

*Forest Lake
Community Development District*

Meeting Agenda

November 30, 2021

AGENDA

Forest Lake

Community Development District

219 East Livingston Street, Orlando, Florida 32801
Phone: 407-841-5524 – Fax: 407-839-1526

November 23, 2021

**Board of Supervisors
Forest Lake
Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of the **Forest Lake Community Development District** will be held **Tuesday, November 30, 2021 at 9:30 AM** at the **Holiday Inn – Winter Haven, 200 Cypress Gardens Blvd., Winter Haven, FL 33880.**

Zoom Video Link: <https://us06web.zoom.us/j/84392673089>

Call-In Number: 1-646-876-9923

Meeting ID: 843 9267 3089

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period
3. Approval of Minutes of the November 2, 2021 Board of Supervisors Meeting
4. Consideration of Notice of RFP for Phase 3 Construction Services
5. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Field Manager's Report
 - i. Consideration of Proposal for Pool Area Garbage Cans
 - ii. Consideration of Proposals for Pool Maintenance Services
 - a) Complete Pool Care
 - b) Resort Pools
 - iii. Consideration of Proposal for Janitorial Maintenance Services
 - iv. Consideration of Proposals for Pest Control Services (*to be provided under separate cover*)
 - D. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet and Income Statement

6. Other Business
7. Supervisors Requests and Audience Comments
8. Adjournment

MINUTES

**MINUTES OF MEETING
FOREST LAKE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Forest Lake Community Development District was held Tuesday, **November 2, 2021**, at 1:45 p.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum:

Rennie Heath	Chairman
Lauren Schwenk	Vice Chair
Matthew Cassidy	Assistant Secretary
Patrick Marone	Assistant Secretary
Andrew Rhinehart	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Roy Van Wyk	KE Law Group
Marshall Tindall	GMS
Clayton Smith	GMS

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. There were five Board members present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns stated that there were no members of the public present.

THIRD ORDER OF BUSINESS

**Approval of the Minutes of the August 3,
2021 Board of Supervisors Meeting**

Ms. Burns asked for any comments, corrections, or changes to the August 3, 2021 meeting minutes. The Board had no changes or corrections.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Minutes of the August 3, 2021, Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

**Approval of Quote from ProPlaygrounds
for Amenity Playground Equipment**

Ms. Burns stated that this quote was included in the agenda package and that the total amount was \$89,999. She offered to answer any questions regarding this quote.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Quote from ProPlaygrounds for Amenity Playground Equipment, was approved.

FIFTH ORDER OF BUSINESS

**Consideration of Equipment
Lease/Purchase Agreement for Amenity
Playground Equipment**

Ms. Burns stated that this agreement was with WHFS, LLC and was similar to other agreements that the Board has seen. She stated that it was a 5-year lease with monthly payments.

On MOTION by Ms. Schwenk, seconded by Mr. Heath, with all in favor, the Equipment Lease/Purchase Agreement for Amenity Playground Equipment, was approved.

SIXTH ORDER OF BUSINESS

**Consideration of Engagement Letter for
Fiscal Year 2021 Audit Services**

Ms. Burns stated that this letter was with Grau & Associates and the total amount for fiscal year 2021 was \$4,400. She also stated that this was an annual renewal.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Engagement Letter for Fiscal Year 2021 Audit Services, was approved.

SEVENTH ORDER OF BUSINESS

**Consideration of Arbitrage Rebate Report
for Series 2020 AA1 Project**

Ms. Burns stated that the District has to demonstrate that they do not earn more interest than they pay. The report on page 4 shows the negative rebate amount for the District. She offered to answer any questions.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, the Arbitrage Rebate Report for Series 2020 AA1, was approved.

EIGHTH ORDER OF BUSINESS

**Consideration of Landscaping Proposals
for Phase 1**

- A. Omegascaapes**
- B. Prince & Sons**
- C. Viking Lawn Care and Irrigation, LLC**

Ms. Burns and Mr. Tindall reviewed the proposals and Mr. Tindall's recommendation based on the numbers and previous history was for Prince & Sons Inc. Mr. Tindall also noted that amenity was not included in this price.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Landscaping Proposal for Phase 1 with Prince & Sons Inc., was approved.

NINTH ORDER OF BUSINESS

**Consideration of Resolution 2022-01
Waiving a Portion of the Rules of
Procedure Regarding Notice of District
Meetings**

Ms. Burns stated that this allows the District to post the annual meeting schedule on the website instead of doing monthly advertising for meetings.

On MOTION by Mr. Heath, seconded by Mr. Rhinehart, with all in favor, Resolution 2022-01 Waiving a Portion of the Rules of Procedure Regarding Notice of District Meetings, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

- A. Attorney**
 - i. Memorandum Regarding Wastewater Services and Stormwater Management Needs Analysis**

Mr. Van Wyk explained that there is a report required in June of 2022 regarding wastewater and stormwater. He stated that they are working on the report.

- B. Engineer**

There being none, the next item followed.

C. District Manager's Report**i. Approval of the Check Register**

Ms. Burns presented the check register and offered to answer any questions.

On MOTION by Ms. Schwenk, seconded by Mr. Marone, with all in favor, the Check Register, was approved.

ii. Balance Sheet and Income Statement

Ms. Burns stated the financials were in the package for review, and there was no action that needed to be taken. The financials were dated through September 30, 2021.

iii. Ratification of Summary of Series 2020 (AA1) Requisitions #91 to #104

Ms. Burns stated the Series 2020 AA1 requisitions #91 through #104 had been approved and needed ratifying. The Board had no questions.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the Series 2020 (AA1) Requisitions #91 to #104, were ratified.

ELEVENTH ORDER OF BUSINESS**Other Business**

There being none, the next item followed.

TWELTH ORDER OF BUSINESS**Supervisors Requests and Audience Comments**

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS**Adjournment**

Ms. Burns asked for a motion to adjourn.

On MOTION by Mr. Heath seconded by Mr. Rhinehart, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSALS

CONSTRUCTION SERVICES FOR PHASE 3 PROJECT IMPROVEMENTS

POLK COUNTY, FLORIDA

Notice is hereby given that the Forest Lake Community Development District (“District”) will receive proposals for the following District project:

Project construction site work for Phase 3 District construction, including offsite improvements, stormwater management, utilities, roadway, entry features, and parks and amenities.

The Project Manual will be available beginning _____ at ____:____ AM EST at the offices of the Forest Lake Community Development Engineer, Wood & Associates Engineering, LLC, located at 1925 Bartow Road, Lakeland, Florida 33801 or by calling (863) 940-2040 or emailing bids@woodcivil.com. Each Project Manual will include, but not be limited to, the Request for Proposals, proposal and contract documents, and construction plans and specifications.

The District reserves the right to reject any and all proposals, make modifications to the work, award the contract in whole or in part with or without cause, provide for the delivery of the project in phases, and waive minor or technical irregularities in any Proposal, as it deems appropriate, if it determines in its discretion that it is in the District’s best interests to do so. Each proposal shall be accompanied by a proposal guarantee in the form of a proposal bond or certified cashier’s check in an amount not less than five percent (5%) of the total bid to be retained in the event the successful proposer fails to execute a contract with the District and file the requisite Performance and Payment Bonds and insurance within fourteen (14) calendar days after the receipt of the Notice of Award.

Any person who wishes to protest the Project Manual, or any component thereof, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the Project Manual is made available, and shall file a formal written protest with the District within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the date of timely filing the initial notice of protest. Filing will be perfected and deemed to have occurred upon receipt by the District Engineer directed to John Bannon at bids@woodcivil.com. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest the contents of the District’s Project Manual. The formal written protest shall state with particularity the facts and law upon which the protest is based.

Ranking of proposals will be made on the basis of qualifications according to the evaluation criteria contained within the Project Manual; however, please note that proposals received from firms failing to meet the following minimum qualifications/requirements will not be considered or evaluated: (1) Proposer will have constructed three (3) improvements similar in quality and scope with a minimum of \$1,000,000 in total volume construction cost within the last five (5) years; (2) Proposer will have minimum bonding capacity of \$1,000,000 from a surety company acceptable to the District; (3) Proposer is authorized to do business in Florida; and (4) Proposer is registered with Polk County and is a licensed contractor in the State of Florida.

Any and all questions regarding this project shall be directed only in email to bids@woodcivil.com no later than ____:____ PM EST, _____.

Firms desiring to provide services for this project must submit one (1) original and (1) electronic copy in PDF included with the submittal package of the required proposal no later than ____:____ PM EST,

_____, at the offices of Wood & Associates Engineering, LLC, 1925 Bartow Road Lakeland, Florida 33801. Proposals shall be submitted in a sealed opaque package, shall bear the name of the proposer on the outside of the package and shall identify the name of the project. Proposals will be **opened at a public meeting to be held at __:__ PM EST**, _____, at the offices of Wood & Associates Engineering, LLC, 1925 Bartow Road, Lakeland, Florida 33801. No official action will be taken at the meeting. Proposals received after the time and date stipulated above will be returned un-opened to the proposer. Any proposal not completed as specified or missing the required proposal documents as provided in the Project Manual may be disqualified.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. If held in person, there may be occasions when one or more Board Supervisors or staff members will participate by telephone. At the above location will be present a speaker telephone so that any Board Supervisor or staff member can attend the meeting and be fully informed of the discussions taking place either in person or by telephone communication. The meeting may be continued in progress without additional notice to a time, date, and location stated on the record

Any person requiring special accommodations to participate in this meeting is asked to advise the District Manager's Office at (407) 841-5524, at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

Forest Lake Community Development District
District Manager

Run Date: _____, _____, **2021**

FOREST LAKE COMMUNITY DEVELOPMENT DISTRICT EVALUATION
CRITERIA

**CONSTRUCTION SERVICES FOR PHASE 3 MASTER
 INFRASTRUCTURE IMPROVEMENTS POLK COUNTY, FLORIDA**

PERSONNEL **(5 POINTS)**

E.g., geographic location of firm's headquarters; adequacy and capabilities of key personnel, including the project manager and field supervisor; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.

EXPERIENCE **(15 POINTS)**

E.g., past record and experience of the respondent in self performing similar projects; past performance for this District and other community development district's in other contracts; character, integrity, reputation of respondent, etc.;

UNDERSTANDING SCOPE OF WORK **(20 POINTS)**

Demonstration of the Proposer's understanding of the project requirements.

FINANCIAL CAPABILITY **(10 POINTS)**

Extent to which the proposal demonstrates the adequacy of the Proposer's financial resources and stability as a business entity, necessary to complete the services required.

SCHEDULE **(25 POINTS)**

Demonstration of Proposer's understanding (through presentation in the proposal of a milestone schedule) of how to meet the required substantial and final completion dates. Consideration will be given to proposers that indicate an ability to credibly complete the project in advance of the required substantial and final completion dates without a premium cost for accelerated work.

PRICE **(25 POINTS)**

Points available for price will be allocated as follows:

15 Points will be awarded to the Proposer submitting the lowest cost proposal for completing the work. All other Proposers will receive a percentage of this amount based upon the difference between the Proposer's bid and the low proposer.

10 Points are allocated for the reasonableness of unit prices and balance of proposer.

TOTAL POINTS **(100 POINTS)**

SECTION V

SECTION C

Forest Lake CDD

Field Management Report



November 30th, 2021

Clayton Smith

Field Services Manager

GMS

Complete

Landscape Review

- ✚ Meeting with landscaper to monitor site.
- ✚ Landscaper is maintaining seeded slopes to the best of their ability.
- ✚ Monitoring Pond areas and fences.



Complete

Amenity Review

- ✚ Monitoring amenity progress.
- ✚ Proposals are being assembled for standard setup and maintenance.
- ✚ Scheduled a survey with Spectrum and site was confirmed to be ready for service hookup.



Site Items

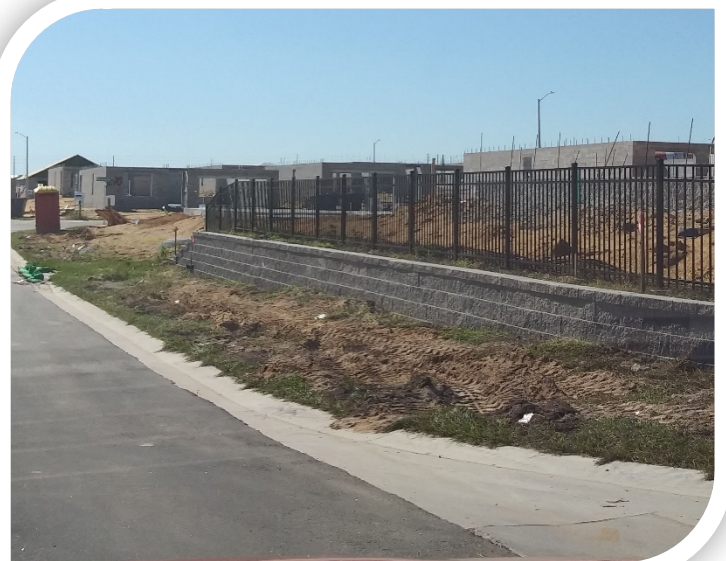
Fence out of plumb

- ✚ Fence posts have settled or been disturbed. 2 areas are leaning in Southeastern corner. By Tract D and behind lot 7.



Retaining walls

- ✚ Ownership of areas between retaining walls and street along Sugarwood Street.
- ✚ Monitoring with landscaper while awaiting sod.



Conclusion

For any questions or comments regarding the above information, please contact me by phone at 407-201-1514, or by email at csmith@gmscfl.com. Thank you.

Respectfully,
Clayton Smith

SECTION 1

Proposal #154



Governmental Management Services

Maintenance
Services

Bill To/District: Forest Lake CDD	Prepared By: Governmental Management Services, LLC 219 E. Livingston Street Orlando, FL 32801
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Job name and Description

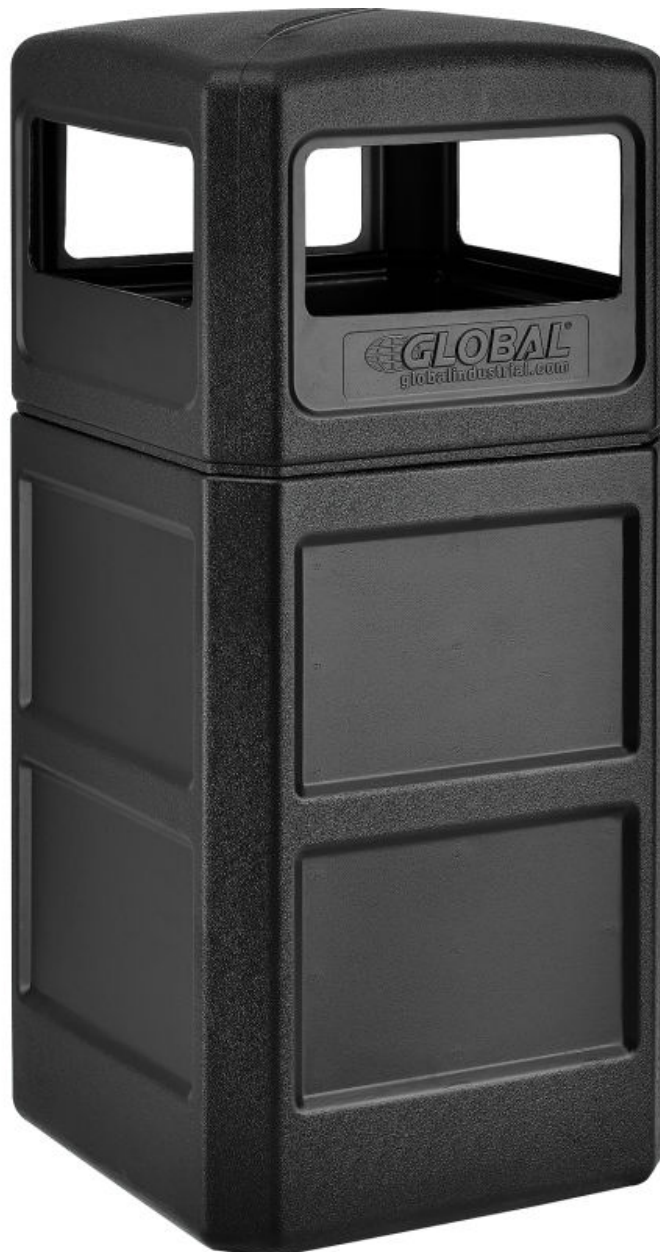
Forest Lake – Pool Garbage Cans

- Proposal is for delivery and installation of five garbage cans around the pool. Cans will be weighted to prevent displacement during inclement weather.

Qty	Description	Unit Price	Line Total
	Labor and mobilization		\$200.00
	Materials		\$1,444.33
Total Due:			\$1,644.33



42 Gallon



SECTION 2

SECTION A



Complete Pool Care, Inc.

PO Box 2196
Winter Haven, FL 33883-2196
863-287-5015

Chemical/Cleaning Service Contract: Forest Lake CDD

1. All balancing chemical provided and included as part of monthly service fee.
2. Proper chemical balance maintained as possible in pool(s) or spa(s).
3. Mechanical equipment checked and properly maintained.
4. Malfunctions reported to management promptly.
5. Equipment must be maintained in satisfactory operating order for Complete Pool Care, Inc. to perform maintenance functions.
6. Monthly Operating reports maintained on site and updated each service stop.
7. Copy of Contractors License also maintained on site with monthly operating report.
8. Heated Pools/Spas temperature monitored for designated levels. Any discrepancies remedied or management notified of problems.
9. Regular service stops are; cleaning only of the pool. Tile brushing and Filter cleaning performed on an as needed basis.
10. Pool service specified number of days per week, whether permitting. (Excluding holidays) with prior notice, personal vacation time will be taking during winter months. Monthly fees are still applicable.
11. Special Services: Pools requiring holiday trips or a special service call due to an Emergency On or Off Site will be billed additionally and will be due upon receipt of invoice. per hr (\$125.00 weekdays \$150.00 per hr nights/weekends and holidays)
12. Sequestering agents Algae/phosphate removers and Cobalt removal agents added as needed, NOT included in monthly service bill.

Monthly Service Fee: 1 Pool 3x Per Week, \$750.00 Per Month.

Contact Based on Equipment being in satisfactory condition at start of Contract.

This agreement will continue in force until terminated by either party, provided such termination is by written notification with 30 day lead time.

Contractor will submit invoices on the 15th day of each service month. Payment is due no later than 15th of following month.

Late Fees are as Follows: \$10.00 charge if payment is not received by the 20th of the month.

Acceptance Date:

Representative:

Complete Pool Care, Inc.

SECTION B

RESORT POOL SERVICES



14525 JOHNS LAKE POINT
CLERMONT, FL 34711
321-689-6210

Tuesday, November 23, 2021

POOL SERVICE QUOTE FOR NORTH POWERLINE ROAD CDD

Pool service 3 x per week

\$1500 per month

Please take into consideration when reviewing other quotes: Included in this price will be the supply and installation of a computer on your pool to add chemicals. The advantage of this is that the pool is being constantly monitored and any change in the chlorine level is corrected instantly by the computer giving you and your residents safer water. Currently you just have a continuous feed of chlorine to the main pool and if lots of people are in the pool the chlorine pumps cannot maintain a steady level of chemicals, only once everybody is out of the pool will the chemicals slowly return to the level they have set the pumps at. The computer removes the guess work from what level to set the chemical pumps at, as you will not know how busy the pool will be from one day to the next by having the computer installed this problem isn't an issue any longer.

POOL CLEANING DUTIES

- ✓ Test pool water on each visit and adjust Chlorine and PH levels if required
- ✓ Vacuum or net pool on each visit. Brush walls and floor as required
- ✓ Backwash filters to maintain flow required by the Florida Health Department
- ✓ Report any faults in pool equipment to the Engineering and once approved carry out repairs.
- ✓ Clean tile as required.
- ✓ Maintain computers
- ✓ Blow off pool deck
- ✓ Straighten pool furniture
- ✓ Pick up trash within pool area

All staff that work for [Resort Pool Services](#) are covered by workman's compensation and are all CPO certified. We can perform all repair & replacement needs relating to the pool. We look forward to working with you to provide a clean and safe swimming experience for your residents.

Thank you,

Simon McDonnell
[Resort Pool Services](#)
Director of Operations -

SECTION 3



November 22, 2021

Forest Lake CDD
Governmental Management Services
Marshall Tindall
Assistant Field Manager
1595 Aspen Ave.
Davenport,, Florida 33837

Thank you for giving CSS Clean Star Services of Central Florida, Inc. the opportunity to present a proposal for the cleaning services. After careful consideration of your cleaning service requirements we are pleased to submit our recommendations and pricing.

CSS is a locally owned full Service Janitorial Maintenance Company. We are in our 24rd year of operation and we are servicing many accounts throughout Central Florida every day. We specialize in "Class A" cleaning for commercial office buildings, hotels, club houses, stores, restaurants, medical facilities, warehouse spaces, construction sites, and much more.

We use the finest chemicals, and high technology equipment to service janitorial accounts. Our staff is well trained and experienced in their particular line of work. We have at our disposal floor techs 24/7 to accomplish quality services for our customers as needed. We also have our own technician that maintains and repair all our equipment to assure that work is done when required to be done.

Our company's purpose is to create a clean and healthy environment for the people that work in or visit our buildings. Our policy of scheduled quality control inspections by our supervisory staff, combined with immediate response to our customer's needs, provides our clients worry-free service.



OUR MISSION

At CSS, we are committed to exceed our customer's expectations delivering a consistent high-quality service, striving to improve our procedures thru continued feedback with our customers and well-trained staff.

We are convinced that excellence and professionalism is what our customers want from the janitorial vendors, and at CSS we attempt to provide this level of service. By doing so, we will obtain and maintain a high recognition in the Janitorial Industry.

GOAL

100 % Satisfaction

We have attempted to make this proposal as complete as possible; however, if you have any comments or questions, please do not hesitate to contact us.

Thank you again and we look forward to continue to develop a relationship with your company.

Sincerely yours,

Tracy Chacon
President CSS
tchacon@starcss.com
407-456-9174

Sandro Di Lollo
Vice-President CSS
sdilollo@starcss.com
407-668-1338



SPECIFICATIONS

1. RESTROOMS

- Remove all collected trash to designated area.
- Clean and sanitize all restroom fixtures, wipe all counters, partitions and doors, empty trash and damp mop floors with germicidal detergent.
- Clean and disinfect all washbasins, toilet bowls, urinals, etc.
- Polish all metal and clean mirrors.
- Restock toilet tissue and soap provided by CSS Clean Star Services.
- Dust and clean all return air vents, and window edges, on an as needed basis.
- Report any malfunctions to the building manager.

2. CABANA/LENAI/COVERD PATIO AREA

- Remove all cobwebs in cabana area.
- Wipe tables and organize chairs and furniture.
- Spot sweep.
- Spot mop for any spills.
- Clean and polish all drinking fountains.
- Report any malfunctions to the building manager.

PRICING FOR SERVICES:

- Three (3) times a week → \$ 550.00/mo

Supplies, chemicals and equipment will be provided by CSS Clean Star Services.

Products used to Disinfect for the Covid19, are CDC certified and approved.



CLEANING CONTRACT AGREEMENT:

The undersigned hereby accepts the proposal of **CSS Clean Star Services of Central Florida, Inc.** upon the following terms:

1. CSS Clean Star Services of Central Florida, Inc. service charge will be the amount mentioned on the pricing page plus tax per month. Payment should be payable to "CSS Clean Star Services of Central Florida, Inc." and mailed to 11121 Camden Park Drive, Windermere, Florida 34786
2. A finance fee of 1.5% will apply if payments are received after the due date shown on the monthly invoice
3. CSS Clean Star Services of Central Florida, Inc. will provide all services and supplies specified in the attached work schedule.
4. In the event that the Customer needs to be in contact with CSS Clean Star Services of Central Florida, Inc. These are the different ways of contact phones: 877-CSS-2350 Email: sdilollo@starcss.com mail: 11121 Camden Park Dr. Windermere, Florida 34786
5. If the customer wants to cancel or amend the contract the costumer shall give 30 day notification, in writing to CSS Clean Star Services of Central Florida, Inc. to change or terminate services. (Failure to this clause will have a charge for the full month price even if the service it's not performed).
6. Other services performed upon request:
7. **Start Date:**

IN WITNESS WHEREOF, the parts have duly executed and sealed this agreement as of the day and year first above written

Printed Name
REPRESENTATIVE OF OWNER
Forest Lake CDD

Printed Name
CONTRACTOR
CSS Clean Star Services of
Central Florida Inc.

By: _____

By: _____

Date: _____

Date: _____

SECTION 4

*Item will be
provided under
separate cover.*

SECTION D

SECTION 1

Forest Lake

Community Development District

Summary of Checks

October 26, 2021 to November 22, 2021

Bank	Date	Check No.'s	Amount	
General Fund	10/26/21	109 - 110	\$	1,240.00
	11/10/21	111 - 116	\$	1,790.00
	11/19/21	117 - 119	\$	8,233.07
			\$	11,263.07
			\$	11,263.07

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT	#
10/26/21	00019	10/20/21 6601-10- SPECIAL ASSESS	202110 310-51300-31200 BOND SER20	AMTEC	*	450.00	450.00	000109
10/26/21	00016	10/08/21 4676 ONE TIME MOW OF	202110 320-53800-46200 COMM AREA	PRINCE & SONS INC.	*	790.00	790.00	000110
11/10/21	00005	11/02/21 AR110220 SUPERVISOR FEES	202111 310-51300-11000 11/2/21	ANDREW RHINEHART	*	200.00	200.00	000111
11/10/21	00006	11/02/21 LS110220 SUPERVISOR FEES	202111 310-51300-11000 11/2/21	LAUREN OAKLEY SCHWENK	*	200.00	200.00	000112
11/10/21	00003	11/02/21 MC110220 SUPERVISOR FEES	202111 310-51300-11000 11/2/21	MATTHEW CASSIDY	*	200.00	200.00	000113
11/10/21	00016	10/22/21 4721 ONE TIME MOW OF	202110 320-53800-46200 COMM AREA	PRINCE & SONS INC.	*	790.00	790.00	000114
11/10/21	00004	11/02/21 PM110220 SUPERVISOR FEES	202111 310-51300-11000 11/2/21	PATRICK MARONE	*	200.00	200.00	000115
11/10/21	00007	11/02/21 RH110220 SUPERVISOR FEES	202111 310-51300-11000 11/2/21	RENNIE HEATH	*	200.00	200.00	000116
11/19/21	00001	11/01/21 33 MANAGEMENT FEES	202111 310-51300-34000 NOV21		*	3,004.17		
		11/01/21 33 WEBSITE ADMIN	202111 310-51300-35100 NOV21		*	100.00		
		11/01/21 33 INFORMATION TEC	202111 310-51300-35200 NOV21		*	150.00		
		11/01/21 33 DISSEMINATION SVC	202111 310-51300-31300 NOV21		*	500.00		
		11/01/21 34 FIELD MANAGEMENT	202111 320-53800-12000 NOV21		*	625.00		
				GOVERNMENTAL MANAGEMENT SERVICES-			4,379.17	000117
11/19/21	00014	11/12/21 686 GENERAL COUNSEL	202110 310-51300-31500 OCT21	KE LAW GROUP, PLLC	*	467.90	467.90	000118

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
11/19/21	00016	11/01/21 4821	202111 320-53800-46200	LANDSCAPE MAINTENAN NOV21	*	3,386.00	
				PRINCE & SONS INC.			3,386.00 000119
						TOTAL FOR BANK A	11,263.07
						TOTAL FOR REGISTER	11,263.07

SECTION 2

Forest Lake
Community Development District

Unaudited Financial Reporting
October 31, 2021



Table of Contents

1	<u>Balance Sheet</u>
2-3	<u>General Fund</u>
4	<u>Series 2020 Debt Service Fund</u>
5	<u>Series 2020 Capital Projects Fund</u>
6-7	<u>Month to Month</u>
8	<u>Long Term Debt Report</u>

Forest Lake
Community Development District
Combined Balance Sheet
October 31, 2021

	<i>General Fund</i>	<i>Debt Service Fund</i>	<i>Capital Projects Fund</i>	<i>Totals Governmental Funds</i>
Assets:				
<u>Cash:</u>				
Operating Account	\$ 35,914	\$ -	\$ -	\$ 35,914
<u>Series 2020</u>				
Reserve	\$ -	\$ 249,131	\$ -	\$ 249,131
Interest	\$ -	\$ 0	\$ -	\$ 0
Revenue	\$ -	\$ 168,373	\$ -	\$ 168,373
Prepayments	\$ -	\$ 121,438	\$ -	\$ 121,438
Construction	\$ -	\$ -	\$ 28,475	\$ 28,475
Prepaid Expenses	\$ 8,264	\$ -	\$ -	\$ 8,264
Total Assets	\$ 44,178	\$ 538,943	\$ 28,475	\$ 611,595
Liabilities:				
Accounts Payable	\$ 1,258	\$ -	\$ -	\$ 1,258
Total Liabilities	\$ 1,258	\$ -	\$ -	\$ 1,258
Fund Balances:				
Unassigned	\$ 42,920	\$ -	\$ -	\$ 42,920
Assigned for Debt Service	\$ -	\$ 538,943	\$ -	\$ 538,943
Assigned for Capital Projects	\$ -	\$ -	\$ 28,475	\$ 28,475
Total Fund Balances	\$ 42,920	\$ 538,943	\$ 28,475	\$ 610,337
Total Liabilities & Fund Balance	\$ 44,178	\$ 538,943	\$ 28,475	\$ 611,595

Forest Lake
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2021

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/21	Thru 10/31/21	Variance
Revenues				
Assessments - Tax Roll	\$ 270,152	\$ -	\$ -	-
Assessments - Direct Bill	\$ 58,278	\$ -	\$ -	-
Total Revenues	\$ 328,430	\$ -	\$ -	-
Expenditures:				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 12,000	\$ 1,000	\$ -	1,000
Engineering	\$ 15,000	\$ 1,250	\$ -	1,250
Attorney	\$ 30,000	\$ 2,500	\$ 468	2,032
Annual Audit	\$ 4,500	\$ -	\$ -	-
Assessment Administration	\$ 5,000	\$ 5,000	\$ 5,000	-
Arbitrage	\$ 900	\$ 450	\$ 450	-
Dissemination	\$ 6,000	\$ 500	\$ 1,000	(500)
Trustee Fees	\$ 7,100	\$ -	\$ -	-
Management Fees	\$ 36,050	\$ 3,004	\$ 3,004	(0)
Information Technology	\$ 1,800	\$ 150	\$ 150	-
Website Maintenance	\$ 1,200	\$ 100	\$ 100	-
Telephone	\$ 300	\$ 25	\$ -	25
Postage & Delivery	\$ 1,000	\$ 83	\$ 4	80
Insurance	\$ 5,500	\$ 5,500	\$ 5,175	325
Printing & Binding	\$ 1,000	\$ 83	\$ -	83
Legal Advertising	\$ 10,000	\$ 833	\$ -	833
Other Current Charges	\$ 5,000	\$ 417	\$ 73	344
Office Supplies	\$ 625	\$ 52	\$ 0	52
Travel Per Diem	\$ 660	\$ 55	\$ -	55
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	-
Subtotal General & Administrative:	\$ 143,810	\$ 21,178	\$ 15,599	\$ 5,579

Forest Lake
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2021

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/21	Thru 10/31/21	Variance
Operations and Maintenance				
Field Expenditures				
Property Insurance	\$ 5,000	\$ 5,000	\$ -	\$ 5,000
Field Management	\$ 15,000	\$ 1,250	\$ 625	\$ 625
Landscape Maintenance	\$ 40,000	\$ 3,333	\$ 1,580	\$ 1,753
Landscape Replacement	\$ 2,500	\$ 208	\$ -	\$ 208
Streetlights	\$ 15,000	\$ 1,250	\$ 1,248	\$ 2
Electric	\$ 5,000	\$ 417	\$ 525	\$ (109)
Water & Sewer	\$ 3,000	\$ 250	\$ -	\$ 250
Sidewalk & Asphalt Maintenance	\$ 500	\$ 42	\$ -	\$ 42
Irrigation Repairs	\$ 2,500	\$ 208	\$ -	\$ 208
General Repairs & Maintenance	\$ 5,000	\$ 417	\$ -	\$ 417
Contingency	\$ 2,500	\$ 208	\$ -	\$ 208
Subtotal Field Expenditures	\$ 96,000	\$ 12,583	\$ 3,978	\$ 8,605
Amenity Expenditures				
Amenity - Electric	\$ 14,400	\$ 1,200	\$ -	\$ 1,200
Amenity - Water	\$ 3,500	\$ 292	\$ -	\$ 292
Playground Lease	\$ 14,000	\$ 1,167	\$ -	\$ 1,167
Internet	\$ 3,000	\$ 250	\$ -	\$ 250
Pest Control	\$ 720	\$ 60	\$ -	\$ 60
Janitorial Services	\$ 8,500	\$ 708	\$ -	\$ 708
Security Services	\$ 10,000	\$ 833	\$ -	\$ 833
Pool Maintenance	\$ 18,000	\$ 1,500	\$ -	\$ 1,500
Amenity Access Management	\$ 5,000	\$ 417	\$ -	\$ 417
Amenity Repairs & Maintenance	\$ 1,000	\$ 83	\$ -	\$ 83
Contingency	\$ 7,500	\$ 625	\$ -	\$ 625
Subtotal Amenity Expenditures	\$ 85,620	\$ 7,135	\$ -	\$ 7,135
Total Expenditures	\$ 325,430	\$ 40,896	\$ 19,577	\$ 21,319
Excess Revenues (Expenditures)	\$ 3,000		\$ (19,577)	
Other Financing Sources (Uses)				
Transfer In (Out)	\$ (3,000)	\$ -	\$ -	\$ -
Total Other Financing Sources(Uses)	\$ (3,000)		\$ -	
Net Change in Fund Balance	\$ -		\$ (19,577)	
Fund Balance - Beginning	\$ -		\$ 62,497	
Fund Balance - Ending	\$ -		\$ 42,920	

Forest Lake
Community Development District
Debt Service Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2021

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/21	Thru 10/31/21	Variance
<u>Revenues</u>				
Special Assessments	\$ 505,199	\$ -	\$ -	\$ -
Interest	\$ -	\$ -	\$ 2	\$ 2
Total Revenues	\$ 505,199	\$ -	\$ 2	\$ 2
<u>Expenditures:</u>				
Interest Expense - 11/1	\$ 168,338	\$ -	\$ -	\$ -
Principal Expense - 5/1	\$ 170,000	\$ -	\$ -	\$ -
Interest Expense - 5/1	\$ 168,338	\$ -	\$ -	\$ -
Total Expenditures	\$ 506,675	\$ -	\$ -	\$ -
<u>Other Sources/(Uses)</u>				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ (1,476)		\$ 2	
Fund Balance - Beginning	\$ 168,365		\$ 538,940	
Fund Balance - Ending	\$ 166,889		\$ 538,943	

Forest Lake
Community Development District
Capital Projects Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending October 31, 2021

	Adopted	Prorated Budget	Actual	
	Budget	Thru 10/31/21	Thru 10/31/21	Variance
Revenues				
Interest	\$ -	\$ -	\$ 2	\$ 2
Total Revenues	\$ -	\$ -	\$ 2	\$ 2
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ 18,125	\$ (18,125)
Total Expenditures	\$ -	\$ -	\$ 18,125	\$ (18,125)
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$ 3,000	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ 3,000	\$ -	\$ -	\$ -
Excess Revenues (Expenditures)	\$ 3,000		\$ (18,123)	
Fund Balance - Beginning	\$ -		\$ 46,598	
Fund Balance - Ending	\$ 3,000		\$ 28,475	

Forest Lake
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Revenues													
Assessments - Tax Roll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Assessments - Direct	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenditures:													
<u>General & Administrative:</u>													
Supervisor Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Attorney	\$ 468	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	468
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Assessment Administration	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,000
Arbitrage	\$ 450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	450
Dissemination	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,000
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Management Fees	\$ 3,004	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,004
Information Technology	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	150
Website Maintenance	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	100
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Postage & Delivery	\$ 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4
Insurance	\$ 5,175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,175
Printing & Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Other Current Charges	\$ 73	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	73
Office Supplies	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	175
Subtotal General & Administrative:	\$ 15,599	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	15,599

Forest Lake
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Operations and Maintenance													
Field Expenditures													
Property Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Field Management	\$ 625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	625
Landscape Maintenance	\$ 1,580	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,580
Landscape Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Streetlights	\$ 1,248	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,248
Electric	\$ 525	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	525
Water & Sewer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Sidewalk & Asphalt Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Irrigation Repairs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
General Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Subtotal Field Expenditures	\$ 3,978	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,978
Amenity Expenditures													
Amenity - Electric	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Amenity - Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Playground Lease	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Internet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Pest Control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Janitorial Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Security Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Pool Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Amenity Access Management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Amenity Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Subtotal Amenity Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Expenditures	\$ 19,577	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	19,577
Excess Revenues (Expenditures)	\$ (19,577)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(19,577)
Other Financing Sources (Uses)													
Transfer In (Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Net Change in Fund Balance	\$ (19,577)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(19,577)

Forest Lake

Community Development District

Long Term Debt Report

SERIES 2020, SPECIAL ASSESSMENT REVENUE BONDS		
INTEREST RATE:	2.625%, 3.250%, 4.000%	
MATURITY DATE:	11/1/2051	
RESERVE FUND DEFINITION	50% MAXIMUM ANNUAL DEBT SERVICE	
RESERVE FUND REQUIREMENT	\$249,369	
RESERVE FUND BALANCE	\$249,131	
BONDS OUTSTANDING - 09/29/20		\$8,845,000
CURRENT BONDS OUTSTANDING		\$8,845,000