

*Windward
Community Development District*

Agenda

October 21, 2020

AGENDA

Windward

Community Development District

219 East Livingston Street, Orlando, FL 32801

Phone: 407-841-5524 – Fax: 407-839-1526

October 14, 2020

Board of Supervisors
Windward
Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Windward Community Development District will be held **Wednesday, October 21, 2020 at 2:00 p.m.** by the following means of communications media technology via Zoom; by following this link <https://zoom.us/j/93710543342> or by calling in via (646) 876-9923 and entering the Meeting ID: 937 1054 3342. Following is the agenda for the meeting:

- I. Roll Call
- II. Public Comment Period
- III. Approval of Minutes of September 16, 2020 Meeting
- IV. Consideration of Landscape Maintenance Proposal with Capital Land Management
- V. Consideration of Sidewalk Replacement Proposals (2)
- VI. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager
 - i. Approval of Check Register
 - ii. Balance Sheet and Income Statement
- VII. Other Business
- VIII. Supervisors' Requests
- IX. Adjournment

The second order of business of the Board of Supervisors meeting is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items.

The third order of business is approval of the minutes of the September 16, 2020 Board of Supervisors meeting. The minutes are enclosed for your review.

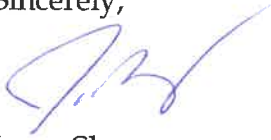
The fourth order of business is consideration of landscape maintenance proposal with Capital Land Management. A copy of the proposal is enclosed for your review.

The fifth order of business is consideration of sidewalk replacement proposals. The proposals are enclosed for your review.

Section C of the sixth order of business is the District Manager's Report and Section 1 includes the check register being submitted for approval and section 2 includes the balance sheet and income statement for your review.

The balance of the agenda will be discussed at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,



Jason Showe
District Manager

Cc: Jan Carpenter, District Counsel
Brett Sealy, Underwriter
Mike Williams, Bond Counsel
David Kelly, District Engineer
Darrin Mossing, GMS

Enclosures

MINUTES

MINUTES OF MEETING
WINDWARD
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Windward Community Development District was held Wednesday, September 16, 2020 at 2:00 p.m. via Zoom Video Conferencing, pursuant to Executive Orders 20-52, 20-69, 20-112, 20-150, 20-179, 20-193 and 20-246 issued by Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, June 23, 2020, July 30, 2020, August 7, 2020, and September 30, 2020 respectively, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*.

Present and constituting a quorum were:

John Kassik	Chairperson
Jimmy Clark	Vice Chairman
Thomas Franklin	Assistant Secretary
Marvin Morris	Assistant Secretary
Leslie Peters	Assistant Secretary

Also present were:

Jason Showe	District Manager
Kristen Trucco	District Counsel
David Kelly	District Engineer
Justin Rowan	MBS Capital Markets
William Viasalyers	Field Manager

FIRST ORDER OF BUSINESS

Roll Call

Mr. Showe called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Public Comment

There being none, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the August 19,
2020 Meeting**

On MOTION by Mr. Franklin seconded by Mr. Kassik with all in favor the minutes of the August 19, 2020 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Consideration of Agreement with Grau & Associates to Provide Auditing Services for Fiscal Year 2020

Mr. Showe stated this agreement is in line with what we signed with them earlier and the fee of \$4,200 was in the original agreement and budgeted.

On MOTION by Mr. Kassik seconded by Mr. Franklin with all in favor the engagement letter with Grau & Associates to perform the Fiscal Year 2020 audit in the amount of \$4,200 was approved.

FIFTH ORDER OF BUSINESS

Financing Matters

A. Consideration of Supplemental Engineer's Report

Mr. Kelly stated the Second Supplemental Engineer's Report for the 2020 project includes updates on where we are currently, what we have spent to date and includes future work for the expansion area and everything is spread out so you can see the estimated costs of all those items. There was a slight over estimation of costs originally assumed or calculated a few years ago and we are a little bit under those costs and are similar to contract costs we have today. However, some of the soft costs and landscaping haven't been determined so we allocated the overage to those categories.

B. Consideration of Supplemental Assessment Methodology

Mr. Showe stated we made some slight revisions to the methodology; we increased the size of it to match bond sizing capabilities. It is in the same form and takes the engineer's schedule of values and we compare that to the bond sizing and those bonds are allocated to each individual parcel in the new phases and the expansion phases. Although the expansion area is included those funds will be escrowed in the event the expansion doesn't get completed and will be refunded against the bonds.

C. Consideration of Resolution 2020-11 Delegation Resolution

Ms. Trucco stated 2020-11 is the delegation resolution for the 2020A Bonds, there is a not to exceed amount of \$14 million and it authorizes the Chairman and Vice Chairman to authorize the issuance of the 2020A Bonds. This is substantially the same as the delegation resolution that was used for the 2018 Bonds. We also have Justin Rowan, the underwriter, on the line and he can answer specific questions about the issuance of the bonds. This delegation resolution allows the Board to proceed with the sale of the bonds and using the bonds to fund the 2020 project in accordance with the Engineer's Report that was just approved.

Mr. Rowan stated within the resolution are some parameters regarding the pricing of the bonds. I believe the parameters include a not to exceed amount of \$14 million principal amount of bonds, the maximum statutory interest rate, a not to exceed maturity of 2052 and a call provision not to exceed 2033.

Mr. Morris asked what is the interest rate going to be?

Mr. Rowan stated the interest rate won't be determined until such time as we price the bonds so it is the last step in the financing process to approve all these forms of documents that will be used in conjunction with marketing the bonds. Also approving the pricing of the bonds within certain parameters, which allows us to go out and time the market and get the most advantageous pricing for the District. Deals today structured in a similar manner are pricing around 4.50% to 4.75%.

Mr. Morris asked are these bonds open to the general public or are they sent to specific dealers?

Mr. Rowan stated these bonds will be marketed to accredited investors and there are certain guidelines as to what that investor needs to have in order to purchase these bonds. The minimum denominations for the initial issuance are \$100,000 and \$5,000 denominations above that. We are limited to accredited institutional investors.

Mr. Morris stated there is no likelihood we will see these bonds listed on Fidelity.com.

Mr. Rowan stated typically the institutions we market these to are high yield, municipal bond funds. Perhaps one day if you were to look at the holdings of a particular bond fund, a publicly traded bond fund you might see that these bonds could fall within their holdings.

Ms. Trucco stated part of this delegation resolution is an acquisition agreement, we also have an amended acquisition agreement. It is an agreement between the District and the developer and amends the original acquisition agreement from the 2018 bonds and allows the developer to

complete construction and the improvements in accordance with the Engineer's Report prior to the bonds being issued. Once the bonds are issued the acquisition agreement sets forth a process for which the improvements can be conveyed to the District and the developer can be reimbursed using those funds.

Mr. Morris asked is the District acquiring some additional land?

Ms. Trucco stated there is an expansion going on now and that is part of this 2020 project.

Mr. Showe stated there is certain property that as part of these bonds the developer will be turning over to the District for operation and maintenance and this agreement lays out the parameters by which those common area properties get transferred from the developer to the District.

Mr. Morris asked does that mean there will be more homes than the original stated number?

Mr. Showe stated it is going to be pretty close to the original. I think most of the documents we did in 2018 contemplated the expansion of units.

Mr. Morris stated my understanding was there were going to be somewhere around 550 homes established in 2018. Is that number still pretty close or is it higher?

Mr. Rowan stated I think that is still accurate I think it is 553 and that includes the 86 duplex units that will be brought in with the expanded parcel.

Mr. Kelly stated 553 is the total.

Mr. Morris stated it is my understanding that 90% of those need to be sold before the HOA is turned over to the homeowners. Is that correct?

Mr. Kassik stated I would have to go into the HOA documents and check but off the top of my head I don't know the percentage. It is in the HOA declaration.

Mr. Franklin stated that is a standard percentage in most HOA docs. The developer usually stays in control because he is carrying some of the expenses.

Ms. Trucco stated Bond Counsel for the District had prepared the delegation resolution and this is also approving the bond purchase agreement and the preliminary offering memorandum, which we are reviewing with Bond Counsel currently. There are lots of parties with eyes on these documents reviewing them.

On MOTION by Mr. Franklin seconded by Mr. Morris with all in favor Resolution 2020-11 Delegation Resolution authorizing the issuance of the 2020A Bonds, the Supplemental Engineer's Report, Supplemental Assessment Methodology, and Amended and Restated Acquisition Agreement, were approved.

D. Consideration of Amended and Restated Acquisition Agreement

This item was previously approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Trucco stated we are reviewing the documents with Bond Counsel and the underwriter to prepare for the 2020A Bonds being issued.

B. Engineer

Mr. Kelly stated we are focused on Phases 3B and 4A, 3B being the Spine Road going to the south and 4A is the parcel at Sand Hill Road and Old Lake Wilson Road. That is approximately 50% done with infrastructure. The remaining parcels are approximately 10% completed with some grading activities.

D. Manager

i. Approval of Check Register

On MOTION by Mr. Franklin seconded by Mr. Kassik with all in favor the check register was approved.

ii. Balance Sheet and Income Statement

A copy of the balance sheet and income statement were included in the agenda package.

ii. Field Operations

Mr. Viasalyers stated we are continuing to work with the vendor who was responsible for hitting the front guardhouse to get those repairs made. I'm waiting on feedback on when that will be completed.

We are waiting for the landscapers to get the plant material in and we are looking at early October before they get everything in and ready to go for the landscape enhancement proposal approved at the last meeting.

Staff is working to get prices to replace the two damaged sections of the sidewalk towards the back gate.

Mr. Morris stated as of yesterday most of the repairs have been done to the guardhouse. I think all they have to do is paint it.

SEVENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

Supervisor's Requests

Mr. Morris stated I heard a rumor and I don't know if it is true that a letter is going to come from the CDD to homeowners who have lollipop trees in front of them, that we are going to have to remove them.

Mr. Showe stated I'm not aware of that.

Mr. Clark stated a couple of homeowners are trimming their trees like that and it will stunt the growth of the oak tree.

Mr. Franklin asked is that on the street trees or on a yard tree?

Mr. Clark stated street trees.

Mr. Franklin stated they shouldn't be doing that on street trees.

Mr. Showe stated the maintenance of that area in front of homes falls to the homeowners just as the area you cut between the sidewalk and curb.

Mr. Viasalyers stated it is homeowners not Down to Earth.

Mr. Showe stated I am not aware of any letter going out and we would lean towards the HOA since the homeowners would be responsible to maintain those areas.

Mr. Franklin stated the HOA probably has something in their documents that says something about trees and what you can and can't do. That is where I would look first.

Mr. Kassik stated I do want to let Marvin know that the HOA turnover is 90%.

On MOTION by Mr. Morris seconded by Mr. Franklin with all in favor the meeting adjourned at 2:27 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV



**CAPITAL LAND
MANAGEMENT**

GROWING YOUR LIVING ASSETS

**In PARTNERSHIP with
WINDWARD
CDD**

WWW.CAPITALLAND.NET



about

CAPITAL LAND MANAGEMENT

Prior to their start of CLM, all of the owners worked for major green industry firms of increasing responsibility throughout Florida.



STEVE BRUCE, CEO, CFO was Past-President of the Florida Nursery Growers & Landscape Association Tampa Chapter and has been featured in 'In the Field' magazine. He is a Florida Certified Landscape Contractor and Florida Certified Arborist. Steve Bruce was a Regional Manager managing over \$7 million in landscape maintenance.



JARRETT MYERS, COO, Co-Founder and Visionary of Capital Land Management. Jarrett holds an A.S. in CAD as well as many green industry certifications. As CEO, Jarrett provides the leadership and system integration to allow Capital Land Management to grow while ensuring our service is not compromised. "My goal is to continually challenge my team to not only meet, but exceed expectations. I challenge them to never settle for status quo, rather confront it and ultimately enhance our client's experience and the results our clients demand."



JOSH BURTON, CRO is a veteran green industry leader specializing in large contract management projects. He has a Bachelor of Science in Horticulture Production from Florida Southern College. Josh was a successful landscape business owner for 7 years before merging with capital land management.



P.J. PINEY, VP, Director of Business Development, has an A.S. in Turf and Landscape Management and is a Certified pest control operator in the State of Florida. P.J. was a successful landscape account manager and pest control business owner before merging with Capital Land Management.



why should you choose **CAPITAL LAND MANAGEMENT?**



Capital Land Management continues to grow rapidly as a leader in landscape maintenance in Central Florida. We serve Polk, Hillsborough, Pasco, Orange, and Osceola Counties.

Capital Land Management is owned and staffed by experienced, highly accredited veterans in the field of landscape maintenance. We managed large-scale multi-million dollar landscape operations in the state. Our extensive experience in large-scale landscape maintenance operations gives us an industry insider's perspective as to how local landscape maintenance companies work and how the entire service can be greatly improved at no increase cost to the consumer - homeowners and property managers.

DEDICATED TO SERVING YOU

We are the fastest growing landscape maintenance company in Central Florida, offering both developers and property managers a better, more professional and complete service at a lower cost.

Email or call us, we'll be happy to do a thorough evaluation of your property and provide you with a **FREE** on-site consultation.





MAINTENANCE



CAPITAL LAND MANAGEMENT is Florida's premier commercial lawn care and landscape management company. We fully understand the importance of making a good 'first impression'. In today's competitive marketplace, the choice of whom to do business with is often based on your first impression. CLM takes pride in our lawn care and landscape management services and will strive to leave a positive impression every time we are on your property.



OUR TEAM OF PROFESSIONALS are dedicated to providing you with the highest commercial lawn care and landscape management services at a competitive price. With more than 40 years of experience, we pride ourselves on continuously striving to identify and provide the extra detail in every service, thus guaranteeing your continued satisfaction. Our knowledgeable team understands that in today's real estate market, enhancing property values is dependent upon how well they are maintained. CLM can help your property achieve design integrity and asset appreciation.



OUR COMMITMENT is to provide you the best in lawn care and landscape management services throughout the central Florida area. Our customized service contracts will keep your property perfectly manicured and cultivated, and provide you with hassle-free, professional grounds and lawn care services. We will work closely with you to ensure that we are growing your living assets.



IRRIGATION



Capital Land Management also services, repairs and installs residential and commercial Irrigation Systems.

We're highly experienced and we comply with all local city and county government and Southwest Florida Water Management District (Swiftmud) regulations and restrictions. This includes the installation of water savers, such as rain sensors and soil moisture detection, and low volume irrigation.

We're one of the few professional Landscape Maintenance companies in Central Florida who is also properly licensed to service Irrigation Systems. This means we can save you money, because our landscape maintenance programs include servicing and inspecting your Irrigation System.

OUR ONCE-A-MONTH IRRIGATION CHECK-UPS INCLUDE:

- Check timer program settings and reset as needed.
- Program your timer for new sod/landscaping needs and time changes.
- Test each zone for proper coverage.
- Clean and adjust sprinkler heads as well as inspect heads and nozzles for damage.
- Straighten heads as necessary.
- Check all control valves.
- Survey property for any leaks.
- Inspect pump station/water supply functions.
- Inspect all other mechanical systems for defects.
- Keep customer informed about innovative water saving technology.

If necessary, we can improve and upgrade your existing Irrigation System with the newest, most advanced technologies available. Plus, we also do design and installations.





LANDSCAPE CONSTRUCTION *and design*

We can install any size landscape design project. From small residential landscape and irrigation needs to larger, more intricate and extensive landscapes, we do it all at an affordable price.



Our experienced landscape design team can design a more beautiful and sustainable landscape that requires less water and ongoing care. We design and install original landscapes and irrigation systems. Plus, we also do redesigns, upgrades and beautifications to existing landscapes.

Capital Land Management produces gorgeous landscapes that are well planned, lush and colorful. We use the right plants in the right places, taking in account precise soil pH, moisture and sun/shade temperature conditions. Plus, we help homeowners and property managers avoid costly mistakes beforehand. Best of all, our Landscape Design services cost substantially **LESS MONEY** than others in the business.

9 PRINCIPLES OF FLORIDA-FRIENDLY LANDSCAPING

- Right Plant, Right Place
- Water Efficiently
- Fertilize as Needed
- Maximize Mulch
- Attract Wildlife
- Control Pests Responsibly
- Recycle
- Reduce Storm Water Runoff
- Protect the Waterfront

At Capital Land Management, we adhere to the above 9 principles when designing your landscape.





FERTILIZER & PEST MANAGEMENT



LAWN TREATMENT PROGRAM

Capital Land Management offers a Lawn Treatment Program designed to build a stronger, healthier lawn that is able to withstand the harsh elements our Florida weather brings. We design each application according to the time of year and the current conditions of your lawn.

Our basic Lawn Treatment Program includes six treatments per year. This includes:

- Fertilizer with iron and other micro-nutrients
- Turf Damaging Insect Control
- Broadleaf Weed Control

If you ever have concerns about your lawn in between regularly scheduled treatments, we respond promptly and re-treat your lawn if necessary. We'll also make further recommendations to help you achieve the desired results.

Occasionally, your lawn may require additional applications that are not part of our basic program. We can provide additional assessments and estimates based on your lawn's needs. These problem areas include the following:

- Fungus
- Fire Ants
- Fleas & Ticks
- Sedge Grass
- pH Correction
- Round-up* Applications

TREE/PLANT/FLOWER CARE PROGRAM

Capital Land Management also offers a proven Plant Care Program designed to protect your living assets and enhance the appearance of your landscaping year-round. It includes between two to four treatments per year.

Our plant care treatments combine the use of slow release and quick-feed fertilizers specifically intended for shrubs and small trees. We also treat for insects and diseases that can harm your plants by using the latest systematic control products. Our treatments are designed only for plants and trees that actually need additional fertilization to survive.

At Capital Land Management, we don't believe in using one fertilizer for all plants. We use the proper fertilizers for the right plant. Knowing your plants is the first step. Certain plants need acidic type fertilizers, while others either need a slow release or fast release fertilizer with the proper micro-nutrients. Palms, in particular, require a big micro-nutrient package that differs from other plants.

Capital Land Management is also certified by Arborjet to treat trees and palms from insects, disease, and nutrient deficiency.

If you ever have concerns between your regularly scheduled treatments, we respond promptly and re-treat your shrubs and other plants if necessary.



CAPITAL
Land Management

**Design-Build
Maintenance
Agronomics
Irrigation**

Dade City

Lakeland

Orlando

Tampa

REFERENCES

Community: Grasslands HOA Lakeland, FL
Contract Amount: \$520,000
Point of Contact: Diana Albritton, Extreme Management
Email: diana@hoaemt.com

Since 2013 we have managed Grasslands HOA which includes over one mile of Central Boulevard leading to six individual subdivisions comprising over 275 estate homes. Our site based team of 8 landscape professionals report daily to Grasslands and manage all mowing, turf and ornamental fertilization and pest control, as well as detail to all homes and common areas.

Community: Park Square Homes Orange & Osceola County, FL
Contract Amount: \$1,200,000
Point of Contact: Roy Hughes
Email: Rhughes@parksquarehomes.com

Since 2015 we have provided full-service landscape maintenance of both resort style maintenance-free homeowner associations and traditional homeowner associations located in south Orlando. Each resort community boast over 200 homes and are actively being developed by Park Square Homes. Resort communities include Bella Vida, Sonoma, Veranda Palms, and Watersong Resort. Within the traditional homeowner associations we maintain the community's common areas and amenity centers.

Community: Taylor Morrison Homes Hillsborough & Pasco County, FL
Contract Amount: \$600,000
Point of Contact: Kiera Calhoun, Taylor Morrison
Email: kcalhoun@taylormorrison.com

Since 2016 we have provide full service landscape maintenance to (10) homeowner's associations that are actively being developed in the Tampa region. In some of the communities we maintain only common areas, however, the communities that are sold as maintenance-free, we maintain both commons and individual homes.



CAPITAL
Land Management

**Design-Build
Maintenance
Agronomics
Irrigation**

Dade City

Lakeland

Orlando

Tampa

Community: High Vista at Ridgewood Lakes Davenport, FL
Contract Amount: \$271,000
Point of Contact: Dennis Wyrobeck, Board President
Email: wyrobeck1@gmail.com

Since 2017 we have provided full service landscape maintenance to the amenity areas and mowing services to the 623 resident owners of High Vista. In addition to weekly mowing services that are accomplished in a period of 2 days, we provide daily porter services to the amenity areas Sunday thru Saturday.

Community: Fishhawk CDD I Lithia, FL
Contract Amount: \$230,000
Point of Contact: John Toborg, Rizzetta & Co.
Email: jtoborg@rizzetta.com

Since 2017 we have provided full service landscape maintenance to the common area roadways, amenity areas, schools, and individual HOA's located within the Fishhawk CDD I. Our professional staff of 6 report on a daily basis performing all mowing, pruning, turf and ornamental fertilization and pest control, irrigation inspection and repairs within this 400 acre community. In addition to maintaining over 10 miles of trails, we also design and install all requested landscape renovations, change-out over 10,000 annuals and install over 1000 yards of mulch per year.

Community: Fishhawk CDD II Lithia, FL
Contract Amount: \$350,000
Point of Contact: John Toborg, Rizzetta & Co.
Email: jtoborg@rizzetta.com

Since 2017 we have provided full service landscape maintenance to the common area roadways, amenity areas, schools, and individual HOA's located within the Fishhawk CDD II. Our professional staff of 8 report on a daily basis performing all mowing, pruning, turf and ornamental fertilization and pest control, irrigation inspection and repairs within this 1000 acre community. In addition to maintaining over 16 miles of trails, we also design and install all requested landscape renovations, change-out over 32,000 annuals and install over 1500 yards of mulch per year.



CAPITAL
Land Management

**Design-Build
Maintenance
Agronomics
Irrigation**

Dade City

Lakeland

Orlando

Tampa

Community: Harbour Isles CDD
Contract Amount: \$101,000
Point of Contact: John Toborg, Rizzetta & Co.
Email: jtoborg@rizzetta.com

Riverview, FL

Since 2018 we have provided full service landscape maintenance to the common area roadways, amenity areas located within Harbour Isles CDD. Our professional staff of 5 report on a weekly basis performing all mowing, pruning, turf and ornamental fertilization and pest control, irrigation inspection and repairs within this 300 acre community. In addition, we also design and install all requested landscape renovations, change-out annuals on a quarterly basis and install mulch annually.

Community: Connerton West CDD
Contract Amount: \$320,000
Point of Contact: John Toborg, Rizzetta & Co.
Email: jtoborg@rizzetta.com

Land o Lakes, FL

Since 2018 we have provided full service landscape maintenance to the common area roadways, amenity areas located within Connerton West CDD. Our professional staff of 4 report on a daily basis performing all mowing, pruning, turf and ornamental fertilization and pest control, irrigation inspection and repairs within this 700 acre community. In addition, we also design and install all requested landscape renovations, change-out over 20,000 annuals and install 2000 yards mulch annually.

Community: Celebration CDD
Contract Amount: \$987,000
Point of Contact: Russell Simmons, Inframark
Email: Russ.Simmons@inframark.com

Celebration, FL

Since 2019 we have provided full service landscape maintenance to the common area roadways, amenity areas, and downtown village located within Celebration CDD. Our professional staff of 15 report on a daily basis performing all mowing, pruning, turf and ornamental fertilization and pest control, irrigation inspection and repairs within this 1500 acre community. In addition, to maintaining over 20 miles of trails, we also design and install all requested landscape renovations, change-out over 8,800 annuals and install 18,000 bales of pine straw annually.



Common Areas Landscape Maintenance Specifications

TURF CARE

Mowing

All turf areas will be mowed 41x in total; weekly during the active growing season (April-September) and every other week during the non-growing season (October – March) or as needed to maintain a groomed appearance. Clippings will not be removed and mulching type rotary mowers will be operated with care taken to limit the discharge of clippings into plant beds. Excessive accumulations of clippings will be removed to improve final appearance. Areas that are too steep or too tight to facilitate riding mowers will be mowed with walk behind mulching type mowers. String trimming of these areas will not be allowed.

The goal is to maintain Zoysia turf and Bahia turf at a mowing height that is no higher than 3" with not more than 1/3 of the leaf blades removed at each mowing. Mowing during extended wet or dry periods will take place as conditions dictate. Damage done to turf by mowers will be leveled immediately and fully repaired as soon as conditions permit. Persistently wet areas that are prone to rutting will be avoided by mowers and reported to the property manager. Off season mowing needs will address weeds and off type grasses as well as the predominant turf to insure a groomed appearance at all times of the year.

Edging/Trimming

All edges along streets, sidewalks and other hard surfaces will be edged with each mowing service. Edges of planting beds and tree rings will be edged as needed to eliminate runners and provide a well-defined edge. Only, a power edger with a blade will be used for this purpose. Herbicides may be used to eliminate runners in beds but will not be used for the purpose of edging beds or tree rings.

All lake edges will be string trimmed after each mowing with care taken to limit clipping discharge into the water body being trimmed.

Fertilization

All Zoysia turf areas will be fertilized with legally approved formulas containing both macro and micro nutrients necessary to produce the healthiest turf possible. Capital Land Management will take special care with frequencies, rates and timing necessary to produce consistent results throughout the community. New turf areas that are chlorotic and weak may require additional nutritional support which will be applied if necessary to produce a consistent look for turf areas. Turf will be fertilized 6x per year in February, April, June, August, October and December. Bahia turf will not be fertilized and is not part of this agreement but can be provided upon request for an additional cost.

Disease Control

Disease control is maintained through proper fertilization, mowing and water management. In the event that disease problems occur, Capital Land Management will use fungicide treatments to stop or slow the progression of disease. Prevention of disease with weekly or monthly applications is not part of this agreement but can be provided at additional cost.



Insect Control

Capital Land Management will provide control of turf damaging insects using Federal and State registered insect control products as needed to reduce and/or minimize populations of turf damaging insects. The treatments will not eliminate the damaging insect, thus a minimum 6 times per year treatment program is required to proactively treat and reduce the activity. These treatments do not include the elimination or prevention of fire ant infestations which is available at additional cost. Turf damage caused by the infestation of nematodes is not implied or included as part of this agreement. With no labeled products available for nematode control, Capital Land Management will recommend additional treatments and strategies at additional cost to minimize damage if nematodes become a problem. **Turf loss that occurs due to insect damage will be replaced in a timely manner at Capital Land Management expense if under a minimum 6 times per year treatment program.**

Weed Control

Capital Land Management will use proper fertilization, mowing and watering practices to promote the growth of weed resistant turf. Additionally, applications of selective pre and post emergent weed control herbicides will be applied as needed to control weeds without damaging desirable turf. Special attention will be given to weed control during the winter months in order to produce a groomed look with less frequent mowing. Persistent grassy weeds that cannot be controlled with selective herbicides can be eradicated with non-selective herbicides like Roundup. These types of treatments require the re-sodding of treated areas which will be done at additional cost. **Turf damaged by Capital Land Management's use of herbicides will be replaced in a timely manner at Capital Land Management expense.**

Debris Cleanup

All landscape areas shall be inspected on days of service and excess debris removed from, common areas and lake edges. This requirement excludes excessive amounts of construction debris that will be removed at additional cost if requested by the owner. All clippings and other debris generated by the landscape maintenance operation will be cleaned up and removed on the day of service with clippings and edging debris blown off in high traffic areas (sales center, model homes and clubhouse) within one hour of the time that the debris is generated. Debris will be blown off sidewalks and driveways of homes in a timely fashion that minimizes the time between mowing, edging and blow off.

TREES, SHRUBS AND GROUND COVER AREAS

Pruning

All trees (up to 12 feet) shall be pruned as needed to keep them off walls and rooftops and to eliminate any overhanging branches or foliage which obstructs or hinders pedestrian or vehicular traffic. All trees will be kept free of sucker growth from trunks and bases.

All palms (up to 12 feet) shall be pruned as needed to remove dead fronds and spent seedpods. Only Loose boots will be removed and kept consistent in height. Roebelinii Palms will be pruned as necessary in accordance with acceptable horticultural practices to remove dead fronds and spent seed pods.

All shrubs beds shall be detailed a minimum of 12 times per year to address pruning and weeding issues. During this service all large weeds will be removed and shrubs shall be pruned as necessary to maintain the natural form of the plant to maintain growth within space limitations, and to eliminate damage or diseased wood. New plant material will be topped to promote dense growth as plants develop to their desired height. Roses and other flowering shrubs will be cut back one time per year at the optimum time to promote maximum flowering. Weeding will occur on a 4 week rotation. These requirements exclude pruning necessitated by storm damage or winterkill which will be addressed as an additional cost.



Weed Control

All beds will be kept reasonably free of broadleaf and grassy weeds and treated with herbicides and hand removal during weekly mowing services and detail services in order to provide a groomed look at all times. Weed control will be done with the use of legally approved pre-emergent and post-emergent herbicides and hand removal of all large weeds that will look unsightly after herbicide treatment. Non-selective herbicides like Roundup may be used but Capital Land Management will replace any plants damaged by its use.

Fertilization

Trees, shrubs and ground covers will be inspected quarterly and fertilized as warranted to promote optimal health of the plants. Palms, other than Sabal Palms, will be fertilized twice a year with a fertilizer formulation designed specifically for palms. Our fertilization will occur March, June, September and December for all Palms/Trees and Shrubs.

Disease and Insect Control

All landscape beds and trees will be inspected by a trained horticulturist bi-monthly and treated with the appropriate pesticides necessary to control any damaging levels of disease and insect activity. Response after notification of problems by property management will be made within 72 hours.

Control of Imported Pests

Certain locations in the United States have a record of accidental introduction of pests from other countries. These imported pests can be very damaging and difficult or impossible to control with available products. Where such pests become a problem, Capital Land Management will recommend the most cost effective alternatives for pest mitigation. Such recommendations may include plant replacement or intensified treatment schedules that may require additional cost to the customer.

Stakes and Guying

All newly planted trees with existing stakes and guides will be kept adjusted for the appropriate time period. Leaning trees will be straightened at no additional expense to the owner during regularly scheduled service. Trees blown over by storms will be stood up and re-staked within 72 hours of notification at additional cost. When trees attain substantial root development stability, removal of stakes and guides will be done at no additional cost to the owner.

Seasonal Color

Contractor's base service agreement (whether installing annuals or not) will include the regular weeding of all annual beds and periodic dead heading of all annuals to extend life and improve appearance.



IRRIGATION SYSTEM

Monthly Wet Checks

As part of the base landscape service, the Capital Land Management will provide monthly wet check service that will include checking each clock and rain sensor for proper programming and operation, running each zone long enough to fully evaluate coverage and head operation, cleaning out plugged nozzles and adjusting heads for proper coverage. All filters for drip irrigation zones will be removed and cleaned in early October and late March and as needed throughout the year to assure proper function. All wet check activity will be documented with a written report that will be submitted at the time of monthly billing. CLM will clean out the filters from mainline water meters 2x per week.

Controller Programming

Watering schedules will be developed with property management input in accordance with all governmental or utilities water restrictions to provide quantities and frequencies consistent with seasonal requirements of the plant materials in the landscape. Where practical, every effort will be made to schedule irrigation late at night or early morning in order to minimize interference with vehicles or pedestrian traffic.

Repairs

Any damages to the irrigation system caused by Capital Land Management negligence shall be repaired without charge to the owner. Faulty equipment, vandalism or normal wear and tear shall be repaired at additional expense on a time and materials basis and generally completed within one watering period from the time the problem is reported and repairs approved.

Emergency (after normal working hour) service calls will incur a minimum charge \$100.00 for diagnostics and to shut the system down until it can be scheduled for repair during hours where normal labor, material and equipment charges will be incurred.

In order to expedite minor irrigation repairs, Contractor is herewith authorized to perform \$ _____ worth of irrigation repairs without prior approval, any irrigation repairs over this amount must be approved.

Meetings

CLM will meet with District Management Staff 1x per week onsite to walk the property and observe any issues. Any issues observed will be documented and take care of in an agreed amount of time.



Seasonal Color Installation

Upon written authorization of the Owner, contract grown flowers will be installed up to four times per year at times and with varieties determined by the Owner. If Capital Land Management is chosen to provide and plant annuals, all plants will be fully warranted for the full duration of the planting season with the exception of damage caused by extreme low temperatures or catastrophic irrigation system failure. If Capital Land Management is not chosen to provide plant material, we will not replace any plants that are lost due to Contactor negligence, specifically with regard to irrigation and chemical negligence.

Mulch Installation

Upon written authorization of the Owner, mulch beds will be replenished to maintain a uniform layer of mulch that falls between a depth of 1-2 inches. Alternatives will be discussed with client for any mulch areas with excessive accumulations of mulch exist that could be damaging to plants.

Tall Palm Pruning

Upon written authorization of the Owner, the Capital Land Management will trim all palms over 12'in height that cannot be safely pruned from the ground with pole saws.

Palm Treatment Program Inoculation - (Not Included)

Upon written authorization of the Owner, Palms that have been identified as susceptible to Lethal Yellowing, or Texas Phoenix Palm Decline may be treated with special fertilizations, bud drenching, or injected with OTC treatments which will be presented to the Owner and priced in a clearly outlined proposal that identifies costs and expected results prior to the commencement of work.



SUMMARY OF GROUNDS MAINTENANCE SERVICE FEES:

Service – CDD Areas	Annual	Monthly
Mowing, Edging, Weeding, & Pruning Program	\$60,000	\$5,000
Turf & Shrub Fertilization & Pest Control Program	\$10,296	\$858
Irrigation Inspection Program	\$3,900	\$325
Seasonal Color Program – 400 annuals 4x per year	\$3,204	\$267
Mulch – 1 x per year adding a top dressing of 1" 180 yards	\$7,740	\$645
Palm Tree Trimming – 348 total palms	\$8,040	\$670
TOTAL FOR ALL SERVICES	\$93,180	\$7,765



Terms and Conditions

This Landscape Services Agreement (this "Agreement") is made as of _____ between _____ ("Client") and **Capital Land Management Corporation** ("Contractor").

The initial term of this Agreement shall be 12 month(s) commencing on _____ and terminating on _____ (the "Initial Term"). Thereafter, this Agreement shall renew automatically for successive one-year terms, unless sooner terminated by either party giving written notice at least 30 days prior to the end of the Initial Term, or the then current renewal term. For Services furnished pursuant to this Agreement, Client shall pay Contractor a service fee of \$ _____ in year one of this Agreement (the "Service Fee"). The Service Fee payable in each succeeding year shall be subject to an annual adjustment thereafter as agreed upon by both the Client and Contractor. Payment of the applicable year Service Fee shall be made in **twelve [12]** equal monthly installments of \$ _____.

1. Contractor agrees to provide all labor, supervision, and equipment necessary to carry out the scope of work outlined above on a routine schedule that is sensitive to the overall function of the property. All work shall be performed professionally in accordance with generally accepted horticultural practices. There shall be no variance from this scope of work unless expressly stated through an addendum.
2. Owner agrees to pay contractor dollars as total compensation for the performance of the terms of this agreement. Payment by check or credit card is accepted. If owner uses a credit card to make payment there will be a 3% surcharge added to the total amount of each invoice. Said compensation shall be paid monthly. Invoices shall be sent to the owner by the 5th day of each month and will be due and payable to the Capital Land Management Corporation no later than the 15th of the same month. **Invoices not paid within terms are subject to a 1.50 % monthly finance charge. If payment is not received by the 30th day after the invoice date, contractor will suspend services until payment is received. Services will resume upon receipt of payment.**
3. **Either party may cancel this agreement with thirty (30) days prior written notice mailed to the party at the addresses listed in this Agreement. During this thirty (30) day period, lawn service will continue at the normal rates listed in this Agreement.**
4. Contractor will not be held responsible for pre-existing conditions (examples; chinch bug damage, inadequate tree pruning, etc.), damage caused by others, or weather acts of freeze, drought, excessive rains, severe wind, and hail. Contractor shall assume no responsibility or liability for personal injury or property damage arising out of or resulting, directly or indirectly, from the accumulation of water, falling limbs, leaves or other debris on sidewalks, walkways, curbs and other paved surfaces between scheduled visits by maintenance crews.
5. Customer is aware that weather conditions such as, but not limited to, rain may cause a delay in service. In which case Contractor may not service property on normally scheduled day. It is understood that depending on the length and severity of the rain, it may take Contractor varying amounts of time to fulfill all work covered under this service agreement. Contractor will exercise its best judgment for the services needed, based upon growth of grass and existing conditions at that time.



6. For Customers safety, neither the Contractor, nor any of its employees are to be approached while using any equipment.
7. The Contractor will carry General Liability Insurance, including completed operations with a coverage amount of \$1,000,000 per occurrence and carry Worker's Compensation, statutory limits including Employer's liability as required by law on his employees and provide proof of same to the Customer. The Contractor is also responsible for obtaining and licenses and/or permits required by law for activities on Customer's property.

The undersigned parties warrant that they are authorized representatives of their respective companies or residence and have the requisite authority to bind their employer and/or principle.

Client Signature: _____ Date: _____

Print Name / Title: _____

Capital Land Mgmt. Signature: _____ Date: _____

Print Name / Title: _____



CAPILAN-01

BJONES

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/26/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
ASSOCIATES AGENCY, INC.
11470 N 53rd St
Temple Terrace, FL 33617

CONTACT NAME:
PHONE
(A/C, No, Ext): (813) 988-1234 **FAX**
(A/C, No): (813) 988-0989
E-MAIL ADDRESS: certs@associatesins.com

INSURED

Capital Land Management Corporation
PO Box 130
Matlacha, FL 33993

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Southern Owners Insurance Co	10190
INSURER B: NGM Insurance Company	14788
INSURER C: Bridgefield Casualty Insurance Company	10335
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSD WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab. GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		20054078	11/15/2019	11/15/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		B1P3377K	11/15/2019	11/15/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP \$ 10,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		5205407800	11/15/2019	11/15/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	196-47409	12/29/2019	12/29/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

For Insureds File

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

With increasing interest in our environmental impact on our Florida lands, CLM understands the importance of staying informed and is continually updated by the agencies below to ensure your land and community are in compliance and conserving and preserving Florida's limited natural resources.



**CAPITAL LAND
MANAGEMENT**
GROWING YOUR LIVING ASSETS

Josh Burton • 863.370.9126
Jarrett Myers • 813.469.8716
P.J. Piney • 863.797.9970

OFFICES

Tampa • Lakeland • Orlando

WWW.CAPITALLAND.NET

SECTION V



4421 Reaves Road
Kissimmee, FL. 34746
Ph: (407) 933-8791

Proposal

Proposal To: William Viasalyers
GMS Central Florida
219 Livingston St.
Orlando, FL 32801

Proposal No: 02020-18
Proposal Date: 8/17/20

Submitted By: Chet Berry

Proposal Amount: \$ 3,820.00

Phone: 407-451-4047
Fax:

Re: Concrete sidewalk replacement at Four Seasons Resort.

Scope of Work:

1. Remove 2 sections of concrete sidewalk where it had washed out and check for settlement.
2. Add fill dirt as needed and repack the soil.
3. Form, place and finish new sections of 8' sidewalk, approx. 18' long with 3000 PSI concrete.
4. Clean up work site and dispose of broken concrete and trash.

Materials, equipment and labor included.

ACCEPTANCE OF PROPOSAL

The Purchaser by signing this document represents the he/ she has read and fully understands the above work and services availability of material and/ or labor to be provided and further understands that this signed proposal constitutes full acceptance and agreement for services. Pricing of material and labor subject to availability at this time. Any alteration, or unforeseen conditions or deviation from the above description of services and work involve extra costs will be executed only upon written order, and will become an extra change over and above the agreed quoted proposal herein stated.

The above prices, specifications and conditions are satisfactory and are hereby accepted:

Owners Acceptance Signature & Date
This Proposal valid for 30 days from date issued.
(in lieu of pricing of labor and materials)

Contractor's Authorized Signature & Date
TERMS: DUE UPON COMPLETION OF WORK



GMS
GOVERNMENTAL MANAGEMENT SERVICES

Phone: 407-716-3075
Email: alovera@gmscfl.com





SECTION VI

SECTION C

SECTION 1

Windward

Community Development District

Summary of Check Register

September 1, 2020 to September 30, 2020

Fund	Date	Check No.'s	Amount
General Fund	9/1/20	282-285	\$ 6,064.38
	9/9/20	286	\$ 1,692.74
	9/16/20	287	\$ 5,093.95
	9/24/20	288-289	\$ 8,198.04
			<hr/>
			\$ 21,049.11
			<hr/>
			\$ 21,049.11

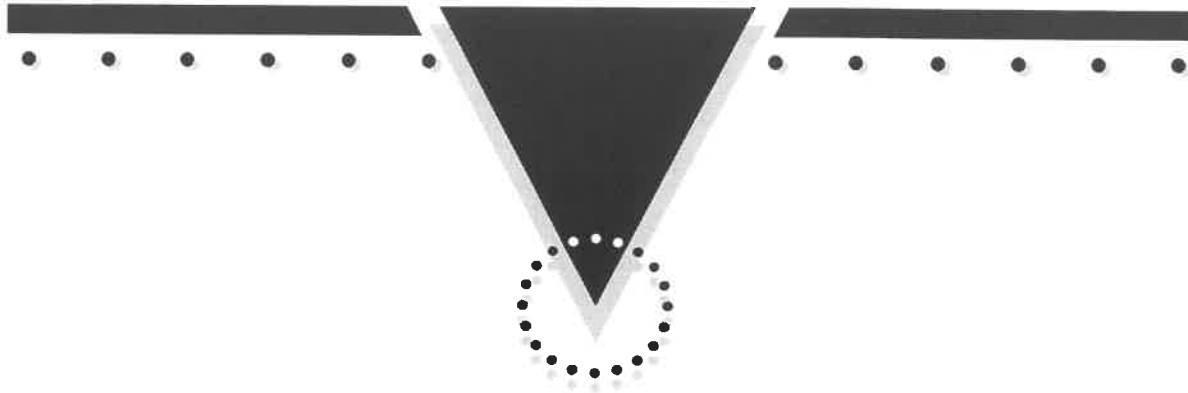
WINDWARD CDD - GENERAL FUND
 BANK A GENERAL FUND

CHECK DATE	VEND#	INVOICE DATE	INVOICE YRMO	DPT	ACT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
9/01/20	00014	8/12/20	S164496	202008	320-53800-57400			GATE REPAIR 08/06/2020	*	132.00	
9/01/20	00008	8/10/20	73282	202008	320-53800-46800			ACCESS CONTROL TECHNOLOGIES, INC.	*		132.00 000282
								LANDSCAPE MAINT GROU 8/20		3,261.67	
		8/10/20	73282	202008	320-53800-46800			LANDSCAPE MAINT PH3 08/20	*	1,120.76	
		8/14/20	73693	202008	320-53800-46400			IRRIGATION REPAIR 08/7/20	*	244.00	
9/01/20	00012	8/01/20	1440	202008	320-53800-46900			DOWN TO EARTH LAWN CARE	*		4,626.43 000283
								AUG/2020 FOUNTAINS SERV		300.00	
9/01/20	00002	8/19/20	93122	202007	310-51300-31500			GRUNIT POOL SVCS	*		300.00 000284
								RECEIPT/REVIEW/PREPARE		1,005.95	
9/09/20	00013	8/26/20	18-02113	202007	310-51300-31100			LATHAM, LUNA, EDEN & BEAUDINE, LLP	*		1,005.95 000285
								ENGINEER SRVC 07/31/20		1,687.50	
		8/26/20	18-02113	202007	310-51300-31100			REIMBURSABLE EXP 07/31/20	*	5.24	
9/16/20	00001	9/01/20	89	202009	310-51300-34000			POULOS & BENNETT	*		1,692.74 000286
								MANAGEMENT FEES SEPT/2020		2,916.67	
		9/01/20	89	202009	310-51300-35100			INFORMATION TECH SEPT/20	*	50.00	
		9/01/20	89	202009	310-51300-31300			DISSEMINATION SEPT/2020	*	291.67	
		9/01/20	89	202009	310-51300-51000			OFFICE SUPPLIES	*	.18	
		9/01/20	89	202009	310-51300-42000			POSTAGE	*	77.18	
		9/01/20	89	202009	310-51300-42500			COPIES	*	8.25	
		9/01/20	90	202009	320-53800-12000			FIELD MANAGEMENT SEPT/20	*	1,250.00	
		9/01/20	91	202009	320-53800-34100			FACILITY MNTC SEPT/2020	*	500.00	
9/24/20	00005	8/31/20	11555	202009	300-15500-10000			GOVERNMENTAL MANAGEMENT SERVICES-CF	*		5,093.95 000287
								POL100120310 10/20-10/21		8,094.00	
								EGIS INSURANCE ADVISORS LLC			8,094.00 000288

CHECK DATE	VEND#	INVOICE DATE	EXPENSED TO YRMO	DFT ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT
9/24/20	00028	9/03/20	245211	202009	310-51300-48000		NOT OF SUPERVISOR 09/3/20	*	104.04	
OSCEOLA NEWS GAZETTE										104.04 000289
TOTAL FOR BANK A									21,049.11	
TOTAL FOR REGISTER									21,049.11	

WWRD --WINDWARD-- IAGUILAR

SECTION 2



Windward
Community Development District

Unaudited Financial Reporting
September 30, 2020



TABLE OF CONTENTS

1	<u>BALANCE SHEET</u>
2	<u>GENERAL FUND INCOME STATEMENT</u>
3	<u>SERIES 2018 - A1 DEBT SERVICE INCOME STATEMENT</u>
4	<u>SERIES 2018 - A2 DEBT SERVICE INCOME STATEMENT</u>
5	<u>SERIES 2018 CAPITAL PROJECTS INCOME STATEMENT</u>
6	<u>MONTH TO MONTH</u>
7	<u>LONG TERM DEBT SUMMARY</u>
8	<u>ASSESSMENT RECEIPT SCHEDULE</u>

WINDWARD
COMMUNITY DEVELOPMENT DISTRICT
COMBINED BALANCE SHEET
September 30, 2020

	GENERAL FUND	DEBT SERVICE FUND	CAPITAL PROJECTS FUND	TOTALS
<u>ASSETS:</u>				
CASH	\$95,846	---	---	\$95,846
<u>INVESTMENTS</u>				
SERIES 2018 A-1/A-2				
RESERVE A-1	---	\$121,730	---	\$121,730
RESERVE A-2	---	\$77,865	---	\$77,865
REVENUE	---	\$92,374	---	\$92,374
INTEREST A-1	---	\$0	---	\$0
INTEREST A-2	---	\$0	---	\$0
PREPAYMENT A-2	---	\$788,148	---	\$788,148
CONSTRUCTION	---	---	\$5,270	\$5,270
DUE FROM DEVELOPER	\$3,400	---	---	\$3,400
PREPAID EXPENSES	\$8,094	---	---	\$8,094
TOTAL ASSETS	<u>\$107,340</u>	<u>\$1,080,117</u>	<u>\$5,270</u>	<u>\$1,192,727</u>
<u>LIABILITIES:</u>				
ACCOUNTS PAYABLE	\$14,145	---	---	\$14,145
DUE TO CAPITAL PROJECTS FUND	\$0	---	---	\$0
DUE TO DEBIT SERVICE FUND	(\$0)	---	---	(\$0)
DUE TO OTHER	\$0	---	---	\$0
FICA PAYABLE	\$31	---	---	\$31
<u>FUND BALANCES:</u>				
NONSPENDABLE				
PREPAID ITMES	\$8,094	---	---	\$8,094
FUND BALANCES:				
RESTRICTED FOR DEBT 2018	---	\$1,080,117	---	\$1,080,117
RESTRICTED FOR CAPITAL PROJECTS 2018	---	---	\$5,270	\$5,270
UNASSIGNED	\$85,070	---	---	\$85,070
TOTAL LIABILITIES & FUND BALANCES	<u>\$107,340</u>	<u>\$1,080,117</u>	<u>\$5,270</u>	<u>\$1,192,727</u>

WINDWARD

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues, Expenditures and Changes in Fund Balance

For The Period Ending September 30, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/20	ACTUAL THRU 09/30/20	VARIANCE
REVENUES:				
SPECIAL ASSESSMENTS	\$159,059	\$159,059	\$159,356	\$297
DIRECT ASSESSMENTS	\$162,945	\$162,945	\$153,168	(\$9,777)
DEFICIT FUNDING	\$171,123	\$171,123	\$65,108	(\$106,015)
MISCELLANEOUS REVENUE	\$0	\$0	\$7,470	\$7,470
TOTAL REVENUES	\$493,127	\$493,127	\$385,102	(\$108,025)
EXPENDITURES:				
ADMINISTRATIVE:				
SUPERVISORS FEES	\$4,800	\$4,800	\$1,400	\$3,400
FICA EXPENSE	\$367	\$367	\$107	\$260
ENGINEERING	\$12,000	\$12,000	\$19,654	(\$7,654)
ATTORNEY	\$25,000	\$25,000	\$21,903	\$3,097
ARBITRAGE	\$450	\$450	\$0	\$450
DISSEMINATION	\$3,500	\$3,500	\$4,500	(\$1,000)
ANNUAL AUDIT	\$3,600	\$3,600	\$4,100	(\$500)
TRUSTEE FEE	\$5,000	\$5,000	\$3,717	\$1,283
ASSESSMENT ADMINISTRATION	\$5,000	\$5,000	\$5,000	\$0
MANAGEMENT FEES	\$35,000	\$35,000	\$35,000	(\$0)
INFORMATION TECHNOLOGY	\$1,800	\$1,800	\$600	\$1,200
TELEPHONE	\$300	\$300	\$0	\$300
POSTAGE	\$1,000	\$1,000	\$324	\$676
INSURANCE	\$5,500	\$5,500	\$5,125	\$375
PRINTING & BINDING	\$1,000	\$1,000	\$96	\$904
LEGAL ADVERTISING	\$2,500	\$2,500	\$1,861	\$639
OTHER CURRENT CHARGES	\$1,000	\$1,000	\$25	\$975
OFFICE SUPPLIES	\$625	\$625	\$22	\$603
PROPERTY APPRAISER	\$500	\$500	\$115	\$385
PROPERTY TAXES	\$250	\$250	\$0	\$250
TRAVEL PER DIEM	\$660	\$660	\$0	\$660
DUES, LICENSES & SUBSCRIPTIONS	\$175	\$175	\$175	\$0
TOTAL ADMINISTRATION	\$110,027	\$110,027	\$103,725	\$6,302
FIELD OPERATIONS:				
FIELD SERVICES	\$15,000	\$15,000	\$15,000	\$0
FACILITY MAINTENANCE	\$0	\$0	\$6,000	(\$6,000)
TELEPHONE	\$3,500	\$3,500	\$0	\$3,500
ELECTRIC	\$26,000	\$26,000	\$12,525	\$13,475
WATER & SEWER	\$210,000	\$210,000	\$141,660	\$68,340
SECURITY BUILDING MAINTENANCE	\$10,000	\$10,000	\$1,645	\$8,355
LANDSCAPE MAINTENANCE	\$63,000	\$63,000	\$53,796	\$9,204
LANDSCAPE CONTINGENCY	\$25,000	\$25,000	\$7,626	\$17,374
PROPERTY INSURANCE	\$6,000	\$6,000	\$2,465	\$3,535
FOUNTAIN MAINTENANCE	\$4,200	\$4,200	\$3,600	\$600
LAKE MAINTENANCE	\$6,000	\$6,000	\$0	\$6,000
IRRIGATION REPAIRS	\$4,000	\$4,000	\$244	\$3,756
LIGHTING MAINTENANCE	\$2,500	\$2,500	\$0	\$2,500
MONUMENT MAINTENANCE	\$1,400	\$1,400	\$430	\$970
ROADWAY MAINTENANCE	\$1,500	\$1,500	\$1,860	(\$360)
MISC. CONTINGENCY	\$5,000	\$5,000	\$507	\$4,494
TOTAL FIELD OPERATIONS	\$383,100	\$383,100	\$247,359	\$135,742
TOTAL EXPENDITURES	\$493,127	\$493,127	\$351,083	\$142,044
EXCESS REVENUES (EXPENDITURES)	\$0		\$34,019	
FUND BALANCE - Beginning	\$0		\$59,146	
FUND BALANCE - Ending	\$0		\$93,164	

WINDWARD
COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND

Series 2018 - A1

Statement of Revenues, Expenditures and Changes in Fund Balance

For The Period Ending September 30, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/20	ACTUAL THRU 09/30/20	VARIANCE
<u>REVENUES:</u>				
SPECIAL ASSESSMENTS	\$243,648	\$243,648	\$244,103	\$455
INTEREST	\$500	\$500	\$175	(\$325)
TOTAL REVENUES	\$244,148	\$244,148	\$244,278	\$130
<u>EXPENDITURES:</u>				
<u>Series 2018A-1</u>				
INTEREST - 11/01	\$97,108	\$97,108	\$97,108	\$0
PRINCIPAL - 05/01	\$50,000	\$50,000	\$50,000	\$0
INTEREST - 05/01	\$97,108	\$97,108	\$97,108	\$0
TOTAL EXPENDITURES	\$244,216	\$244,216	\$244,215	\$0
EXCESS REVENUES (EXPENDITURES)	(\$68)		\$63	
FUND BALANCE - Beginning	\$97,622		\$220,291	
FUND BALANCE - Ending	\$97,554		\$220,354	

WINDWARD
COMMUNITY DEVELOPMENT DISTRICT

DEBT SERVICE FUND

Series 2018 - A2

Statement of Revenues, Expenditures and Changes in Fund Balance

For The Period Ending September 30, 2020

REVENUES:

	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/20	ACTUAL THRU 09/30/20	VARIANCE
SPECIAL ASSESSMENTS - DIRECT	\$204,670	\$204,670	\$88,176	(\$116,494)
ASSESSMENTS - PREPAYMENT	\$0	\$0	\$1,467,385	\$1,467,385
INTEREST	\$500	\$500	\$343	(\$157)

TOTAL REVENUES	\$205,170	\$205,170	\$1,555,904	\$1,350,734
-----------------------	------------------	------------------	--------------------	--------------------

EXPENDITURES:

Series 2018A-2

PRINCIPAL - 11/01	\$315,000	\$315,000	\$330,000	(\$15,000)
INTEREST - 11/01	\$108,025	\$108,025	\$108,025	\$0
SPECIAL CALL - 2/01	\$0	\$0	\$200,000	(\$200,000)
INTEREST - 02/01	\$0	\$0	\$2,900	(\$2,900)
INTEREST - 05/01	\$98,890	\$98,890	\$92,655	\$6,235
SPECIAL CALL - 05/01	\$0	\$0	\$205,000	(\$205,000)
INTEREST - 08/01	\$0	\$0	\$4,423	(\$4,423)
SPECIAL CALL - 08/01	\$0	\$0	\$305,000	(\$305,000)

TOTAL EXPENDITURES	\$521,915	\$521,915	\$1,248,003	(\$726,088)
---------------------------	------------------	------------------	--------------------	--------------------

EXCESS REVENUES (EXPENDITURES)	(\$316,745)		\$307,901	
---------------------------------------	--------------------	--	------------------	--

FUND BALANCE - Beginning	\$436,730		\$551,862	
---------------------------------	------------------	--	------------------	--

FUND BALANCE - Ending	\$119,985		\$859,763	
------------------------------	------------------	--	------------------	--

WINDWARD
COMMUNITY DEVELOPMENT DISTRICT

CAPITAL PROJECTS FUND
Series 2018

Statement of Revenues, Expenditures and Changes in Fund Balance
For The Period Ending September 30, 2020

	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/20	ACTUAL THRU 09/30/20	VARIANCE
<u>REVENUES:</u>				
INTEREST	\$0	\$0	\$4	\$4
TOTAL REVENUES	\$0	\$0	\$4	\$4
<u>EXPENDITURES:</u>				
CAPITAL OUTLAY - CONSTRUCTION	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$0		\$4	
FUND BALANCE - Beginning	\$0		\$5,266	
FUND BALANCE - Ending	\$0		\$5,270	

WINDWARD COMMUNITY DEVELOPMENT DISTRICT

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
REVENUES:													
SPECIAL ASSESSMENTS	\$0	\$32,816	\$120,927	\$447	\$3,424	\$865	\$878	\$0	\$0	\$0	\$0	\$0	\$159,536
DIRECT ASSESSMENTS	\$0	\$0	\$76,594	\$0	\$0	\$38,292	\$0	\$0	\$38,292	\$0	\$0	\$0	\$153,168
DEVELOPER CONTRIBUTIONS	\$5,000	\$55,996	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,113	\$0	\$0	\$65,108
MISCELLANEOUS REVENUES	\$0	\$0	\$0	\$7,470	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,470
TOTAL REVENUES	\$5,000	\$88,811	\$197,511	\$7,917	\$3,424	\$39,157	\$878	\$0	\$38,292	\$4,113	\$0	\$0	\$385,102
EXPENDITURES:													
ADMINISTRATIVE													
SUPERVISOR FEES	\$0	\$0	\$200	\$0	\$400	\$0	\$0	\$200	\$0	\$200	\$200	\$200	\$1,400
FICA EXPENSE	\$0	\$0	\$15	\$0	\$31	\$0	\$0	\$15	\$0	\$15	\$15	\$15	\$107
ENGINEERING	\$0	\$0	\$0	\$0	\$2,338	\$336	\$3,381	\$0	\$3,261	\$1,693	\$8,645	\$0	\$19,654
ATTORNEY	\$47	\$3,041	\$3,419	\$0	\$1,720	\$0	\$1,158	\$8,897	\$2,077	\$1,006	\$539	\$0	\$21,903
ARBITRAGE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DISSEMINATION	\$292	\$292	\$792	\$292	\$292	\$792	\$292	\$292	\$292	\$292	\$292	\$292	\$4,500
ANNUAL AUDIT	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,100	\$0	\$0	\$0	\$0	\$4,100
TRUSTEE FEE	\$0	\$0	\$3,717	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,717
ASSESSMENT ADMINISTRATION	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,000
MANAGEMENT FEES	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$2,917	\$35,000
INFORMATION TECHNOLOGY	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$50	\$600
TELEPHONE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
POSTAGE	\$21	\$33	\$2	\$2	\$6	\$4	\$16	\$4	\$72	\$37	\$50	\$77	\$324
INSURANCE	\$5,125	\$0	\$0	\$0	\$6	\$16	\$0	\$0	\$0	\$0	\$0	\$0	\$5,125
PRINTING & BINDING	\$1	\$0	\$33	\$0	\$6	\$0	\$0	\$0	\$0	\$27	\$6	\$8	\$96
LEGAL ADVERTISING	\$680	\$0	\$0	\$0	\$0	\$0	\$0	\$715	\$181	\$104	\$0	\$181	\$1,861
OTHER CURRENT CHARGES	\$0	\$0	\$0	\$25	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25
OFFICE SUPPLIES	\$0	\$0	\$20	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20
PROPERTY APPRAISER	\$0	\$0	\$0	\$0	\$0	\$0	\$115	\$0	\$0	\$0	\$0	\$0	\$115
PROPERTY TAXES	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TRAVEL PER DIEM	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
DUES, LICENSES & SUBSCRIPTIONS	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
FIELD OPERATIONS													
FIELD SERVICES	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250	\$15,000
FACILITY MAINTENANCE	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$6,000
TELEPHONE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ELECTRIC	\$994	\$1,043	\$1,172	\$1,109	\$1,001	\$1,080	\$980	\$840	\$1,129	\$1,055	\$983	\$1,140	\$12,525
WATER & SEWER	\$7,717	\$14,778	\$7,724	\$21,394	\$6,093	\$8,526	\$10,379	\$14,644	\$14,925	\$11,921	\$23,561	\$0	\$141,660
SECURITY BUILDING MAINTENANCE	\$438	\$300	\$300	\$0	\$0	\$0	\$133	\$0	\$141	\$0	\$132	\$201	\$1,645
LANDSCAPE MAINTENANCE	\$4,255	\$4,867	\$4,382	\$4,382	\$4,382	\$4,382	\$5,232	\$4,382	\$4,382	\$4,382	\$4,382	\$4,382	\$51,796
PROPERTY INSURANCE	\$2,465	\$0	\$0	\$2,542	\$0	\$0	\$0	\$0	\$0	\$0	\$2,542	\$0	\$7,626
FOUNTAIN MAINTENANCE	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$300	\$3,600
LAKE MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
IRRIGATION REPAIRS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LIGHTING MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$244	\$0	\$244
MONUMENT MAINTENANCE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
ROADWAY MAINTENANCE	\$765	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$430	\$0	\$0	\$430
MISC. CONTINGENCY	\$560	(\$525)	\$0	\$0	\$48	\$0	\$0	\$194	\$865	\$31	\$130	\$0	\$1,860
TOTAL EXPENDITURES	\$36,092	\$25,845	\$26,792	\$34,763	\$21,333	\$20,153	\$26,702	\$19,300	\$32,410	\$26,210	\$46,969	\$11,514	\$351,083
Excess Revenues (Expenditures)	\$131,092	\$59,966	\$170,719	(\$26,846)	(\$17,910)	\$19,004	(\$25,824)	(\$39,300)	\$5,882	(\$22,098)	(\$46,969)	(\$11,514)	\$34,019

**WINDWARD
COMMUNITY DEVELOPMENT DISTRICT
LONG TERM DEBT REPORT**

SERIES 2018A-1, SPECIAL ASSESSMENT REVENUE BONDS		
INTEREST RATES:	4.500%, 5.100%, 5.700%, 5.800%	
MATURITY DATE:	5/1/2049	
RESERVE FUND DEFINITION	50% MAXIMUM ANNUAL DEBT SERVICE	
RESERVE FUND REQUIREMENT	\$121,730	
RESERVE FUND BALANCE	\$121,730	
BONDS OUTSTANDING - 11/07/18		\$3,460,000
PRINCIPAL PAYMENT - 05/01/20		(\$50,000)
CURRENT BONDS OUTSTANDING		\$3,410,000

SERIES 2018A-2, SPECIAL ASSESSMENT REVENUE BONDS		
INTEREST RATES:	5.800%	
MATURITY DATE:	11/1/2029	
RESERVE FUND DEFINITION	50% MAXIMUM ANNUAL INTEREST	
RESERVE FUND REQUIREMENT	\$92,655	
RESERVE FUND BALANCE	\$77,865	
BONDS OUTSTANDING - 11/07/18		\$4,120,000
SPECIAL CALL - 05/01/19		(\$150,000)
SPECIAL CALL - 08/01/19		(\$245,000)
SPECIAL CALL - 11/01/19		(\$330,000)
SPECIAL CALL - 02/01/20		(\$200,000)
SPECIAL CALL - 05/01/20		(\$205,000)
SPECIAL CALL - 08/01/20		(\$305,000)
CURRENT BONDS OUTSTANDING		\$2,685,000

WINDWARD
COMMUNITY DEVELOPMENT DISTRICT
Special Assessment Receipts
Fiscal Year 2020

TOTAL ASSESSMENT LEVY									
DATE	DESCRIPTION	GROSS AMT	COMMISSIONS	DISC/PENALTY	INTEREST	NET RECEIPTS	ASSESSED THROUGH COUNTY		
							39.50%	60.50%	100.00%
							O&M Portion	S2018 DSF Portion	Total
10/31/19	ACH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11/12/19	ACH	\$221.13	\$4.42	\$11.38	\$0.00	\$205.33	\$115.33	\$90.00	\$205.33
11/22/19	ACH	\$61,881.69	\$1,237.64	\$2,425.81	\$0.00	\$58,218.24	\$32,700.35	\$25,517.89	\$58,218.24
12/06/19	ACH	\$322,926.90	\$6,458.54	\$0.00	\$0.00	\$316,468.36	\$177,755.71	\$138,712.65	\$316,468.36
12/23/19	ACH	\$18,278.88	\$365.57	\$0.00	\$0.00	\$17,913.31	\$10,061.65	\$7,851.66	\$17,913.31
01/13/20	ACH	\$662.31	\$13.25	\$0.00	\$0.00	\$649.06	\$364.57	\$284.49	\$649.06
01/21/20	ACH	\$0.00	\$0.00	\$0.00	\$146.12	\$146.12	\$82.07	\$64.05	\$146.12
02/12/20	ACH	\$6,346.84	\$126.92	\$124.41	\$0.00	\$6,095.51	\$3,423.76	\$2,671.75	\$6,095.51
03/09/20	ACH	\$1,586.71	\$31.41	\$15.87	\$0.00	\$1,539.43	\$864.68	\$674.75	\$1,539.43
	Adjustment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$66,890.37)	\$66,890.37	\$0.00
04/13/20	ACH	\$2,269.50	\$45.39	\$0.00	\$0.00	\$2,224.11	\$878.47	\$1,345.64	\$2,224.11
						\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$414,173.96	\$8,283.14	\$2,577.47	\$146.12	\$403,459.47	\$159,356.21	\$244,103.26	\$403,459.47

Gross

Off Roll Assessment

K. Hovnanian at Mystic Dunes, LLC

Net Assessments						
DATE RECEIVED	DUE DATE	CHECK NO.	NET ASSESSED	AMOUNT RECEIVED	GENERAL FUND	DEBT SERVICE FUND 2018
12/19/19	12/1/19	110031	\$76,583.92	\$76,583.92	\$76,583.92	\$0.00
3/1/20	2/1/20	3829196	\$38,291.96	\$38,291.96	\$38,291.96	\$0.00
4/20/20	4/1/19	352	\$88,176.00	\$88,176.00	\$0.00	\$88,176.00
6/9/20	5/1/20	548	\$38,291.96	\$38,291.96	\$38,291.96	\$0.00
10/13/20	9/1/19	1160	\$77,865.00	\$77,865.00	\$0.00	\$77,865.00
			\$319,208.84	\$241,343.84	\$153,167.84	\$166,041.00

99%	Gross Percent Collected
\$14,237.74	Balance Remaining to Collect