

**Cordoba Ranch Community  
Development District**

**November 27, 2018**

**Agenda Package**

# **Cordoba Ranch Community Development District**

## **Inframark, Infrastructure Management Services**

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November 20, 2018

Board of Supervisors

Cordoba Ranch Community Development District

Dear Board Members:

The Landowners' meeting of the Cordoba Ranch Community Development District will be held on Tuesday, November 27, 2018 at 9:30 a.m. **at the Cordoba Ranch Model Center, 2516 Cordoba Ranch Boulevard, Lutz, FL** followed immediately by the regular meeting of the Board of Supervisors of the Cordoba Ranch Community Development District. The following is the advance agendas for these meetings:

### **Landowners' Meeting**

1. Call to Order
2. Determination of Number of Voting Units Represented
3. Election of a Chairman for the Purpose of Conducting the Landowners' Meeting
4. Nominations for the Position of Supervisors (3)
5. Casting of Ballots
6. Ballot Tabulation
7. Landowners Questions or Comments
8. Adjournment

### **Regular Meeting**

1. Call to Order
2. Organizational Matters
  - A. Oath of Office for Newly Elected Supervisors
  - B. Resolution 2019-1 Canvassing and Certifying the Results of the Landowners' Election
  - C. Resolution 2019-2 Designating Officers
3. Approval of the Consent Agenda
  - A. August 28, 2018 Minutes
  - B. Financial Statements
  - C. Motion to Assign Fund Balance
  - D. Engagement Letter Fiscal Year 2018 Audit
4. Aquagenix Report - November
5. Staff Reports
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
6. Audience Comments
7. Supervisor Requests
8. Adjournment

All supporting documentation is enclosed or will be distributed at the meeting.

The balance of the agenda is routine in nature and staff will give their reports at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,

*Andrew P. Mendenhall, PMP*

Andrew P. Mendenhall, PMP, District Manager

# **LANDOWNERS' MEETING**

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF  
CORDOBA RANCH COMMUNITY DEVELOPMENT DISTRICT  
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: **November 27, 2018**

TIME: 9:30 a.m.

LOCATION: **Cordoba Ranch Model Center, 2516 Cordoba Ranch Blvd., Lutz, FL 33559**

Pursuant to Chapter 190, Florida Statutes, and after a Community Development District ("**District**") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("**Board**") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), Florida Statutes.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner **shall** be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. Please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, three (3) seats on the Board will be up for election by landowners. The two candidates receiving the highest number of votes shall be elected for a term of four (4) years. The candidate receiving the next highest number of votes shall be elected for a term of two (2) years. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.



**LANDOWNER PROXY**

**CORDOBA RANCH COMMUNITY DEVELOPMENT DISTRICT  
HILLSBOROUGH COUNTY, FLORIDA  
LANDOWNERS' MEETING — November 27, 2018**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints \_\_\_\_\_ ("**Proxy Holder**") for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Cordoba Ranch Community Development District to be held at the Cordoba Ranch Model Center, 2516 Cordoba Ranch Blvd. Lutz, FL, on November 27, 2018, at 9:30 a.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners' meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners' meeting prior to the Proxy Holder's exercising the voting rights conferred herein.

\_\_\_\_\_  
Printed Name of Legal Owner

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

<u><b>Parcel Description</b></u>	<u><b>Acreage</b></u>	<u><b>Authorized Votes</b></u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

**Total Number of Authorized Votes:** \_\_\_\_\_

NOTES: Pursuant to Section 190.006(2)(b), Florida Statutes (2015), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

**OFFICIAL BALLOT**  
**CORDOBA RANCH COMMUNITY DEVELOPMENT DISTRICT**  
**HILLSBOROUGH COUNTY, FLORIDA**  
**LANDOWNERS' MEETING – NOVEMBER 27, 2018**

**For Election (3 Supervisors):** The two (2) candidates receiving the highest number of votes will each receive a four (4) year term, and the one (1) candidate receiving the next highest number of votes will receive a two (2) year term, with the term of office for the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Cordoba Ranch Community Development District and described as follows:

<u>Description</u>	<u>Acreage</u>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

**Attach Proxy.**

\_\_\_\_\_, as Landowner, or as the proxy holder of \_\_\_\_\_  
(Landowner) **pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:**

<b>NAME OF CANDIDATE</b>	<b>NUMBER OF VOTES</b>
1. _____	_____
2. _____	_____
3. _____	_____

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

# **Regular Meeting**

## **Second Order of Business**

**2B.**

**RESOLUTION 2019-1**

**A RESOLUTION CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES**

WHEREAS, pursuant to Section 190.006(2), Florida Statute, a landowners meeting is required to be held within 90 days of the District's creation and every two years following the creation of a Community Development District for the purpose of electing Supervisors to the Board of Supervisors of the District; and

WHEREAS, following proper publication of notice thereof, such landowners meeting was held **November 27, 2018**, at which the below recited person was duly elected by virtue of the votes cast in his/her favor; and

WHEREAS, this resolution canvasses the votes, and declares and certifies the results of said election;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CORDOBA RANCH COMMUNITY DEVELOPMENT DISTRICT;**

1. The following person is found, certified, and declared to have been duly elected as a Supervisor of and for the District, having been elected by the votes cast in his/her favor as shown, to wit:

_____	Votes
_____	Votes
_____	Votes

2. In accordance with said statute, and by virtue of the number of votes cast for the Supervisor, he/she is declared to have been elected for the following term of office:

_____	four (4) year term
_____	four (4) year term
_____	two (2) year term

3. Said term of office shall commence immediately upon the adoption of this Resolution.

PASSED AND ADOPTED THIS 27th DAY OF NOVEMBER, 2018.

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Chairman

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Secretary

**2C.**



**RESOLUTION 2019-2**

**A RESOLUTION DESIGNATING OFFICERS OF THE  
CORDOBA RANCH COMMUNITY DEVELOPMENT  
DISTRICT**

WHEREAS, the Board of Supervisors of the Cordoba Ranch Community Development District at a regular business meeting desires to appoint the below recited persons to the offices specified.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD  
OF SUPERVISORS OF THE CORDOBA RANCH  
COMMUNITY DEVELOPMENT DISTRICT:**

1. The following persons were appointed to the offices shown, to wit:

_____	Chairman
_____	Vice Chairman
<u>Andrew Mendenhall</u>	Secretary
<u>Stephen Bloom</u>	Treasurer
<u>Alan Baldwin</u>	Assistant Treasurer
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

PASSED AND ADOPTED THIS 27th DAY OF NOVEMBER 2018.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

## **Third Order of Business**

**3A.**

**MINUTES OF MEETING  
CORDOBA RANCH  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Cordoba Ranch Community Development District was held on Tuesday, August 28, 2018 at 9:30 a.m. in the Cordoba Ranch Model Center, 2516 Cordoba Ranch Boulevard, Lutz, Florida.

Present and constituting a quorum were:

Kelly Evans  
F. Peter Williams  
Charlie Peterson  
Lori Campagna

Chairperson  
Vice Chairman  
Assistant Secretary  
Assistant Secretary

Also present were:

Andy Mendenhall  
Vivek Babbar  
Tonja Stewart  
Ken Roth  
Paul Giordano  
Residents

District Manager  
District Counsel  
District Engineer (via telephone)  
Down to Earth  
Down to Earth

*The following is a summary of the discussions and actions taken.*

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Organizational Matters**

**A. Appointment of New Supervisor**

On MOTION by Mr. Williams seconded by Ms. Evans with all in favor Lori Campagna was appointed to Seat 3 of the Cordoba Ranch Board of Supervisors.

*Mr. Mendenhall, a Notary of the State of Florida, administered the Oath of Office to Lori Campagna.*

**B. Resolution 2018-7 Designating Officers**

On MOTION by Ms. Evans seconded by Mr. Williams with all in favor Resolution 2018-7 designating officers; keeping the current officer structure and appointing Lori Campagna as an Assistant Secretary was adopted.

**SIXTH ORDER OF BUSINESS**

**Representative from Down to Earth**

- Mr. Ken Roth and Mr. Paul Giordano from Down to Earth commented on the transition of landscape services from Vivicon.

**THIRD ORDER OF BUSINESS**

**Approval of the Consent Agenda**

- A. July 24, 2018 Minutes**
- B. Financial Statements**

On MOTION by Mr. Williams seconded by Ms. Evans with all in favor the consent agenda was approved.

**FOURTH ORDER OF BUSINESS**

**Aquagenix Report – August**

- Ms. Stewart commented on the erosion areas noted in the report. She inspected the areas and does not feel those repairs are a priority at this time.
- She will work with Aquagenix to prioritize projects as the water levels allow for plantings.
- She recommended moving forward with littoral plantings; \$5,000 is currently budgeted.
- The Board requested proposals for littoral plantings.
- The benefit of blue dye treatment was addressed. Ms. Stewart will follow up on obtaining information on treatment, and if beneficial will obtain proposals.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel**
  - Mr. Babbar provided an update on ADA compliance and lawsuits. Insurance policies will be reviewed accordingly regarding ADA compliance.
- B. District Engineer**
  - No other items to report.
- C. District Manager**

- None

**SEVENTH ORDER OF BUSINESS**

**Audience Comments**

- Rick Gibbons commented on signage. An update on his previous concerns regarding the gate; street and speed limit signage; and TECO lights was provided.
- Ms. Stewart noted the District's signage and stripping plans have been approved by the County. Installing *Stay to the Right* and speed limit signage will be researched.
- Discussion ensued with regard to security gate cameras.
- A resident commented on landscaping maintenance. It was noted receiving landscape enhancing proposals is ongoing.
- Dawn Bernard commented on seasonal plantings.
- Melissa Hunt commented on dead trees behind her property.

**EIGHTH ORDER OF BUSINESS**

**Supervisor Requests**

- None

**NINTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Evans seconded by Mr. Peterson with all in favor the meeting was adjourned.
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Kelly Evans  
Chairperson

**3B.**

**Cordoba Ranch  
Community Development District**

*Financial Report*

*October 31, 2018*

**Prepared by:**





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**Cordoba Ranch  
Community Development District**

**Financial Statements**

**(Unaudited)**

**October 31, 2018**

**Balance Sheet**  
October 31, 2018

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2006 DEBT SERVICE FUND	SERIES 2006 CAPITAL PROJECTS FUND	TOTAL
<b><u>ASSETS</u></b>				
Cash - Checking Account	\$ 13,295	\$ -	\$ -	\$ 13,295
Due From Other Funds	14,776	-	2,224	17,000
Investments:				
Money Market Account	336,222	-	-	336,222
Prepayment Account	-	200,097	-	200,097
Reserve Fund	-	241,137	-	241,137
Revenue Fund	-	195,188	-	195,188
Prepaid Items	3,842	-	-	3,842
Deposits	11,540	-	-	11,540
<b>TOTAL ASSETS</b>	<b>\$ 379,675</b>	<b>\$ 636,422</b>	<b>\$ 2,224</b>	<b>\$ 1,018,321</b>
<b><u>LIABILITIES</u></b>				
Accounts Payable	\$ 9,267	\$ -	\$ -	\$ 9,267
Accrued Expenses	12,325	-	-	12,325
Due To Other Funds	-	17,000	-	17,000
<b>TOTAL LIABILITIES</b>	<b>21,592</b>	<b>17,000</b>	<b>-</b>	<b>38,592</b>
<b><u>FUND BALANCES</u></b>				
<b>Nonspendable:</b>				
Prepaid Items	3,842	-	-	3,842
Deposits	11,540	-	-	11,540
<b>Restricted for:</b>				
Debt Service	-	619,422	-	619,422
Capital Projects	-	-	2,224	2,224
<b>Assigned to:</b>				
Operating Reserves	44,040	-	-	44,040
Reserves - Capital Projects	170,127	-	-	170,127
<b>Unassigned:</b>	<b>128,534</b>	<b>-</b>	<b>-</b>	<b>128,534</b>
<b>TOTAL FUND BALANCES</b>	<b>\$ 358,083</b>	<b>\$ 619,422</b>	<b>\$ 2,224</b>	<b>\$ 979,729</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 379,675</b>	<b>\$ 636,422</b>	<b>\$ 2,224</b>	<b>\$ 1,018,321</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>					
Interest - Investments	\$ -	\$ -	\$ 382	\$ 382	0.00%
Special Assmnts- Tax Collector	357,623	-	-	-	0.00%
Special Assmnts- CDD Collected	135,125	-	-	-	0.00%
Special Assmnts- Discounts	(14,305)	-	-	-	0.00%
Gate Bar Code/Remotes	-	-	31	31	0.00%
<b>TOTAL REVENUES</b>	<b>478,443</b>	<b>-</b>	<b>413</b>	<b>413</b>	<b>0.09%</b>
<b><u>EXPENDITURES</u></b>					
<b><u>Administration</u></b>					
P/R-Board of Supervisors	2,400	200	-	200	0.00%
ProfServ-Arbitrage Rebate	500	-	-	-	0.00%
ProfServ-Dissemination Agent	5,000	5,000	5,000	-	100.00%
ProfServ-Engineering	7,500	625	-	625	0.00%
ProfServ-Legal Services	7,000	583	476	107	6.80%
ProfServ-Mgmt Consulting Serv	46,500	3,875	3,875	-	8.33%
ProfServ-Trustee Fees	3,500	3,500	-	3,500	0.00%
Auditing Services	3,500	-	-	-	0.00%
Postage and Freight	1,000	83	4	79	0.40%
Public Officials Insurance	2,239	2,239	-	2,239	0.00%
Printing and Binding	600	50	64	(14)	10.67%
Legal Advertising	3,500	292	-	292	0.00%
Misc-Assessmnt Collection Cost	7,152	596	-	596	0.00%
Misc-Web Hosting	900	75	75	-	8.33%
Annual District Filing Fee	175	175	175	-	100.00%
<b>Total Administration</b>	<b>91,466</b>	<b>17,293</b>	<b>9,669</b>	<b>7,624</b>	<b>10.57%</b>
<b><u>Other Public Safety</u></b>					
Contracts-Security Camera	2,500	208	208	-	8.32%
Contracts-Security Services	13,608	1,134	833	301	6.12%
Communication - Telephone	1,644	137	139	(2)	8.45%
R&M-Gatehouse	600	50	-	50	0.00%
<b>Total Other Public Safety</b>	<b>18,352</b>	<b>1,529</b>	<b>1,180</b>	<b>349</b>	<b>6.43%</b>
<b><u>Electric Utility Services</u></b>					
Utility - General	7,800	650	599	51	7.68%
Electricity - Streetlighting	63,528	5,294	5,274	20	8.30%
<b>Total Electric Utility Services</b>	<b>71,328</b>	<b>5,944</b>	<b>5,873</b>	<b>71</b>	<b>8.23%</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>Flood Control/Stormwater Mgmt</u></b>					
Contracts-Aquatic Control	12,408	1,034	1,034	-	8.33%
R&M-Fountain	1,000	83	-	83	0.00%
R&M-Mitigation	11,460	955	850	105	7.42%
R&M Lake & Pond Bank	6,675	556	-	556	0.00%
Impr - Aquatic Plants	5,000	417	-	417	0.00%
<b>Total Flood Control/Stormwater Mgmt</b>	<b>36,543</b>	<b>3,045</b>	<b>1,884</b>	<b>1,161</b>	<b>5.16%</b>
<b><u>Field</u></b>					
Contracts-Landscape	114,994	9,583	9,583	-	8.33%
Insurance - Property	1,735	1,735	-	1,735	0.00%
Insurance - General Liability	2,490	2,490	-	2,490	0.00%
R&M-Entry Feature	200	200	-	200	0.00%
R&M-Irrigation	9,000	750	-	750	0.00%
R&M-Mulch	23,100	1,925	-	1,925	0.00%
R&M-Pest Control	3,200	267	-	267	0.00%
R&M-Plant Replacement	15,000	1,250	-	1,250	0.00%
R&M-Well Maintenance	5,000	417	-	417	0.00%
R&M-Annals	19,000	1,583	-	1,583	0.00%
Holiday Lighting & Decorations	2,500	1,250	1,250	-	50.00%
Op Supplies - Fertilizer	7,800	650	-	650	0.00%
<b>Total Field</b>	<b>204,019</b>	<b>22,100</b>	<b>10,833</b>	<b>11,267</b>	<b>5.31%</b>
<b><u>Parks and Recreation - General</u></b>					
ProfServ-Wildlife Management Service	16,800	1,400	1,400	-	8.33%
Misc-Contingency	14,995	1,250	1,080	170	7.20%
<b>Total Parks and Recreation - General</b>	<b>31,795</b>	<b>2,650</b>	<b>2,480</b>	<b>170</b>	<b>7.80%</b>
<b><u>Reserves</u></b>					
Capital Reserve	24,940	24,940	-	24,940	0.00%
<b>Total Reserves</b>	<b>24,940</b>	<b>24,940</b>	<b>-</b>	<b>24,940</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES &amp; RESERVES</b>	<b>478,443</b>	<b>77,501</b>	<b>31,919</b>	<b>45,582</b>	<b>6.67%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	-	(77,501)	(31,506)	45,995	0.00%
<b><u>OTHER FINANCING SOURCES (USES)</u></b>					
Interfund Transfer - In	-	-	120,129	120,129	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>120,129</b>	<b>120,129</b>	<b>0.00%</b>
Net change in fund balance	\$ -	\$ (77,501)	\$ 88,623	\$ 166,124	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>269,460</b>	<b>269,460</b>	<b>269,460</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 269,460</b>	<b>\$ 191,959</b>	<b>\$ 358,083</b>		

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>					
Interest - Investments	\$ 350	\$ 29	\$ 155	\$ 126	44.29%
Special Assmnts- Tax Collector	455,697	-	-	-	0.00%
Special Assmnts- CDD Collected	172,182	-	-	-	0.00%
Special Assmnts- Discounts	(18,228)	-	-	-	0.00%
<b>TOTAL REVENUES</b>	<b>610,001</b>	<b>29</b>	<b>155</b>	<b>126</b>	<b>0.03%</b>
<b><u>EXPENDITURES</u></b>					
<b><u>Administration</u></b>					
Misc-Assessmnt Collection Cost	9,114	-	-	-	0.00%
<b>Total Administration</b>	<b>9,114</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b><u>Debt Service</u></b>					
Principal Debt Retirement	215,000	-	-	-	0.00%
Interest Expense	389,610	-	-	-	0.00%
<b>Total Debt Service</b>	<b>604,610</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>613,724</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	(3,723)	29	155	126	-4.16%
<b><u>OTHER FINANCING SOURCES (USES)</u></b>					
Contribution to (Use of) Fund Balance	(3,723)	-	-	-	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(3,723)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Net change in fund balance	\$ (3,723)	\$ 29	\$ 155	\$ 126	-4.16%
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>619,267</b>	<b>619,267</b>	<b>619,267</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 615,544</b>	<b>\$ 619,296</b>	<b>\$ 619,422</b>		

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

For the Period Ending October 31, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>REVENUES</b>					
Interest - Investments	\$ -	\$ -	\$ -	\$ -	0.00%
<b>TOTAL REVENUES</b>	-	-	-	-	<b>0.00%</b>
<b>EXPENDITURES</b>					
<b>TOTAL EXPENDITURES</b>	-	-	-	-	<b>0.00%</b>
Excess (deficiency) of revenues Over (under) expenditures	-	-	-	-	0.00%
Net change in fund balance	\$ -	\$ -	\$ -	\$ -	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	-	-	2,224		
<b>FUND BALANCE, ENDING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,224</b>		

**Cordoba Ranch  
Community Development District**

**Supporting Schedules**

**October 31, 2018**



**Cash & Investment Report**  
**October 31, 2018**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>BALANCE</u>
<b>OPERATING FUND</b>			
Checking General fund	Centerstate Bank	N/A	\$ 13,295
Money Market Account	Bank United	1.30%	\$ 336,222
		<b>Subtotal</b>	<u>349,517</u>
<b>DEBT SERVICE AND CAPITAL PROJECT FUNDS</b>			
Series 2006 Construction Account	US Bank	0.05%	\$ 200,097
Series 2006 Reserve Account	US Bank	0.05%	\$ 241,137
Series 2006 Revenue Account	US Bank	0.05%	\$ 195,188
		<b>Subtotal</b>	<u>636,422</u>
		<b>Total</b>	<u><u>\$ 985,939</u></u>

## CORDOBA RANCH

### Community Development District

#### Payment Register by Bank Account

For the Period from 10/01/2018 to 10/31/2018

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
-----------	-----------------	------	------------	-------	-------------	---------------------	--------------------------	---------------	-------------

#### BANK UNITED - MMA - (ACCT# XXXXX4970)

Check	4010	10/03/18	Vendor	CORDOBA RANCH CDD	100318	***Voided Voided***			\$0.00
Check	4010B	10/31/18	Vendor	CORDOBA RANCH CDD	100318	TRANSFER MM TO GF	Due From Other Funds	131000	\$40,000.00
Check	4011	10/12/18	Vendor	CORDOBA RANCH C/O US BANK	101818	TRFR ASSESS. 2006 REV FND	Due From Other Funds	131000	\$17,000.00
<b>Account Total</b>									<b>\$57,000.00</b>

#### CENTERSTATE BANK GF (JEFFERSON BANK) - (ACCT# XXXXX9280)

Check	2442	10/11/18	Vendor	AQUAGENIX	4032737	OCT AQUATIC MAINT	Contracts-Aquatic Control	001-534067-53801	\$1,034.00
Check	2443	10/11/18	Vendor	FRONTIER - ACH	092218-2135	9/22-10/21/18 239-177-5795	Utility - General	001-543001-52901	\$138.98
Check	2444	10/11/18	Vendor	STRALEY ROBIN VERICKER	16240	8/27-8/28/18 GEN COUNSEL	ProfServ-Legal Services	001-531023-51401	\$525.00
Check	2445	10/11/18	Vendor	STANTEC CONSULTING SERVICES	1417605	2018 FY GENERAL CONSULTING	ProfServ-Engineering	001-531013-51501	\$735.00
Check	2446	10/11/18	Vendor	V GLOBAL TECH	1115	OCT WEB MAINT	Misc-Web Hosting	001-549915-51301	\$75.00
Check	2447	10/11/18	Vendor	ILLUMINATIONS HOLIDAY LIGHTING	03181018	2018 HOL LIGHTS DEPOSIT	DEPOSIT	001-549940-53901	\$1,250.00
Check	2448	10/11/18	Vendor	DEPARTMENT OF ECONOMIC OPPORTUNITY	72526	2018/2019 DISTRICT FILING FEE	Annual District Filing Fee	001-554007-51301	\$175.00
Check	2449	10/11/18	Vendor	SSS DOWN TO EARTH OPCO LLC	INV15994	ADDED MULCH IN 3 PLAYGROUNDS	Contracts-Landscape	001-534050-53901	\$5,632.00
Check	2450	10/22/18	Vendor	STATE WILDLIFE TRAPPER	1155	OCTOBER HOG REMOVAL	ProfServ-Wildlife Management Service	001-531074-57201	\$1,400.00
Check	2451	10/22/18	Vendor	TIMES PUBLISHING COMPANY	681224	2018-2019 BUDGET MEETING	Legal Advertising	001-548002-51301	\$367.50
Check	2452	10/25/18	Vendor	ENVERA SYSTEMS	674588	ADD RES AS OF 9/30/18	Contracts-Security Camera	001-534036-52901	\$30.00
Check	2453	10/25/18	Vendor	SSS DOWN TO EARTH OPCO LLC	12143	JULY TREATMENT OF GRASS/FLOWER	R&M-Pest Control	001-546070-53901	\$490.00
Check	2454	10/26/18	Vendor	INFRAMARK, LLC	35070	OCTOBER MGMNT SERVICES	ProfServ-Mgmt Consulting Serv	001-531027-51301	\$3,875.00
Check	2454	10/26/18	Vendor	INFRAMARK, LLC	35070	OCTOBER MGMNT SERVICES	Printing and Binding	001-547001-51301	\$63.75
Check	2454	10/26/18	Vendor	INFRAMARK, LLC	35070	OCTOBER MGMNT SERVICES	Postage and Freight	001-541006-51301	\$4.23
Check	2455	10/26/18	Vendor	EGIS INSURANCE ADVISORS, LLC	7774	Insurance policy 18-19	Insurance - General Liability	001-545002-51301	\$5,342.00
ACH	DD01313	10/16/18	Vendor	TAMPA ELECTRIC	092518 ACH	8/18-9/20/18 ELEC ACH	Utility - General	001-543001-53100	\$577.35
ACH	DD01313	10/16/18	Vendor	TAMPA ELECTRIC	092518 ACH	8/18-9/20/18 ELEC ACH	Electricity - Streetlighting	001-543013-53100	\$5,274.19
<b>Account Total</b>									<b>\$26,989.00</b>

<b>Total Amount Paid</b>	<b>\$83,989.00</b>
--------------------------	--------------------

**3C**

**CORDOBA RANCH  
COMMUNITY DEVELOPMENT DISTRICT**

**Motion: Assigning Fund Balance as of 9/30/18**

The Board hereby assigns the FY 2018 Reserves per the September 30, 2018 Balance Sheet as follows:

Operating Reserves	\$44,040
Capital Projects	\$170,127

**3D.**



# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280  
Boca Raton, Florida 33434  
(561) 994-9299 • (800) 299-4728  
Fax (561) 994-5823  
[www.graucpa.com](http://www.graucpa.com)

October 18, 2018

To Board of Supervisors  
Cordoba Ranch Community Development District  
210 N. University Drive, Suite 702  
Coral Springs, FL 33071

We are pleased to confirm our understanding of the services we are to provide Cordoba Ranch Community Development District, Hillsborough County, Florida ("the District") for the fiscal year ended September 30, 2018. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Cordoba Ranch Community Development District as of and for the fiscal year ended September 30, 2018. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes. This letter serves to renew our agreement and establish the terms and fee for the 2018 audit.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary comparison schedule

## Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

**Examination Objective**

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

**Other Services**

We will assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

**Management Responsibilities**

Management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for designing, implementing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also

responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to including the auditor's report in an exempt offering document, you agree that the aforementioned auditor's report will not be included in any such offering document without our prior permission or consent. Any agreement to perform work in connection with an exempt offering document, including an agreement to provide permission or consent, will be a separate engagement.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

#### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve



audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Our fee for these services will not exceed \$3,500 for the September 30, 2018 audit.

We will complete the audit within prescribed statutory deadlines, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

This agreement may be renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.


The District has the option to terminate this agreement with or without cause by providing thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the effective termination of this agreement, subject to whatever claims or offsets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2016 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Cordoba Ranch Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates

  
\_\_\_\_\_  
Racquel McIntosh

RESPONSE:

This letter correctly sets forth the understanding of Cordoba Ranch Community Development District.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## PEER REVIEW PROGRAM

is proud to present this

Certificate of Recognition

to

# Grau & Associates

For having a system of quality control for its accounting and auditing practice in effect for the year ended June 30, 2016 which has been designed to meet the requirements of the quality control standards for an accounting and auditing practice established by the AICPA and which was complied with during the year then ended to provide the firm with reasonable assurance of conforming with professional standards.

A handwritten signature in black ink, reading "Anita Ford", written over a horizontal line.

Anita Ford, Chair  
AICPA Peer Review Board  
2016

## **Fourth Order of Business**

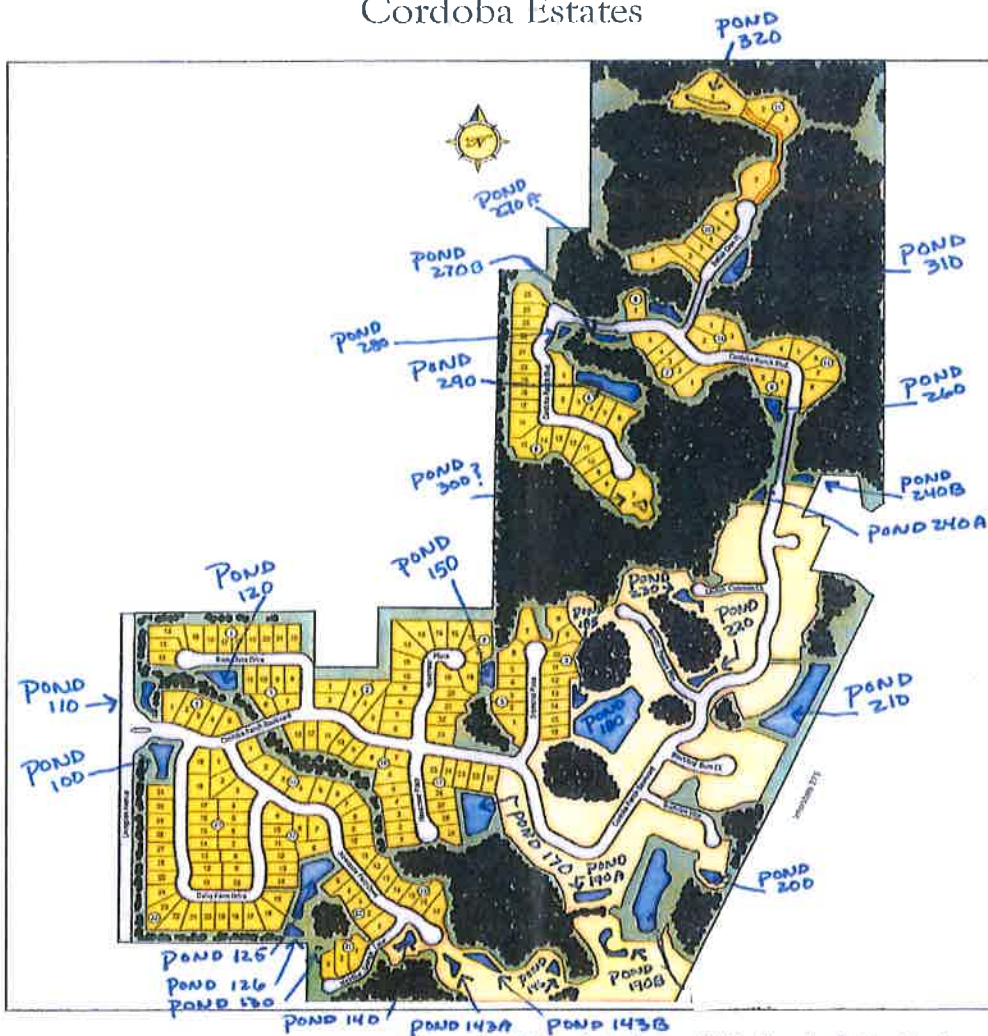


# Cordoba Ranch Lake Management Report



STANDARD PACIFIC HOMES

Cordoba Estates



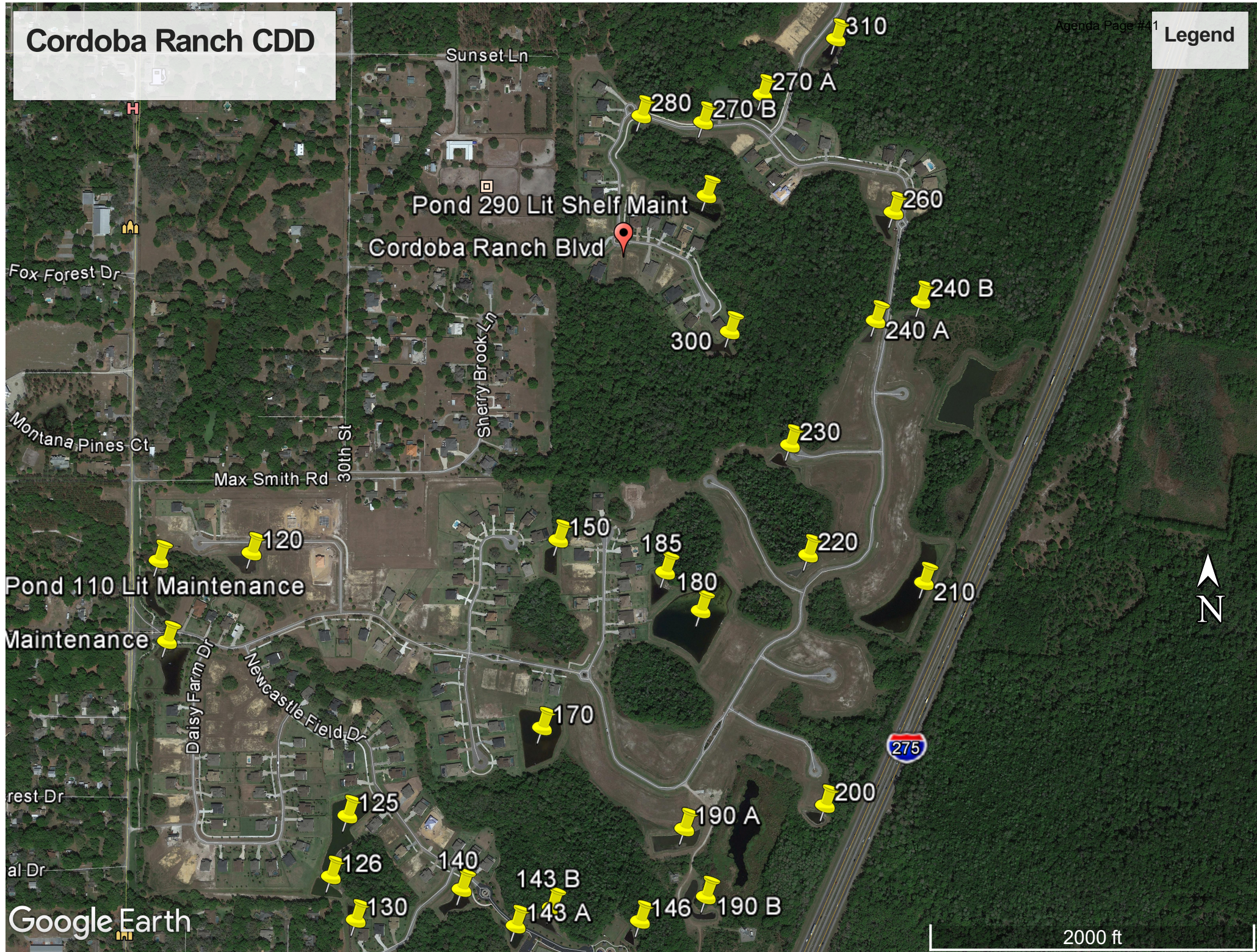
Map is not to scale. Square footage/acreage shown is only an estimate and actual square footage/acreage will differ. Buyer should rely on his or her own evaluation of useable area. Depictions of homes or other features are artist conceptions.



# Cordoba Ranch CDD

Agenda Page #41

Legend







**11/12/2018**

**The following report is for November to illustrate what has changed from October and what to expect through November and the coming months. The photos were taken on Thursday, November 1.  
The ponds were treated on Thursday November 1.**

**Thank you for your business!**

**Sincerely,**

**Scott Croft**

**Aquagenix**



## Pond #100

**Date:** 11/1/18

**What we found:** Light Algae and Grasses.

**What we did:** Treated shoreline grasses and algae.

**What to expect** Pond to continue to look good.



**Recommendations & Notes:**

**Date:** 11/1/18

## Pond #110

**What we found:** Trace of Grasses and algae

**What we did:** Treated the algae and grasses.

**What to Expect:** Light grasses will die off and algae also.



**Notes:** Water Levels Still Up

**Date: 11/1/18**

## **Pond #120**

**What we found: Light Spikerush.**

**What we did: It was treated last month and appears to be browned out and dead.**

**What to Expect: Pond to look good.**



**Recommendations & Notes: Plant the Littoral Shelf in the spring. This pond is looking much better.**

**Date: 11/1/18**

## **Pond #125**

**What we found: Some Algae and grasses.**


**What we did: Treated Algae, and Grasses.**


**What to Expect: Algae and grasses to die off.**





**Recommendations & Notes: Plant the littoral Shelf in front of outfall Structure.**




<b>Date: 11/1/18</b>	<b>Pond #126</b>	
<p><b>What we found:</b> Some Algae and trace of Grasses</p> <p><b>What we did:</b> Treated it</p> <p><b>What to expect:</b> Algae will die off and drop.</p>		
<b>Recommendations &amp; Notes:</b> Plant the Littoral Shelf.		


<b>Date: 11/1/18</b>	<b>Pond #130</b>	
<p><b>What we found:</b> Some grass and exposed Baby Tears. Light Algae</p> <p><b>What we did:</b> Sprayed All the above</p> <p><b>What to expect:</b> Algae and Grasses to die off..</p>		
<b>Recommendations &amp; Notes:</b> Still does have some erosion issues that we can quote a repair on.		


<b>Date: 11/1/18</b>	<b>Pond #140</b>
<b>What we found:</b> Pond Had a trace of Algae  <b>What we did:</b> Treated Algae  <b>What to expect:</b> Pond to continue to look good.	
<b>Recommendations &amp; Notes:</b> Plant the Littoral Shelf in the spring.	


<b>Date: 11/1/18</b>	<b>Pond #143A</b>
<b>What we found:</b> Trace of Algae  <b>What we did:</b> Treated algae  <b>What to expect:</b> Pond to continue to look good.	
<b>Recommendations &amp; Notes:</b> Water Level is down.....	




Date: 11/1/18	<b>Pond #143B</b>
<p><b>What we found:</b> Trace of algae and Grasses. Water level is down.</p> <p><b>What we Did:</b> Treated trace of algae and exposed shoreline.</p> <p><b>What to Expect:</b> Continued low water levels through the winter.</p>	
Recommendations & Notes:	


Date: 11/1/18	<b>Pond #146</b>
<p><b>What we found:</b> 35% Algae</p> <p><b>What we did:</b> Treated Algae and submersed.</p> <p><b>What to expect:</b> Algae Will drop and submersed will die off.</p>	
Recommendations & Notes: Plant the littoral shelf. This would be a pond that Blue Dye would benefit. Shallow and seems to be a bit of an Algae issue.	


Date: 11/1/18	Pond #150
<p><b>What we found:</b> Some Algae.</p> <p><b>What we did:</b> Treated the Algae</p> <p><b>What to Expect:</b> Algae should die off.</p>	
<p><b>Recommendations &amp; Notes:</b> Blue Dye would benefit this pond also. It will shade the top so the sunlight will not penetrate and algae will not be such an issue.</p>	


Date: 11/1/18	Pond #170
<p><b>What we found:</b> Trace of grasses.</p> <p><b>What we did:</b> Treated for the Grasses.</p> <p><b>What to Expect:</b> Water level is still up.</p>	
<p><b>Recommendations &amp; Notes:</b> A fountain would look great in this pond.</p>	




Date: 11/1/18	Pond #180
<p><b>What we found:</b> Trace of Algae</p> <p><b>What we did:</b> Treated Algae</p> <p><b>What to expect:</b> Pond is still looking much better</p>	
<p><b>Notes:</b> <u>Is really looking much better</u></p>	


Date: 11/1/18	Pond #185
<p><b>What we found:</b> A lot of dead vegetation.</p> <p><b>What we did:</b> Treated the Algae.</p> <p><b>What to expect:</b> Algae to die off</p>	
<p><b>Notes:</b> <u>Is looking much better.</u></p>	


Date: 11/1/18	Pond 190A
<p><b>What we found:</b> Trace of Algae and Grasses.</p> <p><b>What we did:</b> Treated for Both</p> <p><b>What to expect:</b> Algae and Grasses should die off.</p>	
<p><b>Recommendations &amp; Notes:</b> <u>Erosion still and issue on east end of pond.</u></p>	


Date: 11/1/18	Pond # 190B
<p><b>What we found:</b> Trace of Algae</p> <p><b>What we did:</b> Treated it</p> <p><b>What to Expect:</b> Algae to die off.</p>	
<p><b>Recommendations &amp; Notes:</b> <u>This is a very shallow pond and it could also benefit from Blue Dye.</u></p>	




Date: 11/1/18	Pond #200
<p><b>What we found:</b> Trace of Platonic Algae.</p> <p><b>What we did:</b> Treated it.</p> <p><b>What to expect:</b> Pond looks fine.</p>	
<p><b>Recommendations &amp; Notes:</b> This pond is set back, but building is going on. I would plant the Littoral shelf</p>	


Date: 11/1/18	Pond #210
<p><b>What we found:</b> Algae, Grasses and Submersed.</p> <p><b>What we did:</b> Treated the algae and Submersed.</p> <p><b>What to expect :</b> Should die off. With the shallowness of this pond we are treating sections at a time.</p>	
<p><b>Recommendations &amp; Notes:</b> Plant the Littoral Shelves on both end of the pond. Grass Carp are a good idea because of the Slender Spikerush in the pond and possibly Blue Dye also. This pond is always a challenge for us because of its size and two littoral shelves on both ends. The depth of this pond is also the cause for many of the issues. (same)</p>	


Date: 11/1/18	Pond #220
<p><b>What we found:</b> Water level down</p> <p><b>What we did:</b> Spot treat grasses.</p> <p><b>What to expect:</b> Pond to continue to look very good.</p>	
<p><b>Recommendations &amp; Notes:</b> Plant the shelf in front of the outfall structure.</p>	


Date: 11/1/18	Pond #230
<p><b>What we found:</b> Light Grasses</p> <p><b>What we did:</b> Treated the grasses.</p> <p><b>What to expect:</b> Grasses to die off.</p>	
<p><b>Recommendations &amp; Notes:</b> Plant the Littoral shelf in front and around the outfall Structure in the spring.</p>	




<b>Date: 11/1/18</b>	<b>Pond #240A</b>	
<p><b>What we found:</b> Trace of Algae.</p> <p><b>What we did:</b> Treated the algae and grasses</p> <p><b>What to expect:</b> Algae to die off.</p>		
<p><b>Recommendations &amp; Notes:</b> Plant the Littoral Shelf in the Spring and Add Blue Dye. It will look nice and really Benefit the pond.</p>		


<b>Date: 11/1/18</b>	<b>Pond #240 B</b>	
<p><b>What we found:</b> Trace of Algae</p> <p><b>What we did:</b> Treated algae</p> <p><b>What to expect:</b> Algae to die off.</p>		
<p><b>Recommendations &amp; Notes:</b> Plant around the Outfall structure in the spring.</p>		


Date: 11/1/18	Pond #260
<p><b>What we found:</b> Trace of Algae and Spikerush</p> <p><b>What we did:</b> Treated the Algae and Submersed.</p> <p><b>What to expect:</b> Pond to look pretty good.</p>	
<p><b>Recommendations &amp; Notes:</b> Plant the Lit Shelf in the spring</p>	


Date: 11/1/18	Pond #270A
<p><b>What we found:</b> Trace of Torpedo grass and Spatterdock.</p> <p><b>What we did:</b> Treated for the grasses and trimmed up the Spatterdock.</p> <p><b>What to expect:</b> Pond continue to look pretty decent.</p>	
<p><b>Recommendations &amp; Notes:</b> Grass Carp and Blue Dye. Plants around the outfall.</p>	





<b>Date: 11/1/18</b>	<b>Pond #270B</b>
<b>What we found:</b> Pond level low  <b>What we did:</b> Treated grasses  <b>What to expect:</b> Grasses to die off.	
<b>Recommendations &amp; Notes:</b> No depth at all.	

<b>Date: 11/1/18</b>	<b>Pond #280</b>
<b>What we found:</b> Some Algae  <b>What we did:</b> Treated it.  <b>What to expect:</b> Algae to die off	
<b>Recommendations &amp; Notes:</b> Blue Dye would help keep the algae away	

<p><b>Date:</b> 11/1/18</p>	<p><b>Pond #290</b></p>
<p><b>What we found:</b> Still has Algae and Spikerush</p> <p><b>What we did:</b> Treated it, but as I stated last month. We need to change the treatment.</p> <p><b>What to Expect:</b> Algae and submersed are still and issue. We are being careful because of the beneficial plants on this pond.</p>	
<p><b>Recommendations &amp; Notes:</b> Could use more plants.</p>	

<p><b>Date:</b> 11/1/18</p>	<p><b>Pond #300</b></p>
<p><b>What we found:</b> Some Algae</p> <p><b>What we did:</b> Treated for it.</p> <p><b>What to Expect:</b> Pond should look pretty good.</p>	
<p><b>Recommendations &amp; Notes:</b> Possible Blue Dye and plants. No plants at all.</p>	



<b>Date: 11/1/18</b>	<b>Pond #310</b>
<p><b>What we found:</b> Pond level low. Trace of Algae.</p> <p><b>What we did:</b> Treat Algae</p> <p><b>What to expect:</b> Algae will die off</p>	
<p><b>Recommendations &amp; Notes:</b> Plant littoral shelf in the spring.</p>	
<b>Date: 11/1/18</b>	<b>Pond #320</b>
<p><b>What we found:</b> Pond level low. Trace of Grasses</p> <p><b>What we did:</b> Treat Grasses</p> <p><b>What to expect:</b> Grasses have been dying off since we were able to get to this one again.</p>	
<p><b>Recommendations &amp; Notes:</b> None for this pond. It is in a pasture</p>	