run: 4/15/2019 at 10:01 AM

Colonial Country Club Community Development District

Page: 1

Check Register from 3/01/2019 to 3/31/2019**Iberia 1859 OP**

<u>Check</u>	<u>Date</u>	<u>Vendor / Description</u>	<u>Check / Payment</u>
EFT	3/01/2019	[Surepayroll] Surepayroll	20.00
0010065	3/06/2019	[COLEMAN] Coleman, Yovanovich & Koester (General Legal Services)	65.00
0010066	3/06/2019	[COMMUNITY FIELD] Community Field Services (Work Order 1272)	1,430.50
0010067	3/06/2019	[LAKE & WETLAND] Lake & Wetland Management Orlando-Tampa (Lake Maintenance March 2019)	5,730.00
0010068	3/06/2019	[VERTEX] Vertex Water Features (Fountain Cleaning)	457.00
EFT	3/08/2019	[ADP] ADP (Payroll Processing Fees)	120.00
0010069	3/12/2019	[COMMUNITY FIELD] Community Field Services (Work Order 1294)	567.28
0010070	3/12/2019	[PREMIER DISTRICT] Premier District Management (District Management & Field Services March 2019)	8,338.09
0010071	3/15/2019	[VERTEX] Vertex Water Features (Fountain Repair)	88.00
EFT	3/20/2019	[FPL] FPL (Electricity)	1,142.35
EFT	3/21/2019	[ADP] ADP (Quarterly Payroll Tax Reconciliation)	6.00
0010072	3/26/2019	[BENCHMARK] Benchmark EnviroAnalytical Inc. (Quarterly Sampling)	720.00
0010073	3/26/2019	[COMMUNITY FIELD] Community Field Services (Work Order 1300)	160.00
EFT	3/28/2019	[ADP] ADP (Payroll Wages (Direct Deposit) - MAR 2019)	369.40
EFT	3/28/2019	[ADP] ADP (Payroll Taxes - MAR 2019)	127.20
EFT	3/28/2019	[ADP] ADP (Payroll Wages (Paper Checks) - MAR 2019)	369.40
<u>Total Checks:</u>			<u>19,710.22</u>

**Colonial Country Club Community Development District
Reconciliation - Iberia 1867 MM**

Run: 4/09/2019 @ 11:30 AM

Page: 1

Closing Balance from Previous Statement.....	2/28/2019	1,741,813.01
0 Deposits and Other Additions Totalling.....		0.00
0 Checks and Other Withdrawals Totalling.....		0.00
0 Adjustments Totalling.....		0.00
0 Voids Totalling.....		0.00
Service Charge.....		0.00
Interest Earned.....	3/29/2019	1,849.19
Closing Balance for this Statement.....	3/31/2019	1,743,662.20
Difference.....		0.00
Cash Balance from General Ledger.....	3/31/2019	1,743,662.20
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		1,743,662.20

Date	Reference	Adjustment Description	Amount
✓ 3/29/2019		Interest Earned	1,849.19
Total Adjustments:			<u>1,849.19</u>

**Colonial Country Club Community Development District
Reconciliation - US Bank 0001**

Run: 4/09/2019 @ 11:40 AM

Page: 1

Closing Balance from Previous Statement.....	2/28/2019	456.59
0 Deposits and Other Additions Totalling.....		0.00
0 Checks and Other Withdrawals Totalling.....		0.00
2 Adjustments Totalling.....		138.99
0 Voids Totalling.....		0.00
Service Charge.....		0.00
Interest Earned.....	3/01/2019	0.09
Closing Balance for this Statement.....	3/31/2019	595.67
Difference.....		0.00
<hr/>		
Cash Balance from General Ledger.....	3/31/2019	595.67
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		595.67

Date	Reference	Adjustment Description	Amount
✓ 3/01/2019		Interest Earned	0.09
✓ 3/04/2019	TXFR	transfer from 0006 to 0001	0.04
✓ 3/04/2019	TXFR	transfer from 0003 to 0001	138.95
Total Adjustments:			139.08

Colonial Country Club Community Development District Reconciliation - US Bank 0003

Run: 4/09/2019 @ 11:39 AM

Page: 1

Closing Balance from Previous Statement.....	2/28/2019	595,500.50
0 Deposits and Other Additions Totalling.....		0.00
0 Checks and Other Withdrawals Totalling.....		0.00
1 Adjustments Totalling.....		-138.95
0 Voids Totalling.....		0.00
Service Charge.....		0.00
Interest Earned.....	3/01/2019	138.95
Closing Balance for this Statement.....	3/31/2019	595,500.50
Difference.....		0.00
Cash Balance from General Ledger.....	3/31/2019	595,500.50
Open Activity from Bank Register.....		0.00
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		595,500.50

Date	Reference	Adjustment Description	Amount
✓ 3/01/2019		Interest Earned	138.95
✓ 3/04/2019	TXFR		-138.95
Total Adjustments:			0.00

Colonial Country Club Community Development District Reconciliation - US Bank 0006

Run: 4/09/2019 @ 11:38 AM

Page: 1

Closing Balance from Previous Statement.....	2/28/2019	168.95
0 Deposits and Other Additions Totalling.....		0.00
0 Checks and Other Withdrawals Totalling.....		0.00
1 Adjustments Totalling.....		-0.04
0 Voids Totalling.....		0.00
Service Charge.....		0.00
Interest Earned.....	3/01/2019	0.04
Closing Balance for this Statement.....	3/31/2019	168.95
Difference.....		0.00
Cash Balance from General Ledger.....	3/31/2019	168.95
Open Activity from Bank Register.....		(0.28)
Adjustment for Service Charges and Interest.....		0.00
General Ledger Reconciliation to Statement.....		169.23

Date	Reference	Adjustment Description	Amount
✓ 3/01/2019		Interest Earned	0.04
✓ 3/04/2019	TXFR		-0.04
Total Adjustments:			0.00

Year to Date Actual - Variable Expenses (Supervisor's Report)
Colonial Country Club Community Development District
For the Period Ending March 31, 2019

Operating Fund

	<u>Annual Budget</u>	<u>Year to Date Actual</u>
<u>Revenues</u>		
001.361001.0000 Interest Income	4,000	8,202
001.361006.0000 Interest - Tax Collector	0	847
001.363010.0000 Special Assmnts- Tax Collector	477,416	453,925
001.363090.0000 Special Assmnts- Discounts	(19,097)	(17,496)
001.369900.0000 Other Miscellaneous Revenues	0	986
Total Revenues	462,319	446,464
<u>Expenses</u>		
<u>Administrative</u>		
001.511001.0000 P/R-Board Of Supervisors	12,000	6,600
001.512001.0000 Payroll-Processing Fees	600	455
001.521001.0000 Payroll Taxes	918	501
001.531002.0000 Profserv-Arbitrage Rebate	600	0
001.531012.0000 Profserv-Dissemination Agent	1,000	0
001.531013.0000 Profserv-Engineering	10,000	189
001.531016.0000 Profserv-Field Management	14,328	7,164
001.531023.0000 Profserv-Legal Services	5,000	953
001.531027.0000 Profserv-Mgmt Consulting Serv	76,772	38,386
001.531038.0000 Profserv-Special Assessment	8,357	4,179
001.531045.0000 Profserv-Trustee Fees	4,500	0
001.532002.0000 Auditing Services	5,500	0
001.541006.0000 Postage & Shipping	500	13
001.545002.0000 Insurance-General Liability	8,000	6,431
001.547001.0000 Copying & Printing	1,000	0
001.548002.0000 Legal Advertising	2,100	0
Total Administrative	151,175	64,871
<u>Flood Control/Stormwater Mgmt</u>		
001.534076.0000 Contracts-Preserve Maintenance	25,500	12,750
001.534084.1001 Contracts-Lake & Wetland	68,760	34,380
001.543043.0000 Electricity-Fountain	8,000	6,773
001.546003.0000 R&M-Aeration	10,000	7,307
001.546006.0000 R&M-Aquascaping	3,000	0
001.546032.0000 R&M-Fountain	250	457
001.546042.0000 R&M-Lake	10,000	4,579
001.546085.0000 R&M-Signage	1,000	0
001.546123.0000 R&M-Preserves	46,598	10,138
001.546142.0000 R&M-Wash Out Repair	60,000	0
001.549037.0000 Misc-NPDES Program	3,000	4,240
001.549900.0000 Misc-Contingency	20,000	3,546
001.564043.0000 Capital Outlay	0	3,610
Total Flood Control/Stormwater Mgmt	256,108	87,780
Total Expenses	407,283	152,651
Excess Revenue Over (Under) Expenditures	55,036	293,813

Sabrina Burnette

From: Cal Teague
Sent: Thursday, April 4, 2019 10:42 AM
To: Danielle Martin
Cc: Sabrina Burnette
Subject: RE: Colonial Country Club Community Development District - Quote

OK we will do that

From: Danielle Martin
Sent: Thursday, April 4, 2019 9:24 AM
To: Cal Teague <CTeague@cddmanagement.com>
Subject: RE: Colonial Country Club Community Development District - Quote

Cal- That will be fine.

From: Cal Teague <CTeague@cddmanagement.com>
Sent: Wednesday, April 3, 2019 4:35 PM
To: Danielle Martin <dmartin@cddmanagement.com>
Subject: RE: Colonial Country Club Community Development District - Quote

Ask her if we can wait and present to the Board on the 22nd?

From: Danielle Martin
Sent: Wednesday, April 3, 2019 4:32 PM
To: Cal Teague <CTeague@cddmanagement.com>
Subject: FW: Colonial Country Club Community Development District - Quote

Cal- Please review below and reply. There office will be closed on Friday for your info.
 Thanks,

From: Karen Bryan <KBryan@bbpria.com>
Sent: Wednesday, April 3, 2019 4:15 PM
To: Danielle Martin <dmartin@cddmanagement.com>
Subject: Colonial Country Club Community Development District - Quote

Good afternoon Danielle,

We can add the fence to the Inland Marine schedule, as it would be more economical for the CDD. The valuation would ACV (Actual Cash Value), and the premium to add the fence to the schedule would be \$800.00. this could be prorated to your original quote request date. Please advise how I should proceed with this request.

Regards

Karen Bryan
 Account Representative

kbryan@bbpria.com

O (386) 239-4056 | F (386) 239-4049

Public Risk Insurance Advisors
220 S. Ridgewood Avenue
Daytona Beach, FL 32114



PART OF THE BROWN & BROWN TEAM

bbpria.com



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Thank You.

From: Danielle Martin <dmartin@cddmanagement.com>

Sent: Tuesday, April 2, 2019 4:08 PM

To: Karen Bryan <KBryan@bbpria.com>

Subject: RE: Colonial Country Club Community Development District - Quote needed

Karen- Sorry about multiply emails. Here is your answers:

Intact- Yes

Value: 20,000

Hope that helps.

Let me know if you need anything else.

Danielle

From: Karen Bryan <KBryan@bbpria.com>

Sent: Tuesday, April 2, 2019 3:55 PM

To: Danielle Martin <dmartin@cddmanagement.com>

Subject: RE: Colonial Country Club Community Development District - Quote needed

The underwriter just wants to be sure that the fence is not broken down in places. I know it's not new but they would like to know what state it is in. and of course the value of the fence.

Karen Bryan

Account Representative

kbryan@bbpria.com

O (386) 239-4056 | F (386) 239-4049

Public Risk Insurance Advisors

220 S. Ridgewood Avenue

Daytona Beach, FL 32114



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Thank You.

From: Danielle Martin <dmartin@cddmanagement.com>

Sent: Tuesday, April 2, 2019 3:54 PM

To: Karen Bryan <KBryan@bbpria.com>

Subject: RE: Colonial Country Club Community Development District - Quote needed

Could you explain further on that? No sure what you mean..Like one piece of fencing?

From: Karen Bryan <KBryan@bbpria.com>

Sent: Tuesday, April 2, 2019 3:37 PM

To: Danielle Martin <dmartin@cddmanagement.com>

Subject: RE: Colonial Country Club Community Development District - Quote needed

Also, please confirm that the fence is intact.

Karen Bryan

Account Representative

kbryan@bbpria.com

O (386) 239-4056 | F (386) 239-4049

Public Risk Insurance Advisors

220 S. Ridgewood Avenue

Daytona Beach, FL 32114



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Thank You.

From: Karen Bryan**Sent:** Tuesday, April 2, 2019 3:34 PM**To:** 'Danielle Martin' <dmartin@cddmanagement.com>**Subject:** RE: Colonial Country Club Community Development District - Quote needed

Danielle,

What value would you place on the fence?

Karen Bryan

Account Representative

kbryan@bbpria.com

O (386) 239-4056 | F (386) 239-4049

Public Risk Insurance Advisors
220 S. Ridgewood Avenue
Daytona Beach, FL 32114



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Thank You.

From: Danielle Martin <dmartin@cddmanagement.com>

Sent: Monday, April 1, 2019 3:36 PM

To: Karen Bryan <KBryan@bbpria.com>

Subject: Colonial Country Club Community Development District - Quote needed

Karen- I would like to request a quote on the following: and per attached. I understand we currently do not have property coverage so that is the reason for the quote.

Perimeter Fence / Black/ 6' /commercial grad chain link fence/4715 feet.

Let me know if you need additional info.

Thanks,

Danielle Martin

Premier District Management

3820 Colonial Blvd, Suite 101

Fort Myers, FL 33966

Office: 239-690-7100 Ext. 105

www.dmartin@cddmanagement.com

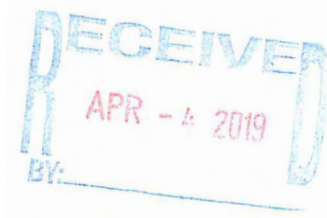


Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278



April 1, 2019

To the Board of Supervisors
Colonial Country Club Community Development District
Lee County, Florida

This letter is intended to communicate certain matters related to the planned scope and timing of our audit of Colonial Country Club Community Development District's (the "District") financial statements as of and for the year ending September 30, 2018.

Communication

Effective two-way communication between our firm and the Board of Supervisors is important to understanding matters related to the audit and developing a constructive working relationship.

Your insights may assist us in understanding the District and its environment, identifying appropriate sources of audit evidence and providing information about specific transactions or events. We will discuss with you your oversight of the effectiveness of internal control and any areas where you request additional procedures to be undertaken. We expect that you will communicate to us any matters you consider relevant to the audit in a timely manner. Such matters might include strategic decisions that may significantly affect the nature, timing and extent of audit procedures, your suspicion or detection of fraud, or any concerns you may have about the integrity or competence of senior management.

We will communicate to you, in timely manner, any fraud involving senior management and other fraud that causes a material misstatement of the financial statements, instances of noncompliance with laws and regulations that come to our attention (unless they are clearly inconsequential), and disagreements with management and other serious difficulties encountered in performing the audit. We also will communicate to you and to management any significant deficiencies or material weaknesses in internal control that become known to us during the course of the audit. Other matters arising from the audit that are, in our professional judgment, significant and relevant to you in your oversight of the financial reporting process will be communicated to you in writing after the audit.

Fort Pierce / Stuart

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Board of Supervisors
Colonial Country Club Community Development District
April 1, 2019
Page 2

Independence

Our independence policies and procedures are designed to provide reasonable assurance that our firm and its personnel comply with applicable professional independence standards. Our policies address financial interests, business and family relationships, and non-audit services that may be thought to bear on independence. Also, if an immediate family member or close relative of a partner or professional employee is employed by a client in a key position, the incident must be reported and resolved in accordance with firm policy. In addition, our policies restrict certain non-audit services that may be provided by Berger, Toombs, Elam, Gaines, and Frank and require audit clients to accept certain responsibilities in connection with the provision of permitted non-attest services.

The Audit Planning Process

Our audit approach places a strong emphasis on obtaining an understanding of how your organization functions. This enables us to identify key audit components and tailor our procedures to the unique aspects of your operations. The development of a specific audit plan will begin by meeting with you and with management to obtain an understanding of your organization's objectives, strategies, risks and performance.

As part of obtaining an understanding of your organization and its environment, we will obtain an understanding of internal control. We will use this understanding to identify risks of material misstatement, which will provide us with a basis for designing and implementing responses to the assessed risks of material misstatement. We will also obtain an understanding of the users of the financial statements in order to establish an overall materiality level for audit purposes. We will conduct formal discussions among engagement team members to consider how and where your financial statements might be susceptible to material misstatement due to fraud or error.

The Concept of Materiality in Planning and Executing the Audit

We apply the concept of materiality in both planning and performing the audit; evaluating the effect of identified misstatements on the audit and the effect of uncorrected misstatements, if any, on the financial statements; and forming the opinion in our report on the financial statements, and determining or reporting in accordance with *Government Auditing Standards* and other compliance reporting requirements. Our determination of materiality is a matter of professional judgment and is affected by our perception of the financial information needs of users of the financial statements. We establish performance materiality at an amount less than materiality for the financial statements as a whole to allow for the risk of misstatements that may not be detected by the audit. We use performance materiality for purposes of assessing the risks of material misstatement and determining the nature, timing and extent of further audit procedures.

Board of Supervisors
Colonial Country Club Community Development District
April 1, 2019
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The Concept of Materiality in Planning and Executing the Audit (Continued)

Our assessment of materiality throughout the audit will be based on both quantitative and qualitative considerations. Because of the interaction of quantitative and qualitative considerations, misstatements of a relatively small amount could have a material effect on the current financial statements as well as financial statements of future periods. We will accumulate misstatements identified during the audit, other than those that are clearly trivial. At the end of the audit, we will inform you of all individual uncorrected misstatements aggregated by us in connection with our evaluation of our audit test results.

Our Approach to Internal Control Relevant to the Audit

Our audit of the financial statements will include obtaining an understanding of internal control sufficient to plan the audit and determine the nature, timing and extent of audit procedures to be performed. An audit is not designed to provide assurance on internal control or identify significant deficiencies or material weaknesses. Our review and understanding of the District's internal control is not undertaken for the purpose of expressing an opinion on the effectiveness of internal control.

We will issue a report on internal control related to the financial statements. This report describes the scope of testing of internal control and the results of our tests of internal control. Our report on internal control will include any significant deficiencies and material weaknesses in internal controls of which we become aware of as a result of our understanding and testing of internal controls consistent with the requirements of *Government Auditing Standards* issued by the Comptroller General of the United States.

Timing of the Audit

We have scheduled preliminary audit field work for April 2019. Management's adherence to its closing schedule and timely completion of information used by us in performance of the audit is essential to timely completion of the audit.

Closing

We will be pleased to respond to any questions you have about the foregoing. We appreciate the opportunity to continue to be of service to the District.



Berger, Toombs, Elam,
Gaines & Frank
Certified Public Accountants P.C.

Board of Supervisors
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This communication is intended solely for the information and use of the Board of Supervisors and is not intended to be, and should not be, used by anyone other than this specified party.

*Berger Toombs Elam
Gaines & Frank*

BERGER, TOOMBS, ELAM, GAINES & FRANK
J.W. GAINES, CPA



COMMUNITY FIELD SERVICES

Colonial Country Club CDD

FIELD MANAGEMENT REPORT FOR APRIL 2019

Prepared for:

PREMIER DISTRICT MANAGEMENT | 3820 COLONIAL BLVD., SUITE 101 FORT MYERS, FL 33966

Colonial Country Club CDD

Community Field Services – Field Management Report Site Inspection on 4/08/2019

1. Lake Management:

- a. Lake Maintenance:** The lakes remain in overall good shape this month. Shorelines weeds were mostly minimal, water levels are average for this time of year, submerged weeds are acceptable, and algae is hardly present. Below is the rating sheet for April.

COLONIAL COUNTRY CLUB
LAKE RATING SHEET FOR FIELD REPORT
April 8th 2019

Individual Lake Ratings
1 = Unsatisfactory
2 = Room for Improvement
3 = Satisfactory

Total Individual Lake Ratings
1-5 = Unsatisfactory
6-10 = Room for Improvement
11-15 = Satisfactory

37-185 = Unsatisfactory
222-370 = Room for Improvement
407-555 = Satisfactory

Lake #	April 8th 2019																		April Scores 2018
	Clarity	Algae	Shoreline Weeds	Submerged Weeds	Spike Rush Width	January Scores	February Scores	March Scores	April Scores	May Scores	June Scores	July Scores	August Scores	Sept. Scores	Oct. Scores	Nov. Scores	Dec. Scores		
Lake #1	3	3	2	3	3	14	14	14	14									12	
Lake #2	3	3	2	3	2	13	13	13	13									13	
Lake #3	3	3	2	3	1	12	12	12	12									14	
Lake #4	3	3	2	3	2	14	14	13	13									13	
Lake #5	3	3	2	3	3	14	14	14	14									13	
Lake #6	3	3	2	3	3	12	14	13	14									13	
Lake #7	3	3	2	3	3	14	14	14	14									15	
Lake #8	3	3	3	3	1	12	13	13	13									14	
Lake #9	3	3	3	3	2	13	14	14	14									14	
Lake #10	3	3	2	3	2	14	13	12	13									14	
Lake #11	3	3	2	2	3	13	13	13	13									14	
Lake #12	3	3	2	3	2	12	12	12	13									14	
Lake #13	2	3	3	3	3	14	14	14	14									14	
Lake #14	3	3	1	3	1	12	11	11	11									14	
Lake #15	3	3	2	3	2	12	13	13	13									14	
Lake #16	3	3	2	3	1	12	12	12	12									14	
Lake #17	3	3	3	3	3	15	15	15	15									14	
Lake #18	3	3	2	3	2	13	13	13	13									14	
Lake #19	3	3	3	3	3	15	15	15	15									13	
Lake #20	3	3	2	3	3	13	13	14	14									15	
Lake #21	3	3	3	3	2	14	14	14	14									13	
Lake #22	3	3	3	3	1	13	13	14	13									14	
Lake #23	3	2	2	3	3	13	14	14	13									14	
Lake #24	3	3	2	3	3	14	14	14	14									13	
Lake #25	3	3	3	3	1	14	14	14	13									14	
Lake #26	3	3	3	3	2	14	15	14	14									15	
Lake #27	3	3	3	3	3	14	15	15	15									15	
Lake #28	3	3	3	3	2	13	13	12	14									13	
Lake #29	3	3	2	3	3	14	14	13	14									15	
Lake #30	3	3	3	3	3	15	15	15	15									14	
Lake #31	3	3	3	3	3	14	14	13	15									14	
Lake #32	2	3	2	3	3	12	13	13	13									14	
Lake #33	2	3	3	3	3	13	13	14	14									14	
Lake #40	3	3	2	3	2	13	13	13	13									13	
Lake #50	3	2	2	3	2	13	14	12	12									12	
Lake #60	3	3	2	3	3	13	13	14	14									12	
Lake #70	3	3	3	3	3	13	14	14	15									13	
Grand Total						492	501	496	502	0	0	0	0	0	0	0	0	507	

Fountains

Lake #	
21	Operating
22	Operating
28	Operating
50	Both Operating

Aerator Systems

Lake #	
5, 8, 9 & 32	Operating
15 & 16	Operating
17	Operating
20	Down - Unit Hot & Fan Not Working
23 & 24	Operating
25, 26 & 27	75% Completed

Aerator Systems

Lake #	
6	Operating
29	Operating
31	Operating
4 & 40	Operating
40	Operating
50	Operating

b. Dissolved Oxygen (DO) Tests: Next test is scheduled for August 2019.

c. Littoral Plants:

- i. Spike rush width that is too wide and needs to be treated by Lake & Wetlands includes: High priority Lakes: 3, 8, 14, 16, 22 & 25. Medium priority Lakes: 2, 4, 9, 10, 15, 18, 21, 26, 28, 40 & 50. L&W has been spraying the lakes and major results were visible on Lake 21. Last treatments were completed on 3/12/19.

Treated Spike Rush on Lake 21



Spike Rush to Treat on Lake 25



- ii. Spike rush removal behind 9083 Triangle Palm Lane update: New spike rush is continuing to grow behind the home; the bank is slowly filling back in.



- iii. Littorals overall are looking good throughout the community. Swamp Lilies are starting to flower.



d. Shoreline Weeds: Issues observed this month include:

- i. Torpedo Grass in Lakes: 1-7, 10, 11, 14-16, 18, 20, 23, 24, 29, 32, 40, 50 & 60. Low presence.
- ii. Spatterdock in Lakes: 11, 12, 14, 16 & 60. Medium to High presence. All lakes are showing signs of treatment.
- iii. Lily Pads in Lakes: 11, 12 & 14. Low to medium presence. All lakes are showing signs of treatment.

Treated Spatterdock



Treated Lily Pads



e. Submerged Weeds: No new concerns observed this month.

f. Algae: Low density was observed on Lakes 23, 29 & 50.

g. Fish: No concerns reported or observed this month.

h. Trash:

- i. Minimal trash observed along Lakes: 10, 20, 22, 25 & 27. No need for a clean-up yet.
- ii. Someone has dumped a pile of rocks into Lake 9 behind 9061 Shadow Glen Way.



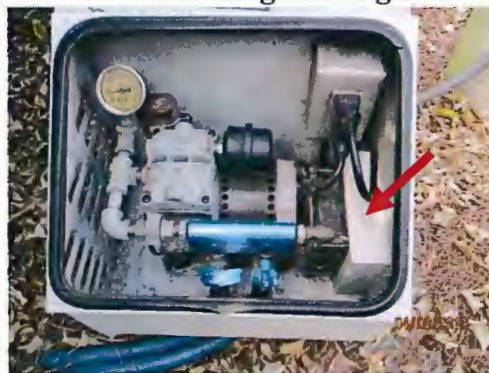
i. Lake Aeration:

- i. The leaky pipe fitting for the compressor unit on Lakes 15 & 16 has been repaired by Vertex.
- ii. Lake 20 System: Compressor unit was found off during the inspection, so I looked inside the cabinet and found several issues that have already been reported to Vertex.
 1. One of the door hinges has rusted off and needs to be replaced.
 2. The cooling fan inside the cabinet is no longer working and needs to be replaced which is causing the compressor unit to shut down when it overheats. The compressor unit wasn't operating but it was very hot when I opened the cabinet door.

Broken Hinge



Non-Functioning Cooling Fan



- iii. New System Install Update for Lakes 25, 26 & 27: We found out on 4/8/19 from Vertex that the air lines used for Lakes 25, 26 & 27 are under sized and need to be replaced with larger ones. The lines keep blowing off the compressor units due to the amount of pressure needed to power all the air stations. I was told that new air lines have already been ordered and they will be installed as soon as they come in. Patrick Tohill has also installed the arboricola around the electrical meter.



- iv. **New System Install Update for Lake 6:** The new system has been installed and is currently on a timer for the normal start-up process. The unit should be running 24/7 by the end of the week.



- j. **Lake Fountains:** No concerns observed this month. All fountains were operating during the inspection.

k. **Shoreline Landscaping / Grass Clippings:**

- i. The homeowner at 11029 Mill Cree Way #408 asked if we can have additional littoral plants installed behind her condo unit to help hide the brown shoreline. This request will be presented to the CDD Board at their next meeting.



- ii. The holly tree on the SE corner of Lake 70 needs to be pruned.



I. Bulkheads / Rip Rap:

- i. Rip rap along Lake 10 needs to be treated again by Lake & Wetlands. Weeds remain present.
- ii. The Board may want to consider having the bulkheads pressure washed sometime in the future.

Rip Rap on Lake 10



Bulkhead on Lake 50



m. Lake Bank Erosion:

- i. The washout along the gateway canal between 10131 / 10133 Colonial Country Club Blvd. is continuing to increase in size. The Board may want to have this repaired along with a couple of other smaller washouts along the shoreline.



- ii. A small washout is forming on Lake 9 behind the utility box at 9055 Shadow Glen Way.



n. Gateway Canal:

- i. Torpedo grass was observed growing along the Colonial side of the canal.
- ii. Lily pads were observed again growing along the entire canal. **Treatments were observed.**
- iii. Spatterdock was observed in several areas within the canal. **Treatments were observed.**
- iv. Pallets were observed across the canal on the shoreline behind 11032 Yellow Poplar Drive and 11040 Yellow Poplar Drive. We will contact the Botanica Lakes CAM and ask to have the pallets removed.



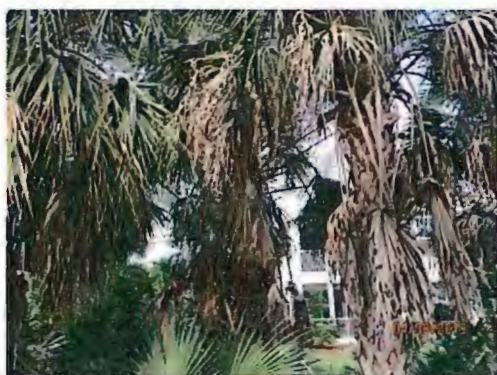
2. Preserves:

- a. The next quarterly clean-up along the preserve walking path will be completed in May 2019.
- b. The next quarterly maintenance event is anticipated for April/May 2019.
- c. Someone has dumped several 2x4s and old plants into the preserve behind 9537 Hemingway Lane.

2x4s

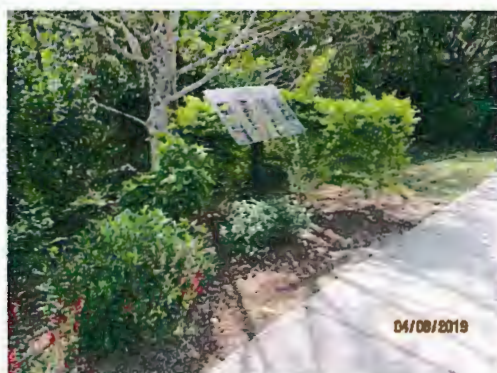


- d. The sabal palms within the preserve islands appear to never have been pruned and now that we're removing the dead palmetto palm fronds on a quarterly basis the Board might be interested in having the dead branches cut from the trees. We typically remove any palm fronds that are found on the ground during the quarterly clean-ups. There are approximately 50 sabal palms within the islands.



3. Butterfly Gardens:

- a. **Boardwalk Entrance:** The plants in this area were looking healthy this month. We plan on filling in the empty spots with new plants in May. During that time, we'll also clean the butterfly sign.



- b. **South End of Lake 21:** The plants in this area were also looking healthy this month. We plan on filling in the empty spots with new plants in May.



4. Storm Water Drainage System:

- a. **Roadway Catch Basins:** No concerns observed this month.
- b. **Dry Retention Catch Basins:** No concerns observed with the basins this month. All catch basins were clear of debris.
- c. **Outfall Structures:** No issues observed this month.
- d. **Preserve Catch Basins:** No concerns were observed this month.
- e. **Catch Basins between Buildings:** No concerns observed this month.
- f. **Inter-Connect Pipes:** All pipes currently submerged.
- g. **Illicit Discharges:** No new illicit discharges were found this month.
- h. **Spill Prevention:** Storm drain markers have been installed on all the roadway catch basins and most of the basins in the dry retention areas. 267 markers were installed.



- i. **Maintenance Yard Inspection:** No concerns observed this month.

5. **Perimeter / Preserve Fence:** Besides for vegetation beginning to grow back onto the fence no other concerns were observed this month. The Board may want us to conduct the annual vegetation cut backs along the Shadow Glen fence sometime in May / June.



6. Non CDD Issues / Concerns Observed: No concerns observed this month.

7. Fish/Wildlife Observations:

<input type="checkbox"/> Bass	<input checked="" type="checkbox"/> Bream	<input type="checkbox"/> Catfish	<input type="checkbox"/> Gambusia
<input checked="" type="checkbox"/> Egrets	<input checked="" type="checkbox"/> Herons	<input checked="" type="checkbox"/> Coots	<input type="checkbox"/> Gallinules
<input checked="" type="checkbox"/> Anhinga	<input checked="" type="checkbox"/> Cormorant	<input type="checkbox"/> Osprey	<input checked="" type="checkbox"/> Ibis
<input type="checkbox"/> Woodstork	<input type="checkbox"/> Otter	<input type="checkbox"/> Alligators	<input checked="" type="checkbox"/> Snakes
<input checked="" type="checkbox"/> Turtles	<input checked="" type="checkbox"/> Other Species: <u>Ducks</u>		

8. Residential Complaints / Concerns: Resident concerns or complaints for FY 2019:

Colonial Country Club CDD Concern / Complaint Log As of 4/09/19					
Reported Date:	Notified By:	Address	Issue	Action	Follow Up Action
10/6/2018	Joe Sucato	Driving Range	Reported weeds are growing around the driving range peninsula. The weeds catch the golf balls, and present a danger with gators hiding in them.	Goncalo has been contacted and requested one of the techs to please treat the spike rush and any other plant material within the driving range portion of Lake 1.	Monitor - Weeds & littorals showed signs of treatment on 10/30/18.
10/25/2018	Donna	9920 Horse Creek Way	Reported that the fountain in Lake 28 has been down for 2 days.	Inspected the fountain on 10/25 and found a tripped circuit breaker and loose wire. Tightened the wire back into the breaker and reset it and the system came back online.	None.
10/31/2018	Kurt Wulschleger	9529 Herringway	Concerned that 2 dead pine trees along the preserve edge could damage his lanai if they were to fall towards his home.	Confirmed that the trees are dead and that they could reach his home. Obtaining an estimate to have them removed.	Coastline Tree Service has been approved to cut down the trees.
1/28/2019	Michael Parks	N/A	Had concerns why the aerator unit was placed directly across from 9243 / 9245 Independence Way.	We're working with Vertex to have them relocate the compressor cabinet behind the bushes and to have plants installed around the electrical pedestal.	The compressor cabinet has been moved behind the existing shrubs and plants are going to be installed in front of the electrical pedestal.
3/4/2019	Tony Desantis	N/A	Reported algae is looking bad on Lake 6.	Issue was reported to Lake & Wetlands.	Monitor.
4/2/2019	Joe Sucato	Driving Range	Reported a nuisance alligator in the range lake.	Issue was reported to the Alligator Hotline. Reference #453325.	2 alligators were removed from the lake on 4/4/19.
4/5/2019	Karen Miller	11029 Mill Creek Way #408	Asked if additional littorals can be planted on the west end of Lake 50 where there is a very large brown area.	Informed Karen that we would obtain a proposal from L&W for additional littorals and we would present her request to the CDD Board.	

9. Completed events in March / April:

- Inform Lake & Wetlands of the lake concerns. Task completed on 3/8/19.
- Inform Vertex Water Features of any fountain / aerator concerns. Task completed on 3/8/19.
- Monitor the plants at the butterfly gardens. Plants are looking much healthier this month. We'll go ahead and fill in the empty areas in the middle of May.

10. Follow up & Upcoming event for April / May:

- Inform Lake & Wetlands of the lake concerns.
- Inform Vertex Water Features of any fountain / aerator concerns.
- Monitor the plants at the butterfly gardens.
- Contact Botanica Lakes regarding the pallets on the canal.

11. Maintenance Technician Task List:**Reported on 03/06/19:**

- a. No items this month.

Reported on 04/08/19:

- a. Prune the 50 +/- sabal palms within the preserve islands.
- b. Conduct the annual vegetation cutbacks along the perimeter fence behind the homes on Shadow Glen. Task would be completed in May / June.
- c. Prune the dahoon holly on the SE corner of Lake 70.

Colonial Country Club CDD

Project Finance Tracker

Fiscal Year 2019							
Updated: 4/09/19							
PROJECTS / MAINTENANCE TASKS	DATE APPROVED	COST APPROVED	Paid to Date	VENDOR / PDM HOURS	APPROVED BY	FINAL DATE PAID	INVOICE / WORK ORDER
R&M - Aeration 546003.0000		\$10,000.00					
New Aerator Systems for Lakes 6, 25, 26 & 27	09/24/18	\$30,049.54		Vertex	Board		
New Electrical Service for Aerator Systems	09/24/18	\$7,220.00	\$7,570.00	P.I. Electric	Board	1/15/2019	56730-DEP & 56730-FE
Replace old air stations on Lakes 4 & 40.	12/17/18	\$1,268.10	\$1,268.10	Vertex	Board	1/22/2019	Invoice I2914
New compressor & fan for Lakes 15 & 16.	12/17/18	\$1,087.78	\$1,087.78	Vertex	Board	1/15/2019	I2817
	Totals:	\$39,625.42	\$9,925.88				
		Balance:	\$74.12				
R&M-Lake 546042.0000		\$5,000.00					
Remove the debris and pine straw off the catch basins located behind: 9019 Shadow Glen, 9343 Independence Way & 9335 Independence Way.	08/07/18	\$73.00	\$73.00	CFS	Tony / Board	10/3/2018	WO 1231 - Completed
Remove the dead pine tree on the north end of Lake 27 adjacent to 10072 Oakhurst Way. At the same location prune any low branches that interfere with the lawn mowers passing by. Remove the 7-8 foot palm tree top from Lake 28 behind 11029 Iron Horse Way.	09/26/18	\$58.00	\$58.00	CFS	Board	10/3/2018	WO 1236 - Completed
Trimming of the weeds & grass along Lake 11 bank.	09/26/18	\$276.00	\$276.00	CFS	Board	10/3/2018	WO 1244 - Completed
Remove vegetation around the catch basins between the condo buildings on Lakes 21 & 22.	10/22/18	\$189.00	\$189.00	CFS	Board	11/28/2018	WO 1253 - Completed
Replacement of dead plants at the Lake 21 butterfly garden.	10/22/18			CFS	Board		WO 1255 - Pending May
Inspection & debris cleaning of 4 roadway catch basins at the end of Sky View Way & Majestic Ave.	10/15/18	\$2,625.00	\$2,625.00	Extreme Divers	Tony	11/1/2018	22545
Repaired washout on Lake 28 next to the fountain valve box with rip rap. Repalced 2 fountain cabinet locks.	12/18/18	\$45.41	\$45.41	CFS	CFS	2/28/2019	WO 1272 - Completed
Install 253 aluminum storm drain markers along all roadway catch basins throughout the community. 50 extra markers were ordered and are being stored as backups. Markers colored blue with the fish symbol on center. Says: Drains to Lake.	02/23/29	\$2,200.00	\$2,116.74	CFS	Board	3/28/2019	WO 1289 - Completed
Conduct a trash clean-up around all of the lakes, along the wooden boardwalks and concrete walking path. Remove the fallen over dahoon holly tree on the Lake 11 bank (back side). Restack the fallen rip rap around the catch basin behind 9192 Independence Way.	02/27/19	\$567.28	\$567.28	CFS	Board	3/7/2019	WO 1294 - Completed
	Totals:	\$6,033.69	\$5,950.43				
		Balance:	-\$950.43				
R&M-Preserves: 546123.0000		\$46,598.00					
Remove all of the dead vegetation from the preserve edge behind the homes at 10010 to 10022 Oakhurst Way. Move dead vegetation out of sight for homeowners, Phase 2. Removed the recently cut branches from the common area behind 11027 Millcreek. Return to 9096 Shadow Glen & cut back the missed willow tree along fence.	08/07/18	\$319.50	\$319.50	CFS	Tony / Board	10/3/2018	WO 1231 - Completed
De-weed the 2 butterfly gardens. Trim the firebush. Remove the pile of branches that have been placed along side the walking path behind 9976 Horse Creek Road. Remove the tree top that has fallen around the educational preserve sign near the walking path entrance across from 10015 Colonial Country Club Blvd.	09/26/18	\$130.50	\$130.50	CFS	Board	10/3/2018	WO 1236 - Completed

[illegible]