

*Falcon Trace Community  
Development District*

*Agenda*

*January 20, 2021*

# AGENDA

# *Falcon Trace*

## *Community Development District*

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219 East Livingston Street, Orlando, FL 32801

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

January 13, 2021

Board of Supervisors  
Falcon Trace  
Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of **Falcon Trace Community Development District** will be held **Wednesday, January 20, 2021 at 6:00 PM at the Big Hawk Lake Recreation Center, 13600 Big Hawk Lake Drive, Orlando, Florida**. Following is the advance agenda for the meeting:

- I. Roll Call
- II. Public Comment Period
- III. Approval of the Minutes of the October 14, 2020 Meeting
- IV. Consideration of Landscape Enhancements Proposal with REW Landscape
- V. Ratification of Non-Ad Valorem Assessment Administration Agreement with the Orange County Property Appraiser
- VI. Discussion of E-Verify Requirements for Special Districts
- VII. Staff Reports
  - A. Attorney
  - B. District Manager's Report
    1. Approval of Check Register
    2. Balance Sheet and Income Statement
    3. Action Items List
    4. Field Manager's Report
      - i. Discussion of Fence Proposals
      - ii. Discussion of Access Control Proposal
      - iii. Discussion of Painting Proposals
- VIII. Supervisor's Requests
- IX. Adjournment

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

The third order of business is the approval of the minutes from the October 14, 2020 meeting. The minutes are enclosed for your review.

The fourth order of business is consideration of landscape enhancements proposal with REW Landscape. A copy of the proposal is enclosed for your review.

The fifth order of business is ratification of Non-Ad Valorem Assessment Agreement with the Orange County Property Appraiser. A copy of the agreement is enclosed for your review.

The sixth order of business is discussion of E-Verify requirements for special districts. A memo is enclosed for your review.

Section B of the seventh order of business is the District Manager's Report. Section 1 includes the check register being submitted for approval and Section 2 includes the balance sheet and income statement for your review. Section 3 is the Action Items List. A copy of the list and corresponding proposal is enclosed for your review. Section 4 is the Field Manager's Report, which will be presented at the meeting. Sub section 1 is discussion of fence proposals. Sub section 2 is discussion of access control proposal. Sub Section 3 is discussion of painting proposals.

The balance of the agenda will be discussed at the meeting. In the meantime, if you should have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jason Showe', is written over the word 'Sincerely,'.

Jason Showe  
District Manager

CC: Mike Eckert, District Counsel  
Darrin Mossing, GMS

Enclosures

# MINUTES

MINUTES OF MEETING  
FALCON TRACE  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Falcon Trace Community Development District was held Wednesday, October 14, 2020 at 6:00 p.m. via Zoom Video Conferencing, pursuant to Executive Orders 20-52, 20-69, 20-112, 20-150, 20-179, 20-193 and 20-246 issued by Governor DeSantis on March 9, 2020, March 20, 2020, April 29, 2020, June 23, 2020, July 30, 2020, August 7, 2020, and September 30, 2020 respectively, and any extensions or supplements thereof, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*.

Present and constituting a quorum were:

Sara Hurst	Chairperson
Carole Miller	Vice Chairperson
Kathy Stark	Assistant Secretary
Sue Marchesi Baron	Assistant Secretary
Perry Shaikh	Assistant Secretary

Also present were:

Jason Showe	District Manager
Mike Eckert	District Counsel
Michelle Rigoni	Hopping Green & Sams
William Viasalyers	Field Operations
David Tuel	Head Pool Attendant
Nigel Gough	HOA President

*The following is a summary of the discussions and actions taken at the October 14, 2020 meeting. A copy of the proceedings can be obtained by contacting the District Manager.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

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

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS**

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

On MOTION by Ms. Hurst seconded by Ms. Baron with all in favor the minutes of the August 19, 2020 meeting were approved as presented.

**FOURTH ORDER OF BUSINESS**

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

On MOTION by Ms. Hurst seconded by Ms. Baron with all in favor the engagement letter with Grau & Associates to perform the Fiscal Year 2020 audit was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Updated District Management Services Agreement with Governmental Management Services – Central Florida, LLC**

Mr. Showe stated we were requested by the Board to bring back a revised contract for management services. We updated the dollar amounts to reflect the Fiscal Year 2021 budget and we added the section dealing with the website services, which was not in the original agreement. All the pricing reflects what we billed in 2020 and there is no impact to the budget. Mr. Shaikh stated I like this agreement because it has more detail.

On MOTION by Ms. Baron seconded by Ms. Miller with all in favor the updated agreement with Governmental Management Services – Central Florida, LLC was approved.

**SIXTH ORDER OF BUSINESS**

**Consideration of Resolution 2021-01 Budget Amendment**

Mr. Showe stated this is a budget amendment for Fiscal Year 2020 budget. The only difference is that we are recognizing the additional transfer into the capital projects fund that we anticipated. That wasn't in the budget at the beginning of the Fiscal Year and this amendment recognizes that additional revenue.

On MOTION by Ms. Miller seconded by Ms. Hurst with all in favor Resolution 2021-01 Budget Amendment was approved.

**SEVENTH ORDER OF BUSINESS****Discussion of Dog Waste Station Installation**

Mr. Showe stated the HOA would like to install one of the dog waste stations in front of the rec center in an area the CDD maintains although the County owns the roads. We want to make sure the Board didn't have any opposition. The HOA will be purchasing, installing and maintaining it.

Ms. Baron asked I can take a picture of the location and send it to Mr. Showe and he can circulate it to the rest of the Board.

Ms. Hurst stated sometimes the one by the circle doesn't get emptied as frequently as we would like it to and we would want to make sure the one by the rec center is taken care of with great frequency.

Ms. Baron stated this will not be done until the HOA gets that under control. Right now, we are relying on landscapers and this would not be installed until we know we have an outside vendor emptying all the pet stations.

On MOTION by Ms. Stark seconded by Ms. Miller with all in favor the request of the HOA to install a dog waste station in front of the rec center was approved subject to review of the exact location.

**EIGHTH ORDER OF BUSINESS****Discussion of Phase III Reopening**

Mr. Showe stated we put together a draft plan for Phase III reopening. Some of the Board members wanted to wait until after January to see where we are especially since we are going into the cold season and the use of the facility is likely to be low anyway. I would like to get your thoughts on that.

Ms. Hurst stated with the swimming pool and deck areas where we have the pool will be closed from 3 – 4 for disinfecting, obviously, when we go to 10-5 the 3-4 window doesn't make any sense, we would have to adjust that.

Ms. Baron stated I have no problem moving forward with opening it. How does the pool staff feel about that?

Mr. Shaikh stated I don't have a problem either.



Mr. Tuel stated are you talking about opening the playground and slide?

Mr. Showe responded yes.

Mr. Tuel stated I don't see a problem. We are getting into the cooler months; we are not real busy, but people are waiting for the playground to open. That can be sprayed twice a day just as the pool area is.

Ms. Miller stated I'm not comfortable opening up until January. I don't think we are in a position to open; I don't think that we get the proper information from Tallahassee or our local government. I would rather wait until we secure the basketball area and I don't know that we are equipped to sanitize the playground properly at the moment. I'm not in favor of it.

Mr. Tuel stated I don't know if it matters but the other playgrounds in the area are open.

Ms. Hurst asked do you know if they have any sanitizing processes?

Mr. Tuel stated I don't know what they are doing.

Mr. Showe stated most of the playgrounds we have open don't have staff readily by, so we have signage to self-sanitize, use at your own risk and we sanitize as much as we can with staff, but it is a challenge.

Ms. Miller asked what happens if we decide to extend our hours and now days? How does this play into it?

Mr. Showe stated I believe the hours were set by the rules and we would have to look into the rulemaking process. In November we open it just Saturday and Sunday.

Ms. Hurst stated I think we did that because of the daylight hours since we don't have lighting for the playground area and the pool is not heated so people don't usually stay late in the winter months.

Ms. Miller stated I'm just not comfortable having this exposure to the community. I think we have done exceptionally well keeping it contained as much as possible, I'm not confident with the statistics coming out of Tallahassee and our local government.

Ms. Hurst stated with other places being open and people being aware there is a risk, the weather is beautiful and I hate that we are not letting our residents take advantage of some of the beautiful outdoor spaces that we have available.

Mr. Showe stated we have in the rules that no more than 10 people at the basketball court and that would be the playground as well. We can have additional signage at each facility that is open.

Ms. Baron stated I have some of the same reservations as Carol, I'm high risk and I'm not comfortable with everything I'm hearing yet, but I also feel that at some point in time we have to stop being afraid. If you feel comfortable letting your child go out and play then I don't think it is our business to say, no. We have to make sure there is a limit as to how many kids are running around and it has to be cleaned but I'm torn.

Ms. Hurst stated since we didn't use all the pool staff hours in the summer could we bring in two staff people, one at the pool and one available in the recreation area and maybe not open the basketball courts but have the tennis and the playground area.

Mr. Showe stated financially it wouldn't be an issue and we would look to Dave as to the staffing.

Ms. Miller stated as long as we get the sanitizing schedule for the playground then we are okay as long as the basketball is not opened and that we have staff we can all in if there is an issue.

Mr. Showe stated I'm hearing not to open the basketball court, playground limited to 10 and keeping everything else as it is. We have moved the pool capacity at 100 maximum at any time but according to David we have not had 100 in a single day and as we get into the cooler weather those numbers will go down.

Ms. Hurst stated when the people come to sanitize they also need to sanitize the playground at the top of the day.

Mr. Showe stated we have signage that says, no more than 10 people, please self-sanitize. We can proceed in that direction and we will send out a revised set of rules and take comments from the Board then implement it.

Ms. Hurst stated I'm amenable with that and if it has to wait until November when we go to weekends, that would be fine.

Mr. Tuel asked what about the slide? They can sanitize that area also.

Ms. Hurst stated that is okay.

## **NINTH ORDER OF BUSINESS**

### **Staff Reports**

#### **A. Attorney**

Mr. Eckert stated we are allowed to meet virtually until November 1<sup>st</sup>. We will be monitoring that but at this time the deadline is November 1<sup>st</sup>.

**B. Manager****1. Approval of Check Register**

On MOTION by Ms. Hurst seconded by Mr. Shaikh with all in favor the check register was approved.

**2. Balance Sheet and Income Statement**

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

**3. Action Items List**

A copy of the action items list was included in the agenda package.

**4. Field Manager's Report**

Mr. Viasalyers stated in speaking with Carole she was interested in potentially lighting the dock area so we can pick that area up at night. There is a lot of usage after hours and that is a dark area we can't see on the cameras. We got a cost from Terry's Electric for \$9,625 and I wanted to provide that for discussion. I wanted to get feedback and see what direction the Board wants to go. I assume they would be able to do it in a day or two based on previous work they have done. After discussion staff was directed to obtain additional proposals for lighting the dock for the January meeting.

**Fence Proposals**

Mr. Viasalyers presented two proposals for fencing and gates for the basketball court and tennis court. After discussion staff was directed to obtain a third proposal to bring back to the January Board meeting the fence proposals and a proposal from ACT for access control.

**i. Discussion of Restroom Proposals**

Mr. Viasalyers stated we were able to reduce this cost significantly by using in-house labor. Ms. Miller was very involved in helping to get a lot of meetings set up and going over some of these projects with the vendors. We were able to get the revised cost for just removing the partitions and replacing them from Berry Construction and that was \$9,880. We worked with GMS maintenance staff to get some of the other items reduced, which is included in the \$1,680,

this does not include the cost for the materials, this is strictly labor to remove, install, paint all the items listed on the description.

Ms. Miller stated part of the \$9,880 is repair of the door jambs.

Mr. Viasalyers stated yes that is part of the ladies and men's rooms. We have some rusted door jambs and we would like to get those repaired as well.

Ms. Miller asked were they able to include the meeting room door jamb?

Mr. Viasalyers stated we will get that spelled out. It was the two bathrooms, the meeting room and the storage room, there were four of them.

Ms. Miller asked did you get a price on the faucets and so forth for the bathrooms?

Mr. Viasalyers stated I have a rough price based on some research I did. I didn't want to bog down the whole agenda with 100 different things, but to be on the safe side I would budget \$5,000 so there is some cushion and that would bring the total close to \$16,000

On MOTION by Ms. Hurst seconded by Ms. Baron with all in favor staff was authorized to proceed with refurbishing the restrooms and meeting room area in an amount not to exceed \$17,000.

#### **i. Discussion of Roof Proposals**

Mr. Viasalyers stated the last item is the updated roof proposal. We initially discussed doing the tower replacement versus the metal roofing and this proposal is for the metal roofing. It has a 50-year warranty and I met with the manufacturer, this is a product that comes from another country and they have had great success and they now have a huge market in the U.S. The price went up slightly but that is more for the wood replacement and labor costs due to COVID. It was \$59,200 to do a full replacement of the clubhouse and water slide tower and the description of work lists everything that is included in the proposal. Underneath there is the rotted plywood replacement cost per sheet, the labor rate and the flashing per linear foot. The cost could fluctuate and be more depending on what they discover when they rip of the existing roof.

Ms. Hurst stated the metal roof seems like the better investment long term. Can we agree to the contract and after we are able to see the samples let Jason or William know our choice?

Mr. Showe stated if everyone will give me their choice I will compile that.

On MOTION by Ms. Stark seconded by Ms. Miller with all in favor staff was authorized to move forward with the metal roof for the clubhouse and slide tower in an amount not to exceed \$72,000 subject to final approval by the chair.

**TENTH ORDER OF BUSINESS****Supervisor's Requests**

Ms. Baron stated the boat ramp has been covered with plants. Can we possibly clean that up? What does it take to use a boat ramp and get a boat into the water? Wasn't that built with a concrete pad that went into the water?

Mr. Viasalyers stated the concrete goes all the way into the water.

Mr. Tuel stated the boat ramp does go into the water it is just overgrown by weeds and stuff.

Ms. Hurst stated I'm sure the same would hold true with any concrete boat dock as well other than the encroachment of some of the vegetation. You are never going to get it clean; it is underwater. We can have the encroachment addressed but the challenge with the boat ramp is in order for someone to take a boat out there, the bollards have to be lifted and the gate has to be unlocked and most people would want to boat early in the day and the staff isn't there to let them have access to the boat dock. The non-motorized part is the part we investigated thinking about a rule change and the non-motorized part doesn't need the same exact process to get there. You don't necessarily need a trailer for a kayak or canoe. I still don't think we know what we want to do with that dock. Did you get any feedback from the Board on the rules?

Mr. Showe responded no, the feedback I got from one Board member was that they didn't want to proceed at this time. Until we get some discussion or direction we can tailor the rules however you would like. St. Johns Water Management District is comfortable as long as there are no motorized boats. Maybe a good time to start thinking about it again would be to have additional discussion at the January meeting.

Mr. Tuel stated the boat ramp is available all the time as long as we are open.

Mr. Showe stated the next meeting is scheduled for January 20, 2021

**ELEVENTH ORDER OF BUSINESS      Adjournment**

Ms. Baron stated the boat ramp has been covered with plants.

On MOTION by Ms. Miller seconded by Ms. Hurst with all in favor the meeting adjourned at 7:34 p.m.
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Secretary/Assistant Secretary

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Chairman/Vice Chairman

## SECTION IV



*Customer Service Comes Natural To Us*

Mailing: PO Box 951484, Lake Mary, FL 32795-1484  
Physical: 921 Old Deland Rd Debary, FL 32713 • Phone 407-328-9425 • Fax 386.456.0656

November 09, 2020

**Delivery method:**

Email: [wviasalyers@gmscfl.co](mailto:wviasalyers@gmscfl.co)

William Viasalyers  
Governmental Management Services  
135 W. Central Blvd. Suite 320  
Orlando Florida 32837  
Phone: 407-841-5524 Cell: 407-451-4047

**Ref: Falcon Trace CDD- Landscape Enhancements**

Dear William,

This will serve as our Revised proposal for the following scope of work at the reference project.

**Location- Tennis Courts**

**Area- Along the Fence**

- Remove (3) Dead Holly Trees
- Fill in Area with Floritam Sod  
(300) Floritam Sod @ \$1.00 \$ 300.00

**Location- Pool Area**

- Remove Ligustrum in Decline
- Fill in Area with Sod  
(100) Floritam Sod @ \$1.00 \$ 100.00

**Location- Tennis Court**

- Area- Around Control Panel/Screening
- Install:  
(6) Podocarpus (5'-6') 15gal @ \$85.00ea \$ 510.00

**Location- Big Hawk Sign**

- Area- Back Row of Planting
- Install:  
(5) Dwarf Ixora/Trinette 7gal @ \$40.00ea \$ 200.00  
(2) Site Preparation @ \$250.00 \$ 500.00  
Trash Disposal Fee \$ 150.00

**Total Proposal \$1,760.00**

Thank you for choosing REW Landscape to provide you with a bid proposal. If you have any questions, please contact me at your convenience.

Thank you for your consideration.

Sincerely,

*John*

Acceptance Signature

PRINT NAME

Date

John Cerabino, Manger  
Rew Landscape Corp.

REW/sm.Falcon Trace CDD Landscape Enhancements=\$1,760.00(11.09.2020)



## SECTION V

## NON-AD VALOREM ASSESSMENT ADMINISTRATION AGREEMENT

An AGREEMENT made this 13<sup>th</sup> day of November, 2020, between **RICK SINGH, CFA**, as Orange County Property Appraiser (Property Appraiser) and **Falcon Trace CDD**, (Taxing Authority), and is effective upon acceptance by both parties and through September 30, 2021.

1. The Taxing Authority desires to use the services of the Property Appraiser to maintain non-ad valorem assessments on the tax roll and the Property Appraiser is prepared to do so, on behalf of the Taxing Authority. Each party represents that it has satisfied all conditions necessary to enter into this agreement.

2. The Property Appraiser agrees to perform the following service for the Taxing Authority:

A. Create a Non-Ad Valorem Assessment Roll for the Taxing Authority for the 2021 tax roll year using data provided annually to the Property Appraiser's Office by the Taxing Authority per attached Calendar For Implementation Of Non-Ad Valorem Assessment Roll.

B. Provide the Taxing Authority with a data file in a compatible format on or before April 1, containing all parcels within the boundaries of the Taxing Authority to be used for the Taxing Authority's planning purposes in establishing its non-ad valorem assessments. Provide subsequent files or reports at request of the Taxing Authority.

C. Receive from the Taxing Authority its proposed or adopted non-ad valorem assessment levy for each type of property and extend that amount against each parcel of real property as stipulated by Taxing Authority.

D. Include the Taxing Authority's non-ad valorem assessments on the Notice Of Proposed Property Taxes And Proposed or Adopted Non-Ad Valorem Assessments mailed to all property owners in August of each year.

E. Receive from the Taxing Authority, corrections or changes to the roll and update the Non-Ad Valorem Assessment Roll for tax bills on or before September 15 of each year, the statutory deadline for certification of non-ad valorem assessments.

F. Deliver the Taxing Authority's Non-Ad Valorem Assessment Roll to the Orange County Tax Collector's Office so that tax bills mailed on or about November 1 will include the Taxing Authority's non-ad valorem assessment levies.

3. Taxing Authority agrees to perform the following acts in connection with this agreement:

A. Advise the property owners within the Taxing Authority in an appropriate and lawful manner of the Taxing Authority's intention to utilize the Uniform non-ad valorem assessment method described in Sections 197.3631 through 197.3635, Florida Statutes, and carry out its responsibilities under said sections.

B. Timely provide the Property Appraiser with information required to prepare the Uniform Non-Ad Valorem Assessment Roll per the Calendar For Implementation Of Non-Ad Valorem Assessment Roll.

C. Advise the property owners within the Taxing Authority as appropriate that the Property Appraiser's office is acting in a ministerial capacity for the Taxing Authority in connection with the non-ad valorem assessments.

D. Preparation and delivery of certificate of corrections directly to Tax Collector, with copy to Property Appraiser, for any corrections to a certified final tax roll.

4. The Taxing Authority shall use its best efforts in furnishing the Property Appraiser with up-to-date data concerning its boundaries, proposed assessments and other information as requested from time to time by the Property Appraiser and necessary to facilitate his making the assessment in question. The Property Appraiser shall, using the information provided by the Taxing Authority, place the District's non-ad valorem assessments, as made from time to time and certified to him, on properties within the district.

5. The Property Appraiser shall be compensated by the Taxing Authority for the administrative costs incurred in carrying out this Agreement. These costs include, but are not limited to labor, printing, forms, office supplies, computer equipment usage, postage, programming or any other associated costs.

On 13<sup>th</sup> day of November, 2020 an administrative fee will be invoiced to the Taxing Authority equivalent to \$1 per parcel assessed with a non-ad valorem tax. Parcel counts supporting the invoiced fee will be determined based upon the most current certified non-ad valorem assessment roll. Any new assessments added to the tax roll that were not previously certified and invoiced an administrative fee, will be separately invoiced on or around July 15 and prior to mailing of the Notice of Proposed Property Taxes in August.

6. The specific duties to be performed under this agreement and their respective timeframes are contained in the Calendar For Implementation Of Non-Ad Valorem Assessment Roll, which is incorporated herein by reference.

7. This agreement constitutes the entire agreement between the parties and can only be modified in writing.

8. All parts of this Agreement not held unenforceable for any reason shall be given full force and effect.

9. All communications required by this agreement shall be in writing and sent by first class mail, email or facsimile to the other party.

Notices to the Taxing Authority shall be addressed to:

Falcon Trace CDD  
Jason Showe  
Governmental Management Services  
1408 Hamlin Avenue, Unit E  
St. Cloud, FL 34771  
jshowe@govmgtsvc.com  
(407)841-5524 x105

Notices to the Property Appraiser shall be addressed to:

Carmen Crespo, Finance Department  
Orange County Property Appraiser  
200 S. Orange Ave., Suite 1700  
Orlando, FL 32801  
crespo@ocpafl.org  
(407)836-5353

10. TERMINATION. This Agreement may be terminated by either party upon written notice. If terminated on or before April 1, a 100% refund of fee will apply. If terminated between April 2 and July 15, a 50% refund of fee will apply. Property Appraiser will perform no further work after the written termination notice is received.

ORANGE COUNTY PROPERTY APPRAISER

Signed  \_\_\_\_\_  
Rick Singh, CFA

Date 1/4/2021

FALCON TRACE CDD

Name  \_\_\_\_\_

Signed Jason M. Smith

Date 12/15/20

## **CALENDAR FOR IMPLEMENTATION OF NON-AD VALOREM ASSESSMENTS**

On or about April 1<sup>st</sup> - Property Appraiser to provide the Taxing Authority with an electronic file that includes parcel ID and any other information applicable or requested. Taxing Authority may request this file at any time after January 1st, but must understand that many splits/combo, annexations, etc., may not be reflected early in the tax year and subsequent files may be necessary. If any additional information is required at any time by Taxing Authority, it should be requested of the Property Appraiser by Taxing Authority, allowing for a reasonable turnaround time. The file shall be in an ascii file, text or excel file, unless another format is requested and agreed upon between parties.

### **June 1**

- Property Appraiser distributes Best Estimate of Taxable Value to all Taxing Authorities.

### **July 1**

- Property Appraiser certifies Preliminary tax roll to all taxing authorities.
- Taxing Authority reviews all assessments and provides final approval for Notice of Proposed Property Taxes (TRIM)

### **July 15**

- Property Appraiser to invoice Administrative Fee for new parcels, if any, assessed and in excess of prior year certified non-ad valorem assessment roll parcel count.

### **August 4**

- Taxing Authority adopts its proposed millage rate and submits to the Property Appraiser for TRIM.

### **August 24**

- Last day Property Appraiser can mail TRIM notices to all property owners on the tax roll.

### **September 3 – October 3**

- Taxing Authority holds initial and final public budget hearings.

### **September 15**

- Taxing Authority certifies final non-ad valorem assessment roll to Property Appraiser on or before September 15 with any changes, additions or deletions to the non-ad valorem assessment roll since the TRIM notices.

### **October**

- Property Appraiser to mail Non-Ad Valorem Assessment Administration Agreement and invoice for non-ad valorem assessment processing for subsequent tax roll, based upon most recent certified non-ad valorem assessment roll parcel count.
- Property Appraiser delivers the Taxing Authority non-ad valorem assessment roll to the Tax Collector for collection of taxes on November 1 tax bills.

## SECTION VI

# Hopping Green & Sams

Attorneys and Counselors

## MEMORANDUM

**TO:** District Managers

**FROM:** Hopping Green & Sams

**DATE:** December 2020

**RE:** Section 448.095, *Florida Statutes* / E-Verify Requirements

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As you may be aware, the Florida Legislature recently enacted Section 448.095, *Florida Statutes*, which, generally speaking, requires that all employers verify employment eligibility using the United States Department of Homeland Security's "E-Verify" system. Specifically, Section 448.095(2)(a) provides:

"Beginning January 1, 2021, every public employer, contractor, and subcontractor shall register with and use the E-Verify system to verify the work authorization status of all newly hired employees. A public employer, contractor, or subcontractor may not enter into a contract unless each party to the contract registers with and uses the E-Verify system."

Section 448.095(1), F.S., defines "public employer" to be any "regional, county, local, or municipal government . . . that employs persons who perform labor or services for that employer in exchange for salary, wages, or other remuneration or that enters or attempts to enter into a contract with a contractor." Because all CDDs and stewardship districts (together, "Special Districts") enter into contracts with contractors (and many Special Districts have employees), all Special Districts are subject to the new E-Verify requirements.

As a District Manager, there are two steps that need to be taken:

1. Enroll your Special Districts on the E-Verify system, at: <https://www.e-verify.gov/>. An E-Verify enrollment checklist is available at <https://www.e-verify.gov/employers/enrolling-in-e-verify/enrollment-checklist>. In order to enroll, all Special Districts must enter into a memorandum of understanding ("MOU") which must be executed by the chairperson of each board. Under the MOU, the responsibilities of the Special Districts include provision of contact information, display of notices to prospective employees, completion of an E-Verify tutorial, familiarization with the E-Verify User Manual, and other obligations. Samples of the MOU and E-Verify User Manual are attached here.
2. On a going forward basis, include the following contract provision in Special District contracts:

### E-VERIFY REQUIREMENTS

The Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, beginning January 1, 2021, to the extent required by Florida Statute, Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate this Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.091, *Florida Statutes*.

If the Contractor anticipates entering into agreements with a subcontractor for the Work, Contractor will not enter into the subcontractor agreement without first receiving an affidavit from the subcontractor regarding compliance with Section 448.095, *Florida Statutes*, and stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of such affidavit for the duration of the agreement and provide a copy to the District upon request.

In the event that the District has a good faith belief that a subcontractor has knowingly violated Section 448.095, *Florida Statutes*, but the Contractor has otherwise complied with its obligations hereunder, the District shall promptly notify the Contractor. The Contractor agrees to immediately terminate the agreement with the subcontractor upon notice from the District. Further, absent such notification from the District, the Contractor or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09(1), *Florida Statutes*, shall promptly terminate its agreement with such person or entity.

By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

Please let us know if you have any questions regarding the new law. We appreciate your attention to this matter, and can be reached at 850-222-7500.



## SECTION VII

## SECTION B

# SECTION 1

# Falcon Trace

## Community Development District

### Check Register Summary

November 1, 2020 through November 31, 2020

Fund	Date	Check No.'s	Amount
General Fund	11/5/20	4114-4115	\$ 2,046.50
	11/12/20	4116-4119	\$ 18,088.21
	11/19/20	4120-4125	\$ 3,628.20
	11/20/20	4126	\$ 2,500.00
	11/25/20	4127	\$ 83.90
			<hr/> \$ 26,346.81
<b>Total</b>			<hr/> <b>\$ 26,346.81</b> <hr/>

FALCON TRACE CDD -GENERAL FUND  
 BANK A FALCON TRACE CDD

CHECK DATE	VEND#	INVOICE DATE	INVOICE YRMO	EXPENSED TO DPT	ACCT#	SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
11/05/20	00022	10/09/20	358535	202010	320-53800-47400		SHAFT SEAL PUMP REPAIR	*	397.50	
		10/18/20	358224	202010	320-53800-47400		TANK RENTAL FEE	*	30.00	
11/05/20	00041	10/26/20	36307	202010	320-53800-47600		SPIES POOL, LLC	*	1,619.00	427.50 004114
							TENNIS LIGHT REPLACEMENT			
11/12/20	00083	10/01/20	82225	202010	310-51300-54000		TERRY'S ELECTRIC INC	*	175.00	1,619.00 004115
							SPECIAL DISTRICT FEE FY21			
11/12/20	00027	7/27/20	560	202007	310-51300-49100		REPLACED COMP EQUI CLUBHO	*	979.41	175.00 004116
		10/29/20	576	202010	320-53800-12200		POOL ATTENDANTS OCT/2020	*	9,354.10	
		11/01/20	574	202011	310-51300-34000		MANAGEMENT FEES NOV/20	*	4,430.25	
		11/01/20	574	202011	310-51300-35100		INFORMATION TECH NOV/20	*	120.83	
		11/01/20	574	202011	310-51300-51000		OFFICE SUPPLIES	*	15.45	
		11/01/20	574	202011	310-51300-42000		POSTAGE	*	7.50	
		11/01/20	574	202011	310-51300-42500		COPIES	*	37.35	
		11/01/20	575	202011	320-53800-12000		FIELD MANAGEMENT NOV/2020	*	1,660.25	
		11/01/20	575	202011	320-53800-49100		HOME DEPOT	*	47.32	
11/12/20	00015	10/23/20	117923	202009	310-51300-31500		MONITOR, REVIEW, CONFER	*	616.50	16,652.46 004117
							GOVERNMENTAL MANAGEMENT SERVICES			
11/12/20	00022	10/21/20	358430	202010	320-53800-47400		BLEACH/ACID/SODIUM BICARB	*	254.75	616.50 004118
		10/21/20	358605	202010	320-53800-47400		BULK BLEACH	*	389.50	
11/19/20	00079	10/30/20	12259	202011	320-53800-47000		LAKE MAINT - NOV/2020	*	300.00	644.25 004119
							AQUATIC WEED MANAGEMENT, INC.			
							FALC FALCON TRACE			300.00 004120
							FSOTO			

CHECK DATE	VEND#	INVOICE DATE	EXPENSED TO YRMO	DPT ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
11/19/20	00089	11/04/20	27979	202011	320-53800-47600		BACKFLOW TEST	*	150.00	
11/19/20	00010	11/03/20	7-170-01	202010	310-51300-42000		AARON'S BACKFLOW SERVICES, INC.	*	22.87	150.00 004121
					DELIVERY FEE 10/23/20		FEDEX			
11/19/20	00100	11/01/20	6377	202011	320-53800-47400		POOL MAINT 11/2020	*	600.00	22.87 004122
11/19/20	00071	11/01/20	729112	202011	320-53800-47500		ROBERTS POOL SERVICE AND REPAIR INC	*	2,368.38	600.00 004123
					LANDSCAPE MAINT NOV/2020		REW LANDSCAPE CORP			
11/19/20	00022	10/30/20	359057	202010	320-53800-47400		REPLACED VALVE	*	186.95	2,368.38 004124
11/20/20	00027	8/31/20	566	202006	320-53800-47600		DESINFECTING AMENITY 6/20	*	1,250.00	186.95 004125
		10/31/20	577	202010	320-53800-47600		DESINFECTING AMENIT 10/20	*	1,250.00	
11/25/20	00090	11/10/20	10700788	202012	300-15500-10000		PLATINUM MONITORING 12/20	*	49.95	2,500.00 004126
		11/10/20	10700788	202012	300-15500-10000		INTERNET MONITORING 12/20	*	33.95	
							SAFE TOUCH SECURITY SYSTEMS			83.90 004127
TOTAL FOR BANK A									26,346.81	
TOTAL FOR REGISTER									26,346.81	

## SECTION 2

***Falcon Trace***  
***Community Development District***

***Unaudited Financial Reporting***  
***November 30, 2020***





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**Falcon Trace**  
**Community Development District**  
**Combined Balance Sheet**  
**November 30, 2020**

	<i>General Fund</i>	<i>Capital Projects Fund</i>	<i>Total Governmental Funds</i>
<b>Assets:</b>			
Cash:			
Cash - Wells Fargo	\$ 229,573	\$ -	\$ 229,573
Cash - SunTrust	\$ -	\$ 317,383	\$ 317,383
State Board	\$ 58,042	\$ -	\$ 58,042
<b>Total Assets</b>	<b>\$ 287,616</b>	<b>\$ 317,383</b>	<b>\$ 604,999</b>
<b>Liabilities:</b>			
Accounts Payable	\$ 7,011	\$ -	\$ 7,011
<b>Total Liabilities</b>	<b>\$ 7,011</b>	<b>\$ -</b>	<b>\$ 7,011</b>
<b>Fund Balances:</b>			
Unassigned	\$ 280,605	\$ -	\$ 280,605
Assigned for Capital Reserves	\$ -	\$ 317,383	\$ 317,383
<b>Total Fund Balances</b>	<b>\$ 280,605</b>	<b>\$ 317,383</b>	<b>\$ 597,987</b>
<b>Total Liabilities &amp; Fund Equity</b>	<b>\$ 287,616</b>	<b>\$ 317,383</b>	<b>\$ 604,999</b>

# Falcon Trace

Community Development District

General Fund

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

	Adopted Budget	Prorated Budget Thru 11/30/20	Actual Thru 11/30/20	Variance
<b>Revenues:</b>				
Maintenance Assessments	\$ 355,855	\$ 19,371	\$ 19,371	\$ -
Miscellaneous Income	\$ 1,500	\$ 250	\$ -	\$ (250)
Interest Income	\$ 100	\$ 25	\$ 25	\$ -
<b>Total Revenues</b>	<b>\$ 357,455</b>	<b>\$ 19,646</b>	<b>\$ 19,396</b>	<b>\$ (250)</b>
<b>Expenditures:</b>				
<b>General &amp; Administrative:</b>				
Supervisors Fees	\$ 8,000	\$ 1,333	\$ 1,000	\$ 333
FICA Expense	\$ 612	\$ 102	\$ 77	\$ 26
Engineering Fees	\$ 1,000	\$ 167	\$ -	\$ 167
Assessment Roll	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Attorney Fees	\$ 18,800	\$ 3,133	\$ 1,667	\$ 1,466
Annual Audit	\$ 3,400	\$ -	\$ -	\$ -
Management Fees	\$ 53,163	\$ 8,861	\$ 8,861	\$ 0
Information Technology	\$ 1,450	\$ 242	\$ 251	\$ (10)
Telephone	\$ 50	\$ 8	\$ -	\$ 8
Postage	\$ 800	\$ 133	\$ 215	\$ (82)
Printing and Binding	\$ 600	\$ 100	\$ 37	\$ 63
Insurance	\$ 11,250	\$ 11,250	\$ 11,466	\$ (216)
Legal Advertising	\$ 2,500	\$ 567	\$ 567	\$ -
Contingency	\$ 1,200	\$ 200	\$ 30	\$ 170
Property Appraiser	\$ 1,000	\$ 167	\$ -	\$ 167
Office Supplies	\$ 500	\$ 83	\$ 16	\$ 67
Dues, Licenses, & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
<b>Total General &amp; Administrative:</b>	<b>\$ 109,500</b>	<b>\$ 31,521</b>	<b>\$ 29,363</b>	<b>\$ 2,159</b>
<b>Operation and Maintenance</b>				
Field Management	\$ 19,923	\$ 3,321	\$ 3,321	\$ 0
Property Insurance	\$ 6,750	\$ 6,750	\$ 8,828	\$ (2,078)
Pool Staff Payroll	\$ 78,280	\$ 13,047	\$ 12,400	\$ 647
Security	\$ 1,500	\$ 250	\$ 168	\$ 82
Telephone Expense	\$ 2,799	\$ 467	\$ 435	\$ 31
Electric	\$ 18,900	\$ 3,150	\$ 2,361	\$ 789
Irrigation/Water	\$ 13,500	\$ 2,250	\$ 487	\$ 1,763
Lake Maintenance	\$ 8,600	\$ 1,433	\$ 900	\$ 533
Pest Control	\$ 650	\$ 108	\$ -	\$ 108
Pool Maintenance	\$ 29,500	\$ 4,917	\$ 3,928	\$ 989
Grounds Maintenance	\$ 33,000	\$ 5,500	\$ 4,737	\$ 763
General Facility Maintenance	\$ 15,500	\$ 2,583	\$ 5,072	\$ (2,489)
Refuse Service	\$ 6,000	\$ 1,000	\$ 1,075	\$ (75)
Field Contingency	\$ 6,000	\$ 1,000	\$ 47	\$ 953
Transfer Out - Current Year	\$ 17,151	\$ -	\$ -	\$ -
<b>Total O&amp;M Expenses:</b>	<b>\$ 258,053</b>	<b>\$ 45,775</b>	<b>\$ 43,758</b>	<b>\$ 2,017</b>
<b>Total Expenditures</b>	<b>\$ 367,554</b>	<b>\$ 77,297</b>	<b>\$ 73,121</b>	<b>\$ 4,176</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ (10,099)</b>		<b>\$ (53,724)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 10,099</b>		<b>\$ 334,329</b>	
<b>Fund Balance - Ending</b>	<b>\$ 0</b>		<b>\$ 280,605</b>	

**Falcon Trace**  
Community Development District  
**Capital Projects Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
For The Period Ending November 30, 2020

	Adopted Budget	Prorated Budget Thru 11/30/20	Actual Thru 11/30/20	Variance
<b>Revenues:</b>				
Interest	\$ 150	\$ 25	\$ 3	\$ (22)
<b>Total Revenues</b>	<b>\$ 150</b>	<b>\$ 25</b>	<b>\$ 3</b>	<b>\$ (22)</b>
<b>Expenditures:</b>				
Landscape Improvements	\$ 15,000	\$ 2,500	\$ -	\$ 2,500
Roof Replacement	\$ 50,000	\$ 8,333	\$ -	\$ 8,333
Restroom Renovation	\$ 75,000	\$ 12,500	\$ -	\$ 12,500
Slide Tower Painting	\$ 10,000	\$ 10,000	\$ -	\$ 10,000
<b>Total Expenditures</b>	<b>\$ 150,000</b>	<b>\$ 33,333</b>	<b>\$ -</b>	<b>\$ 33,333</b>
Transfer In/Out	\$ 17,151	\$ 2,859	\$ -	\$ 2,859
<b>Excess Revenues (Expenditures)</b>	<b>\$ (132,699)</b>		<b>\$ 3</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 253,462</b>		<b>\$ 317,380</b>	
<b>Fund Balance - Ending</b>	<b>\$ 120,763</b>		<b>\$ 317,383</b>	

**Falcon Trace**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Maintenance Assessments	\$ -	\$ 19,371	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,371
Miscellaneous Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ 15	\$ 11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25
Transfer In	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ 15</b>	<b>\$ 19,382</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 19,396</b>
<b>Expenditures:</b>													
<b>General &amp; Administrative:</b>													
Supervisors Fees	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,000
PICA Expense	\$ 77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77
Engineering Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment Roll	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Attorney Fees	\$ 1,600	\$ 67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,667
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Fees	\$ 4,430	\$ 4,430	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,861
Information Technology	\$ 131	\$ 121	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 251
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ 208	\$ 8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 215
Printing and Binding	\$ -	\$ 37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37
Insurance	\$ 11,466	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,466
Legal Advertising	\$ 567	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 567
Contingency	\$ 9	\$ 22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30
Property Appraiser	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ 1	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16
Dues, Licenses, & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
<b>Total General &amp; Administrative</b>	<b>\$ 24,662</b>	<b>\$ 4,700</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 29,362</b>
<b>Operation and Maintenance</b>													
Field Management	\$ 1,660	\$ 1,660	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,321
Property Insurance	\$ 8,828	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,828
Pool Staff Payroll	\$ 9,354	\$ 3,046	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,400
Security	\$ 84	\$ 84	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 168
Telephone Expense	\$ 217	\$ 218	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 435
Electric	\$ 1,193	\$ 1,179	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,361
Irrigation/Water	\$ 487	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 487
Lake Maintenance	\$ 300	\$ 600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900
Pest Control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pool Maintenance	\$ 2,512	\$ 1,416	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,928
Grounds Maintenance	\$ 2,368	\$ 2,368	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,737
General Facility Maintenance	\$ 4,212	\$ 860	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,072
Refuse Service	\$ 538	\$ 537	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,075
Field Contingency	\$ -	\$ 47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47
Transfer Out - Current Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total O&amp;M Expenses:</b>	<b>\$ 31,745</b>	<b>\$ 12,014</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 43,758</b>
<b>Total Expenditures</b>	<b>\$ 56,407</b>	<b>\$ 16,714</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 73,171</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ (56,392)</b>	<b>\$ 2,668</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (53,724)</b>

**Falcon Trace**  
Community Development District  
Special Assessment Receipts  
Fiscal Year 2021

TOTAL ASSESSMENT LEVY					Gross	\$373,569.40	\$373,569.40
					ASSESSED THROUGH COUNTY		
					100.00%	100.00%	100.00%
DATE	DESCRIPTION	GROSS AMT	COMMISSIONS	DISC/PENALTY	INTEREST	NET RECEIPTS	O&M Portion
11/09/20	5/12/20 - 10/23/19	\$3,959.07	\$195.79	\$0.00	\$0.00	\$3,763.28	\$3,763.28
11/16/20	10/24/20 - 11/04/20	\$7,435.00	\$288.18	\$0.00	\$0.00	\$7,146.82	\$7,146.82
11/23/20	11/05/20 - 11/11/20	\$8,813.70	\$352.59	\$0.00	\$0.00	\$8,461.11	\$8,461.11
TOTAL		\$20,207.77	\$836.56	\$0.00	\$0.00	\$19,371.21	\$19,371.21

5% Gross Percent Collected  
\$353,361.63 Balance Remaining to Collect

## SECTION 3

Falcon Trace  
Action Items

Task	Status	Estimated Completion
Painting Pool Deck/Tower	Repairs complete, paint to be done after roof	First Quarter 2021
Restroom Refurbishment	Work is commencing and parts have been ordered, expected to be complete in next month	First Quarter 2021
Roof Replacement	Approved by the Board - Awaiting Contract Execution	First Quarter 2021
Gate/Access for Tennis/Basketball	Proposals for review	Ongoing



## SECTION 4

# SECTION 1



227 Glenwood Road  
Deland, FL. 32720  
allcountyfence.com  
Fax: 407-386-7791

Sept. 25, 2020

To: Hawk Lake.

Re: Court Fence and Perimeter Gates

Attn: Terry McMullen

We are pleased to offer the following quotation for fencing at the above referenced project.

Qty	Unit	Description - Courts	Unit Price	Total
134	lf	Remove / Dispose Existing 4' Tennis Court Fence	\$3.00	\$402.00
317	lf	10' High Grn C. L. Tennis / Basketball Court Fence	\$32.00	\$10,144.00
2	ea	4' Single Pedestrian Gates at Courts	\$725.00	\$1,450.00
TOTAL				\$11,996.00

Qty	Unit	Description - White Pedestrian Gates	Unit Price	Total
1	ea	Replace 3 Single Aluminum Pedestrian Gates	\$2,929.82	\$2,929.82
TOTAL				\$2,929.82

**Please Note;**

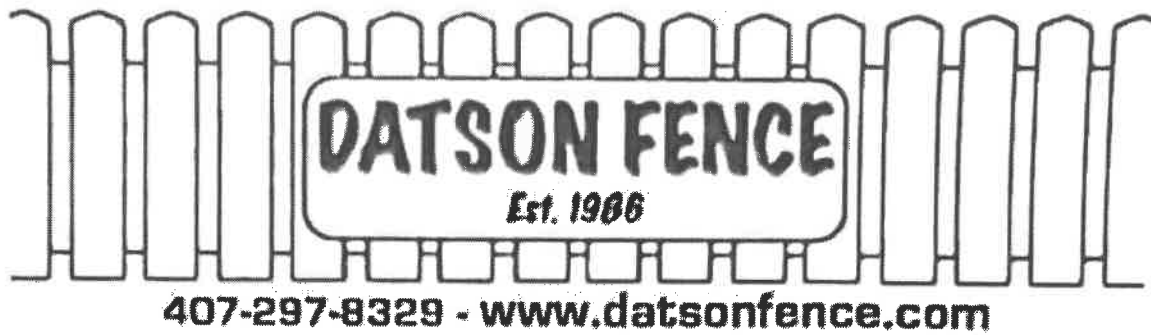
Quote good for 20 days

White aluminum pedestrian gates include the following;

2 locations include new gates, hinges and childproof latch

1 location includes new gate, new posts and adjoining section of fence.

Respectfully,  
Stephen P. Ryan  
Cell # 386-530-9316  
E mail: allcountyfence@aol.com



### Proposal

Falcon Trace  
13600 Hawk Lake Dr  
Orlando, FL 32837

Re: Fence Replacement

Attn: William Viasalyers  
407-451-4047

### Tennis Court area

Remove approximately 62' of existing 48" tall chain link fence and haul away. Install approximately 307' of 10' tall green vinyl tennis court fence with (1) 60" wide x 7' tall walk gate and (1) 48" wide x 7' tall gate.

9 gauge wire  
1-5/8" top rail  
2-1/2" line posts  
3" terminal posts  
Bottom tension wire  
Corners braced  
All DQ40 framework

See attached layout

\$9,944.00

**Aluminum fence area**

Replace (3) 72" (opening) wide by 48" tall swing gate with top pull magna latch and tru close hinges

Move (2) existing 4" x 4" gate posts and existing walk gate to be in and in a straight line so the gate can latch properly.

Industrial grade

1" pickets

1-5/8" x 1-5/8" rail (2)

Color- white

\$2,482.00

We look forward to working with you on the above projects, and will do what it takes to earn your business. Should you have any questions, please contact me.

Dan Colpitts  
Datson Fence  
407-297-8329 office  
407-297-0188 fax  
407-448-9283 cell  
datsonfence@aol.com





www.fencedirectfl.com

**ORLANDO**  
9867 S. Orange Blossom Trail  
Orlando, FL 32837  
Office: 407.857.5770  
info@fencedirectfl.com

**TAMPA**  
6311 E. Hillsborough Ave.  
Tampa, FL 33610  
Office: 813.444.4309  
tampa@fencedirectfl.com

Insured / Bonded **BBB**

No. \_\_\_\_\_  
ESTIMATE/CONTRACT  
Estimate Date: 12/15/20  
Estimate Valid For 14 Days  
Prepared By: Bradley  
Tel. #: 352-216-9130

### CUSTOMER INFORMATION:

Name: \_\_\_\_\_  
Address: 13600 Hawk Lake Dr  
Orlando 32837  
Subdivision: \_\_\_\_\_

Contact #: 407-451-4047 - William  
Alternate #: \_\_\_\_\_  
Email: WVtasgalyer@gmail.com  
Gate Code: \_\_\_\_\_

### FENCE #1:

PVC (Vinyl) Aluminum Steel Chain Link Wood  
☐ ☐ Res ☐ Comm ☐ Res ☐ Comm ☒ Res ☐ Comm ☐

Style/Model: Knuckle TOP  
Total Linear Feet: 313 Height: 10 Width: 10  
Color: Green Post Caps: Dome / Loup

GATES:  
4 ft. Walk: \_\_\_\_\_ 5 ft. Walk: 2  
8 ft. Double: \_\_\_\_\_ 10 ft. Double: \_\_\_\_\_  
Other: \_\_\_\_\_ Size: \_\_\_\_\_ Qty: \_\_\_\_\_  
Notes: Top Rail / Tension Wire / 9 Gauge

### FENCE #2:

PVC (Vinyl) Aluminum Steel Chain Link Wood  
☐ ☐ Res ☒ Comm ☐ Res ☐ Comm ☐ Res ☐ Comm ☐

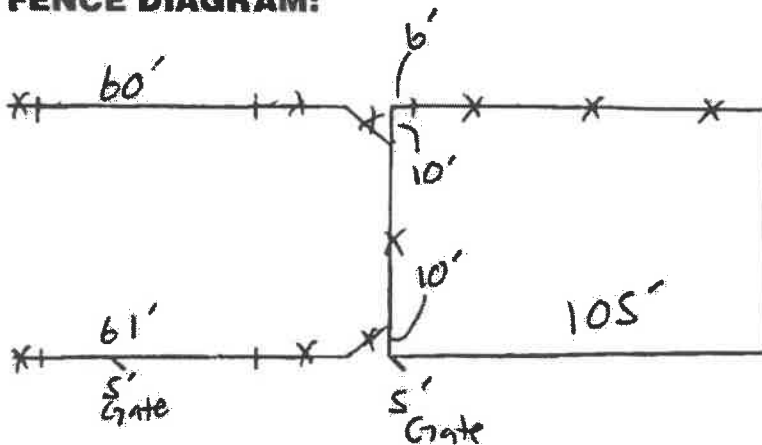
Style/Model: Repair  
Total Linear Feet: \_\_\_\_\_ Height: 4 Width: \_\_\_\_\_  
Color: White Post Caps: \_\_\_\_\_

GATES:  
4 ft. Walk: \_\_\_\_\_ 5 ft. Walk: 3  
8 ft. Double: \_\_\_\_\_ 10 ft. Double: \_\_\_\_\_  
Other: \_\_\_\_\_ Size: \_\_\_\_\_ Qty: \_\_\_\_\_  
Notes: Repaint 3 Gates + Reinstall

### SPECIFICATIONS:

☒ Top Level Fence ☐ Follow Contour of Ground  
☐ Pool on Property ☐ YES ☒ NO  
Removal & Disposal of Existing Fence 121 FL ☐ NO  
Cleaning of Fence Line Needed ☒ YES ☐ NO  
Cleaning to be Done by ☒ CLIENT ☐ FD ☐ N/A  
(Fee Applies If Fence Direct, Refer to Pg. 2)  
HOA Approval Req. ☐ YES ☒ NO ☐ YES ☒ NO  
Permit Required ☒ YES ☐ NO ☐ YES ☒ NO  
Who's Applying ☒ FD

### FENCE DIAGRAM:



Estimate Amount:  
\$10,638

### FINANCING: ☐ YES ☐ NO

Amount: \_\_\_\_\_  
Terms: \_\_\_\_\_  
Acct. #: \_\_\_\_\_  
Auth. #: \_\_\_\_\_

### SPECIAL NOTES:

All Posts will be installed in dirt  
old 4' Post to be cut at base  
and left in concrete  
Gate Repair  
(1) Set Self Closing Hinges  
(2) Pin Latch  
(3) Post Latch  
(4) Reset Hinge + Latch Post  
(5) Repaint Gates

### AGREEMENT TO FENCE DIRECT INSTALLATION

This proposal only becomes a contract when accepted by officer of Fence Direct. Fence Direct hereby sells to the Purchaser the fence product or structure described, subject to all terms and conditions, on this contract and on the terms of service page. Contract price is for the agreed footage. Final footage may vary. Said variation will be billed at a prorated basis. Inclement weather, manpower, and equipment constraints, etc. can delay the completion of this contract. Purchaser agrees that under no circumstances will Fence Direct allow a reduction in the contract price, nor will reimbursement be made to compensate Purchaser for said expenses or inconveniences. Responsibilities of Fence Direct are limited to that which is described in this contract. Verbal representations by Fence Direct employees will not be honored.

CONTRACT AMOUNT: \$ 10,638

DEPOSIT AMOUNT: \$ 5,319

BALANCE DUE UPON INSTALLATION: \$ 5,319

APPROVED & ACCEPTED BY:

## SECTION 2



7/16/2020



Mr. William Viasalyers  
Falcon Trace c/o Governmental Management Services  
135 W. Central Blvd., Suite 320  
Orlando, FL 32801  
Phone: 407-451-4047  
[wviasalyers@gmscfl.com](mailto:wviasalyers@gmscfl.com)

RE: Falcon Trace Courts Access Control (071620ND)

Dear Mr. Viasalyers,

Thank you for giving us the opportunity to quote on your access control requirements for Falcon Trace, a residential community located in Orange County. Following is a description of the job to be performed and our cost quotation.

*The cost information given should be considered budgetary at this time. When you have made your final decision as to the configuration of the job, we will be pleased to submit a final price.*

#### **WORK EFFORT**

Our work effort is to upgrade the access control system for Falcon Trace. This effort will consist of furnishing and installing two (2) proximity card readers, two (2) mag-locks and pedestal-mounted exit buttons to control access through one (1) *customer provided* pedestrian gate at the basketball court and one (1) *existing* pedestrian gate at the tennis court. The two (2) new card readers and one (1) *existing* card reader at the pool will be connected to and controlled by a new web-based programmable entry controller. The controller will be mounted in the office. No database conversion has been included in this proposal.

***NOTE: This proposal is based on all existing electrical wiring, communications wiring, conduit, access control devices, pedestrian gates, etc. being present and in proper working order for re-use. Any additional labor and materials necessary will be separate and billable.***

***NOTE: This proposal is based upon the customer provided/existing pedestrian gate(s) being present and in proper condition for the application of access controls. Any additional work required will be separate and billable.***

### **BASE SYSTEM EQUIPMENT AND PRICE**

#### **Base System Equipment**

- 1 ea Linear model "eMerge" web-based controller
- 2 ea HID proximity card reader
- 2 ea Surge suppression (power and control) for card reader
- 2 ea Mag-lock
- 2 ea "Request to Exit" button
- 2 ea ACT pedestal for "Request to Exit" button

#### **Base System Price**

Total base system price including  
equipment, installation and freight, as quoted:

**\$11,835.00**

### **INSTALLATION**

#### **Includes:**

- Installing all equipment.
- Concrete work required for device mounting.
- Providing electrical power to system equipment.
- Providing of conduit and control wiring between equipment items.
- Making all power and electrical connections to equipment.
- Testing out system for proper operation.
- Training owner in operation of system.

### **Does Not Include:**

- Grounding of fence, if required or applicable.
- Decorative brick paver removal, if required or applicable.
- Adequate signage, if required or applicable.
- Adequate lighting, if required or applicable.
- Costs for permits, bonds, surveys, drawings (which includes electrical, mechanical, engineering, elevation, etc.) or site plan modifications.
- Concrete work required for construction of walls, islands or curb separations in or adjacent to roadways.
- Removal of trees or other landscaping that may be required in order to install equipment.
- Repair and/or replacements of grass, irrigation lines, sprinklers, control wiring or any other landscape materials that might be damaged during installation.
- Cost of repairing undetected items that may be damaged during installation.
- Cost of installing, and monthly rental on, high-speed internet service with a Static IP address required by telephone entrance device and/or programmable entry device.

### **ADDITIONAL INFORMATION**

#### **Warranty**

Our warranty covers ***all parts, labor & travel***, with the only exclusions being vandalism (such as being hit by a vehicle) and natural disaster (such as lightning or flooding). The warranty for the system is ***one year*** from date of completed installation.

#### **Annual Service Agreement**

In most cases customers choose, after the one-year warranty expires, to utilize our annual service agreement for the mechanical and electronic items. Please let us know if this would be of interest and I will be glad to work up the contract cost for your final system configuration.

#### **Service Support**

At ACT, we are very proud of our service department. We have provided sales and service in Central Florida since ***1942*** and have been installing and maintaining gated entry systems for over ***25*** years. ACT provides factory-trained technicians, radio dispatched service vehicles and a large inventory of spares for all products sold.

Quotation for  
- Falcon Trace -  
07/16/20  
Page 3 of 4

Because of this attention to service, calls are responded to the same or next working day with 95% of all problems encountered being repaired on the first call. If the highest quality installation and service after the sale are of importance in your purchasing decision, ACT is the right choice.

#### **Quotation Expiration**


This quotation remains valid for 30 days from the submission date. ACT reserves the right to requote after this time period elapses.

#### **Terms of Sale**

Normal terms of sale require that fifty percent (50%) of the quoted system cost is due at time of order. The remaining fifty percent (50%) is due upon completion of the installation.

If you have any questions, please be sure and give me a call. We look forward to serving you soon.

Sincerely yours,



Robert Payne  
Access Control Technologies, Inc.  
407-422-8850  
[robert.payne@actflorida.com](mailto:robert.payne@actflorida.com)

## SECTION 3



Date: 1-30-2020

Fax: 352-561-4766

Web: [www.orlandopaintingcompany.com](http://www.orlandopaintingcompany.com)

Email: [patrick@orlandopainting1.com](mailto:patrick@orlandopainting1.com)

**This Estimate is submitted**  
**William Viasalyers**  
**13600 Hawk Lake Drive Orlando Fl.**  
**Telephone: 407-451-4047 Email: [wviasalyers@gmscfl.com](mailto:wviasalyers@gmscfl.com)**

**We hereby propose to paint the exterior of two buildings as follows:**

- 1.) Pressure clean to help remove chalk, loose paint, and kill mildew and mold spores**
  - 2.) Trench sides to below grade where possible to help achieve a complete seal around perimeter of home**
  - 3.) Hand scrape loose paint**
  - 4.) Caulk with acrylic (45-yr) caulking, this helps keep water, bugs and moisture from entering your home through cracks**
  - 5.) Large stucco cracks up to ¼ inch are filled with an Elastomeric patch. This allows for future expansion and seals cracks. All other stucco cracks are filled with 45-year caulk or paint.**
  - 6.) Apply sealer to masonry surfaces which are to be painted. The purpose of a sealer is to penetrate the existing surface. This helps block moisture or water intrusion leaving a chalk free moisture resistant surface ready for topcoats.**
  - 7.) OSPO rust on any nails heads or rust showing through stucco**
  - 8.) Cover plants and windows as necessary**
  - 9.) Apply Sherwin Williams Resilience paint to walls, and stucco trim. Paint the metal stair railing with Industrial paint to metal stair railings.**
- 
- a.) We need electric and water during the entire painting process**
  - b.) All bushes must be trimmed back to accommodate someone working behind them from perimeter of house and grass edge house for trenching. We offer the service at no charge.**
  - c.) Please turn off sprinkler system off the day before and during painting**
  - d.) Cars must be moved out from around perimeter on pressure cleaning and painting**
  - e.) Day of pressure cleaning any items you do not want to get wet must be moved or cleared out of path of pressure cleaning.**

- Touch up paint consists of left-over paint, which will be given to customer at time of completion.
- We offer a Satin finish upgrade at no charge, if you request it.
- There is no charge for our color consultant to assist you with your color selection and we offer one color board.
- This estimate does not reflect the cost of the lift rental. That is an additional cost.

**Orlando Painting Company, Inc. is licensed, insured and can obtain large bonds. Patrick Trevison (owner) is on every job site and personally supervises all work. We are confident our accomplished painters will exceed your expectations. We are committed to providing unmatched quality service. We do not hire subcontractors. We carry worker's compensation insurance as well as large general liability insurance policy.**

**All materials are guaranteed to be as specified and work will be performed in a substantial workman-like manner for the sum of \$9,895.00**

**WITH PAYMENT TO BE MADE AS FOLLOWS: 50% of contract price due after prep and delivery of paint to job Full balance due at time of completion  
Respectfully Submitted: Rick Morin**

### **ACCEPTANCE OF PROPOSAL**

**THE ABOVE PRICES, SPECIFICATIONS AND CONDITIONS ARE SATISFACTORY AND HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED WITH ALL PAYMENTS TO BE MADE AS OUTLINED ABOVE. THIS PROPOSAL IS GOOD FOR 7 DAYS AND IS NOT FINAL UNTILL ACCEPTED BY Patrick Trevison OR PRESENTED BY PATRICK TREVISION**

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

# ESTIMATE



**William Viasalyers (Falcon Trace  
Cad)**

13600 Hawk Lake Dr  
Orlando , Florida

(407) 451-4047

## **A Painters Touch LLC**

698 Douglas Ave  
Altamonte Springs , Florida 32714

Phone: (407) 218-0625

Email: [Joshua@apainterstouchllc.com](mailto:Joshua@apainterstouchllc.com)

Web: [www.apainterstouchllc.com](http://www.apainterstouchllc.com)

Estimate # 014451

Date 01/31/2020

Business / Tax # 47-3943769

Description	Total
Paint water tower	\$5,750.00
Includes Pressure washing, chipping & sanding, spot priming with a rust inhibitor primer and painting all metal railings and stair kick-plates.	
Includes painting staircase landings but no steps.	
Includes painting entire exterior of Waterhouse trim, body, doors and ceiling.	
Application of Loxon Masonry Conditioner Prior to Painting	\$400.00
Sherwin-Williams Loxon Conditioner bonds light chalk, and dusting concrete making the surface ideal for application of paint. A topcoat of Loxon conditioner will help paint adhere better and also last longer. It also helps to seal up and hide imperfections on home such as cracking & peeling. We always recommend to apply this product prior to painting.	
Optional	
45 ft articulating lift	\$600.00
If needed more than a day then price will be adjusted accordingly.	
Staining of safety rope poles	\$360.00
Pressure wash and stain	
@ \$20.00 each	
18 poles	

<b>Subtotal</b>	\$7,110.00
<b>Total</b>	<b>\$7,110.00</b>



**Notes:**

"A Painters Touch LLC" is responsible for supplying all paint and supplies for the entire project. (Two coats of paint will be applied on all surfaces)

Resilience from Sherwin Williams will be used on the entire project. (If customer wishes to down grade to super paint a decrease of \$200.00 will be taken off entire bill)

Resilience latex paint offers outstanding hide, coverage, durability and dirt resistance properties and provides painted exteriors with exceptional moisture resistance which is ideal for our Florida climate and specifically designed for it.

This estimate is good for up to 3 different colors, if adding additional colors an up-charge will be applied

Change of color add \$375 extra. (Note: This only applies if a drastic change occurs. for example, going from a dark brown to white)

A 40% deposit is required prior to beginning work and the rest will be due upon completion.

"A Painters Touch LLC" is not responsible for any damage from any other contractor after painting is complete.

If touch ups are needed due to other contractors or projects being done in or on the exterior of the home after painting is complete an up charge will be applied.

If work has to be completed after hours a 15% increase in total bill will be applied.

If applicable, all bushes will need to be trimmed back at least 10-12 inches from home/building to allow adequate space for painters to work/paint.

This estimate does not include exterior fixtures such as metal lights, fence posts, decorative fixtures, etc. unless otherwise stated as a line item.

This estimate does not include repair/removal of previously present peeling or damaged paint unless otherwise stated as a line item.

This estimate comes with a six year warranty.

If paying with credit card a 3% charge on total bill will be applied to cover credit card processing fee.

This estimate is good for 90 days.

By signing this document, the customer agrees to the services and conditions outlined in this document. This estimate is only good for 90 days from date issued. Client has 30 days upon completion to make full payment. 40% payment is due upfront for paint, tool's and supplies.

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William Viasalyers (Falcon Trace Cad)