

**BELMOND RESERVE
COMMUNITY DEVELOPMENT
DISTRICT**

SEPTEMBER 05, 2024

**REGULAR MEETING
AGENDA PACKAGE**

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Meeting ID: 215 817 490 035 Passcode: 45UmMF



2005 PAN AM CIRLE SUITE 300
TAMPA FL, 33607

Belmond Reserve Community Development District

Board of Supervisors

Carlos de la Ossa, Chairman
Nick Dister, Vice Chairperson
Kyle Smith, Assistant Secretary
Alberto Viera, Assistant Secretary
Ryan Motko, Assistant Secretary

District Staff

Bryan Radcliff, District Manager
John Vericker, District Counsel
Tonja Stewart, District Engineer

Regular Meeting Agenda

Thursday September 05, 2024 at 2:00 p.m.

The Regular Meeting of the **Belmond Reserve Community Development District** will be held **September 05, 2024 at 2:00 p.m. at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607**. Please let us know at least 24 hours in advance if you are planning to call into the meeting. Following is the Agenda for the Meeting:

[Join the meeting now](#)

Meeting ID: 215 817 490 035 **Passcode:** 45UmMF

Dial-in by phone +1 646-838-1601 **Pin:** 227 773 399#

REGULAR MEETING OF BOARD OF SUPERVISORS

1. CALL TO ORDER/ROLL CALL

2. PUBLIC COMMENTS ON AGENDA ITEMS

3. BUSINESS ITEMS

A. Consideration of Resolution 2024-09; FY 2025 Goals & Objectives

i. HB7013 – Special Districts Performance Measures & Standards Memo

B. Consideration of Board Seat Appointments

C. Consideration of Resolution 2024-10; Redesignating Officers

4. CONSENT AGENDA

A. Approval of Minutes of the August 01, 2024 Regular Meeting

B. Consideration of Operation and Maintenance July 2024

C. Acceptance of the Financials and Approval of the Check Register for July 2024

5. STAFF REPORTS

A. District Counsel

B. District Engineer

C. District Manager

i. Field Inspections Report

6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS

7. PUBLIC COMMENTS

8. ADJOURNMENT

*Next regularly scheduled meeting is **November 07, 2024 at 2:00 p.m.**

RESOLUTION 2024-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BELMOND RESERVE COMMUNITY DEVELOPMENT DISTRICT ADOPTING GOALS, OBJECTIVES, AND PERFORMANCE MEASURES AND STANDARDS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Belmond Reserve Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, effective July 1, 2024, the Florida Legislature adopted House Bill 7013, codified as Chapter 2024-136, Laws of Florida (“HB 7013”) and creating Section 189.0694, Florida Statutes; and

WHEREAS, pursuant to HB 7013 and Section 189.0694, Florida Statutes, beginning October 1, 2024, the District shall establish goals and objectives for the District and create performance measures and standards to evaluate the District’s achievement of those goals and objectives; and

WHEREAS, the District Manager has prepared the attached goals, objectives, and performance measures and standards and presented them to the Board of the District; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution the attached goals, objectives and performance measures and standards.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BELMOND RESERVE COMMUNITY DISTRICT:

SECTION 1. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Resolution.

SECTION 2. The District Board of Supervisors hereby adopts the goals, objectives and performance measures and standards as provided in **Exhibit A**. The District Manager shall take all actions to comply with Section 189.0694, Florida Statutes, and shall prepare an annual report regarding the District’s success or failure in achieving the adopted goals and objectives for consideration by the Board of the District.

SECTION 3. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 4. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this ____ day of _____, 2024.

ATTEST:

**BELMOND RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair, Board of Supervisors

Exhibit A: Performance Measures/Standards and Annual Reporting

Exhibit A



Memorandum

To: Board of Supervisors

From: District Management

Date: August 28, 2024

RE: HB7013 – Special Districts Performance Measures and Standards

To enhance accountability and transparency, new regulations were established for all special districts, by the Florida Legislature, during its 2024 legislative session. Starting on October 1, 2024, or by the end of the first full fiscal year after its creation (whichever comes later), each special district must establish goals and objectives for each program and activity, as well as develop performance measures and standards to assess the achievement of these goals and objectives. Additionally, by December 1 each year (initial report due on December 1, 2025), each special district is required to publish an annual report on its website, detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved.

District Management has identified the following key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each:

- Community Communication and Engagement
- Infrastructure and Facilities Maintenance
- Financial Transparency and Accountability

Additionally, special districts must provide an annual reporting form to share with the public that reflects whether the goals and objectives were met for the year. District Management has streamlined these requirements into a single document that meets both the statutory requirements for goal/objective setting and annual reporting.

The proposed goals/objectives and the annual reporting form are attached as exhibit A to this memo. District Management recommends that the Board of Supervisors adopt these goals and objectives to maintain compliance with HB7013 and further enhance its commitment to the accountability and transparency of the District.

Exhibit A:
Goals, Objectives, and Annual Reporting Form

**The Belmond Reserve Community Development District (“District”)
Performance Measures/Standards & Annual Reporting Form**

October 1, 2024 – September 30, 2025

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

Objective: Hold at least twelve regular Board of Supervisor (“Board”) meetings per year to conduct District-related business and discuss community needs.

Measurement: Number of public Board meetings held annually as evidenced by meeting minutes and legal advertisements.

Standard: A minimum of twelve Board meetings were held during the fiscal year.

Achieved: Yes ☐ No ☐

Goal 1.2: Notice of Meetings Compliance

Objective: Provide public notice of each meeting in accordance with Florida Statutes, using at least two communication methods.

Measurement: Timeliness and method of meeting notices as evidenced by posting to the District’s website, publishing in local newspaper of general circulation, and or via electronic communication.

Standard: 100% of meetings were advertised in accordance with Florida Statutes on at least two mediums (e.g., newspaper, District website, electronic communications).

Achieved: Yes ☐ No ☐

Goal 1.3: Access to Records Compliance

Objective: Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly District website checks.

Measurement: Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management’s records.

Standard: 100% of monthly website checks were completed by District Management or third party vendor.

Achieved: Yes ☐ No ☐

2. Infrastructure and Facilities Maintenance

Goal 2.1: Field Management and/or District Management Site Inspections Objective: Field manager and/or district manager will conduct inspections per District Management services agreement to ensure safety and proper functioning of the District’s infrastructure.

Measurement: Field manager and/or district manager visits were successfully completed per management agreement as evidenced by field manager and/or district manager’s reports, notes or other record keeping method.

Standard: 100% of site visits were successfully completed as described within District Management services agreement

Achieved: Yes ☐ No ☐

Goal 2.2: District Infrastructure and Facilities Inspections

Objective: District Engineer will conduct an annual inspection of the District’s infrastructure and related systems.

Measurement: A minimum of one inspection completed per year as evidenced by district engineer's report related to District's infrastructure and related systems.

Standard: Minimum of one inspection was completed in the fiscal year by the District's engineer.

Achieved: Yes ☐ No ☐

3. Financial Transparency and Accountability

Goal 3.1: Annual Budget Preparation

Objective: Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year.

Measurement: Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on the District's website and/or within District records.

Standard: 100% of budget approval & adoption were completed by the statutory deadlines and posted to the District's website.

Achieved: Yes ☐ No ☐

Goal 3.2: Financial Reports

Objective: Publish to the District's website the most recent versions of the following documents: Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

Measurement: Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the District's website.

Standard: District's website contains 100% of the following information: Most recent annual audit, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.

Achieved: Yes ☐ No ☐

Goal 3.3: Annual Financial Audit

Objective: Conduct an annual independent financial audit per statutory requirements and publish the results to the District's website for public inspection, and transmit to the State of Florida.

Measurement: Timeliness of audit completion and publication as evidenced by meeting minutes showing Board approval and annual audit is available on the District's website and transmitted to the State of Florida.

Standard: Audit was completed by an independent auditing firm per statutory requirements and results were posted to the District's website and transmitted to the State of Florida.

Achieved: Yes ☐ No ☐

SIGNATURES:

Chair/Vice Chair: _____

Date: _____

Printed Name: _____

Belmond Reserve Community Development District

District Manager: _____

Date: _____

Printed Name: _____

Belmond Reserve Community Development District

DEMETRIUS BRITTEMAIL: CYBORGS.THREATS0C@ICLOUD.COM

CELL: 301-806-3913

PROFESSIONALISM

Summary: PMI-certified Program Manager with over 15 years of expertise in intelligence, analysis, and project leadership within the US Military, Intelligence Community, and government sectors. Demonstrates a robust command of Federal Acquisition Regulations (FAR) and the intelligence cycle, complemented by significant law enforcement knowledge. Proven track record of strategic deployments in conflict zones such as Iraq and Afghanistan, delivering critical, real-time analysis to address complex challenges. Innovatively leverages data-driven insights to drive decision-making and project outcomes. Expert in leading high-stakes contracts, managing projects valued at over \$50 million with a commitment to operational excellence and mission success.

Education: BA Criminal Justice (Minor Human Resource Management).

Military: Non-Commissioned Officer (E-6) United States Navy

Certifications: Project Management Institute: Project Management Professional (PMP)

WORK EXPERIENCE

Cherokee Nation System Solutions – **Remote**

January 2020-Present

Program Manager

- Oversee program management operations for federal government contracts exceeding \$50M, ensuring compliance and strategic alignment with client objectives.
- Act as the principal liaison between the contracting firm and federal clients, including Contracting Officer Representatives (COR) and Contracting Officers, to streamline communication and project coordination.
- Administer multi-million-dollar budgets and funding distributions across various programs and projects, optimizing resource utilization and financial performance.
- Direct and coordinate activities of subcontractors and vendors, reinforcing standards and expectations to support the Prime Vendor's contractual obligations.
- Lead cross-functional teams to achieve timely and effective program delivery, enhancing collaboration and operational efficiency.
- Serve as the designated government point of contact, providing comprehensive technical, administrative supervision, and guidance to all personnel engaged in contract execution.
- Manage recruitment processes for vacant positions, overseeing the screening and hiring to maintain project staffing at optimal levels.
- Develop and maintain strategic relationships with executive management and key stakeholders, fostering partnerships that drive project success and stakeholder satisfaction.

Cherokee Nation System Solutions – Arlington, VA

May 2017-January 2021

Intelligence Reports Officer Site Lead

United States Navy/Navy Reserve – Washington, DC

August 2008- July 2017

Non-Commission Officer [E6] Intelligence Specialist

Kingfisher Systems – Washington, DC

February 2017- May 2017

Open-Source Intelligence Subject Matter Expert

Sierra Nevada Corporation/Momentum Aviation Group

August 2015- January 2017

Aerial Sensor Operator

Cyberspace Solutions - Reston, VA

May 2015- August 2015

Senior Intelligence Analyst

AECOM- Bethesda, MD

March 2013- March 2014

Declassification Intelligence Analyst

DEMETRIUS BRITT

EMAIL: CYBORGS.THREATS0C@ICLOUD.COM

CELL: 301-806-3913

References available upon request

Michael Moreno

Financial Specialist

Dynamic, results driven Financial Analyst with 9+ years of progressive experience in accounting and financial management within industry and the Department of Defense. Highly effective analyst capable of multi-tasking, administering, controlling, and prioritizing workloads effectively tracking and reporting financial data. Self-starter who plans, organizes, and manages projects with minimum supervision. Qualified to process various funding documents to procure and disburse funds. Completes and submits financial documents through financial automated database processing systems. Security clearance: Top Secret information with graded access to SCI based on Single Scope Background Investigation (TS/SCI).

Clearance

Top Secret/SCI

Education and Credentials

Master in Business Administration (2017)

Saint Leo University – San Antonio, Florida

Bachelor of Science in Finance (2012)

University of South Florida – Tampa, Florida

Associate of Applied Science in Business Administration (2010)

Hillsborough Community College – Tampa, Florida

Certifications

- Certified Department of Defense Financial Management Level 1

Professional Experience

Applied Research Solutions

Financial Specialist, 11/2020 - Present

Support the Acquisition Program Managers with everything from financial and programming documents.

Key Achievements:

- Review programming documents and/or help assess the impact of external actions to determine their effect on the development, production, and logistical support and to ensure that programs are within baseline and budgetary limitations.
- adjust programmatic support to meet emergencies, changing programs or production requirements within available resources and without sacrifice to completeness and accuracy.
- Assist Program Managers with quantifying and measuring program performance.
- Assess progress in assigned projects/programs including cost estimates, schedules, and performance supportability baseline requirements by applying known methods and procedures.
- Conduct presentations and demonstrations on program status, costs, adherence to baselines and schedules.
- Help coordinate program changes and engineering compromises to assess the resulting changes in other areas of the program.

- Support execution of funding, including Operations and Maintenance (O&M), Procurement, and Research, Development, Testing, and Evaluation (RDT&E) for Family of Special Operations Vehicles.
- Prepare Military Interdepartmental Purchase Requests (MIPRs) and Form 9 Purchase Requests for Light Tactical All-Terrain Vehicles (LTATV) and Non Standard Commercial Vehicles (NSCV).
- Provides liaison functions for accounting actions and issues between SOF AT&L program offices, HQ USSOCOM, the Defense Finance and Accounting Service (DFAS), and various base organizations.

Air Force Reserve, 12/2013 - Present

Aircraft Maintenance Officer, 07/2020 – Present

Manage and direct over 50 airmen to ensure that everything is in perfect working order to meet the needs of the mission.

Key Achievements:

- Knowledge of capabilities, limitations and basic operating principles of aircraft systems and components.
- Knowledge of theory of flight and airframe construction.
- Understanding of transportation, logistics, munitions, and other operations related to aircraft maintenance units.
- Manage quality assurance through training, budget, and resource management.

Calhoun International Inc.

Senior Acquisition Specialist, 01/2018 – 11/2020

- Review programming documents and/or help assess the impact of external actions to determine their effect on the development, production, and logistical support and to ensure that programs are within baseline and budgetary limitations.
- Work with organizational managers, budget personnel, logisticians, and engineering authorities to develop and gain approval for proposed projects.
- Assist Program Managers with quantifying and measuring program performance.
- Assess progress in assigned projects/programs including cost estimates, schedules, and performance supportability baseline requirements by applying known methods and procedures
- Conduct presentations and demonstrations on program status, costs, adherence to baselines and schedules.
- Help coordinate program changes and engineering compromises to assess the resulting changes in other areas of the program.
- Keep program information and files current and organize data to submit to management for decision making.

Air Force Reserve

Financial Management Journeyman, 12/2013 – 07/2020

Provided financial decision support, services, and resources to support the Air Force's warfighting mission. Advised, interacted, and coordinated with organizations on financial matters.

Key Achievements:

- Processed, verified, audit travel claims, estimate travel costs, determine fund availability, and perform follow-up on outstanding travel orders for travelers.
- Provided customer service and financial analysis for various organizations, vendors and the Air Force Financial Services Center.
- Reviewed financial data for accuracy and resolved discrepancies.
- Utilized financial management decision support techniques to deliver sound financial advice to all levels of leadership.
- Closed out over 150 backlogged orders.
- Reviewed members Defense Travel System (DTS) authorizations and vouchers for accuracy prior to submitting for approval, as well as answering any questions related to travel.

Technical Proficiencies

Platforms: Defense Enterprise Accounting and Management System (DEAMS); Financial Execution Module (FEM); Financial Information System (FIS); Funds Distribution Module (FDM); Automated Business System (ABSS); Commander's Resource Integration System (CRIS); Defense Joint Military Pay System (DJMS); Case Management System (CMS), Defense MilPay

Officer (DMO); Defense Travel System (DTS); Electronic Document Access (EDA); FM Suites ODL/TAR; Program Budget Automated System (PBAS); Wide Area Work Flow (WAWF); Microsoft Office Suite (Access, Excel, PowerPoint, Project, Word, and Outlook)

Nicole A Hughes

12587 Shining Willow Street
Riverview, Florida 33579 United States
Mobile: 904-536-3801
Evening Phone: 904-536-3801
Email: nicoleahughes20@gmail.com

Work Experience:**Contracting Specialist****Department of Veterans Affairs (This is a federal job)**

100 Emancipation Drive
Hampton, VA

3/2017 – 9/2021

Series: Contracting Specialist

Grade: 09

Duties, Accomplishments and Related Skills:

Negotiated or renegotiated, and administered contracts with suppliers, vendors, and other contract representatives.

Procured from established sources in accordance with government regulations. Made purchases pursuant to, and in total familiarity with, FARs and VAARs.

Prepared written solicitations for purchases to fulfill requirements. Made use of verbal or written solicitations for technical supplies, equipment, and services, as appropriate. Consolidated purchase actions to the maximum extent possible.

Obtained adequate competition based on estimated dollar value of item, complexity of the supplies/services required, and urgency of the delivery. Set budget limits for major purchases within VISN 6 Healthcare network.

Evaluated quotations based on the following factors: process, specifications, ability to meet delivery requirements, origin of the item, transportation, terms and conditions, inspection, and preferential business.

Performed expert usage and utilization of the Electronic Contract Management System (ECMS) for daily acquisition actions. Acquisition actions to include purchase requisitions, solicitations, amendments, awards, contract action reports, and modifications.

Performed Pre-Award Acquisition functions including processing purchase request solicitations and purchase orders, exercising options, and preparing any documents necessary to facilitate the maintenance of long-term contracts and the award of purchase orders.

Researched applicable purchase order clauses and provisions for purchases that involve special handling such as inspection, acceptance, packaging, shipping, etc., and determines the best method of transportation for articles ordered dependent on urgency of request (changing deadlines).

Coordinated contractual issues with contractors and site personnel to include expedites, status, discrepancies, change requests, etc., and initiates required actions such as a modification.

Analyzed prices based on price history, adequacy of competition, price lists and catalogs, current market conditions, similar items, government analysis, trade discounts, and quantity breaks. Conducted negotiations, as necessary, to ensure fair and reasonable prices. Analyzed costs of transportation of commodities on vendors' bids and contracts to determine low bidders.

Ordered supplies and services open market and task orders to \$150,000 and delivery orders to \$1,000,000. Negotiated purchases and equipment leasing and various other vital services that directly affect the daily operation of Veterans Health Administration.

Maintained contact with vendors for prompt delivery, adherence to specifications, and proper allowance of discounts.

Managed activities associated with acquisition, planning, administrative, and reporting functions while maintaining strong focus on timelines and budgetary limitations.

Participated in researching and writing specifications for items to be purchased.

Traced shipments by telephone and/or other means to expedite deliveries.

Assured that freight charges and terms are as specified by purchase orders and delivery reports.

Maintained informational files on quality and price of items for reference in writing purchase requisitions.

Kept informed of market conditions and made purchases at a time advantageous from a cost and availability standpoint.

Arranged retrieving, shipping, storage, and redelivery of previously issued equipment as necessary, authorizing the necessary funds, controlling the pending documents and authorizing payment for the service or repair rendered.

Analyzed contractors and local procurement vendors to ensure that the ability to provide the item or services can be delivered in a timely and cost-effective manner.

Determined the most efficient and most economical method of consummating procurements.

Makes certain that adequate competition has been obtained.

Resolved problems of delivery, production, quality, inspection, and other pertinent matters high degree of professionalism, discretion and problem resolution capabilities.

Supervisor: Chinedu Nwauwa

Okay to contact this Supervisor: Yes

Medical Support Assistant

Department of Veteran Affairs (This is a federal job)

100 Emancipation Drive

Hampton, VA

3/2016- 3/2017

Series: Medical Support Assistant

Grade: 05

Duties, Accomplishments and Related Skills:

Independently performed a full range of duties related to the delivery of healthcare services in a VISN CCC. Advises clinical staff on current administrative processes. Works collaboratively with CCC team in resolution or direction of calls via various available contact modalities to include but not limited to telephone calls, secure messaging, chat, text messaging and video. The MSA is responsible for answering telephones, secure messages and chat messages, relaying messages to appropriate staff inside or outside of the VISN CCC, scheduling appointments, interpreting and verifying provider orders in accordance with VHA national scheduling guidelines. Assignments at this level include, but are not limited to: scheduling, canceling, re-scheduling patient appointments and/or consults; entering no-show information; monitoring appointment requests from multiple electronic sources; gathering and obtaining medical information from patients; processing medication refill requests; reviewing electronic health record, obtaining medical records, faxing, participating in huddles with other MSAs and/or VISN

CCC staff to determine the daily needs of the VISN CCC, monitoring outpatient appointments in areas of responsibility; and verifying and updating demographics when contacted by patients.

Provided information and resolution to Veterans' requests within scope, uses administrative judgement to refer clinical concerns to clinicians within the VISN CCC or directs the contact to the appropriate discipline within the CCC or department for resolution. Screens incoming contacts and independently routes the contacts to the appropriate area for resolution.

Used advanced knowledge of health care process as it relates to access of care to ensure Veteran appointment scheduling is efficient, operational and prioritized to maintain Veteran flow and clinic readiness. Utilizes various software, hardware system products, and data portals to transfer and capture information electronically for the support of the daily operation of the unit. Operates within the various contact modalities to receive and respond to incoming and outgoing contacts using computerized interfaces and telecommunications hardware and software. Provides accurate details of organizational information to Veterans regarding the different services the VA offers.

Provided high-quality customer service to Veterans and their families/caregivers. Communicates tactfully and effectively to challenging customers who may be threatening, abusive, or distraught. Resolves Veteran complaints as appropriate. Performs duties as assigned to ensure efficient and effective operations.

Medical Support Assistant (MSA)

U.S. Department of Veterans Affairs (This is a federal job)

100 Emancipation Drive
Hampton, VA

7/2015 - 3/2016

Series: Medical Support Assistant

Grade: 05

Duties, Accomplishments and Related Skills:

Primary duty is to interview Veterans, or their designated representative, in order to collect demographic information relative to their finances, insurance, address, work history, etc. This information serves as a basis for determining entitlement to medical care as well as bill preparation and collections on billable episodes of inpatient and outpatient care. Accurate and complete data collection is essential to proper processing of third-party collection requirements as mandated by law. Contacts may be in person, by telephone, or by mail, and require timely and accurate input into the VA data base system. Coordinated the effort to have over 200 community providers in a venue to collaborate between the Veterans Administration and the providers who provide care to our Veterans. Incumbent maintained workload reports relative to these duties. Advise Veterans of their entitlement to various medical benefits and discuss copayment requirements of Veterans in discretionary categories. Extensive knowledge of the Medical Center and Unit policies is required in order to respond to inquiries from Veterans, and to provide orientation and training to new staff members. Health Benefits Assistant is responsible for researching and handling complex questions relative to their area of expertise referred by the supervisor. Health Benefits Assistant is expected to have extensive knowledge of the hospital admitting procedures and policies, entering in patients' information into VISTA for hospital admissions, and gathering information for said admission into the facility. As Medical Support Assistant provided exceptional customer service by exceeding the customer's expectations with respect and concern; focusing on the details of the customer's needs and helps the customer arrive at a satisfactory solution to the problem. MSAs participate in the facility's Outreach events, promoting the VA. These events may be outside the normal tour of duty. MSAs also give on-the-job training to new employees in accordance

with established procedures and practices. Instructs employees on changes in work procedures. Provides written instructions/documentation of changes. Maintain current informational knowledge base and answers questions of other employees on procedures, policies, directives, etc. and obtains needed information or decisions from supervisor on problems. MSAs may serve on various hospital committees and/or VISN or national work groups relative to his/her position, or at the request of the supervisor.

Supervisor: Carla Garcia (3058770563)

Okay to contact this Supervisor: Yes

United States Navy

Navy Operational Support Center Norfolk, VA

One Navy Drive

Fort Story, VA 23459 United States

06/2012 - 07/2015

Chief Hospital Corpsman/Drug and Alcohol Program Coordinator

Duties, Accomplishments and Related Skills:

Supervised 14 military Hospital Corpsman in providing day-to day customer service to 80 staff, 6 civilian and over 3,000 selected reserve personnel. **Maintained budgets and performed with time to estimate yearly monetary and supply needs to effectively run a medical clinic at 100% efficiency.**

Oversaw 12 personnel as Urinalysis Program Manager. Responsible for executing monthly and random drug screening for over 3000+ military personnel within the command.

Managed the administering, packing and mailing over 1000 urine samples to the Naval Drug Laboratory on a monthly basis.

Managed the inventory and ordering of urinalysis sampling kits and general supplies utilizing the Military GSA ordering system.

Completed personal health assessments for over 3000 military personnel, ensuring sailors were current on medical standards, such as weight, vitals, immunizations and dental readiness.

Supervisor: Rudy Laco (703-989-2250)

Okay to contact this Supervisor: Yes

Education:

Strayer University, Washington, DC United States

Master's degree (in progress)

Major: Business Administration

Columbia College Columbia, MO United States

Bachelor's degree 3/2012

Major: BA Psychology

Certifications:

LEAN Six Sigma Black Belt (Certified) 2022

DISC Leadership Manager (Certified) 2022

Environmental Social Governance (Certified) 2023

Project Manager Certification (2023)

OSHA 10 General (2023)

Additional Information: Professional Organizational Memberships:

Impact 100 Global Veterans – Founding Member (2022) (Chair – Friends of Impact)

National Notary Association – Member (Virginia) 2013

Certified Pharmacy Technician – Member (Certified/Licensed Pharmacy Tech (Virginia) August 2012
Order of the Eastern Star - Member

References: References available upon request

COSMIN ACHIM

12617 Hayes Clan Rd, Riverview FL 33579
 cozminachim@gmail.com • 813-734-4070

EXPERIENCE

NOVEMBER 2018-CURRENT

CEO/OWNER, XTREME UTILITY SERVICES INC.

- Owner and manager of work crew. Manage on site operations and safety of projects. Responsible for overall project progress and completion. Manage job finances, verify invoices, complete daily logs and audits of production. In charge of payroll of employees.

APRIL 2012-OCTOBER 2018

CREW SUPERVISOR, VASI AND ASSOCIATES INC.

- Site supervisor of four directional boring crews. Managed on site operations and job safety of projects. Surveyed job sites, purchased materials, completed daily logs and audits of total production.

AUGUST 2010- MARCH 2012

STATE INVESTIAGTOR, DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATIONS

- Investigated consumer complaints against license holders with the state of Florida. Conducted surveillance, gathered evidence, completed reports for clients.

EDUCATION

MAY 2010

BACHELORS DEGREE IN CRIMINAL JUSTICE, FLORIDA INTERNATIONAL UNIVERSITY

SKILLS

- Interpersonal and communication skills
- Time and priority management
- Leadership skills
- Problem solving and conflict resolution skills
- Trilingual: English, Spanish, Romanian

KIMBERLY T. GARCIA

Riverview, FL 33579

EDUCATION**KENT STATE UNIVERSITY, COLLEGE OF PUBLIC HEALTH****MAY 2016****BACHELOR OF SCIENCE, PUBLIC HEALTH****CERTIFICATIONS/SKILLS**

- Salesforce Certified Administrator
- Salesforce Certified Platform App Builder
- Salesforce Certified Sales Cloud Consultant
- Salesforce Certified Marketing Cloud Account Engagement Specialist
- Process Automation Accredited Professional

PROFESSIONAL EXPERIENCE**Acquia - Remote/Boston, MA****JANUARY 2024 TO PRESENT****SENIOR SALESFORCE ADMINISTRATOR**

- Serve as subject matter expert and administrator for Salesforce.
- Work closely with business users to define requirements and implement solutions that meet those requirements while also adhering to best practices.
- Responsible for configurations, support, maintenance, and improvement of the environment.

Lev Digital/ATG - Cognizant - Remote**JANUARY 2022 TO DECEMBER 2023****SENIOR SOLUTION ARCHITECT, JUNE 2023-PRESENT****SOLUTION ARCHITECT, JANUARY 2022-MAY 2023**

- Served as lead Solution Architect on new projects that range from net new Salesforce implementations to support projects for already established environments.
- Documented comprehensive user stories and requirements based on discovery sessions conducted.
- Designed detailed solutions based on business needs and requirements while also ensuring those solutions adhere to best practices and are scalable.
- Implemented solutions, created various types of documentation based on project needs, provided support with QA efforts, and conducted training as needed.

VentureTech Group - Remote/Columbus, OH**FEBRUARY 2021 TO JANUARY 2022****CONSULTANT**

- Served as project lead for 3-5 clients in both new implementations and agile improvements work.
- Gathered client business requirements and developed documentation related to business requirements, business processes as well as technical solutions.
- Implemented/configured solutions within Salesforce to meet client business requirements.

Community Brands (Nimble AMS) - Remote/McLean, VA**AUGUST 2020 TO FEBRUARY 2021****SALESFORCE CONSULTANT**

- Captured client requirements and developed/implemented solutions to meet those requirements both through Nimble AMS and Salesforce.

- Led training and demonstration of solutions that met client requirements and business needs.
- Developed documentation for client solutions and executed testing before releasing solution to client.
- Collaborated with project managers, consultants, solution architects, and other members of the team to project plan, develop/implement solutions, and improve business processes/practices.

Leadership for Educational Equity (LEE) - Remote/Washington, DC

AUGUST 2018 TO JULY 2020

SYSTEM ADMINISTRATOR

- Gathered requirements to build functionality for feature requests and needed system enhancements and documented business processes and architecture of system.
- Led Salesforce projects using agile methodology to include building complex automations, executing system-wide improvements, and reducing technical debt where necessary.
- Managed Salesforce users and permissions and maintained Salesforce integrations and custom applications.
- Managed vendor relationship with Salesforce consultant to include what projects would be handed off and conducted UAT testing on completed work.

Capital Partners for Education (CPE) - Washington, DC

AUGUST 2017 TO AUGUST 2018

SYSTEM ADMINISTRATOR, NOVEMBER 2017-AUGUST 2018

PROGRAM ASSOCIATE, AUGUST 2017-NOVEMBER 2017

- Managed configuration of fields, reports, dashboards, standard/custom objects, automations, and other functionality as necessary.
- Communicated system changes to users, conducted training on system changes, gathered feedback from users.
- Provided facilitation and logistical support for all organizational and program related activities and functions.

Mark Schroepfel, EdD

7/15/2024

Position of Interest:

CDD Board, Cedarbrook, Riverview FL

I am interested in serving in any capacity on the CDD board that will help the community maintain its wonderful appearance and friendly environment.

I have several years' experience in building maintenance, construction management and residential management which I feel match well with CDD board duties.

I have been employed as a Facility/Construction Manager for at least twenty-five years. I am currently the Director of Facilities, Maintenance and Projects for the Bishop Museum of Science and Nature located in Bradenton Florida.

Prior to that I served as a Director of Facilities Management and Minor construction for the United States Department of State as part of the diplomatic corps for 15.5 years assigned to six different USA Embassies around the world.

I also served as the Coordinator of Utilities and Physical Plant for Santa Fe College in Gainesville Florida for nine years

And prior to that, I served in the United States Air Force, a full career of twenty years.

During my posting with the US Embassy New Delhi India, I supervised a staff of 380 tradesmen and engineers with an annual maintenance budget of nearly three million dollars. I oversaw new construction scheduling, reporting, on-site inspections, completion of punch list items, budget management, all aspects of building management, building code compliance, PMI's, numerous vendors, contract development and management, COR duties, in addition to all other Facility maintenance duties. Some assignments took me to Eastern bloc countries where, under difficult political challenges, I left all Embassies in top condition.

I hold several advanced academic degrees, most of which were earned in evening and weekend classes after long work days.

Thank you for your time and consideration.

Mark T. Schroepfel, MPA, MTS, EdD.

Contact: mtschroepfel@yahoo.com

PH: 941-724-6981

Mark Schroepfel, Ed.D

Work Experience

Bishop Museum of Science and Nature- Currently Employed.

United States Department of State, Diplomatic Corps, Washington DC, Foreign Service Officer, Director of Facility/Construction Management, 2007-2022.

Saint Leo University, Saint Leo FL, 2004-2007: Adjunct Professor, Communications, Business and Public Admin.

Santa Fe College, Gainesville FL, 2000-2003: Adjunct Professor, Business Programs.

Santa Fe College, Gainesville FL, 1998-2005: Coordinator Physical Plant.

The State of Florida, 1996-1998, Gainesville FL, Probation Officer.

United States Air Force: 20 years Retired, Honorable Discharge.

Education

EdD. Nova Southeastern University, 2008, Doctor of Education

M.S. Troy State University, 1988. Master's in Public Administration

M.T.S. Liberty Baptist University, 2019. Master's in Theological Studies.

B.S. University of Maryland, 1986. Management

Rohit Bhadani
Guidewire ClaimCenter Leader || P&C Insurance
(513) 869 1887 ■ rohitashwa.bhadani@gmail.com
Tampa - Florida

PROFESSIONAL SUMMARY

- Rohit Bhadani is a technology Professional with a focus on Enterprise Business, Technology, Strategy and Services. He comes with a background of 18 years of consulting expertise in leading, developing and managing complex Business applications and IT transformation initiatives.
- Seasoned, results-oriented, people-focused Insurance Operations with experience in the North America, EMEA, and UK Property and Casualty Insurance Markets
- Highly competent at Vendor and Partner Relationships, Talent Management, establishing and running CoE's, onsite/offsite/offshore delivery model.
- Deep understanding of property & casualty with 15 years of immediate experience with Guidewire ClaimsCenter.
- Served as a Lead for ClaimsCenter at a full Guidewire Suite Implementation for an international Australian based global insurance giant.
- Self-motivated team player, adept at working with and developing relationships with multiple stakeholders to meet and exceed expectations. Excels at seeing the big picture, identifying gaps, taking decisions and managing multiple priorities.
- Have led multiple projects for pre-inception/inception through development phase which involved effort estimates, workshops, providing solution, sprint planning & sequencing.
- Key member in Interview panel and contributor to Guidewire knowledge share forum
- Strong ability to understand existing modules/business functionality and having experience in communicating with Business Analysts

PROFESSIONAL AND BUSINESS HISTORY

- Accenture: April-2023 to Present
- Blackcomb Consultants: June-2022 to March-2023
- HTC Global Services: Nov-2020 to June 2022
- PricewaterhouseCoopers: Financial Services Insurance Advisory (Feb-2015 to Nov-2020)
- Ernst & Young: Financial Services Insurance Advisory (Mar-2010 to Jan-2015)
- Adea (Valtech) Technologies: Aug-2006 to Mar-2010

PROFESSIONAL AND BUSINESS EXPERIENCE

Guidewire Experience

- Experience with end-to-end Guidewire Cloud implementation.
- Experience with Cloud upgrade
- Experience with all stake holders to size & resize each story cards in story points and splits for the iteration based on capacity of the team members.
- Prioritize the story cards with the Quality control for multiple delivery releases within a sprint.
- Provide scope/ estimate and decide on the development activities that can be accomplished in a particular Sprint
- Lead development team and manage core activities which includes defect triaging, prioritizing and resolution of defects also includes Story Card walkthrough/discussion, requirement analysis, time estimation, tracking issues and resolution etc.
- Leading the claim configuration with inception, design, and implementation.
- Helping the business with solution and running the workshops from design perspective.
- Sprint planning and prioritizing and effort estimates for story cards.
- Sprint planning with the card owners in setting the goals & expectations for the current Iteration.
- Follow up with the card holders & bring all the proposed cards to closure for a smooth Iteration.
- As a part of agile process, set up and participate in scrum calls to discuss project updates.
- Update the status of development and identify any risks involved to meet the project deadlines.
- Involved in user acceptance testing of the product and provide continuous improvement to the client.
- Review the work done by team to ensure code adherence to coding standards and to improve design and performance, thus enabling the team to build a robust and scalable application and make sure that the team follows best practices.
- As a part of agile process, set up and participate in scrum calls to discuss project updates.

ClaimCenter Design & Development Experience

- Well-versed with creation of page configuration files, etx, eti, ttx, tti files, foreign keys, edge foreign keys etc. Worked on reflections, post-on-change, widgets, wizard steps, typelists, typekeys, inputs etc.
 - Design and implemented business rules, activity creation and trigger, users and group creation, validation classes, validation thought pcf widgets etc.
 - Design and implement First Notice of Loss, Line of Business mapping, creation of new line of business and implement new wizard steps for the same.
 - Design and Implement loss details screen, incidents, automatic and manual exposure , initial reserve, claim segmentation and automatic assignment , implement admin data loader accelerator and import user and groups data, set up authority limits , roles etc.
 - Design and implement Claim financials, checks & reserves, recovery, subrogation, transaction approval rules, initial work plan, approval routing etc.
 - Defect fixing and triaging during system integration test & user acceptance test. Worked on enhancements.
 - Take queries from Adjusters, recommend solution and follow-up to closure.
 - Developed significant configuration enhancements, Business Specification Documents which involve GOSU coding, creating new rules, PCF's, extensions, enhancements, validations, etc.
 - Configured contact data model in integrated environment of Claim Center and Contact Manager
 - Experience with various Story Cards development such as Incidents, Rules and Activity, Litigation, Recovery, First Notice of Loss, Policy Search, Policy Screens on Claim Center project.
-

PolicyCenter Design & Development Experience

- Well-versed with creation of page configuration files, etx, eti, ttx, tti files, foreign keys, edge foreign keys etc. Worked on reflections, post-on-change, widgets, wizard steps, typelists, typekeys, inputs etc.
- Involved in Data model tasks like creation of new entities and modifying existing entities ▪
- Deep experience in PolicyCenter configuration like developing screens, ListViews, Popups, DetailViews, CardViews, configuring UW Issues, Validations etc.
- Having experience in configuring Personal Lines Auto Product Model Coverages, Question sets, Modifiers
- Design and implemented policy transactions, submission wizard, validation classes, underwriting rules, activity creation and trigger, user & groups, admin data etc.

CLIENT SERVICES

- Donegal Insurance
- Golden Bear Insurance
- Universal North America Insurance
- State Farm
- TDIC - The Dentists Insurance Company
- American Modern Insurance Group
- Insurance Australia Group (Australia)
- Scottsdale Insurance
- QBE Insurance (United Kingdom)
- Accident Fund Insurance Company of America
- Interflora (United Kingdom)

EDUCATION AND CERTIFICATIONS

- Certified in General Management – Indian School of Business (In Partnership with EY) 2012-2014
- Bachelor's in Engineering - Information Science, Visvesvaraya Technological University, India 2002-2006
- Guidewire Cloud Certification - ClaimCenter

Will Clarence McPherson

14011 Hollow Crest Pl
Riverview, FL 33579

404-246-0051
willmcperson8@gmail.com

Education

Argosy University, Atlanta, GA

Master of Arts, I/O Psychology

Graduation 2018

Georgia State University, Atlanta GA

Bachelor of Science, Psychology

Graduation 2015

Overall GPA 3.27

National Society of Collegiate Scholars

International Honor Society of Psychology

Study Abroad Program: South Korea
Argentina

02/2013-06/2013

05/2014-06/2014

Work Experience

Progressive Insurance

03/2018-Current

Superintendent Medical

- Oversee team of claims representatives including planning work schedules and evaluate Performance
- Maintain accountability for day to day management processes
- Implement Claims initiatives via change management channels and processes
- Review claims handling to ensure standards are being met and claims are on track for timely and accurate resolution
- Review and authorize claims settlements, coverage and liability.
- Respond to elevated inquiries and complaints
- Identify performance trends and directs the remediation of employee performance deficiencies
- Travel to alternate locations to lead, observe, assess and coach employees
- Facilitate and conduct targeted selection hiring process, including elevating qualified candidate(s) to management and HR for approval

GEICO

04/2016-03/2018

PIP Litigation Adjuster

- Investigate medical payment disputes
- Interact with policyholders, claimants, medical insurers, and attorneys
- Review documents and negotiate settlements
- Make decisions based on supporting documents
- Meet monthly, quarterly and yearly metrics
- Respond timely to Demands/ Suits
- Determine if medical expenses were paid appropriately
- Correspond with attorneys in a timely manner

Atlanta Mission, Atlanta, GA

Counselor Lead

02/ 2013 – 09/2015

- Create team goals
- Conduct biannual performance evaluations
- Approve/submit timesheets weekly
- Provide substance abuse counseling

- Facilitate monthly workshops
- Help create goals for treatment plan
- Assess client's progress
- Facilitate group and individual counseling
- Teach addiction classes
- Screen potential clients for various programs
- Network with referral sources for clients
- Case manage current clients in job program
- Submit evaluations, budget spreadsheets, and productivity reports to Program Director
- Recommend any process improvement strategies as necessary

Atlanta Mission, Atlanta, Georgia

Intake coordinator

08/ 2011 – 05/ 2012

- Screen potential clients and first time residents
- Input/update clients services into Pathways
- Address client needs
- Report to Shelter Director
- Assist counselors with caseload
- continue to case manage current clients

Volunteer Experience

- | | |
|---|-----------------|
| • Psi Chi board member-Project Manager | 06/2014-08/2015 |
| • Breaking Ground project- Student Investigator | 03/2014-08/2015 |
| • Homes for Recovery project-Student Investigator | 07/2014-05/2015 |
| • PACE tutoring program- tutor middle school students | 08/2013-12/2013 |

License/Skills: 0620 Adjuster License-All lines, Microsoft Office, Word, Pathways Certified, SPSS

ZEBADIAH RABSATT

13446 Sage Hollow Avenue, Riverview Florida 33579 (917) 285-3922

rabsatt.zebadiah@gmail.com · www.linkedin.com/in/zebadiah-rabsatt-96646517

Demonstrated achiever with exceptional knowledge of Security, Fire, & Life Safety Operations, Artificial Intelligence, Technological Advancements, and more. Looking for continued growth within an organization along with a high work ethic, motivation, and passion. With a Strong drive to succeed with and ability to work under pressure, with a team, and meet critical deadlines.

EXPERIENCE

JULY 2011 – PRESENT

DIRECTOR OF SECURITY SYSTEMS OPERATIONS

NATIONAL SEPTEMBER 11 MEMORIAL & MUSEUM

- Program and Manage Artificial Intelligence Threat Signature Program
- Manage and oversee all Security Programs for Emergency Command Center
- Train SOC Operators and Security Staff on new system protocols and initiatives.
- Manage and write Security Protocols and Procedures
- Support day to day security operations functions under the direction of the Executive Vice President of Security, Fire, & Life Safety.
- Manage All Security Technological Advancements and elements of Security Systems.
- Manage all Security Capital Improvements and oversee all upgrades, repairs, and installations.
- Program and Manage Artifact Case Alarm Program.
- Manage security vendor accounts for projects, purchases, repairs and maintenance, installations, and upgrades.
- Oversee, Negotiate, and Manage Vendor Maintenance Contracts
- Assist with Department Annual Budget
- Manage Contractor Vetting Program
- Manage & Review monthly Expense Reports
- Manage Department 3- and 5-year Capital Planning & Budgeting
- Review BVAs Monthly
- Manage Security Department PJMs and Vendor Procurement Processes
- Manage Security Department Capital Projects and all security related projects dealing with security enhancements for entire organization.
- Manage Threat Detection Programs
- Manage all security design and security architecture changes.
- Manage relationships/projects with outside agencies as needed for security technical issues, repairs, upgrades, for installations as it pertains to 911 Memorial & Museum.
- Manage Security Controls and measures for Offsite Storage Facility for Artifacts

- Oversee and manage Business Continuity Plan documentation and implement recertifications organization wide.
- Facilitate tabletop exercises & risk scenarios with organization members and outside agencies for the 911 Memorial & Museum
- Research, Test, & Pilot Security Equipment and Software for security, fire, health, & life safety enhancements at the 911 Memorial & Museum
- Program and Manage Emergency Notification System Platform. Including Application buildout & Launch.
- Program and Manage Smart Cylinder & Key Systems.
- Manage Genetec Mobile Application Program.
- Manage and oversee all physical security buildouts for various locations. (procurement, design, programming, installations, and system commissioning)
- Manage buildout, configurations, and programming of duress alarms, critical camera pop-ups, access levels, digital video links, system flagging, and more.
- Manages Authorized Driver's Program (Vetting, Policies & Procedures)
- Write and Amend Camera federations MOU Agreements.
- Oversee over two hundred Security Contracted Supervisors and Security Officers.
- Manage Daily Onsite Operations as Security Executive Management on Duty
- Conduct Daily Closing Reports, Incident Reports, VIP Guest Security Requirements, & more.

APRIL 2013 – PRESENT

COMBAT MEDIC

NON COMMISIONED OFFICER

UNITED STATES ARMY MEDICAL DEPARTMENT

- Provide medical support and medical expertise for medical missions and soldier development.
- Oversee soldiers for development and mentorship.
- Train deploying soldiers on combat life saver techniques and tactical movements.
- Emergency Medical Technician (NREMT)

MAY 2009 – JUNE 2011

VISITOR RECEPTION DESK ASSISTANT SECURITY MANAGER

EMPIRE STATE BUILDING

- Worked day to day with Empire State Building Security Team to keep the building safe and secure from any threats with the visitor management check-in system.
- Detailed understanding of security programs and systems.
- Produced daily operations report for visitor reception desk and collaborated on projects as requested by security management.

EDUCATION

DECEMBER 2008

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

MONROE COLLEGE

- Minor in Marketing
- Dean's List



- 3.5 GPA

SKILLS

- Security System Designs & Architecture
- Operational Security
- Security Control Rooms
- Business Continuity
- Budgeting & Planning
- Background Checks & Vetting
- Threat Detection
- Surveillance Systems
- Emergency Notification Systems
- Risk Management & Mitigation
- Project Management
- Technology Advancements
- Executive Security Advisor
- Artificial Intelligence

TECHNICAL CERTIFICATIONS

Lenel: 31683

- Lenel Certified Expert Access Control (#31683)
- Lenel Certified Associate (OnGuard 8.2 Enterprise #31683)
- Lenel Certified Professional Digital Video (OnGuard 8.1 #31683)
- Lenel Certified Professional Advanced Access Control (OnGuard 8.1 #31683)
- Lenel Certified US Enterprise Overview (OnGuard 8.1 #31683)

Genetec Security Center: 251884

- Security Center-Omnicast Technical Certification SC-OTC-001-5.11 #251844
- Security Center- Restricted Security Area Certification SC-RSA-001-5.11 #251844
- Security Center- AutoVu Fixed Technical Certification SC-AFC-001-5.11 #251844
- Security Center- Sipelia Certification SC-SIP-001-5.11 #251844
- Security Center- Privacy Protection Certification SC-PRIV-001- 5.11 #251844
- Security Center-Plan Manager Certification SC-PM-001-5.10 #251844
- Security Center-System Hardening Certification SC-SHC-001-5.10 #25844
- Security Center- Security Video Analytics Certification SC-SVA 5.11 #25844
- Security Center- People Counting Analytics Certification SC-PC-5.11 #25644
- Security Center- Mission Control Operator MC-OPT-001
- Security Center- Wearable Camera Manager SC-WCM-001
- Security Center- KiwiVision Camera Integrity Monitor SC-CIM-001
- Security Center- ClearID Level 1 SC-CID-001

Notable Certifications

- AHA CPR/AED & BLS Certified Instructor #10150373636
- FDNY F89 Fire & Life Safety Director (FLSD) #90556408
- OSHA 10- hour General Industry Safety & Health
- OSHA Confined Spaces Certification Permit/Non-Permit NOF-1648566466-2409-16343

NOTABLE SECURITY ASSISTED EVENTS

2014-SUPERBOWL XLVIII

NFL HOUSE MARRIOTT MARQUIS

- Access Control

- Customer Service
- Security

2015-NBA ALL STAR WEEK NYC

NBA MADISON SQUARE GARDEN/BARCLAY'S CENTER/LONG ISLAND UNIVERSITY

- Access Control
- Customer Service
- Production Assistant

REFERENCES

- Available Upon Request

RESOLUTION 2024-10

**A RESOLUTION OF THE BOARD OF SUPERVISORS
DESIGNATING THE OFFICERS OF BELMOND RESERVE
COMMUNITY DEVELOPMENT DISTRICT AND PROVIDING FOR
AN EFFECTIVE DATE.**

WHEREAS, Belmond Reserve Community Development District (the “District”), is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the County of Hillsborough; and

WHEREAS, pursuant to Section 190.006(2), Florida Statutes, a landowners meeting was held for the purpose of electing supervisors of the District; and

WHEREAS, the Board of Supervisors (hereinafter the “Board”) now desires to designate the Officers of the District per F.S. 190.006(6).

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

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

| | |
|-----------------------|---------------------|
| _____ | Chairman |
| _____ | Vice-Chairman |
| <u>Brian Lamb</u> | Secretary |
| <u>Eric Davidson</u> | Treasurer |
| <u>Leah Popelka</u> | Assistant Treasurer |
| <u>Bryan Radcliff</u> | Assistant Secretary |
| _____ | Assistant Secretary |
| _____ | Assistant Secretary |
| _____ | Assistant Secretary |

2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 5TH DAY OF SEPTEMBER 2024.

ATTEST:

**BELMOND RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Print Name: _____
Secretary/ Assistant Secretary

Print Name: _____
Chairman/ Vice Chair of the Board of Supervisors

**MINUTES OF MEETING
BELMOND RESERVE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Belmond Reserve Community Development District was held on Thursday, August 1, 2024, and called to order at 2:41 p.m. at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607.

Present and constituting a quorum were:

| | |
|-------------------|--|
| Carlos de la Ossa | Chairperson |
| Nicholas Dister | Vice Chairperson <i>(via phone)</i> |
| Ryan Motko | Assistant Secretary <i>(via phone)</i> |
| Alberto Viera | Assistant Secretary |
| Kyle Smith | Assistant Secretary |

Also present were:

| | |
|--------------------|------------------|
| Bryan Radcliff | District Manager |
| Jayna Cooper | District Manager |
| Kathryn Hopkinson | District Counsel |
| Cary Allen Webster | District Counsel |
| Clay Wright | Field Services |

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

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Radcliff called the meeting to order, and a quorum was established.

SECOND ORDER OF BUSINESS

Public Comments On Agenda Items

There being none, the next order of business followed.

THIRD ORDER OF BUSINESS

Business Items

A. Consideration of Resolution 2024-07, Setting Fiscal Year 2025 Meeting Schedule

On MOTION by Mr. De La Ossa seconded by Mr. Viera, with all in favor, Resolution 2024-07, Setting Fiscal Year 2025 Meeting Schedule was tabled. 5-0

B. Consideration of Board Seat Appointments

On MOTION by Mr. De La Ossa seconded by Mr. Smith, with all in favor, Board Seat Appointments was tabled to the next scheduled meeting TBD. 5-0

C. Consideration of Resolution 2024-08, Re-Designating Officers

On MOTION by Mr. De La Ossa seconded by Mr. Viera, with all in favor, Resolution 2024-08, Resolution 2024-08, Re-Designating Officers was tabled. 5-0

D. Consideration of On-Site Manager Credit Card

On MOTION by Mr. De La Ossa seconded by Mr. Viera, with all in favor, On-site Manager credit card was approved with a credit limit in the amount of \$1,500. 5-0

FOURTH ORDER OF BUSINESS**Consent Agenda****A. Approval of Minutes of the July 11, 2024 Public Hearing & Regular Meeting****B. Consideration of Operation and Maintenance June 2024****C. Acceptance of the Financials and Approval of the Check Register for June 2024**

On MOTION by Mr. De La Ossa seconded by Mr. Viera, with all in favor, the Consent Agenda was approved. 5-0

FIFTH ORDER OF BUSINESS**Staff Reports****A. District Counsel****B. District Engineer****C. District Manager**

There being no reports, the next item followed.

i. Field Inspections Report

- The Field Inspection Report was presented, a copy of which was included in the agenda package.

SIXTH ORDER OF BUSINESS**Board of Supervisors' Requests and Comments**

There being none, the next order of business followed.

SEVENTH ORDER OF BUSINESS**Public Comments**

There being none, the next order of business followed.

EIGHTH ORDER OF BUSINESS**Adjournment**

There being no further business,

On MOTION by Mr. de La Ossa seconded by Mr. Smith, with all in favor, the meeting was adjourned at 3:46 pm. 5-0

Bryan Radcliff
District Manager

Carlos de la Ossa
Chairperson

July 2024 Meeting

BELMOND RESERVE CDD
Summary of Operations and Maintenance Invoices

| Vendor | Invoice Date | Invoice/Account Number | Amount | Invoice Total | Comments/Description |
|----------------------------------|--------------|------------------------|--------------------|--------------------|-----------------------------|
| Monthly Contract | | | | | |
| AQUATIC WEED CONTROL INC | 7/1/2024 | 97803 | \$1,087.00 | \$1,087.00 | WATERWAY MAINT. - JULY 2024 |
| AQUATIC WEED CONTROL INC | 6/1/2024 | 96725 | \$1,087.00 | \$1,087.00 | WATERWAY MAINT. - JUNE 2024 |
| CHARTER COMMUNICATIONS | 5/28/2024 | 2543561052824 | \$193.92 | \$193.92 | INTERNET |
| CHARTER COMMUNICATIONS | 6/28/2024 | 2543561062824 | \$542.81 | \$542.81 | INTERNET JUL 2024 |
| INFRAMARK LLC | 5/2/2024 | 124188 | \$4.35 | | MANAGEMENT FEE APR 2024 |
| INFRAMARK LLC | 5/2/2024 | 124188 | \$18.75 | \$23.10 | MANAGEMENT FEE APRIL 2024 |
| INFRAMARK LLC | 6/3/2024 | 126153 | \$375.00 | | MANAGEMENT FEE JUN 2024 |
| INFRAMARK LLC | 6/3/2024 | 126153 | \$700.00 | | MANAGEMENT FEE JUN 2024 |
| INFRAMARK LLC | 6/3/2024 | 126153 | \$3,000.00 | | MANAGEMENT FEE JUN 2024 |
| INFRAMARK LLC | 6/3/2024 | 126153 | \$1,000.00 | | MANAGEMENT FEE JUN 2024 |
| INFRAMARK LLC | 6/3/2024 | 126153 | \$250.00 | \$5,325.00 | MANAGEMENT FEE JUN 2024 |
| JNJ CLEANING SERVICES LLC | 6/29/2024 | 0384 | \$520.00 | \$520.00 | AMENITY CLEANING - JUN 2024 |
| JNJ CLEANING SERVICES LLC | 7/23/2024 | 0406 | \$520.00 | \$520.00 | AMENITY CLEANING - JUL 2024 |
| SOUTHEAST WIRING SOLUTIONS INC | 7/1/2024 | 20268313 | \$109.99 | \$109.99 | ACCESS CONTROL - JUNE 2024 |
| SWINE SOLUTIONS | 6/25/2024 | 509 | \$1,650.00 | \$1,650.00 | TRAPPING SERVICE |
| TECH STREET GLOBAL SECURITY | 7/7/2024 | 1013 | \$1,972.00 | \$1,972.00 | SECURITY |
| WM CORPORATE SERVICES, INC. | 6/28/2024 | 0047687-2206-0 | \$554.37 | \$554.37 | WASTE JUL 2024 |
| WM CORPORATE SERVICES, INC. | 7/2/2024 | 28 13540 5300 | \$5.00 | \$5.00 | WASTE SERVICES |
| WM CORPORATE SERVICES, INC. | 7/26/2024 | 0056728-2206-0 | \$549.37 | \$549.37 | WASTE AUG 2024 |
| YELLOWSTONE LANDSCAPE | 6/10/2024 | TMC 715806 | \$86.00 | \$86.00 | IRR RPRS |
| YELLOWSTONE LANDSCAPE | 7/1/2024 | TMC 727669 | \$10,897.00 | \$10,897.00 | LANDSCAPING JULY 2024 |
| YELLOWSTONE LANDSCAPE | 7/10/2024 | TMC 733734 | \$193.00 | \$193.00 | IRR RPRS |
| ZEBRA CLEANING TEAM | 7/1/2024 | 7082 REVISED | \$473.52 | \$473.52 | POOL SERVICE |
| Monthly Contract Subtotal | | | \$25,789.08 | \$25,789.08 | |
| Variable Contract | | | | | |
| ALBERTO VIERA | 7/11/2024 | AV 071124 | \$200.00 | \$200.00 | SUPERVISOR FEE |
| CARLOS DE LA OSSA | 7/11/2024 | CDLO 071124 | \$200.00 | \$200.00 | SUPERVISOR FEE |
| KYLE SMITH | 7/11/2024 | KS 071124 | \$200.00 | \$200.00 | SUPERVISOR FEE |
| NICHOLAS J. DISTER | 7/11/2024 | ND 071124 | \$200.00 | \$200.00 | SUPERVISOR FEE |

July 2024 Meeting

BELMOND RESERVE CDD
Summary of Operations and Maintenance Invoices

| Vendor | Invoice Date | Invoice/Account Number | Amount | Invoice Total | Comments/Description |
|-----------------------------------|--------------|------------------------|--------------------|--------------------|-----------------------|
| RYAN MOTKO | 7/11/2024 | RM 071124 | \$200.00 | \$200.00 | SUPERVISOR FEE |
| Variable Contract Subtotal | | | \$1,000.00 | \$1,000.00 | |
| Utilities | | | | | |
| TECO | 6/18/2024 | 6985 061824 CC | \$3,617.47 | \$3,617.47 | ELECTRIC |
| TECO | 6/18/2024 | 8939 061824 CC | \$113.75 | \$113.75 | ELECTRIC |
| TECO | 6/18/2024 | 9725 061824 CC | \$375.83 | \$375.83 | ELECTRIC |
| TECO | 6/18/2024 | 9324 061824 ACH | \$31.46 | \$31.46 | ELECTRIC |
| TECO | 6/18/2024 | 6975 061824 CC | \$1,268.45 | \$1,268.45 | ELECTRIC |
| TECO | 6/18/2024 | 4244 061824 CC | \$801.69 | \$801.69 | ELECTRIC |
| TECO | 6/18/2024 | 6983 061824 CC | \$115.98 | \$115.98 | ELECTRIC |
| TECO | 7/18/2024 | 6983 071824 CC | \$110.61 | \$110.61 | ELECTRIC AUG 24 |
| TECO | 7/18/2024 | 4244 071824 CC | \$823.58 | \$823.58 | ELECTRIC AUG 24 |
| TECO | 7/18/2024 | 6975 071824 CC | \$1,268.45 | \$1,268.45 | ELECTRIC AUG 24 |
| TECO | 7/18/2024 | 8939 071824 CC | \$89.77 | \$89.77 | ELECTRIC AUG 24 |
| TECO | 7/18/2024 | 9324 071824 CC | \$31.33 | \$31.33 | ELECTRIC AUG 24 |
| TECO | 7/18/2024 | 6985 071824 CC | \$3,617.47 | \$3,617.47 | ELECTRIC AUG 24 |
| TECO | 7/18/2024 | 9725 071824 CC | \$375.83 | \$375.83 | ELECTRIC AUG 24 |
| Utilities Subtotal | | | \$12,641.67 | \$12,641.67 | |
| Regular Services | | | | | |
| HOMETEAM PEST DEFENSE INC | 6/12/2024 | 101837747 | \$176.00 | \$176.00 | PEST SERVICE |
| HOMETEAM PEST DEFENSE INC | 6/12/2024 | 101837748 | \$95.40 | \$95.40 | PEST CONTROL |
| SOUTHEAST WIRING SOLUTIONS INC | 6/5/2024 | 20267553 | \$280.00 | \$280.00 | SECURITY |
| SOUTHEAST WIRING SOLUTIONS INC | 7/22/2024 | 20268487 | \$869.99 | \$869.99 | SECURITY |
| SPEAREM ENTERPRISES | 6/12/2024 | 6071 | \$260.00 | \$260.00 | DOG WASTE |
| SPEAREM ENTERPRISES | 7/12/2024 | 6098 | \$260.00 | \$260.00 | DOG WASTE |
| STANTEC CONSULTING SERVICES INC. | 5/29/2024 | 2238728 | \$350.00 | \$350.00 | DISTRICT ENGINEER |
| STRALEY ROBIN VERICKER | 6/11/2024 | 24716 | \$2,455.95 | \$2,455.95 | PROFESSIONAL SERVICES |
| STRALEY ROBIN VERICKER | 7/9/2024 | 24901 | \$4,574.25 | \$4,574.25 | PROFESSIONAL SERVICES |
| TAMPA PUBLISHING COMPANY | 7/3/2024 | 346804 070324 | \$871.00 | \$871.00 | AD SERVICE |

July 2024 Meeting

BELMOND RESERVE CDD
Summary of Operations and Maintenance Invoices

| Vendor | Invoice Date | Invoice/Account Number | Amount | Invoice Total | Comments/Description |
|-------------------------------------|--------------|------------------------|--------------------|--------------------|---|
| TECH STREET GLOBAL SECURITY | 6/16/2024 | 999 | \$1,508.00 | \$1,508.00 | SECURTIY |
| Regular Services Subtotal | | | \$11,700.59 | \$11,700.59 | |
| Additional Services | | | | | |
| CORLIN SERVICES LLC | 6/3/2024 | 0000159 | \$495.87 | \$495.87 | CLUBHOUSE OPERATIONS |
| HAWKINS SERVICE COMPANY | 7/10/2024 | 268346322 | \$231.00 | \$231.00 | DRAIN LINE CLEANING - SYSTEM EVALUATION |
| INFRAMARK LLC | 6/4/2024 | BM6042024 | \$286.31 | \$286.31 | POOL REPAIRS |
| INFRAMARK LLC | 6/16/2024 | BM6162024 | \$345.48 | \$345.48 | WORK ORDER - 06/16/24 |
| SWINE SOLUTIONS | 7/24/2024 | 518 | \$1,650.00 | \$1,650.00 | TRAPPING SERVICE |
| Additional Services Subtotal | | | \$3,008.66 | \$3,008.66 | |
| TOTAL | | | \$54,140.00 | \$54,140.00 | |

Belmond Reserve Community Development District

Financial Statements
(Unaudited)

Period Ending
July 31, 2024

Prepared by:



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

BELMOND RESERVE COMMUNITY DEVELOPMENT DISTRICT

Balance Sheet

As of July 31, 2024

(In Whole Numbers)

| | GENERAL | SERIES 2020 | SERIES 2023 | SERIES 2020 | SERIES 2023 | GENERAL | GENERAL | | |
|------------------------------------|-------------------|-------------------|------------------|-----------------|------------------|---------------------|----------------------|----------------------|--|
| | FUND | DEBT SERVICE | DEBT SERVICE | CAPITAL | CAPITAL | FIXED ASSET | LONG TERM | | |
| ACCOUNT DESCRIPTION | FUND | FUND | FUND | PROJECTS | PROJECTS | FUND | DEBT FUND | TOTAL | |
| ASSETS | | | | | | | | | |
| Cash - Operating Account | \$ 176,989 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 176,989 | |
| Cash in Transit | - | 1,228 | (1,228) | - | - | - | - | - | |
| Due From Developer | 159,383 | - | - | - | - | - | - | 159,383 | |
| Due From Other Funds | 47,446 | - | - | 1,359 | - | - | - | 48,805 | |
| Investments: | | | | | | | | | |
| Acq. & Construction - Amenity | - | 4 | - | - | - | - | - | 4 | |
| Acquisition & Construction Account | - | 5,263 | - | - | 2 | - | - | 5,265 | |
| Cost of Issuance Fund | - | - | - | - | 10,120 | - | - | 10,120 | |
| Reserve Fund | - | 296,700 | 17,525 | - | - | - | - | 314,225 | |
| Revenue Fund | - | 200,847 | 36,993 | - | - | - | - | 237,840 | |
| Prepaid Trustee Fees | 1,419 | - | - | - | - | - | - | 1,419 | |
| Fixed Assets | | | | | | | | | |
| Construction Work In Process | - | - | - | - | - | 9,547,088 | - | 9,547,088 | |
| Amount To Be Provided | - | - | - | - | - | - | 10,716,000 | 10,716,000 | |
| TOTAL ASSETS | \$ 385,237 | \$ 504,042 | \$ 53,290 | \$ 1,359 | \$ 10,122 | \$ 9,547,088 | \$ 10,716,000 | \$ 21,217,138 | |
| LIABILITIES | | | | | | | | | |
| Accounts Payable | \$ 64,110 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 64,110 | |
| Accrued Expenses | 6,558 | - | - | - | - | - | - | 6,558 | |
| Accounts Payable - Other | (11,701) | - | - | - | - | - | - | (11,701) | |
| Bonds Payable | - | - | - | - | - | - | 10,716,000 | 10,716,000 | |
| Due To Other Funds | - | 1,718 | 47,087 | - | - | - | - | 48,805 | |
| Deferred Inflow of Resources | 159,383 | - | - | - | - | - | - | 159,383 | |
| TOTAL LIABILITIES | 218,350 | 1,718 | 47,087 | - | - | - | 10,716,000 | 10,983,155 | |

BELMOND RESERVE COMMUNITY DEVELOPMENT DISTRICT

Balance Sheet

As of July 31, 2024

(In Whole Numbers)

| | | SERIES 2020 | SERIES 2023 | SERIES 2020 | SERIES 2023 | | | |
|--|-------------------|-------------------|------------------|-----------------|------------------|---------------------|----------------------|----------------------|
| | GENERAL | DEBT SERVICE | DEBT SERVICE | CAPITAL | CAPITAL | GENERAL | GENERAL | |
| ACCOUNT DESCRIPTION | FUND | FUND | FUND | PROJECTS | PROJECTS | FIXED ASSET | LONG TERM | TOTAL |
| | | | | FUND | FUND | FUND | DEBT FUND | |
| <u>FUND BALANCES</u> | | | | | | | | |
| Nonspendable: | | | | | | | | |
| Prepaid Trustee Fees | 1,419 | - | - | - | - | - | - | 1,419 |
| Restricted for: | | | | | | | | |
| Debt Service | - | 502,324 | 6,203 | - | - | - | - | 508,527 |
| Capital Projects | - | - | - | 1,359 | 10,122 | - | - | 11,481 |
| Unassigned: | 165,468 | - | - | - | - | 9,547,088 | - | 9,712,556 |
| TOTAL FUND BALANCES | 166,887 | 502,324 | 6,203 | 1,359 | 10,122 | 9,547,088 | - | 10,233,983 |
| TOTAL LIABILITIES & FUND BALANCES | \$ 385,237 | \$ 504,042 | \$ 53,290 | \$ 1,359 | \$ 10,122 | \$ 9,547,088 | \$ 10,716,000 | \$ 21,217,138 |

BELMOND RESERVE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2024
General Fund (001)
(In Whole Numbers)

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE ACTUAL | VARIANCE (\$) FAV(UNFAV) | YTD ACTUAL AS A % OF ADOPTED BUD |
|--|-----------------------------|------------------------|-----------------------------|--|
| <u>REVENUES</u> | | | | |
| Rental Income | \$ - | \$ 1,200 | \$ 1,200 | 0.00% |
| Special Assmnts- Tax Collector | 777,662 | 778,888 | 1,226 | 100.16% |
| Special Assmnts- CDD Collected | 75,542 | 45,982 | (29,560) | 60.87% |
| Other Miscellaneous Revenues | - | 595 | 595 | 0.00% |
| TOTAL REVENUES | 853,204 | 826,665 | (26,539) | 96.89% |
| <u>EXPENDITURES</u> | | | | |
| <u>Administration</u> | | | | |
| Supervisor Fees | 12,000 | 9,000 | 3,000 | 75.00% |
| ProfServ-Field Management | - | 2,000 | (2,000) | 0.00% |
| ProfServ-Trustee Fees | 4,500 | 6,878 | (2,378) | 152.84% |
| Disclosure Report | 8,200 | 4,900 | 3,300 | 59.76% |
| District Counsel | 10,000 | 16,696 | (6,696) | 166.96% |
| District Engineer | 4,000 | 1,938 | 2,062 | 48.45% |
| District Manager | 36,000 | 33,000 | 3,000 | 91.67% |
| Accounting Services | 4,500 | 4,125 | 375 | 91.67% |
| Auditing Services | 6,400 | - | 6,400 | 0.00% |
| Website Compliance | 1,500 | 1,500 | - | 100.00% |
| Postage, Phone, Faxes, Copies | 250 | 1,051 | (801) | 420.40% |
| Clubhouse Internet, TV, Phone | - | 810 | (810) | 0.00% |
| Public Officials Insurance | 2,329 | 2,592 | (263) | 111.29% |
| Legal Advertising | 2,500 | 1,823 | 677 | 72.92% |
| Misc-Non Ad Valorem Taxes | - | 12,143 | (12,143) | 0.00% |
| Bank Fees | 250 | 162 | 88 | 64.80% |
| Website Administration | 3,000 | 2,500 | 500 | 83.33% |
| Miscellaneous Expenses | 300 | 8,078 | (7,778) | 2692.67% |
| Dues, Licenses, Subscriptions | 175 | 2,425 | (2,250) | 1385.71% |
| Operating Loan Repayment | 309,000 | 6,000 | 303,000 | 1.94% |
| Total Administration | 404,904 | 117,621 | 287,283 | 29.05% |
| <u>Utility Services</u> | | | | |
| Utility - Water | 18,000 | 4,833 | 13,167 | 26.85% |
| Utility - Electric | 12,000 | 9,205 | 2,795 | 76.71% |
| Utility - StreetLights | 90,000 | 68,303 | 21,697 | 75.89% |
| Total Utility Services | 120,000 | 82,341 | 37,659 | 68.62% |
| <u>Other Physical Environment</u> | | | | |
| R&M-Clubhouse | - | 489 | (489) | 0.00% |
| Total Other Physical Environment | - | 489 | (489) | 0.00% |

BELMOND RESERVE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2024
General Fund (001)
(In Whole Numbers)

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE ACTUAL | VARIANCE (\$) FAV(UNFAV) | YTD ACTUAL AS A % OF ADOPTED BUD |
|--|-----------------------------|------------------------|-----------------------------|--|
| <u>Other Physical Environment</u> | | | | |
| ProfServ-Field Management | 12,000 | 8,000 | 4,000 | 66.67% |
| Waterway Management | 13,100 | 17,127 | (4,027) | 130.74% |
| Contracts-Janitorial Services | 7,500 | 1,312 | 6,188 | 17.49% |
| Contracts-Pools | 10,000 | 12,699 | (2,699) | 126.99% |
| Contract-Dumpster Rental | 2,400 | - | 2,400 | 0.00% |
| Liability/Property Insurance | 25,000 | 12,611 | 12,389 | 50.44% |
| Insurance Deductible | 2,500 | - | 2,500 | 0.00% |
| R&M-Other Landscape | 15,000 | 26,243 | (11,243) | 174.95% |
| R&M-Pools | - | 5,144 | (5,144) | 0.00% |
| Landscape Maintenance | 125,000 | 118,277 | 6,723 | 94.62% |
| Plant Replacement Program | 2,000 | 3,688 | (1,688) | 184.40% |
| Irrigation Maintenance | 7,000 | 7,485 | (485) | 106.93% |
| Total Other Physical Environment | 221,500 | 212,586 | 8,914 | 95.98% |
| <u>Clubhouse</u> | | | | |
| Payroll-Pool Monitors | 56,000 | - | 56,000 | 0.00% |
| Clubhouse Security Systems | 1,500 | 4,630 | (3,130) | 308.67% |
| Employee - Clubhouse Staff | 35,000 | - | 35,000 | 0.00% |
| Telephone, Cable & Internet Service | - | 737 | (737) | 0.00% |
| Clubhouse Internet, TV, Phone | 1,800 | 1,156 | 644 | 64.22% |
| R&M-Clubhouse | 10,000 | 8,958 | 1,042 | 89.58% |
| Access Control Maintenance & Repair | 2,500 | 550 | 1,950 | 22.00% |
| Total Clubhouse | 106,800 | 16,031 | 90,769 | 15.01% |
| TOTAL EXPENDITURES | 853,204 | 429,068 | 424,136 | 50.29% |
| Excess (deficiency) of revenues | | | | |
| Over (under) expenditures | - | 397,597 | 397,597 | 0.00% |
| FUND BALANCE, BEGINNING (OCT 1, 2023) | | (230,710) | | |
| FUND BALANCE, ENDING | | \$ 166,887 | | |

BELMOND RESERVE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2024
Series 2020 Debt Service Fund (200)
(In Whole Numbers)

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE ACTUAL | VARIANCE (\$) FAV(UNFAV) | YTD ACTUAL AS A % OF ADOPTED BUD |
|--|-----------------------------|------------------------|-----------------------------|--|
| <u>REVENUES</u> | | | | |
| Interest - Investments | \$ - | \$ 27,932 | \$ 27,932 | 0.00% |
| Special Assmnts- Tax Collector | 571,620 | 570,617 | (1,003) | 99.82% |
| Special Assmnts- CDD Collected | 21,168 | 20,577 | (591) | 97.21% |
| TOTAL REVENUES | 592,788 | 619,126 | 26,338 | 104.44% |
| <u>EXPENDITURES</u> | | | | |
| <u>Construction In Progress</u> | | | | |
| Construction in Progress | - | 14,729 | (14,729) | 0.00% |
| Total Construction In Progress | - | 14,729 | (14,729) | 0.00% |
| <u>Debt Service</u> | | | | |
| Principal Debt Retirement | 210,000 | - | 210,000 | 0.00% |
| Principal Prepayments | - | 210,000 | (210,000) | 0.00% |
| Interest Expense | 382,788 | 385,544 | (2,756) | 100.72% |
| Total Debt Service | 592,788 | 595,544 | (2,756) | 100.46% |
| TOTAL EXPENDITURES | 592,788 | 610,273 | (17,485) | 102.95% |
| Excess (deficiency) of revenues | | | | |
| Over (under) expenditures | - | 8,853 | 8,853 | 0.00% |
| FUND BALANCE, BEGINNING (OCT 1, 2023) | | 493,471 | | |
| FUND BALANCE, ENDING | | \$ 502,324 | | |

BELMOND RESERVE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2024
Series 2023 Debt Service Fund (201)
(In Whole Numbers)

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE ACTUAL | VARIANCE (\$) FAV(UNFAV) | YTD ACTUAL AS A % OF ADOPTED BUD |
|--|-----------------------------|------------------------|-----------------------------|--|
| <u>REVENUES</u> | | | | |
| Interest - Investments | \$ - | \$ 1,780 | \$ 1,780 | 0.00% |
| Special Assmnts- CDD Collected | 34,410 | 15,205 | (19,205) | 44.19% |
| TOTAL REVENUES | 34,410 | 16,985 | (17,425) | 49.36% |
| <u>EXPENDITURES</u> | | | | |
| <u>Debt Service</u> | | | | |
| Principal Debt Retirement | 8,000 | 14,000 | (6,000) | 175.00% |
| Interest Expense | 26,410 | 26,725 | (315) | 101.19% |
| Total Debt Service | 34,410 | 40,725 | (6,315) | 118.35% |
| TOTAL EXPENDITURES | 34,410 | 40,725 | (6,315) | 118.35% |
| Excess (deficiency) of revenues | | | | |
| Over (under) expenditures | - | (23,740) | (23,740) | 0.00% |
| FUND BALANCE, BEGINNING (OCT 1, 2023) | | 29,943 | | |
| FUND BALANCE, ENDING | | \$ 6,203 | | |

BELMOND RESERVE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2024
Series 2020 Capital Projects Fund (300)
(In Whole Numbers)

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE ACTUAL | VARIANCE (\$) FAV(UNFAV) | YTD ACTUAL AS A % OF ADOPTED BUD |
|--|-----------------------------|------------------------|-----------------------------|--|
| <u>REVENUES</u> | | | | |
| TOTAL REVENUES | - | - | - | 0.00% |
| <u>EXPENDITURES</u> | | | | |
| TOTAL EXPENDITURES | - | - | - | 0.00% |
| Excess (deficiency) of revenues | | | | |
| Over (under) expenditures | - | - | - | 0.00% |
| FUND BALANCE, BEGINNING (OCT 1, 2023) | | 1,359 | | |
| FUND BALANCE, ENDING | | <u>\$ 1,359</u> | | |

BELMOND RESERVE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2024
Series 2023 Capital Projects Fund (301)
(In Whole Numbers)

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE ACTUAL | VARIANCE (\$) FAV(UNFAV) | YTD ACTUAL AS A % OF ADOPTED BUD |
|--|-----------------------------|-------------------------|-----------------------------|--|
| <u>REVENUES</u> | | | | |
| Interest - Investments | \$ - | \$ 25 | \$ 25 | 0.00% |
| TOTAL REVENUES | - | 25 | 25 | 0.00% |
| <u>EXPENDITURES</u> | | | | |
| <u>Construction In Progress</u> | | | | |
| Construction in Progress | - | 959 | (959) | 0.00% |
| Total Construction In Progress | - | 959 | (959) | 0.00% |
| TOTAL EXPENDITURES | - | 959 | (959) | 0.00% |
| Excess (deficiency) of revenues Over (under) expenditures | - | (934) | (934) | 0.00% |
| FUND BALANCE, BEGINNING (OCT 1, 2023) | | 11,056 | | |
| FUND BALANCE, ENDING | | <u>\$ 10,122</u> | | |

BELMOND RESERVE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2024
General Fixed Asset Fund (900)
(In Whole Numbers)

| ACCOUNT DESCRIPTION | ANNUAL ADOPTED BUDGET | YEAR TO DATE ACTUAL | VARIANCE (\$) FAV(UNFAV) | YTD ACTUAL AS A % OF ADOPTED BUD |
|--|-----------------------------|----------------------------|-----------------------------|--|
| <u>REVENUES</u> | | | | |
| TOTAL REVENUES | - | - | - | 0.00% |
| <u>EXPENDITURES</u> | | | | |
| TOTAL EXPENDITURES | - | - | - | 0.00% |
| Excess (deficiency) of revenues | | | | |
| Over (under) expenditures | - | - | - | 0.00% |
| FUND BALANCE, BEGINNING (OCT 1, 2023) | | 9,547,088 | | |
| FUND BALANCE, ENDING | | <u>\$ 9,547,088</u> | | |

Tuesday, August 20, 2024

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Bank Account Statement

Belmond Reserve CDD

Bank Account No. 6346
Statement No. 07_24
Statement Date 07/31/2024

| | | | |
|-----------------------------|------------|-----------------------------|------------|
| GL Balance (LCY) | 176,989.38 | Statement Balance | 208,266.94 |
| GL Balance | 176,989.38 | Outstanding Deposits | 0.00 |
| Positive Adjustments | 0.00 | | |
| | | Subtotal | 208,266.94 |
| Subtotal | 176,989.38 | Outstanding Checks | -31,277.56 |
| Negative Adjustments | 0.00 | | |
| | | Ending Balance | 176,989.38 |
| Ending G/L Balance | 176,989.38 | | |

| Posting Date | Document Type | Document No. | Description | Amount | Cleared Amount | Difference |
|---------------|---------------|--------------|---------------------------|------------|----------------|------------|
| Checks | | | | | | |
| | | | | | | 0.00 |
| 06/25/2024 | Payment | 1578 | Check for Vendor V00026 | -200.00 | -200.00 | 0.00 |
| 06/25/2024 | Payment | 1580 | Check for Vendor V00033 | -200.00 | -200.00 | 0.00 |
| 06/27/2024 | Payment | 1583 | Check for Vendor V00006 | -109.99 | -109.99 | 0.00 |
| 06/27/2024 | Payment | 1584 | Check for Vendor V00018 | -1,250.00 | -1,250.00 | 0.00 |
| 06/27/2024 | Payment | 1585 | Check for Vendor V00023 | -1,227.69 | -1,227.69 | 0.00 |
| 06/27/2024 | Payment | 1586 | Check for Vendor V00044 | -583.74 | -583.74 | 0.00 |
| 06/27/2024 | Payment | 1587 | Check for Vendor V00057 | -488.85 | -488.85 | 0.00 |
| 07/23/2024 | Payment | 1588 | Check for Vendor V00030 | -200.00 | -200.00 | 0.00 |
| 07/23/2024 | Payment | 1589 | Check for Vendor V00040 | -2,174.00 | -2,174.00 | 0.00 |
| 07/23/2024 | Payment | 1590 | Check for Vendor V00043 | -200.00 | -200.00 | 0.00 |
| 07/23/2024 | Payment | 1591 | Check for Vendor V00047 | -495.87 | -495.87 | 0.00 |
| 07/23/2024 | Payment | 1592 | Check for Vendor V00049 | -231.00 | -231.00 | 0.00 |
| 07/23/2024 | Payment | 1593 | Check for Vendor V00038 | -176.00 | -176.00 | 0.00 |
| 07/23/2024 | Payment | 1595 | Check for Vendor V00012 | -520.00 | -520.00 | 0.00 |
| 07/23/2024 | Payment | 1596 | Check for Vendor V00056 | -200.00 | -200.00 | 0.00 |
| 07/23/2024 | Payment | 1597 | Check for Vendor V00026 | -200.00 | -200.00 | 0.00 |
| 07/23/2024 | Payment | 1598 | Check for Vendor V00033 | -200.00 | -200.00 | 0.00 |
| 07/23/2024 | Payment | 1599 | Check for Vendor V00006 | -109.99 | -109.99 | 0.00 |
| 07/23/2024 | Payment | 1600 | Check for Vendor V00017 | -520.00 | -520.00 | 0.00 |
| 07/23/2024 | Payment | 1601 | Check for Vendor V00005 | -350.00 | -350.00 | 0.00 |
| 07/23/2024 | Payment | 1602 | Check for Vendor V00020 | -7,030.20 | -7,030.20 | 0.00 |
| 07/23/2024 | Payment | 1603 | Check for Vendor V000019 | -1,650.00 | -1,650.00 | 0.00 |
| 07/23/2024 | Payment | 1604 | Check for Vendor V00014 | -871.00 | -871.00 | 0.00 |
| 07/23/2024 | Payment | 1605 | Check for Vendor V00064 | -3,480.00 | -3,480.00 | 0.00 |
| 07/23/2024 | Payment | 1606 | Check for Vendor V00044 | -554.37 | -554.37 | 0.00 |
| 07/23/2024 | Payment | 1607 | Check for Vendor V00021 | -11,176.00 | -11,176.00 | 0.00 |
| 07/23/2024 | Payment | 1608 | Check for Vendor V00018 | -473.52 | -473.52 | 0.00 |
| 07/09/2024 | Payment | DD185 | Payment of Invoice 001503 | -3,617.47 | -3,617.47 | 0.00 |
| 07/09/2024 | Payment | DD186 | Payment of Invoice 001504 | -113.75 | -113.75 | 0.00 |
| 07/09/2024 | Payment | DD187 | Payment of Invoice 001505 | -375.83 | -375.83 | 0.00 |
| 07/09/2024 | Payment | DD188 | Payment of Invoice 001506 | -31.46 | -31.46 | 0.00 |
| 07/09/2024 | Payment | DD189 | Payment of Invoice 001507 | -1,268.45 | -1,268.45 | 0.00 |

Bank Account Statement

Belmond Reserve CDD

Tuesday, August 20, 2024
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| | | | | | | | |
|------------------|------------|-------|---------------------------|------------|------------|------|--|
| Bank Account No. | 6346 | | | | | | |
| Statement No. | 07_24 | | | | | | |
| Statement Date | 07/31/2024 | | | | | | |
| 07/09/2024 | Payment | DD190 | Payment of Invoice 001508 | -801.69 | -801.69 | 0.00 | |
| 07/09/2024 | Payment | DD191 | Payment of Invoice 001509 | -115.98 | -115.98 | 0.00 | |
| 07/22/2024 | Payment | DD192 | Payment of Invoice 001535 | -809.84 | -809.84 | 0.00 | |
| 07/17/2024 | Payment | DD200 | Payment of Invoice 001551 | -284.97 | -284.97 | 0.00 | |
| Total Checks | | | | -42,291.66 | -42,291.66 | 0.00 | |

BELMOND RESERVE CDD

Field Inspection - August 2024

Thursday, 15 August 2024

Prepared For Belmond Reserve Board of Supervisors

27 Items Identified



Item 1

Assigned To: Yellowstone

Clubhouse is well maintained and surrounding landscaping looks good.



Item 2

Assigned To: Yellowstone

New mulch has been installed at the playground.



Item 3

Assigned To: Aquatic Weed Control

Pond A looks good.

**Item 4**

Assigned To: Inframark

New windscreen for the Pickleball courts has been approved and will be installed after hurricane season has passed.

**Item 5**

Assigned To: Yellowstone

Drain cover still needed in the landscaping next to the Pickleball courts.

**Item 6**

Assigned To: Yellowstone

Viburnum, Allamandas, Coontie Palms, Bulbine, Pines, Magnolias, Firebush, and Red Fountaingrass are all healthy around the parking lot.



Item 7

Assigned To: Inframark

Sidewalks need pressure washing in CDD areas.
Proposals are being collected.



Item 8

Assigned To: Yellowstone

Irrigation repairs have been made around the clubhouse, new sod will be installed 8/20/24.



Item 9

Assigned To: Yellowstone

New sod will be installed in front of the preschool as well.



Item 10

Assigned To: JnJ/Inframark

The Lanai is clean and properly maintained.



Item 11

Assigned To: Inframark

Pool looks good.



Item 12

Assigned To: JnJ/Inframark

Inside the clubhouse is clean and well maintained.



Item 13

Assigned To: Inframark

Sidewalks are being quoted for pressure washing.



Item 14

Assigned To: Yellowstone

Oak tree at the dog park has fallen over again.
Proposal to re-stake it has been approved.
Scheduled for 8/20/24.



Item 15

Assigned To: Yellowstone

The island on Willow Grove Dr looks good. New Jasmine installs are doing well.



Item 16

Assigned To: Sitemasters

Grading project has been approved to fix the drainage issue behind the houses on Willow Grove Dr. Awaiting deposit for scheduling.



Item 17

Assigned To: Aquatic Weed Control

The wetland on Shining Willow St looks good.



Item 18

Assigned To: Aquatic Weed Control

Pond G looks good.



Item 19

Assigned To: Yellowstone

Annuals and landscaping look good at the monuments. Some minor weeds in the landscaping beds.



Item 20

Assigned To: Yellowstone

Still some dead patches in the turf on the opposite corner, though it is filling in.



Item 21

Assigned To: Yellowstone

Dead limbs need to be pruned out of the Variegated Ginger at the pocket park on Orchid Ash St.



Item 22

Assigned To: Aquatic Weed Control
Pond F looks good.



Item 23

Assigned To: Aquatic Weed Control
Pond H looks good.



Item 24

Assigned To: Aquatic Weed Control
Some trash in pond E.



Item 25

Assigned To: Aquatic Weed Control
Pond C looks good.



Item 26

Assigned To: Yellowstone
Dead patch is filling in at the Brookside Moss Dr Island. Landscaping looks good.



Item 27

Assigned To: Yellowstone
The Hayes Clan Rd island looks good.