# Two Rivers West Community Development District

**Board of Supervisors** 

Nicholas Dister, Chair Carlos de la Ossa, Vice-Chair Ryan Motko, Assistant Secretary Thomas Spence, Assistant Secretary Vacant, Assistant Secretary Brian Lamb, District Manager Angie Grunwald, District Manager John Vericker, District Counsel Tonja Stewart, District Engineer

# **Regular Meeting Agenda**

Tuesday, May 16, 2023, at 11:00 a.m.

The Regular Meeting of the Two Rivers West Community Development District will be held on May 16, 2023 at 11:00 a.m. at the SpringHill Suites by Marriott Tampa Suncoast Parkway located at 16615 Crosspointe Run, Land O' Lakes, FL 34638. Please let us know at least 24 hours in advance if you are planning to call into the meeting. Following is the Agenda for the Meeting:

Call In Number: 1 (305) 224 1968 Meeting ID: 863 9686 1686 Passcode: 117533

https://us06web.zoom.us/j/86396861686?pwd=WjdORVluaVVxUGRXUXFaU1prTjVqQT09

All cellular phones and pagers must be turned off during the meeting.

#### REGULAR MEETING OF BOARD OF SUPERVISORS

- 1. CALL TO ORDER/ROLL CALL
- 2. PUBLIC COMMENT Each individual has the opportunity to comment and is limited to three (3) minutes for such comment.

#### 3. VENDOR AND STAFF REPORTS

- A. District Counsel
- B. District Manager
- C. District Engineer

#### 4. BUSINESS ITEMS

- G. General Matters of the District

#### 5. CONSENT AGENDA ITEMS

#### 6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS

#### 7. ADJOURNMENT

We look forward to speaking with you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,

District Manager

**District Office**Inframark Management Services
2005 Pan Am Circle, Suite 300

Tampa, Florida 33607 (813) 873 – 7300 **Meeting Location:** 

SpringHill Suites by Marriott Tampa Suncoast Parkway 16615 Crosspointe Run Land O' Lakes, FL 34638

www.tworiverswestcdd.com

May 16, 2023 **Board of Supervisors** 

**Dear Board Members:** 

Please accept my letter of resignation as a member of the Board of Supervisors for the following Community Development Districts, effective immediately:

**Two Rivers East** 

**Two River West** 

Steve Luce

#### **RESOLUTION 2023-04**

A RESOLUTION OF THE BOARD OF SUPERVISORS DESIGNATING THE OFFICERS OF TWO RIVERS WEST COMMUNITY DEVELOPMENT DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Two Rivers West Community Development District (the "District"), is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statues, being situated entirely within the County of Pasco; and

**WHEREAS**, the initial supervisors have taken and subscribed to the oath of office per F.S. 190.006(4); and

**WHEREAS,** the Board of Supervisors (hereinafter the "Board") now desires to organize by designating the Officers of the District per F.S. 190.006(6).

# NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF TWO RIVERS WEST COMMUNITY DEVELOPMENT DISTRICT:

1. The following persons are elected to the offices shown, to wit:

Nicholas Dister	Chair
Carlos de la Ossa	Vice-Chair
Brian Lamb	Secretary
Eric Davidson	Treasurer
Angie Grunwald	Assistant Secretary
Ryan Motko	Assistant Secretary
Thomas Spence	Assistant Secretary
Mike Rainer	Assistant Secretary
2. This Resolution shall become PASSED AND ADOPTED TH	e effective immediately upon its adoption.  IIS 16 <sup>TH</sup> DAY OF May, 2023.
ATTEST:	TWO RIVERS WEST COMMUNITY DEVELOPMENT DISTRICT
Secretary / Assistant Secretary	Chairman/ Vice Chairman

#### **RESOLUTION 2023-05**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TWO RIVERS WEST COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED OPERATION AND MAINTENANCE BUDGET FOR FISCAL YEAR 2023/2024; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING, AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the District Manager prepared and submitted to the Board of Supervisors ("Board") of the Two Rivers West Community Development District ("District") prior to June 15, 2023 a proposed operation and maintenance budget for the fiscal year beginning October 1, 2023 and ending September 30, 2024 ("Proposed Budget"); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to approve the Proposed Budget and set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TWO RIVERS WEST COMMUNITY DEVELOPMENT DISTRICT:

- 1. **PROPOSED BUDGET APPROVED**. The Proposed Budget, including any modifications made by the Board, attached hereto as **Exhibit "A"** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.
- 2. **SETTING A PUBLIC HEARING**. The public hearing on said Proposed Budget is hereby declared and set for the following date, hour, and location:

DATE: August 15, 2023

HOUR: 11:00 am

LOCATION: SpringHill Suites by Marriott Tampa

Suncoast Parkway 16615 Crosspointe Run Land O'Lakes, Florida 34648

- 3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT. The District Manager is hereby directed to submit a copy of the Proposed Budget to Pasco County at least 60 days prior to the hearing set above.
- 4. **POSTING OF PROPOSED BUDGET**. In accordance with Section 189.016, Florida Statutes, the District's Secretary is further directed to post the Proposed Budget on the District's website at least 2 days before the budget hearing date and shall remain on the website for at least 45 days.

- 5. **PUBLICATION OF NOTICE**. Notice of this public hearing shall be published in the manner prescribed by Florida law.
- 6. **EFFECTIVE DATE**. This Resolution shall take effect immediately upon adoption.

# PASSED AND ADOPTED ON MAY 16, 2023.

Attest:	Two Rivers West Community Development District
Print Name:	Print Name:
Secretary / Assistant Secretary	Chair/Vice Chair of the Board of Supervisors

Exhibit A: Proposed Budget for Fiscal Year 2023/2024

#### **RESOLUTION 2023-05**

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# PASSED AND ADOPTED ON MAY 16, 2023.

Attest:	Two Rivers West Community Development District
Print Name:	Print Name:
Secretary / Assistant Secretary	Chair/Vice Chair of the Board of Supervisors

Exhibit A: Proposed Budget for Fiscal Year 2023/2024

# TWO RIVERS WEST

COMMUNITY DEVELOPMENT DISTRICT

# FISCAL YEAR 2024 PROPOSED ANNUAL OPERATING BUDGET



May 16, 2023

# Two Rivers West COMMUNITY DEVELOPMENT DISTRICT

Fiscal Year 2023

**Final Operating** 

Fiscal Year 2024

Final Operating

Increase / Decrease

from FY 2023 to FY

		Budget		Final Operating Budget		2024	
REVENUES							
SPECIAL ASSESSMENTS - SERVICE CHARGES							
Operations & Maintenance Assmts-Tax Roll	\$	684,517	\$	-	\$	(684,517)	
Operations & Maintenance Assmts- Off Roll TOTAL SPECIAL ASSESSMENTS - SERVICE CHARGES	\$ <b>\$</b>	684,517	\$ <b>\$</b>	<u>-</u>	\$ <b>\$</b>	(684,517)	
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	φ	004,517	Ф		Ф	(084,51/)	
Developer Funding	\$	-	\$	201,125	\$	201,125	
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	\$	-	\$	201,125	\$	201,125	
TOTAL REVENUES EXPENDITURES	\$	684,517	\$	201,125	\$	(483,392)	
LEGISLATIVE	•						
Supervisor Fees	\$	-	\$	3,000	\$	3,000	
TOTAL LEGISLATIVE	\$	-	\$	3,000	\$	3,000	
FINANCIAL & ADMINISTRATIVE			Φ.		φ.		
Administrative Services District Manager	\$ \$	4,200 500	\$	4,500 25,000	\$	300 24,500	
District Engineer	\$	2,000	\$	9,500	\$	7,500	
Trustee Fees	\$	2,625	\$	6,500	\$	3,875	
Recording Secretary	\$	9,500	\$	2,400	\$	(7,100)	
Organizational Meeting/Initial Set Up Construction Accounting	\$ \$	3,750 9,000	\$ \$	4,000 9,000	\$ \$	250	
Dissemination Services	\$	20,834	\$	4,200	\$	(16,634)	
Financial & Revenue Collections	\$	10,000	\$	1,200	\$	(8,800)	
Rentals & Leases	\$	6,000	\$	600	\$	(5,400)	
Office Supplies	\$	1,800	\$	100	\$	(1,700)	
Technology Services Accounting Services	\$ \$	500 500	\$	9,000	\$ \$	100 8,500	
Auditing Services	\$	2,500	\$	6,000	\$	3,500	
Postage, Phone, Faxes, Copies	\$	-	\$	500	\$	500	
Public Officials Insurance	\$	3,500	\$	5,000	\$	1,500	
Legal Advertising Bank Fees	\$ \$	200 4,000	\$	3,500 200	\$ \$	3,300 (3,800)	
Dues, Licenses & Fees	\$	2,000	\$	175	\$	(1,825)	
Miscellaneous Fees	\$	250	\$	250	\$	-	
Website Development & Maintenance	\$	100	\$	1,200	\$	1,100	
ADA Website Compliance TOTAL FINANCIAL & ADMINISTRATIVE	\$ <b>\$</b>	83,934	\$ <b>\$</b>	1,800 <b>95,225</b>	\$ <b>\$</b>	1,625 <b>11,291</b>	
LEGAL COUNSEL	Ψ	03,934	φ	95,225	Ψ	11,291	
District Counsel	\$	9,500	\$	9,500	\$	-	
TOTAL DISTRICT COUNSEL	\$	9,500	\$	9,500	\$	-	
Electric Utility Services Electric Utility Services - StreetLights	\$	135,000	\$	_	\$	(135,000)	
Electric Utility Services - All Others	\$	6,000	\$	-	\$	(6,000)	
TOTAL ELECTRIC UTILITY SERVICES	\$	141,000	\$	-	\$	(141,000)	
Stormwater Control							
Aquatic Maintenance Aquatic Plant Replacement	\$ \$	30,000 500	\$	-	\$ \$	(30,000)	
TOTAL STORMWATER CONTROL	\$	30,500	\$ \$		\$ \$	(30,500)	
OTHER PHYSICAL ENVIRONMENT		<i>U</i> /U					
Aquatic Maintenance	\$	30,000	\$	38,000	\$	8,000	
General Liability Insurance Landscape Maintenance-Pond Banks	\$ \$	3,200	\$	5,000 25,000	\$ \$	1,800	
Debris Cleanup	\$	22,500 5,000	\$	9,000	Ф \$	2,500 4,000	
Wildlife Control	\$	40,000	\$	6,400	\$	(33,600)	
Landscape Maintenance	\$	277,383	\$	-	\$	(277,383)	
Entry/Gate/Walls Maintenance	\$	2,500	\$	-	\$	(2,500)	
Plant Replacement Program Irrigation Maintenance	\$ \$	15,000 5,000	\$	-	\$ \$	(15,000) (5,000)	
TOTAL OTHER PHYSICAL ENVIRONMENT	\$	400,583	\$	83,400	\$	(317,183)	
OTHER PHYSICAL ENVIRONMENT							
Davioment & Drainege Maintenance	\$ \$	1,500	\$	-	\$	(1,500)	
Pavement & Drainage Maintenance	**	1,500	\$	-	\$	(1,500)	
TOTAL PAVEMENT & DRAINAGE MAINTENANCE	_						
	\$	12,000	\$	-	\$	(12,000)	
TOTAL PAVEMENT & DRAINAGE MAINTENANCE PARKS & RECREATION Field Services Playground Equipment Maintenance	\$ \$	1,000	\$	-	\$	(1,000)	
TOTAL PAVEMENT & DRAINAGE MAINTENANCE PARKS & RECREATION Field Services Playground Equipment Maintenance Events Service & Supplies	\$ \$ \$	1,000 500	\$	-	\$ \$	(1,000) (500)	
TOTAL PAVEMENT & DRAINAGE MAINTENANCE PARKS & RECREATION Field Services Playground Equipment Maintenance	\$ \$	1,000	\$	-	\$	(1,000)	

# Two Rivers West COMMUNITY DEVELOPMENT DISTRICT

Miscellaneous Contingency	\$ 2,500	\$ 10,000	\$ 7,500
TOTAL CONTINGENCY	\$ 2,500	\$ 10,000	\$ 7,500
TOTAL EXPENDITURES	\$ 684,517	\$ 201,125	\$ (483,392)
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	\$ -	\$ -	\$ -

# TWO RIVERS WEST

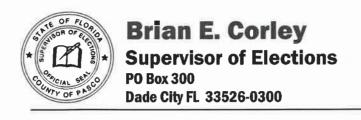
# SCHEDULE OF ANNUAL ASSESSMENTS<sub>1)</sub>

Lot Size	EAU Value	O&M Unit Count	Debt Service Unit Count	Debt Service Per Unit	O&M Per Unit	FY 2024 Total Assessment
	SER	IES 2022 -	PARCEL B1,	B2, B3, B4,	C1	
Townhome 28'	0.70	155			\$49.69	\$49.69
Twin Villa 35'	0.88	116			\$62.47	\$62.47
Single Family 40'	1.00	104			\$70.98	\$70.98
Single Family 50'	1.25	880	338	\$1,728.26	\$88.73	\$1,816.99
Single Family 60'	1.50	681	262	\$2,073.91	\$106.48	\$2,180.39
Single Family 65'	1.63	43	42	\$2,246.74	\$115.92	\$2,362.66
Single Family 70'	1.75	170	128	\$2,419.56	\$124.22	\$2,543.78
Single Family 74'	1.85	16		·	\$131.32	\$131.32
TOTAL		2,165	770		_	

\_\_\_\_

#### **Notations:**

<sup>(1)</sup> Annual assessments include Hillsborough County collection costs and statutory discounts for early payment.



MAY 0 1 2023

1-800-851-8754 www.pascovotes.gov

April 26, 2023

Brian Lamb, District Manager Meritus Corp 2005 Pan Am Circle Suite 300 Tampa FL 33607

Dear Brian Lamb:

Pursuant to your request, the following voter registration statistics are provided for their respective community development districts as of April 15, 2023.

•	Two Rivers East Community Development District	0
•	Two Rivers North Community Development District	0
•	Two Rivers West Community Development District	0

As always, please call me if you have any questions or need additional information.

Sincerely,

Tiffannie A. Alligood

Chief Administrative Officer

1 March 21, 2023, Minutes of the Regular Meeting 2 3 MINUTES OF THE REGULAR MEETING 4 5 The Regular Meetings of the Board of Supervisors for the Two Rivers West Community 6 Development District was held on Tuesday, March 21, 2023, at 11:00 a.m. at Springhill Suites 7 by Marriott Tampa Suncoast Parkway located at 16615 Bexley Village Dr., Land O'Lakes, FL 8 34638. 9 10 11 1. CALL TO ORDER 12 13 Angie Grunwald called the Regular Meetings of the Board of Supervisors of the Two Rivers 14 West Community Development District to order on Tuesday, March 21, 2023, at 11:22 a.m. 15 16 **Board Members Present and Constituting a Quorum:** 17 Nick Dister Chairman 18 Carlos de la Ossa Vice-Chairman 19 Thomas Spence Supervisor 20 Ryan Motko Supervisor 21 22 **Staff Members Present:** 23 Brian Lamb District Manager, Inframark 24 Angie Grunwald District Manager, Inframark John M. Vericker District Counsel, Straley Robin Vericker 25 26 27 There were no members of the general public in attendance. 28 29 30 2. PUBLIC COMMENT ON AGENDA ITEMS 31 32 There were no public comments on agenda items. 33 34 3. VENDOR AND STAFF REPORTS 35 A. District Counsel 36 **B.** District Engineer 37 C. District Manager 38 39 There were no staff reports at this time. 40 4. BUSINESS ITEMS 41 42 43 A. Consideration of Resolution 2023-03; Approving Amended FY 2023 Operating 44 Budget 45 46 The Board revived and discussed the resolution.

47 48

MOTION TO: Approve Resolution 2023-03 as stated.
--------------------------------------------------

MADE BY: Supervisor de la Ossa SECONDED BY: Supervisor Motko DISCUSSION: None further

RESULT: Called to Vote: Motion PASSED

4/0 - Motion Passed Unanimously

#### E. General Matters of the District

There were no General Matters of the District currently.

#### 5. CONSENT AGENDA ITEMS

- A. Consideration of Regular Board of Supervisors Meeting January 17, 2023
- B. Consideration of Operations and Maintenance Expenditures December 2022
- C. Consideration of Operations and Maintenance Expenditures January 2023
- D. Consideration of Operations and Maintenance Expenditures February 2023
- E. Review of Financial Statements for Month Ended February 28, 2023

The Board reviewed the consent agenda items.

MOTION TO: Approve Consent Agenda Items A through E.

MADE BY: Supervisor Motko SECONDED BY: Supervisor de la Ossa

DISCUSSION: None further

RESULT: Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

## 6. SUPERVISOR REQUESTS AND COMMENTS

The Board of Supervisors discussed the following.

- The HOA has now been formed for TRW
- The Builder Park Square closed on B1 and B2
- The Club plan has been recorded, and
- The next batch of closings will be in April.

	NMENT	
MC	TION TO:	Adjourn.
MA	DE BY:	Supervisor Motko
SEC	CONDED BY:	Supervisor de la Ossa
DIS	CUSSION:	None further
RE	SULT:	Called to Vote: Motion PASSED
		4/0 - Motion Passed Unanimously
*Please note the ent	ire meeting is ava	ailable on disc.
*These minutes wer	e done in summar	y format.
considered at the n	neeting is advise	eal any decision made by the Board with respect to any d that person may need to ensure that a verbatim record stimony and evidence upon which such appeal is to be based
noticed meeting h	ciu on	
Signaturo		Signature
Signature		Signature
		Signature  Printed Name
Printed Name		Printed Name
Signature Printed Name Title:		
Printed Name  Fitle:  Secretary	ary	Printed Name Title:
Printed Name	ary	Printed Name  Title:  Chairman
Printed Name    Fitle:   Secretary	ary	Printed Name  Title:  Chairman  Vice Chairman  Recorded by Records Administrator
Printed Name    Fitle:   Secretary	ary	Printed Name  Title:  Chairman  Vice Chairman
Printed Name    Fitle:   Secretary	ary	Printed Name  Title:  Chairman  Vice Chairman  Recorded by Records Administrator

# **Summary of Operations and Maintenance Invoices**

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
INFRAMARK LLC	90631	\$3,709.32		DISTRICT INVOICE FEB 2023
INFRAMARK LLC	91967	\$3,708.33	\$7,417.65	DISTRICT INVOICE MARCH 2023
Monthly Contract Subtotal		\$7,417.65		
Variable Contract				
CARLOS DE LA OSSA	CDLO 032123	\$200.00		SUPERVISOR FEE 03/21/23
NICHOLAS J. DISTER	ND 032123	\$200.00		SUPERVISOR FEE 03/21/23
RYAN MOTKO	RM 032123	\$200.00		SUPERVISOR FEE 03/21/23
STRALEY ROBIN VERICKER	22786	\$475.50		GENERAL CONSULTING - PROFESSIONAL SERVICES THRU - 02/15/23
THOMAS R. SPENCE	TS 032123	\$200.00		SUPERVISOR FEE 03/21/23
Variable Contract Subtotal		\$1,275.50		
Utilities		\$0.00		
Utilities Subtotal		\$0.00		
Regular Services				
STANTEC CONSULTING	2053012	\$1,171.00		GENERAL CONSULTING - PROFESSIONAL SERVICES THRU - 02/15/23
Regular Services Subtotal		\$1,171.00		
Additional Services		\$0.00		
Additional Services Subtotal		\$0.00		
TOTAL		\$9,864.15		

Approved (with any necessary revisions noted):					
Signature:					

# **Summary of Operations and Maintenance Invoices**

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description

Title (Check one):

[ ] Chariman [ ] Vice Chariman [ ] Assistant Secretary



INVOICE

2002 West Grand Parkway North Suite 100 Katy, TX 77449

**BILL TO** 

Two Rivers West CDD 2005 Pan Am Cir Ste 300 Tampa FL 33607-6008 United States #90631

CUSTOMER ID

C2411

PO#

**INVOICE#** 

DATE
2/28/2023

NET TERMS

Net 30

DUE DATE
3/30/2023

Services provided for the Month of: February 2023

DESCRIPTION	QTY	UOM	RATE	MARKUPP	AMOUNT
District Management	1	Ea	2,083.33		2,083.33
Accounting Services	1	Ea	750.00		750.00
Administration	1	Ea	375.00		375.00
Recording Secretary	1	Ea	200.00		200.00
Financial & Revenue Collection	1	Ea	100.00		100.00
Website Maintenance / Admin	1	Ea	100.00		100.00
Technology/Data Storage	1	Ea	50.00		50.00
Rental & Leases	1	Ea	50.00		50.00
B/W Copies	4	Ea	0.15		0.60
Color Copies	1	Ea	0.39		0.39
Subtotal					3,709.32

Subtotal	\$3,709.32
Тах	\$0.00
Total Due	\$3,709.32

Remit To: Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:
Account Name: INFRAMARK, LLC
ACH - Bank Routing Number: 111000614 / Account Number: 912593196
Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.



INVOICE

2002 West Grand Parkway North Suite 100 Katy, TX 77449

**BILL TO** 

Two Rivers West CDD 2005 Pan Am Cir Ste 300 Tampa FL 33607-6008 United States

Services provided for the Month of: March 2023

#91967

CUSTOMER ID C2411

PO#

3/24/2023 NET TERMS Net 30

**DUE DATE** 4/23/2023

DESCRIPTION	QTY	UOM	RATE	MARKUPP	AMOUNT
District Management	1	Ea	2,083.33		2,083.33
Accounting Services	1	Ea	750.00		750.00
Administration	1	Ea	375.00		375.00
Recording Secretary	1	Ea	200.00		200.00
Financial & Revenue Collection	1	Ea	100.00		100.00
Website Maintenance / Admin	1	Ea	100.00		100.00
Technology/Data Storage	1	Ea	50.00		50.00
Rental & Leases	1	Ea	50.00		50.00
Subtotal					3,708.33

Subtotal	\$3,708.33
Tax	\$0.00
Total Due	\$3,708.33

Remit To: Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:
Account Name: INFRAMARK, LLC
ACH - Bank Routing Number: 111000614 / Account Number: 912593196
Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.

MEETING DATE: March 21, 2023

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Nicholas Dister	V	Accept	\$200
Thomas Spence	/	Accept	\$200
Ryan Motko	/	Accept	\$200
Steve Luce		Accept	\$200
Carlos de la Ossa	V	Accept	\$200

DMS Staff Signature Brian Lamb

C910 035153

MEETING DATE: March 21, 2023

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Nicholas Dister/	V	Accept	\$200
Thomas Spence	/	Accept	\$200
Ryan Motko	/	Accept	\$200
Steve Luce		Accept	\$200
Carlos de la Ossa	V	Accept	\$200

DMS Staff Signature Brian Lamb

\( \int D 032123 \)

MEETING DATE: March 21, 2023

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Nicholas Dister	V	Accept	\$200
Thomas Spence	/	Accept	\$200
Ryan Motko	/	Accept	\$200
Steve Luce		Accept	\$200
Carlos de la Ossa	V	Accept	\$200

DMS Staff Signature **Brian Lamb** 

Rm 032123

# **Straley Robin Vericker**

1510 W. Cleveland Street

Tampa, FL 33606 Telephone (813) 223-9400 Federal Tax Id. - 20-1778458

Two Rivers West Community Development District 2005 Pan Am Circle, Suite 300 Tampa, FL 33607

March 01, 2023

Client: 001578 Matter: 000001 Invoice #: 22786

Page: 1

RE: General

For Professional Services Rendered Through February 15, 2023

# SERVICES

Date	Person	Description of Services	Hours	Amount
1/16/2023	JMV	REVIEW AGENDA PACKET AND PREPARE FOR CDD BOARD MEETING.	0.4	\$142.00
1/17/2023	JMV	PREPARE FOR AND ATTEND CDD BOARD MEETING.	0.5	\$177.50
1/18/2023	LB	FINALIZE QUARTERLY REPORT; PREPARE CORRESPONDENCE TO DISSEMINATION AGENT RE QUARTERLY REPORT FOR PERIOD ENDED DECEMBER 31, 2023.	0.2	\$33.00
1/24/2023	LB	REVIEW DISTRICT'S WEBSITE; PREPARE CORRESPONDENCE TO B. CRUTCHFIELD RE CORRECTION TO THE DISTRICT'S WEBSITE RE MISSING MEETING DATES ON THE WEBSITE.	0.1	\$16.50
2/9/2023	JMV	REVIEW COMMUNICATION RE: CDD BOARD MEETING; DRAFT EMAIL RE: CDD BOARD MEETING.	0.3	\$106.50
		Total Professional Services	1.5	\$475.50

March 01, 2023

Client: 001578 Matter: 000001 Invoice #: 22786

Page: 2

Total Services \$475.50
Total Disbursements \$0.00

Total Current Charges \$475.50
Previous Balance \$624.85
PAY THIS AMOUNT \$1,100.35

Please Include Invoice Number on all Correspondence

# **Outstanding Invoices**

Invoice Number	Invoice Date	Services	Disbursements	Interest	Tax	Total
22407	December 01, 2022	\$33.00	\$0.00	\$0.00	\$0.00	\$508.50
22533	December 29, 2022	\$165.00	\$14.85	\$0.00	\$0.00	\$655.35
22640	January 27, 2023	\$412.00	\$0.00	\$0.00	\$0.00	\$887.50
			Total	Remaining Bala	ance Due	\$1,100.35

# AGED ACCOUNTS RECEIVABLE

0-30 Days	31-60 Days	61-90 Days	Over 90 Days
\$475.50	\$412.00	\$212.85	\$0.00

MEETING DATE: March 21, 2023

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Nicholas Dister	V	Accept	\$200
Thomas Spence	/	Accept	\$200
Ryan Motko	V	Accept	\$200
Steve Luce		Accept	\$200
Carlos de la Ossa	V	Accept	\$200

DMS Staff Signature **Brian Lamb** 

TS 032123



#### **INVOICE** Page 1 of 1

Invoice Number
Invoice Date
Purchase Order
Customer Number
Project Number

2053012 March 9, 2023 215616742 175060 215616742

**Bill To** 

Two Rivers West Community Development District Accounts Payable c/o Inframark 210 North University Drive, Suite 702 Coral Springs FL 33071 United States

#### Please Remit To

Stantec Consulting Services Inc. (SCSI) 13980 Collections Center Drive Chicago IL 60693 United States

Project Two Rivers West CDD

Project Manager Current Invoice Total (USD) Stewart, Tonja L 1,171.00 For Period Ending

February 24, 2023

Research requisition requests

Top Task 2023 2023 FY General Consulting

**Professional Services** 

Category/Employee		Hours	Rate	Amount
	Nurse, Vanessa M	0.50	152.00	76.00
	Stewart, Tonja L	5.00	219.00	1,095.00
	Subtotal Professional Services	5.50		1 171 00

Top Task Subtotal 2023 FY General Consulting 1,171.00

Total Fees & Disbursements 1,171.00
INVOICE TOTAL (USD) 1,171.00

Due upon receipt or in accordance with terms of the contract

Please contact Summer Fillinger if you have any questions concerning this invoice.

Phone: (262) 241-8222 <u>E-mail: Summer.Fillinger@Stantec.com</u>
\*\* PLEASE SEND AN INVOICE # WITH PAYMENT \*\*

Thank you.

# **Summary of Operations and Maintenance Invoices**

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
INFRAMARK LLC	93752	\$3,721.83		DISTRICT INVOICE APRIL 2023
Monthly Contract Subtotal		\$3,721.83		
Variable Contract		\$0.00		
Variable Contract Subtotal		\$0.00		
Utilities		\$0.00		
Utilities Subtotal		\$0.00		
Regular Services				
STANTEC CONSULTING	2064944	\$295.00		DISTRICT ENGINEER SERVICES THRU - 03/24/23
Regular Services Subtotal		\$295.00		
Additional Services		\$0.00		
Additional Services Subtotal		\$0.00		
TOTAL		\$4,016.83		

Approved (with any necessary revisions noted):							
Signature:							

# TWO RIVERS WEST CDD Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
			The state of the s	·

Title (Check one):

[ ] Chariman [ ] Vice Chariman [ ] Assistant Secretary



#### **INVOICE** Page 1 of 1

 Invoice Number
 2064944

 Invoice Date
 April 10, 2023

 Purchase Order
 215616742

 Customer Number
 175060

 Project Number
 215616742

**Bill To** 

Two Rivers West Community Development District Accounts Payable c/o Inframark 210 North University Drive, Suite 702 Coral Springs FL 33071 United States

#### Please Remit To

Stantec Consulting Services Inc. (SCSI) 13980 Collections Center Drive Chicago IL 60693 United States

Project Two Rivers V	Vest CDD
----------------------	----------

Project Manager Current Invoice Total (USD) Stewart, Tonja L 295.00 For Period Ending

March 24, 2023

295.00

295.00

Process requisitions

Top Task 2023 2023 FY General Consulting

**Professional Services** 

Category/Employee		Hours	Rate	Amount
	Nurse, Vanessa M	0.50	152.00	76.00
	Stewart, Tonja L	1.00	219.00	219.00
	Subtotal Professional Services	1.50		295 00

Top Task Subtotal 2023 FY General Consulting 295.00

Total Fees & Disbursements

INVOICE TOTAL (USD)

#### Due upon receipt or in accordance with terms of the contract

Thank you.



INVOICE

2002 West Grand Parkway North Suite 100 Katy, TX 77449

**BILL TO** 

Two Rivers West CDD 2005 Pan Am Cir Ste 300 Tampa FL 33607-6008 United States

Services provided for the Month of: April 2023

#93752

CUSTOMER ID C2411

PO#

DATE 4/28/2023 NET TERMS

Net 30

**DUE DATE** 5/28/2023

DESCRIPTION	QTY	UOM	RATE	MARKUPP	AMOUNT
Administration	1	Ea	375.00		375.00
District Management	1	Ea	2,083.33		2,083.33
Accounting Services	1	Ea	750.00		750.00
Financial & Revenue Collection	1	Ea	100.00		100.00
Recording Secretary	1	Ea	200.00		200.00
Technology/Data Storage	1	Ea	50.00		50.00
Website Maintenance / Admin	1	Ea	100.00		100.00
Rental & Leases	1	Ea	50.00		50.00
B/W Copies	74	Ea	0.15		11.10
Postage	4	Ea	0.60		2.40
Subtotal					3,721.83

\$3,721.83	Subtotal
\$0.00	Тах
\$3,721.83	Total Due

Remit To: Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:
Account Name: INFRAMARK, LLC
ACH - Bank Routing Number: 111000614 / Account Number: 912593196
Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.

# Two Rivers West Community Development District

Financial Statements (Unaudited)

Period Ending April 30, 2023

Prepared by:



2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607 Phone (813) 873-7300 ~ Fax (813) 873-7070

#### **Balance Sheet**

As of April 30, 2023

(In Whole Numbers)

ACCOUNT DESCRIPTION	G	ENERAL FUND		ERIES 2022 BT SERVICE FUND	(P	RIES 2022 ROJECT) T SERVICE FUND		ERIES 2022 CAPITAL PROJECTS FUND	(	ERIES 2022 (PROJECT) CAPITAL PROJECTS FUND	L	GENERAL ONG-TERM DEBT FUND		TOTAL
<u>ASSETS</u>														
		2,707		-		-		-		-		-		2,707
Due From Other Funds		-		-		-		2,239,347		-		-		2,239,347
Investments:														
Acq. & Const. (Offsite Project)		-		-		-		-		606,442		-		606,442
Cost of Issuance Fund		-		-		-		-		212,314		-		212,314
Interest Account		-		-		472,491		-		602,065		-		1,074,556
Prepayment Account		-		-		12,609		-		-		-		12,609
Redemption Fund		-		2,230,741		-		-		-		-		2,230,741
Reserve Fund		-		-		1,439,688		-		-		-		1,439,688
Revenue Fund		-		-		11,286		-		-		-		11,286
Amount Avail In Debt Services		-		-		-		-		-		13,612,178		13,612,178
Amount To Be Provided		-		-		-		-		-		6,137,822		6,137,822
TOTAL ASSETS	\$	2,707	\$	2,230,741	\$	1,936,074	\$	2,239,347	\$	1,420,821	\$	19,750,000	\$	27,579,690
LIABILITIES														
Accounts Payable	\$	46,888	æ	_	\$		\$	_	\$		\$	-	\$	46,888
·	Ф		Φ		Φ		Φ	-	Ф		Ф	-	Φ	
Due To Other Funds		-		2,230,389		352		-		8,606		10.750.000		2,239,347
Revenue Bonds Payable-LT		-		<u> </u>				-				19,750,000		19,750,000
TOTAL LIABILITIES		46,888		2,230,389		352		-		8,606		19,750,000		22,036,235
FUND BALANCES														
Restricted for:														
Debt Service		-		352		1,935,722		-		-		-		1,936,074
Capital Projects		-		-		-		2,239,347		1,412,215		-		3,651,562
Unassigned:		(44,181)		-		-		-		-		-		(44,181)
TOTAL FUND BALANCES		(44,181)		352		1,935,722		2,239,347		1,412,215		-		5,543,455
TOTAL LIABILITIES & FUND BALANCES	\$	2,707	\$	2,230,741	\$	1,936,074	\$	2,239,347	\$	1,420,821	\$	19,750,000	\$	27,579,690

## Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending April 30, 2023 General Fund (001) (In Whole Numbers)

ACCOUNT DESCRIPTION	,	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL		RIANCE (\$) AV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES						
Special Assmnts- Tax Collector	\$	684,517	\$	-	\$ (684,517)	0.00%
Developer Contribution		-		5,700	5,700	0.00%
Other Miscellaneous Revenues		-		13,237	13,237	0.00%
TOTAL REVENUES		684,517		18,937	(665,580)	2.77%
EXPENDITURES						
<u>Administration</u>						
Supervisor Fees		-		1,800	(1,800)	0.00%
ProfServ-Dissemination Agent		4,200		-	4,200	0.00%
ProfServ-Info Technology		500		350	150	70.00%
ProfServ-Recording Secretary		2,000		1,500	500	75.00%
ProfServ-Tax Collector		2,625		600	2,025	22.86%
District Counsel		9,500		2,752	6,748	28.97%
District Engineer		9,500		1,466	8,034	15.43%
Administrative Services		3,750		2,625	1,125	70.00%
Management & Accounting Services		9,000		100	8,900	1.11%
District Manager		20,834		14,583	6,251	70.00%
Accounting Services		10,000		5,250	4,750	52.50%
Auditing Services		6,000		-	6,000	0.00%
Website Compliance		1,800		1,500	300	83.33%
Postage, Phone, Faxes, Copies		500		29	471	5.80%
Rentals & Leases		500		250	250	50.00%
Public Officials Insurance		2,500		2,250	250	90.00%
Legal Advertising		3,500		348	3,152	9.94%
Bank Fees		200		166	34	83.00%
Meeting Expense		4,000		-	4,000	0.00%
Website Administration		2,000		700	1,300	35.00%
Miscellaneous Expenses		250		-	250	0.00%
Office Supplies		100		-	100	0.00%
Dues, Licenses, Subscriptions		175		175	 	100.00%
Total Administration		93,434		36,444	56,990	39.01%
Electric Utility Services						
Utility - Electric		6,000		-	6,000	0.00%
Utility - StreetLights		135,000		-	135,000	0.00%
Total Electric Utility Services	_	141,000			141,000	0.00%

## Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending April 30, 2023 General Fund (001) (In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
Stormwater Control				
Aquatic Maintenance	30,000	-	30,000	0.00%
Aquatic Plant Replacement	500		500	0.00%
Total Stormwater Control	30,500		30,500	0.00%
Other Physical Environment				
Contracts - Landscape	30,000	-	30,000	0.00%
Insurance - General Liability	3,200	2,750	450	85.94%
Insurance -Property & Casualty	22,500	-	22,500	0.00%
R&M-Other Landscape	5,000	-	5,000	0.00%
Landscape - Mulch	40,000	-	40,000	0.00%
Landscape Maintenance	277,383	-	277,383	0.00%
Entry/Gate/Walls Maintenance	2,500	-	2,500	0.00%
Plant Replacement Program	15,000	-	15,000	0.00%
Irrigation Maintenance	5,000		5,000	0.00%
Total Other Physical Environment	400,583	2,750	397,833	0.69%
Road and Street Facilities				
Sidewalk & Pavement Repair	1,500		1,500	0.00%
Total Road and Street Facilities	1,500		1,500	0.00%
Parks and Recreation				
Field Services	12,000	-	12,000	0.00%
Playground Equipment and Maintenance	1,000	-	1,000	0.00%
Special Events	500	-	500	0.00%
Dog Waste Station Service & Supplies	1,500		1,500	0.00%
Total Parks and Recreation	15,000		15,000	0.00%
Contingency				
Misc-Contingency	2,500		2,500	0.00%
Total Contingency	2,500		2,500	0.00%

## Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending April 30, 2023 General Fund (001) (In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
TOTAL EXPENDITURES	684,517	39,194	645,323	5.73%
Excess (deficiency) of revenues  Over (under) expenditures		(20,257)	(20,257)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2022)		(23,924)		
FUND BALANCE, ENDING		\$ (44,181)		

# Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending April 30, 2023 Series 2022 Debt Service Fund (200) (In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YI	EAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Interest - Investments	\$ -	\$	753	\$ 753	0.00%
TOTAL REVENUES	-		753	753	0.00%
<u>EXPENDITURES</u>					
Debt Service	44 700 000			44 700 000	0.000/
Principal Debt Retirement	11,700,000		-	11,700,000	0.00%
Interest Expense	342,225		<del>-</del>	342,225	0.00%
Total Debt Service	12,042,225			12,042,225	0.00%
TOTAL EXPENDITURES	12,042,225		-	12,042,225	0.00%
Excess (deficiency) of revenues					
Over (under) expenditures	(12,042,225)		753	12,042,978	-0.01%
OTHER FINANCING SOURCES (USES)					
Interfund Transfer - In	-		11,901,358	11,901,358	0.00%
Debt Proceeds	12,042,225		-	(12,042,225)	0.00%
Pymt to Escrow Acct-Refunding	-		(12,007,125)	(12,007,125)	0.00%
TOTAL FINANCING SOURCES (USES)	12,042,225		(105,767)	(12,147,992)	-0.88%
Net change in fund balance	\$ -	\$	(105,014)	\$ (105,014)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2022)			105,366		
FUND BALANCE, ENDING		\$	352		

# Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending April 30, 2023 Series 2022 (Project) Debt Service Fund (201) (In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YE	AR TO DATE ACTUAL	ARIANCE (\$) AV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>					
Interest - Investments	\$ -	\$	23,544	\$ 23,544	0.00%
TOTAL REVENUES	-		23,544	23,544	0.00%
<u>EXPENDITURES</u>					
<u>Debt Service</u>					
Underwriters Discount			395,000	 (395,000)	0.00%
Total Debt Service		_	395,000	(395,000)	0.00%
TOTAL EXPENDITURES	-		395,000	(395,000)	0.00%
Excess (deficiency) of revenues					
Over (under) expenditures	-		(371,456)	(371,456)	0.00%
OTHER FINANCING SOURCES (USES)					
Interfund Transfer - In	-		2,307,178	2,307,178	0.00%
TOTAL FINANCING SOURCES (USES)	-		2,307,178	2,307,178	0.00%
Net change in fund balance	\$ -	\$	1,935,722	\$ 1,935,722	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2022)			-		
FUND BALANCE, ENDING		\$	1,935,722		

# Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending April 30, 2023 Series 2022 Capital Projects Fund (300) (In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET		YEAR TO DATE ACTUAL		VARIANCE (\$) FAV(UNFAV)		YTD ACTUAL AS A % OF ADOPTED BUD	
<u>REVENUES</u>								
Interest - Investments	\$	-	\$	26,104	\$	26,104	0.00%	
TOTAL REVENUES		-		26,104		26,104	0.00%	
<u>EXPENDITURES</u>								
Construction In Progress								
Construction in Progress		-		2,538,933		(2,538,933)	0.00%	
Total Construction In Progress		-		2,538,933		(2,538,933)	0.00%	
TOTAL EXPENDITURES		-		2,538,933		(2,538,933)	0.00%	
Excess (deficiency) of revenues								
Over (under) expenditures		-		(2,512,829)		(2,512,829)	0.00%	
FUND BALANCE, BEGINNING (OCT 1, 2022)				4,752,176				
FUND BALANCE, ENDING			\$	2,239,347				

# Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending April 30, 2023 Series 2022 (Project) Capital Projects Fund (301) (In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YE	YEAR TO DATE ACTUAL		ARIANCE (\$) AV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES						
Interest - Investments	\$ -	\$	54,514	\$	54,514	0.00%
TOTAL REVENUES	-		54,514		54,514	0.00%
<u>EXPENDITURES</u>						
Construction In Progress						
Construction in Progress		_	6,414,504		(6,414,504)	0.00%
Total Construction In Progress			6,414,504		(6,414,504)	0.00%
TOTAL EXPENDITURES			6,414,504		(6,414,504)	0.00%
Excess (deficiency) of revenues						
Over (under) expenditures			(6,359,990)		(6,359,990)	0.00%
OTHER FINANCING SOURCES (USES)						
Interfund Transfer - In	-		7,772,205		7,772,205	0.00%
TOTAL FINANCING SOURCES (USES)	-		7,772,205		7,772,205	0.00%
Net change in fund balance	\$ -	\$	1,412,215	\$	1,412,215	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2022)			-			
FUND BALANCE, ENDING		\$	1,412,215			

Bank Reconciliation

Bank Account No. 5637 TRUIST - GF Operating

 Statement No.
 04-23

 Statement Date
 4/30/2023

2,706.88	Statement Balance	2,706.88	G/L Balance (LCY)
0.00	Outstanding Deposits	2,706.88	G/L Balance
	_	0.00	Positive Adjustments
2,706.88	Subtotal		-
0.00	Outstanding Checks	2,706.88	Subtotal
0.00	Differences	0.00	Negative Adjustments
	_		-
2,706.88	Ending Balance	2,706.88	Ending G/L Balance

Difference 0.00

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Checks						
3/23/2023	Payment	1031	ADA SITE COMPLIANCE	1500	1,500.00	0.00
3/30/2023	Payment	1035	STANTEC CONSULTING	1171	1,171.00	0.00
3/30/2023	Payment	1036	STRALEY ROBIN VERICKER	1313.2	1,313.20	0.00
4/21/2023		JE000020	Bank Fees - Service Charge	22.62	22.62	0.00
Total Check	ks			4,006.82	4,006.82	0.00