



Park Creek

Community Development District

Vinoo Naidu, Vice Chairman

Ryan Watkins, Assistant Secretary

Mark Savino, Assistant Secretary

Daniel Hilburn, Assistant Secretary

Vacant

October 26, 2023

AGENDA

Park Creek Community Development District

Agenda

Thursday
October 26, 2023
6:00 p.m.

Seat 5: - AS - Ryan Watkins	
Seat 4: - VC - Vinoo Naidu	
Seat 1: - Vacant	
Seat 2: - AS - Daniel Hilburn	
Seat 3: - AS - Mark Savino	

Fairfield Inn & Suites
10743 Big Bend Road
Riverview, FL 33579
Meeting ID: 956 496 2978
Passcode: 516708Gms

Zoom Link: <https://us06web.zoom.us/j/9564962978>

Board of Supervisors Meeting

- I. Roll Call
- II. Supervisors Requests & Audience Comments on Specific Items on the Agenda (Audience Comments Limited to 3 Minutes per Person)
- III. Approval of the September 14, 2023 Meeting Minutes
- IV. Organizational Matters
 - A. Acceptance of Resignation Letter from Supervisor Long
 - B. Review of Letters of Interest
 1. Joseph Long
 2. Wenyi Zhong
 3. Stephen Hanily
 - C. Oath of Office for Newly Elected Supervisor
 - D. Consideration of Resolution 2024-01 Election of Officers
- V. Acceptance of Engagement Letter from Grau & Associates for Fiscal Year 2023 Audit
- VI. Discussion of HOA Social Committee Request
- VII. Staff Reports
 - A. Attorney
 - B. District Engineer
 - C. Sitex Aquatics

D. Field Manager

1. Action Item List
2. Consideration of Proposals for Pool Services
 - i. Aqua Sentry
 - ii. West Coast Aquatics
3. Consideration of Cardinal Proposal for Tree Trimming

E. Amenity Manager

1. Report
2. Incident Report (To Be Provided Under Separate Cover)
3. Consideration of Complete IT Proposal to Install Camera at the Amenity Center

F. District Manager

VIII. Financial Reports

- A. Approval of Check Register
- B. Balance Sheet & Income Statement
- C. Special Assessment Receipt Schedule

IX. Supervisors Requests and General Audience Comments

X. Next Regularly Scheduled Meeting is November 9, 2023 at 6:00 p.m. at Fairfield Inn & Suites, Riverview

XI. Adjournment

Meetings are open to the public and may be continued to a time, date and place certain. For more information regarding this CDD please visit the website: parkcreekcdd.org

MINUTES

**MINUTES OF MEETING
PARK CREEK
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Park Creek Community Development District was held on Thursday, **September 14, 2023** at 6:00 p.m. at the Fairfield Inn & Suites Tampa Riverview, 10743 Big Bend Road, Riverview, Florida.

Present and constituting a quorum were:

Dreama Long
Vino Naidu *by Zoom*
Ryan Watkins
Mark Savino
Daniel Hilburn

Chairman
Vice Chairman
Assistant Secretary
Assistant Secretary
Assistant Secretary

Also Present were:

Jason Greenwood
Brian Young
Mick Sheppard
Vivek Babbar

District Manager, GMS
GMS
GMS
District Counsel

FIRST ORDER OF BUSINESS

Roll Call

Mr. Greenwood called the meeting to order and called the roll. Four Supervisors were present at the meeting constituting a quorum. Mr. Naidu joined via Zoom.

SECOND ORDER OF BUSINESS

**Supervisors Requests and
Audience Comments on Specific
Items on the Agenda**

Supervisors Requests

Mr. Naidu asked that they later on vote on the current structure of Board Directors.

Audience Comments

Mr. Young asked that the resident suspension under place be lifted after further conversation occurred. The banned residents gave their comments, explaining what happened regarding the birthday party incident. He also noted that the ban was against policy, as the policy states that a warning is for first time offenders and suspension is for second offenses. This had been the resident's first time, and then noted he was suspended a second time for something that was a misunderstanding. Mr. Naidu agreed with the resident and asked that the ban be lifted immediately. He also apologized to the family but reminded them that, in the future, residents are required to make a reservation when using those types of amenities at the CDD.

On MOTION by Ms. Long, seconded by Mr. Savino, with all in favor, the Lift of the Resident Suspension, was approved.

THIRD ORDER OF BUSINESS**Approval of the August 10, 2023 Meeting Minutes**

Mr. Greenwood presented the regular Board meeting minutes from August 10, 2023. There were no corrections to the minutes.

On MOTION by Mr. Long, seconded by Mr. Naidu, with all in favor, the Minutes of the August 10, 2023 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS**Discussion of Amenity Rental Fee Change & Setting a Date for the Public Hearing**

Ms. Long explained that the rental fee for residents was currently \$300, while nonresidents had to pay \$300 down plus \$25 an hour. She added that the deposit gets returned to the nonresident at the end of use if there is no damage. Mr. Greenwood noted that there was a resident that thought that there was a fine issue but clarified that there wasn't one. The Board confirmed that the above language was stated in the policy, but that they would specify that the \$25 and hour was for nonresidents only.

The Board decided to set the date of the public hearing for the November 9th.

On MOTION by Mr. Hilburn, seconded by Ms. Long, with all in favor, Setting the Public Hearing for November 9, 2023, was approved.

FIFTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Babbar stated he had nothing to report but would be happy to answer any questions.

B. District Engineer

Mr. Greenwood noted that the nature trail had not been completed yet because there was an issue with one of the vendors.

C. Sitex Aquatics

It was noted that the Forest Brooke CDD needed to be removed from the report.

D. Field Manager

Mr. Sheppard gave his report, noting that the pergolas at the front of the CDD had been sealed, as well as the trail benches being repaired. He also added that the amenity pool furniture had been repaired as well, however Ms. Long noted that there were two chairs in the closet by the pool that needed to be repaired as well. In-progress items included the installation of sod, bathroom floors, the trail project, and the pool rule sign. Ms. Long discussed issues that she has seen around the CDD as far as maintenance, and those included people stealing plants at the front of the entrance, as well as the culvert next to the trail was collapsing.

E. Amenity Manager

Mr. Young reviewed his report, noting that they were still trying to find a replacement for Rachel. Mr. Greenwood noted that Ms. Long had put in her application and resume to become the new amenity manager, and that if that did happen, she would resign from the Board. Discussion ensued about the Board seats and the appointment of

new Board members, and they decided that they would discuss further at the next meeting and would keep accepting resumes.

F. District Manager

Mr. Greenwood made comments about accomplishments in the field.

SIXTH ORDER OF BUSINESS

Financial Reports

A. Approval of Check Register

Mr. Greenwood presented the check register and asked for a motion to approve.

On MOTION by Mr. Naidu, seconded by Mr. Savino, with all in favor, the Check Register, was approved.

B. Balance Sheet & Income Statement

Mr. Greenwood presented the balance sheet and income statement.

C. Special Assessment Receipt Schedule

There were no further questions.

SEVENTH ORDER OF BUSINESS

**Supervisors Requests and
General Audience Comments**

Supervisors Requests

Supervisor Naidu asked that they vote on the Board structure, and Mr. Greenwood replied that they would do that at the next meeting.

Audience Comments

Audience comments were made on the election process would work as far as terms and policies. Another resident expressed his concern about lack of communication with CDD management, and it was later explained that there was an email issue. Comments were also made on lawncare maintenance.

EIGHTH ORDER OF BUSINESS

**Next Regularly Scheduled
Meeting is October 12, 2023 at
6:00 p.m. at Fairfield Inn &
Suites, Riverview**

Mr. Greenwood reported the next regularly scheduled meeting will be held on October 12, 2023 at 6:00 p.m. at the Fairfield Inn & Suites, Riverview.

NINTH ORDER OF BUSINESS

Adjournment

Mr. Greenwood asked for a motion to adjourn the meeting.

On MOTION by Ms. Long, seconded by Mr. Hilburn, with all in favor, the meeting was adjourned at 7:34 p.m.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

SECTION A

Dreama Long
10408 Hampton Meadow Way
Riverview, FL 33578
dreamajoy1@gmail.com
757-572-2055

September 19, 2023

Park Creek CDD & Board Members
4530 Eagle Falls Place
Tampa, FL 33619

Mr. Greenwood and Board Members,

It is with heavy heart that I tender my resignation from the Park Creek CDD board effective today, September 19, 2023. I have an employment opportunity that I want to take and cannot if I remain on the Board. I have enjoyed working with all of you and for our community. If I can assist as a homeowner in anyway for our community please do not hesitate to reach out.

Respectively Submitted,

Dreama Long

Dreama Long

SECTION B

SECTION 1

JOSEPH LONG

10408 Hampton Meadow Way, Riverview, FL 33578

757-718-8527 jplong60@gmail.com

SUMMARY

Master Firefighter with 37 years of experience in emergencies, CPR and First Aid, to include Arson Investigations: conducting fire/arson investigations and prosecutions, and Assistant Fire Marshal: inspecting public and private buildings, technical work on constructions blueprints, performing inspections and knowledge of National Fire Codes. Expert Subject Matter Witness in State and Federal Court.

Private Investigator over 20 years of experience for fire/arson investigations for attorneys and Insurance companies.

Hockey Youth Coach with 20 years of experience teaching fundamentals of hockey, team work, and helping build confidence. Also on the board of directors for the rink.

Co-Founder and President of Vigilant Watch, a 501 (c) (3) non-profit organization providing support for regional public safety officials active duty or retired and their immediate family in the Hampton Roads Area and Eastern Shore of Virginia.

Retail Management over 7 years of experience of customer service, scheduling, orders, inventory, and disciplinary actions.

President of the Park Creek HOA Board for the last year and resides on the Architectural Review Committee, has a working knowledge of the design guidelines for the Park Creek Community.

Experience

Davis Corner Volunteer Fire Department Virginia Beach 1976-80

Norfolk International Airport 1978-1980 Crash Fire/ Rescue Specialist

Virginia Beach Fire Department 1980 -2013

Master Firefighter; Arson Investigator; and Assistant Fire Marshal

Private Investigator

Conducting investigations into fire/arson cause and origin for private sector

Ace Hardware 2017- present

Retail Manager

SECTION 2

Wenyi Zhong

Email: wenyiz0123@gmail.com

Cell: (646)-824-9631

Education	University of Florida	August 2012-May 2016
	<ul style="list-style-type: none">• Major: Biology (Emphasis Pre-Professional)• Minor: Anthropology• Graduation: May 2016• GPA: 3.63	
	Riverdale High School	August 2008-May 2012
	<ul style="list-style-type: none">• High School Diploma• Weighted GPA: 6.26; Unweighted GPA: 4.0; graduated top of class	
Certifications	Certified Clinical Medical Assistant (NHA)	February 24, 2018-Present
	Basic Life Support (AHA)	July 14, 2017- Present
Experience	Safety Data Management Specialist Pfizer, Inc	January 10, 2022-Present
	<ul style="list-style-type: none">• Reviewed and processed adverse event reports in Argus Safety• Assessed the safety profiles of company and partner products• Performed appropriate case follow-up activities and requests• Reviewed and managed cases to verify accuracy, consistency and compliance with internal and external regulations• Evaluated case data for special scenarios and exceptions• Liaised with key partners, locally, and other stakeholders regarding safety data collection and data reconciliation• Developed and maintained expertise and knowledge for applicable corporate and global regulations, guidelines, Standard Operating Procedures, data entry conventions, and search functions in safety database• Determined reportability of scheduled reports• Ensured adherence and compliance to health authorities such as the FDA• Consistently applied regulatory requirements and Pfizer policies• Participated, as appropriate, in local, internal and external safety activities• Trained colleagues in multiple avenues of case processing and follow-up activities	
	COVID Technician & Vaccine Administrator	August 22, 2021-November 9, 2022
	Wellness Coaches	October 2022-November 9, 2022
	Impact Health Biometric Testing	August 22, 2021-February 5, 2022
	<ul style="list-style-type: none">• Assisted patients with registration for COVID testing and vaccinations• Performed COVID-19 nasal swabbing• Transported collected samples to laboratory for testing• Executed COVID rapid tests as lab technician• Ran COVID rapid testing kits• Submitted data results for rapid tests to participants• Maintained proper PPE at all times during COVID exposure• Contacted participants if necessary• Accounted for the daily number of participants and number of kits used• Performed COVID-19 vaccinations utilizing Moderna and Pfizer• Provide health education to participants	
	Medical Assistant & Scribe	October 20, 2016-July 20, 2021
	Orthopedic Specialists of Southwest Florida	December 2, 2020-July 20, 2021
	<ul style="list-style-type: none">• Orthopedic Spine Surgery	

Wenyi Zhong

Email: wenyiz0123@gmail.com

Cell: (646)-824-9631

- Assisted providers and scribed during clinic
- Ensured proper clinical data was obtained and recorded in EMR
- Loaded patients into examination rooms and worked them up for their visit including obtaining HPI, vitals, medication list, etc...
- Managed and prepped for provider clinic schedules
- Scheduled patients for surgeries at surgery centers and hospitals
- Obtained consents for surgeries
- Fitted patients for spinal braces
- Completed and processed patient paperwork

Orthopedic Center of Florida

- Pain Management & Spine Specialty June 2017-December 1, 2020
 - Assisted providers and scribed during clinic hours
 - Ensured proper clinical data was obtained and recorded in EMR
 - Managed and prepped for provider clinic schedules
 - Maintained work areas in accordance with HIPAA and OSHA
 - Monitor and stock patient rooms with necessary medical supplies
 - Cleaned and sterilized patient rooms after each use
 - Prepped patients and assisted in sterile procedures in clinic
 - Compiled proper medications and drew up injectables as directed
 - Operated C-arm/X-Ray machine for spinal procedures
 - Assisted in post-procedural care
 - Completed and processed necessary paperwork for patient including letters, disability, FMLA, DWC, and prescriptions
 - Obtained authorizations for medications and procedures for patients
 - Contacted patients about their care and scheduled appointments
 - Assisted other providers when needed
- Neurology October 20, 2016-June 2017
 - Assisted physician and properly documented health records in EMR
 - Collected and input patient information and medical history in EMR
 - Completed and obtained prior authorizations for medications
 - Managed daily clinic schedule for provider
 - Assisted both nurse practitioner and physician daily

Extracurricular Activities/Leadership

Organic Chemistry Lab Student Assistant/Technician April 2014-June 2016

- Led a team of three to tackle lab operations such as inventory and projects
- Received and counted stock items, and recorded data manually
- Packed and unpacked items to be stocked on shelves in stockrooms
- Cleaned and maintained supplies, tools, equipment, and storage areas in order to ensure compliance with safety regulations
- Examined and inspected stock for wear or defects, reporting any damage
- Trained and mentored over ten new hires throughout their tenures
- Ensured the compliance of EPA standards for the disposal of lab waste
- Evaluated the quality of assignment submissions of more than 600 students
- Issue and distributed materials, products, parts, and supplies to students

Research Assistant

January 2015-May 2016

Dr. Alexandra Lucas' Vascular Inflammatory Research Lab

Wenyi Zhong

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- Investigation of mechanism by serpins to suppress pancreatic cancer cells
- Identifying innate immune cells associated with tumors targeted by SERP-1
- Quantification, analysis and comparison of mice and human microRNA

Microbiology Lab Teaching Assistant August 2014-December 2015

- Assisted doctoral and master's students in teaching in a lab setting
- Presented and taught lectures concurrent with the class material
- Prepared testing materials for each lab and graded student assignments

Physician Shadowing January 2014-April 2014

Shands Hospital, Department of Anesthesia

Christophe Seubert MD, PhD

- Observed rounds and discussed various cases weekly for 5-7 hours

Health Educated Asian Leaders Member August 2013-May 2016

- Participated in bi-annual Health Panels with professionals and graduates
- Joined in general body meetings and events with pre-health undergrads

Freshman Leadership Program

- Position: **Mentor** August 2014- May 2016
 - Guided two mentees in academics and social aspects of college
 - Provided advice and assistance about university life to freshmen
- Position: **Director** April 2014-May 2015
 - Served as freshmen liaisons for the Asian American Student union
 - Programmed bi-weekly meetings, service events and retreats
 - Networked with six organizations and five programs through year
 - Matched mentors and mentees and facilitated active relationships

Machen Florida Opportunity Scholars Peer Mentor March 2014-April 2015

- Planned and organized four programming events for mentees
- Focused on academics, service, diversity and personal wellness in teaching
- Maintained involvement and contact with mentees through freshman year
- Guided mentees in their university and chosen career path

Asian American Student Assembly Dancer June 2014-August 2014

- Attended practices to create a performance to welcome freshmen to UF
- Choreographed dance parts for the Vietnamese Student Organization

Asian American Student Union Service Chair September 2013-April 2014

- Programmed collaborations with various organizations to promote service
- Organized volunteering events and maintained upcoming events in listserv
- Facilitated and maintained involvement in AASU executive board
- Executed volunteering projects with a message of advocacy/empowerment
- Recruited community members' involvement in numerous philanthropies

Chinese American Student Association Member September 2012-April 2014

- Contributed to organizing Chinese New Year events for 300-500 people
- Attended and actively participated in bi-weekly meetings and events

Relay for Life Team Leader January 2014-March 2014

- Maintained all monies for the Sugar Rush booth throughout the semester
- Lead and organized a team of 30 freshmen to prepare the booth
- Guided freshmen in programming and planning theme and operations

Wenyi Zhong

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Vounteering

Shands Hospital (260 hours)

- **Anesthesia Workroom** May 2015-May 2016
 - Prepared anesthesia carts, sterilized equipment, stocked workroom
 - Assisted nurses and anesthesia technicians with various tasks
- **Gastrointestinal Endoscopy** January 2015-April 2015
 - Sanitized rooms and equipment post-endoscopies
 - Restocked and organized all necessary materials
- **Operating Room** May 2014-December 2014
 - Set equipment pre-surgery and cleaned rooms post-surgery
 - Assisted with patient transfer and helped charge nurses with tasks
- **Emergency Department** August 2013-April 2014
 - Stocked each room fully with materials and replaced sheets
 - Transported and distributed meals to each patient
- **Urology Department** January 2013-April 2013
 - Organized and arranged patient information for appointments
 - Assisted front desk with check-ins and check-outs
- **Radiology Department** September 2012-December 2012
 - Arranged patient paperwork for future appointments
 - Aided front desk with filing paperwork in patient folders

Scholarships

Florida Opportunity Scholar August 2012-May 2016

- Full ride for four years of undergraduate education at UF

ECAASU Scholarship Recipient November 2014-March 2014

- Received full funds to Washington D.C. for an advocacy conference

Language Skills

English: Native speaker

Cantonese Chinese: Limited working proficiency

Mandarin Chinese: Elementary proficiency

Key Skills

- Proficient in Microsoft Office Word, Excel, PowerPoint and Outlook
- Extensive knowledge of electronic medical records systems and web-based applications software for healthcare technology such as Athena Health, SRS, Dr.com, MedEvolve, EPIC
- Experience and competence in the safety database, Argus

References

Samantha Reppert (Clinical Supervisor)
Orthopedic Specialists of Southwest Florida
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Fort Myers, FL 33901
Tel: 239-334-7000
Email: samantha.reppert@osswf.com

Debra Bradley (HR)
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Wenyi Zhong

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Kelli Ruffino (HR Supervisor)
Orthopedic Center of Florida
12670 Creekside Lane
Fort Myers, FL 33905
Tel: 239-985-3313
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Amy Martin (Prior Colleague)
Tel: 239-237-6076
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Shreya Patel (Prior Colleague)
Tel: 904-254-3446
Email: Patelshr2@gmail.com

SECTION 3

STEPHEN HANILY

Riverview, FL | 813.267.2431 | stephenhanily@gmail.com |

10/6/2023

Park Creek Community
Development District
nviverito@gms-tampa.com

TO WHOM IT MAY CONCERN,

My name is Stephen Hanily, I have lived at 10313 Riverdale Rise Dr since 2018. Recently I saw the posting on the Park Creek Facebook page for an opening on the Park Creek Community Development District (CDD) board. My extensive background training and experience in the criminal justice system has given me extensive knowledge and skills that I believe would make me a valuable addition to your team.

I have approximately 20 years of experience with governmental organizations, more specifically, the criminal justice system, working in various roles in the forensic crime lab. Currently I am the Forensic Quality Manager (FQM) for the Hillsborough County Sheriff's Office (HCSO) and before my time with HCSO, worked a variety of roles within the Florida Department of Law Enforcement (FDLE). My time with both agencies has taught me how to thrive within both state and county government systems. My experience within these agencies is not limited to the laboratory. During my tenure at FDLE I was also a member of the FDLE Management Support Team (FMST) logistics and deployment teams. FMST would coordinate law enforcement resources to areas that were affected by natural or man-made disasters. I would also deploy to the area once it was deemed safe, to assist law enforcement and local assets.

Throughout the community I have always been willing to help my fellow neighbor and was one of the original members of the Park Creek community watch. I wish further increase my involvement by becoming an active board member in the Park Creek CDD.

I wish to share my experience and knowledge with the Park Creek board and its residents, with the hope of making the community a better place for its residents. Thank you for your consideration, and I look forward to the opportunity to further discuss how I can contribute to the Park Creek CDD.

Thanks,
Stephen Hanily

Stephen A.E Hanily
10313 Riverdale Rise Dr
Riverview FL, 33578
stephenhanily@gmail.com
813-267-2431

EDUCATION

1998	Universidad Complutense de Madrid <ul style="list-style-type: none">▪ Curso General de Lengua y Cultura Espanoles	Madrid, Spain
1998 - 2002	University of South Florida (USF) <ul style="list-style-type: none">▪ Bachelor of Science in Chemistry	Tampa, FL
2021 - 2022	University of South Florida (USF) <ul style="list-style-type: none">▪ Graduate Certificate in Criminal Justice Administration	Tampa, FL
2021 - 2023	University of South Florida (USF) <ul style="list-style-type: none">▪ Master of Arts in Criminal Justice Administration	Tampa, FL

EXPERIENCE

7/23- present Forensic Laboratory Quality Manager – Hillsborough County Sheriff's Office

- Manages the quality system of the HSCO Forensic Laboratory
- Laboratory Information Management System administrator
- Safety Coordinator

9/16-7/23 Crime Laboratory Analyst Supervisor - Florida Department of Law Enforcement

- Manage the Trace Evidence Section from 9/16-10/18 in the Tampa Bay Regional Operations Center
- Manage the Seized Drugs Section from 9/16-7/23 in the Tampa Bay regional Operations Center

9/15-9/16 Senior Crime Laboratory Analyst - Florida Department of Law Enforcement

- Fiber and Textile Analyst
 - Analysis of textile fibers, fabrics, carpets, and cordage
 - Proficient with:
 - Microscopy
 - Stereomicroscopy
 - Polarized Light
 - Comparison
 - Fluorescent
 - FTIR
 - Microspectrophotometry
- Physical Fit (Fracture Match) Analyst
 - Analysis of various materials to determine if they were at one time a single items
- Seized Drugs Analyst
 - Examining unknown substances for the absence or presence of controlled substances per Florida Statutes.
 - Proficient with:
 - GCMS
 - GC
 - TLC
 - FTIR
 - UV Spectroscopy

- Expert Testimony
- Casework review
- Audit Team Member

9/08-9/17 Safety Coordinator – Florida Department of Law Enforcement

- Regional Safety Coordinator for the Tampa Bay Regional Operations Center
 - Perform quarterly safety inspections.
 - Report to Senior Management facility safety deficiencies.
 - Responsible for new member safety orientations
 - Responsible for Workman's Compensation interview and paperwork
 - This role was concurrent to the role of Crime Laboratory Analyst and Senior Crime Laboratory Analyst

9/04-9/15 Crime Laboratory Analyst - Florida Department of Law Enforcement

- Fiber and Textile Analyst
 - Analysis of textile fibers, fabrics, carpets, and cordage
 - Proficient with:
 - Microscopy
 - Stereomicroscopy
 - Polarized Light
 - Comparison
 - Fluorescent
 - FTIR
 - Microspectrophotometry
- Physical Fit (Fracture Match) Analyst
 - Analysis of various materials to determine if they were at one time a single items
- Seized Drugs Analyst (12/12-9/15)
 - Examining unknown substances for the absence or presence of controlled substances per Florida Statutes.
 - Proficient with:
 - GCMS
 - GC
 - TLC
 - FTIR
 - UV Spectroscopy
- Expert Testimony
- Casework review

11/03 – 9/04 Forensic Technologist- Florida Department of Law Enforcement

- Seized Drugs Section
 - Performed Quality Control Checks on Instrumentation
 - Provided administrative and technical support to analysts in the Seized Drugs Section
 - Prepared reagents and performed quality control checks on prepared reagents.
 - Performed balance and instrument performance checks.
 - Performed instrumental analyses on drug standards.
 - Stocked and purchased supplies used in the Seized Drug Section
 - Cleaned and maintained common areas within the section.

01/02-12/02 Undergraduate Teaching Assistant (General Chemistry)- USF

- Chemistry Department
 - Monitored and graded quizzes for General Chemistry

- Assisted students with Blackboard
- Tutored General Chemistry students.

07/1999-10/03 Reservation Sales Agent/ Multicultural Reservation Sales Agent -WDW Travel

- Disney Reservation Center (DRC) Tampa Fl
 - Phone representative for the Walt Disney Central Reservation center and The Walt Disney Travel Company.
 - Trip planner and reservation expert for Walt Disney World and Disneyland Paris.
 - Including but not limited to: flights, hotel reservations, theme park tickets and dining reservations.
 - Multicultural representative who assisted guests who only spoke Spanish.
 - Assisted with training new cast members.

SPECIALIZED TRAINING, CERTIFICATIONS, & RESEARCH

- Folios , 1998
- Microsoft Windows and Office Suite (1998)
- Spectroscopic Solutions, 4/04
- Attended the Southern Association of Forensic Scientist Meeting, 10/05
- Fiber Analysis Training, Florida Department of Law Enforcement, 10/04 - 2/06
- Forensic Microscopy, McCrone Research Institute, 12/04
- Fracture Match Training, Florida Department of Law Enforcement, 7/05 -4/06
- Fundamentals in Textiles N.C. State University, 7/05
- Bevis Rope Factory Tour, 9/05
- Cordage Institute Symposium 5/06
- Intertape Polymer Group Tape Tour, 11/06
- Forensic Textile Analysis Course, Hooke College 6/07
- Attended Trace Evidence Symposium, 8/07
- Trace Evidence discipline meeting 2007
- FTIR training 9/08
- Attended Trace Evidence Symposium, 8/09
 - Polymer Chemistry for Trace Evidence Workshop,
 - Fracture Match Workshop
 - Fabric Damage Workshop
- Thermo Scientific Nicolet iN10 FTIR Microscope instrument training 4/10
- Craic Technologies 20/20 Micro spectrophotometer instrument training 7/10
- Sample Technique and Preparation, McCrone Research, 10/10
- Seized Drugs Training, Florida Department of Law Enforcement 2/12 to 12/12
- DEA Forensic Chemist Seminar 6/14
- FDLE Seized Drugs discipline meeting, 10/15
- FDLE new Supervisor training 2/17
- ICS-100,9/17
- FDLE Advanced Leadership Program Class 4, Graduated 1/18
- ICS-200,5/18
- ICS-300,5/18
- ICS 700,5/18
- ICS 800, 5/18
- ICS 400, 12/18
- ANAB Technical Assessor Training 9/19
- FDLE Internal Auditor Training 3/20

- FDLE Marijuana Determination training 1/20-4/20
- Attended ASCLD Symposium 4/22
- FDLE Seized Drugs discipline meeting 11/22
- Beginner Crystal Report (SAP) training (8/23)
- Intermediate Crystal Report Training (9/23)
- Attended Versaterm Conference (9/23)

PROFESSIONAL AFFILIATIONS

- 2000-2002 American Chemical Society (ACS)**
- Student Member (1/2000-12/2021)
 - Treasurer USF Chapter (1/2002-12/2002)
- 2008-2017 American Society of Trace Evidence Examiners (ASTEE)**
- Member (6/08 -6/2017)
- 2023 American Society of Crime Laboratory Directors (ASCLD)**
- Applied for membership.
- 2023 Association of Forensic Quality Assurance Managers (AFQAM)**
- Member (8/2023-)

TESTIMONY EXPERIENCE

- 2006- present Crime Laboratory Analyst**
- Testified as an Expert Witness in both Twelve Counties for both Federal and Circuit Court as well as Depositions.
 - Trace Evidence
 - Fibers and Textiles
 - Physical Fit (Fracture Match)
 - Seized Drugs
 - Testified as an Expert Witness for both the Prosecution and the Defense.

LANGUAGES

- Fluent in both English and Spanish

AWARDS

- Eagle Scout
- Top Performer (Disney)
- Member of the Month (FDLE)

SECTION D

RESOLUTION 2024-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
THE PARK CREEK COMMUNITY DEVELOPMENT
DISTRICT DESIGNATING THE OFFICERS OF THE
DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Park Creek 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 City of Riverview, Florida; and

WHEREAS, the Board of Supervisors of the District desires to designate the Officers of the District.

NOW, THEREFORE, be it resolved by the Board of Supervisors of Park Creek Community Development District:

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

_____	is appointed Chairman
_____	is appointed Vice Chairman
_____	is appointed Secretary and Treasurer
_____	is appointed Assistant Secretary
_____	is appointed Assistant Secretary
_____	is appointed Assistant Secretary
_____	is appointed Assistant Treasurer
_____	is appointed Assistant Secretary
_____	is appointed Assistant Secretary

PASSED AND ADOPTED THIS 26th DAY OF OCTOBER, 2023

ATTEST

**PARK CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman / Vice Chairman

SECTION V



Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280
Boca Raton, Florida 33431
(561) 994-9299 • (800) 299-4728
Fax (561) 994-5823
www.graucpa.com

October 9, 2023

Board of Supervisors
Park Creek Community Development District
4530 Eagle Falls Place
Tampa, FL 33619

We are pleased to confirm our understanding of the services we are to provide Park Creek Community Development District, Hillsborough County, Florida ("the District") for the fiscal year ended September 30, 2023. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Park Creek Community Development District as of and for the fiscal year ended September 30, 2023. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes. This letter serves to renew our agreement and establish the terms and fee for the 2023 audit.

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

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

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

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information:

- 1) Compliance with FL Statute 218.39 (3) (c)

Audit Objectives

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

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

Examination Objective

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

Other Services

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

Management Responsibilities

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

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

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

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

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

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

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

Audit Procedures—General

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

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

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

Audit Procedures—Internal Control

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

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

Audit Procedures—Compliance

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

Engagement Administration, Fees, and Other

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

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Furthermore, Grau & Associates agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, Florida Statutes. Auditor acknowledges that the designated public records custodian for the District is the District Manager ("Public Records Custodian"). Among other requirements and to the extent applicable by law, Grau & Associates shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Auditor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Grau & Associate's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Grau & Associates, Grau & Associates shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF GRAU & ASSOCIATES HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT: C/O GOVERNMENTAL MANAGEMENT SERVICES – CENTRAL FLORIDA LLC, 4530 EAGLE FALLS PLACE TAMPA, FL 33619, OR RECORDREQUEST@GMSCFL.COM, PH: (407) 841-5524.

Our fee for these services will not exceed \$3,500 for the September 30, 2023 audit, unless there is a change in activity by the District which results in additional audit work or if additional Bonds are issued. This agreement is automatically renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.

We will complete the audit within prescribed statutory deadlines, which requires the District to submit its annual audit to the Auditor General no later than nine (9) months after the end of the audited fiscal year, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

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

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

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

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2023 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Park Creek Community Development District and believe this letter accurately summarizes the terms of our engagement and, with any addendum, if applicable, is the complete and exclusive statement of the agreement between Grau & Associates and the District with respect to the terms of the engagement between the parties. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates



Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of Park Creek Community Development District.

By: _____

Title: _____

Date: _____



FICPA Peer Review Program
Administered in Florida
by The Florida Institute of CPAs



Peer Review
Program

AICPA Peer Review Program
Administered in Florida
by the Florida Institute of CPAs

March 17, 2023

Antonio Grau
Grau & Associates
951 Yamato Rd Ste 280
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on March 16, 2023, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

FICPA Peer Review Committee

Peer Review Team
FICPA Peer Review Committee

850.224.2727, x5957

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 594791

SECTION VI

SOCIAL COMMITTEE 2024 SOCIAL COMMITTEE EVENT CALENDAR AND BUDGET REQUEST

On behalf of the Social Committee, I am submitting our plan for Events for the 2024 calendar year. This plan is submitted based on the proposed budget of \$1200. We will modify the plan according to budget approval. The committee will arrive at each event 1-2 hours prior to the listed times for set up and will arrange for a board member to be present if we require access to the storage closet. We will stay approx 30 mins past end time for cleanup. The committee will be present at the October HOA meeting to provide any additional information required.

Saturday, February 3 Pirate Day From 2-4 PM at clubhouse \$200
- Childrens Event with pirate themed games and crafts

Saturday, March 23 Adult Dance/Party From 7-11PM FRONT LAWN \$350
-Adult only party with DJ music and light refreshments

*****NOTE We will require use of the bathrooms- Security may be required to ensure no other entry into clubhouse area*****

Saturday, March 30 Easter Egg Hunt from 9-11:30 AM playground \$50
- Children hunt for Eggs provided by parents of participating children

Saturday, May 4 Fiesta From 4-7 PM at Clubhouse \$400
- We provide main course Mexican Food and participating Residents bring side Dishes and desserts DJ music and Family games

Saturday, Sept 14 Fall Festival From 4-7 PM at clubhouse with Food Trucks in circular drive
-Food trucks provide Food to purchase, we provide Popcorn and Cotton Candy. Dj and games inside clubhouse. \$200

*****NOTE Based on success of this years event, Plan may be modified*****

TOTAL \$1200

We will proceed when we receive your written verification of total amount of approved budget and approval of all plans.

Thank you for your consideration.

Lucy Disalvo, Social Committee

SECTION VII

SECTION C



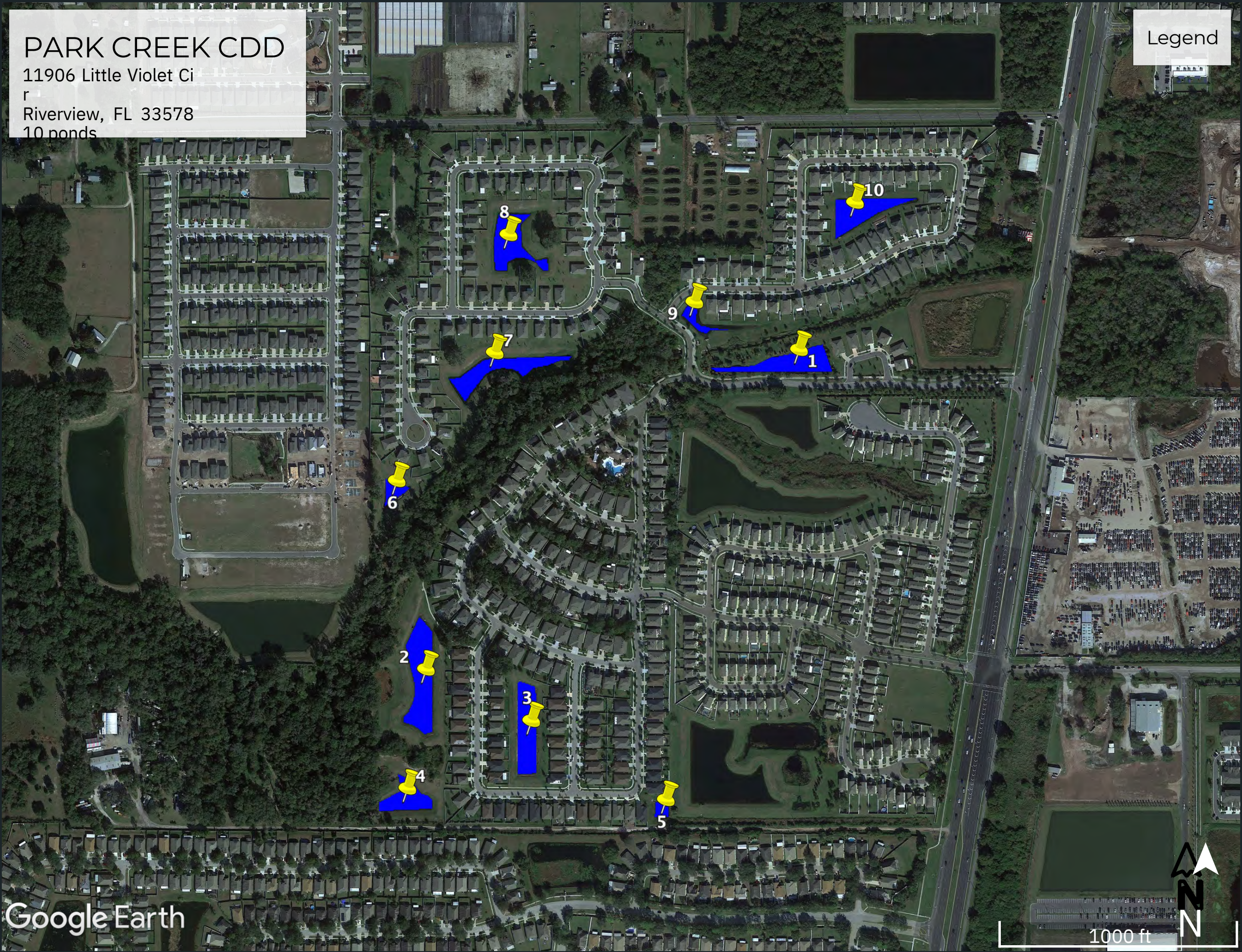
MONTHLY REPORT

OCTOBER, 2023



PARK CREEK CDD
11906 Little Violet Ci
r
Riverview, FL 33578
10 ponds

Legend



Google Earth

1000 ft

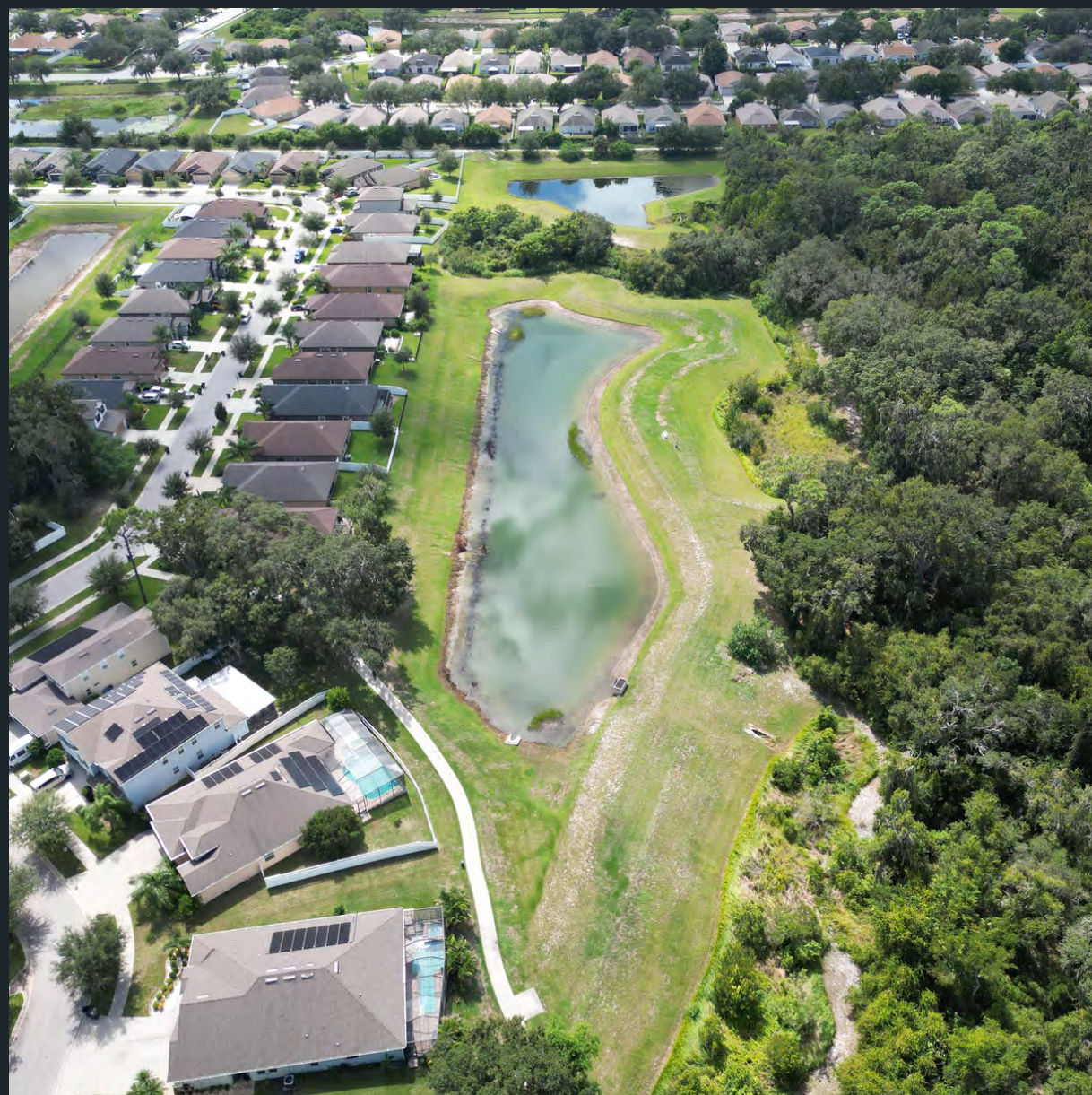
Prepared for: Mick Sheppard
Prepared By: Devon Craig

SUMMARY:

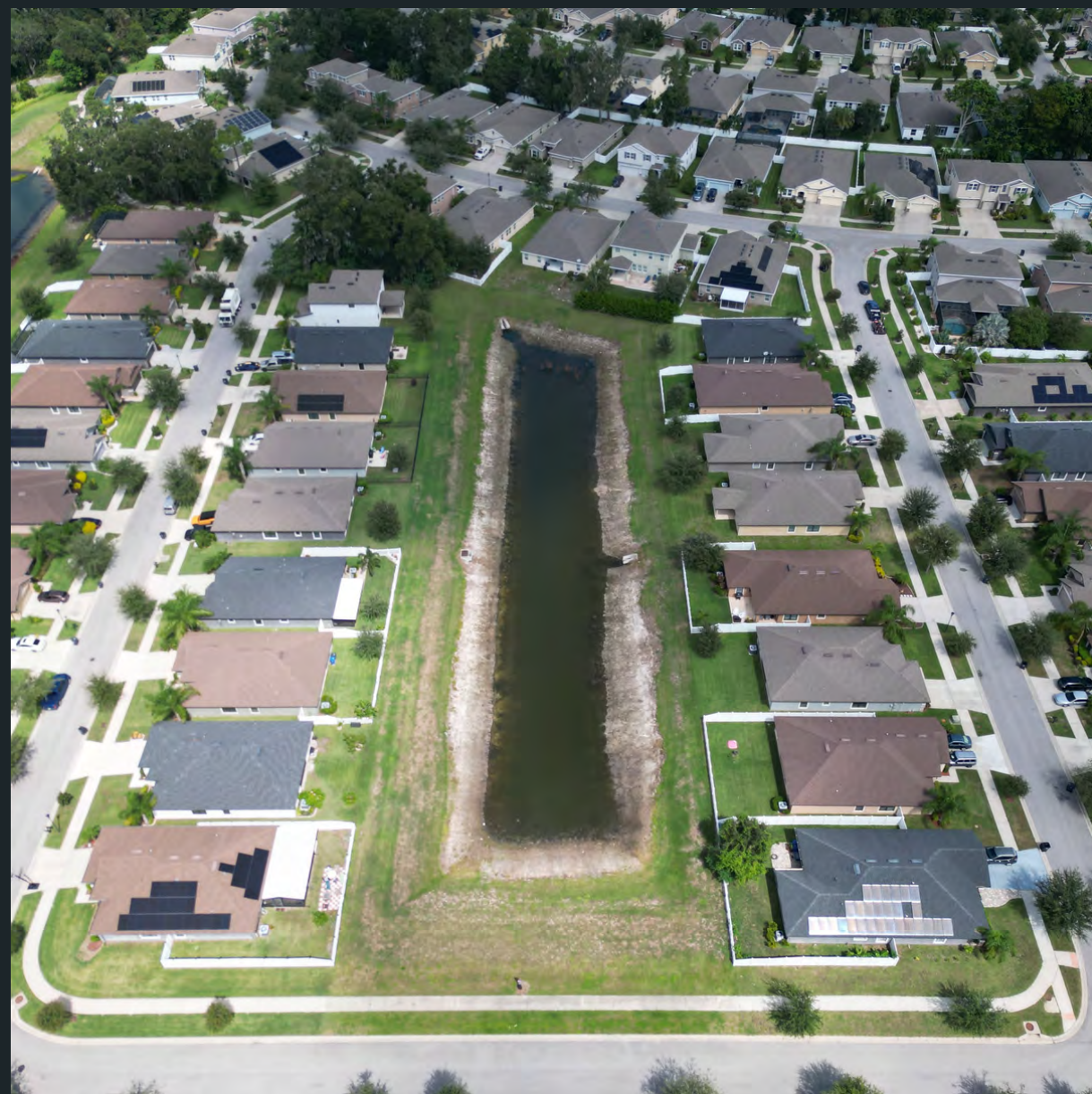
All ponds have been serviced this month. Hopefully we are moving into some cooler weather and as a result the lack of consistent rainfall won't be such a factor in the ponds. When water temperature reduces so does the ability for rapid growth. Until we notice a significant decrease, preventative service as well as aggressive applications to maintain aesthetics and function will continue to be consistent with this crazy summer we have had.



Pond #1 Treated for Spike Rush and Shoreline Vegetation.



Pond #2 Treated for Shoreline Vegetation



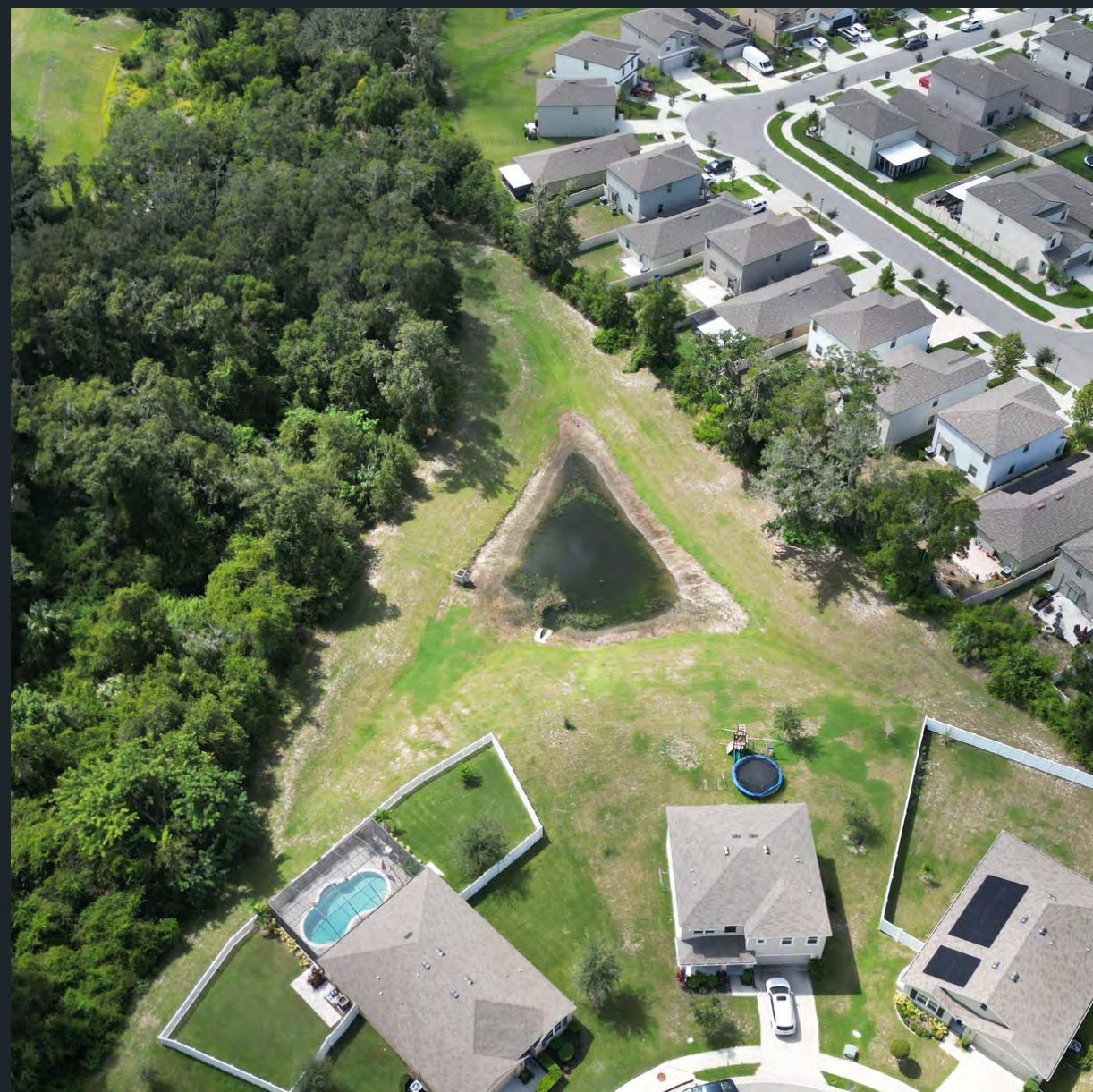
Pond #3 Treated for Shoreline Vegetation



Pond #4 Treated for Algae and Shoreline Vegetation.



Pond #5 Treated for Algae and Shoreline Vegetation.



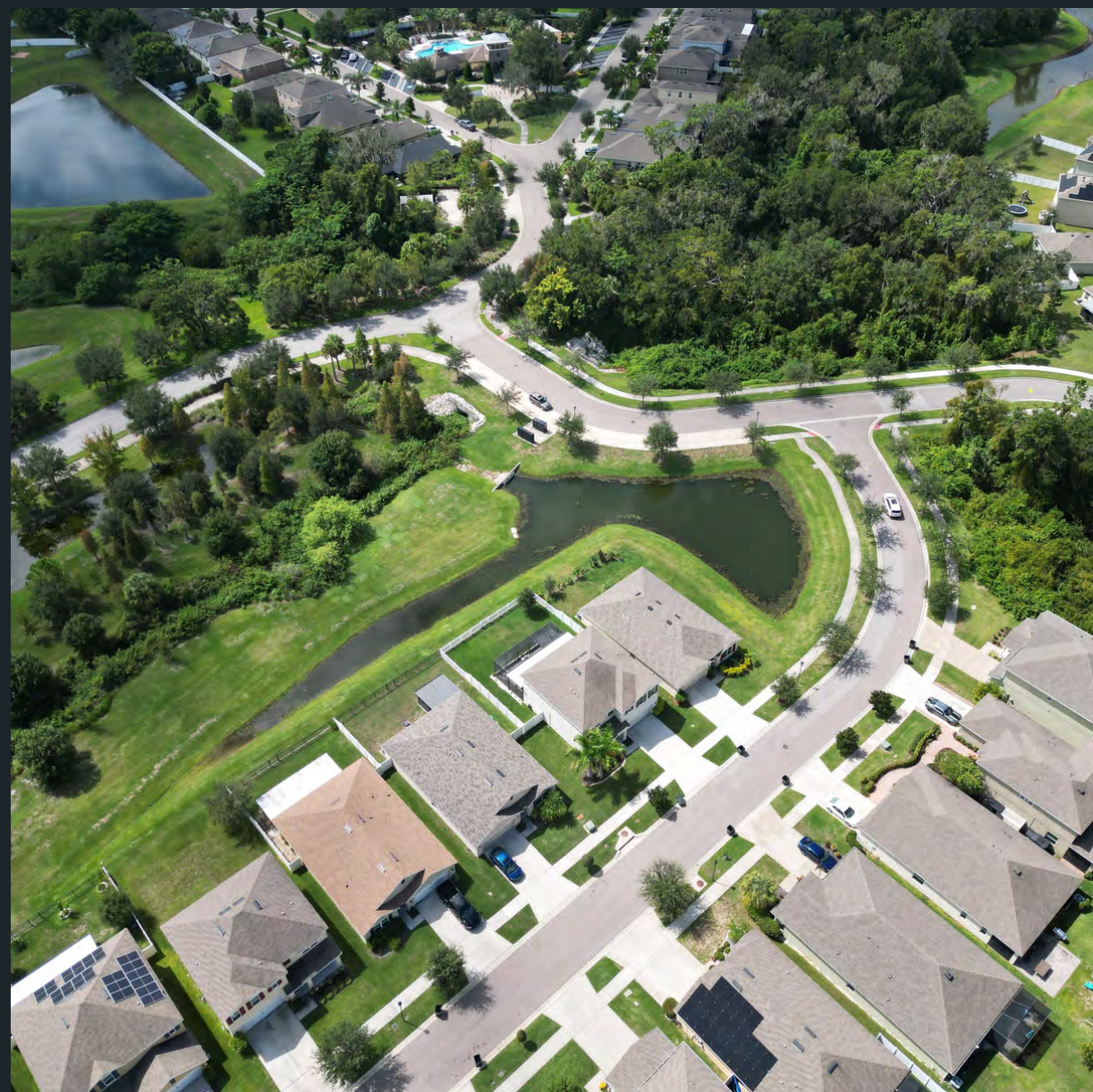
Pond #6 Treated for Algae and Shoreline Vegetation.



Pond #7 Treated for Shoreline Vegetation.



Pond #8 Treated For Shoreline Vegetation.



Pond #9 Treated for Algae and Shoreline Vegetation.



Pond #10 Treated for Algae and Shoreline Vegetation.

SECTION D

SECTION 1

Park Creek CDD Action item List 2023

[illegible]

SECTION 2

SECTION i



info@AquaSentryTampa.com (813) 943-2755 AquaSentryTampa.com
13194 US Hwy 301 S Suite 154 - Riverview, FL 33578

PARK CREEK- SWIMMING POOL CLEANING, MAINTENANCE AND CHEMICAL SERVICES

Brian,

Aqua Sentry is pleased to submit a bid for the maintenance and cleaning of the 49,000 gallon swimming pool at Park Creek in Riverview. I visited the pool yesterday and as I stated the pool itself looked really good! I asked for the pool monitor to introduce myself but Rachel wasn't there at the moment. Went over to equipment area and was surprised by the amount of chemicals that were being stored there which we discussed. Brian as you are aware we currently service 60 other commercial properties in the Tampa, Brandon, Ruskin, and Apollo Beach areas as well as numerous properties in Riverview and could furnish references if necessary. Just some of the properties we service in the immediate area are

- Wilson Preserve-7 years
- Reserve at Pradera-6 years
- Southfork-5 years
- The Landing-6 years

Aqua Sentry services has been in business over 9 years and specializes in commercial and residential pools in the Tampa, Brandon, Ruskin and Sun City areas. In fact, in 2019, 2020, and 2021 we were voted "BEST COMMERCIAL POOL COMPANY" by Riverview Today magazine. My entire team of 6 pool techs and two CPC repair people are CPO certified and we also carry the correct commercial limits on Liability, Auto, and Workers comp insurance. One of the things that Aqua Sentry prides themselves on is that we are available by phone, text, or email for any questions or emergencies at all times. Per our conversation the pool would be serviced on a 4x a week schedule but can be negotiated if need be.

Description of Services

Aqua Sentry will provide maintenance, cleaning and chemical service for the above pool, and associated equipment (Pumps, DE Filtration system, Stenner pumps, auto fill, etc.). The services shall consist of all labor and chemical supplies (Chlorine, Sodium Bicarb, and Muriatic Acid). Algaecide and Phosphate Remover are used rarely but they are a separate charge. Your assigned technician will maintain the pool and ensure water quality continues to meet or exceed all the appropriate Federal and State standards and guidelines, and in accordance with Florida Administrative Code (F.A.C.) 64-E9.008 Operational Requirements

Your assigned technician will create a site binder containing standard operating procedures (SOPs), CPO certificates, chemical logs, checklists, contact information etc and they will be maintained in the equipment enclosure. Your technician shall maintain documentation of:

- a. Tile Maintenance - spot cleaning and scrubbing



- b. Vacuuming of Pool and pool filtration system cleaning
- c. Chemical usage
- d. Flow meter readings
- e. Preventive Maintenance Inspections of the pool
- f. Water chemical levels and actions taken if levels out of range

The technician shall conduct preventive maintenance/inspections (PMI) to sustain the water quality of the pool while limiting service interruptions. Areas of emphasis include all pool, filtration systems, pump room cleanliness and the immediate area surrounding the pools. During service visits, the technician will:

- a. Perform water chemical analysis and adjust chemicals as required.
- b. Vacuum and brush to remove any debris as required to eliminate dirt, scum, scale, calcium, algae, and any other harmful deposits from the water including seating area, steps, walls and surface of pool.
- c. Clean tile at water line as required.
- d. Empty pump and skimmer baskets and or clean gutter system.
- e. Monitor chemical feeding systems and test water to confirm proper disinfectant levels
- f. Inspect equipment for leaks, clogs, and other malfunctions.
- g. Provide on-going communication and documentation with site management regarding condition of pools.
- h. Records/logs: Your technician shall maintain daily service and testing log of appropriate sampling and analysis to ensure compliance with all regulatory requirements.

Chemicals: Aqua Sentry will be responsible for, supply and proper storage of all chemicals required for maintaining the pool's water quality. The technician shall comply with all Federal, State, local, industry safety, health standards, regulations and facility guidelines regarding handling and transportation of chemicals

Assumptions and Limitations:

- All work will be completed by professional individuals duly licensed to perform the work.
- All Aqua Sentry technicians who service public pools are CPO certified per Florida Administrative Code 64E-9.018. <https://www.flrules.org/gateway/ruleno.asp?id=64E-9.018>
- Aqua Sentry is duly licensed in Hillsborough County Florida to perform all quoted work Folio #266768
- Aqua Sentry shall not be liable for any delay in completing services due to circumstances beyond its control.
- Either party may cancel this agreement with a 30-day notice (email, or letter).

Pricing and Billing:

- All pool cleaning and maintenance service prices include chemicals and labor. The only exceptions being the cost of phosphate remover or algaecide which are rarely used but are an additional expense.
- For 4x a week service the monthly rate would be \$1695. For months with more than 16 visits each additional visit would be billed at 1695/12=\$105.95
- We bill on the 1st of each month and all payments are due by the end of the month. Payments more than 15 days late after bill due date will be assessed a late fee of 10% of total bill. If account becomes 3 months past due the past due amount will be turned over to collection company and the account will be responsible for all collection cost up to and including legal expenses.
- Fecal Incident Response (FIR), Equipment replacement and other repairs will be done as time and material projects at our current service rate of \$125.00 per hour. Any such projects would be submitted with estimates for approval before commencing with any work.



Approval and Acceptance:

If the terms and conditions of this proposal are acceptable, please sign, date and return a copy to us.

Agreed and Accepted

By: _____ Title: _____

Date: _____

Aqua Sentry, Inc. Authorized Representative

_____ Date: _____

Bob Mock;/.

SECTION 3



Cardinal Landscaping services of Tampa, Inc.
817 E. Okaloosa Ave.
Tampa, FL 33604
813-915-9696

Estimate

ADDRESS

Mr. Mick Sheppard
Park Creek CDD
Mr. Mick sheppard
4530 Eagle Falls PL
Tampa, FL 33619

SHIP TO

Mr. Mick Sheppard
Park Creek CDD
Mr. Mick sheppard
4530 Eagle Falls PL
Tampa, FL 33619

ESTIMATE #	DATE	
1093	09/13/2023	

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
Tree Trimming	Trim tree's along blvd and amenity center. Ten of these tree's are on the backside of the north pond on the main blvd. which can be done at a later time.	131	115.00	15,065.00
Tree Removal	Tree Removal - Picture attached	1	300.00	300.00

TOTAL

\$15,365.00

Accepted By

Accepted Date

SECTION ii

WEST COAST AQUATICS

Pool Service Proposal

Park Creek CDD
westcoastaquatics@outlook.com

Matt Rainwater
Service Includes

West Coast Aquatics

805-358-2716

Test/Adjust water chemistry daily.

- Maintain proper water balance (alkalinity, chlorine, PH, calcium hardness and cya)
- Net or vacuum, brush walls and floor.

Clean filters to maintain proper flow.

Clean tiles and scum gutter

Maintain health department records.

Degrease filters.

Maintain water levels to allow scum gutters to operate at maximum efficiency.

Report any pool defaults to Facilities Manager directly Service
will be provided 3 days per week

Filters will be broken down cleaned and degreased twice a year (Spring and
Fall)

Maintain pool equipment area free of debris. Emergency
calls 7 days a week

Any repairs will be quoted for approval

On service days digital reports provided and be sent out Via email and/or
customer portal

West Coast Aquatics is providing Park Creek with a full-service cleaning and maintenance program.

We will spend adequate time doing the daily cleaning and maintenance of pools, there is
no set time to get the job done (if a storm comes through and it takes several hours above
normal to finish, no extra charges are incurred)

In the event of an emergency, one of our staff members will be on site within 3 hours of
notification. WCA will ensure the pools are always safe, clean, and sanitary for the community of
Waterleaf.

Under the terms of this agreement WCA will not be held responsible for any
staining of plaster. Since plaster is composed of natural materials, a certain amount of
shading, staining, and color variation is to be expected. Different forms of staining do
occur in all pools and with proper chemistry can be held to a minimum.

Monthly service includes.

Chemicals (Bleach, Acid, Sodium Bicarbonate, CYA, Filter Powder)

Chemical Tanks

Pool and Spa controller (CES or Prominent)

Replacement stenner Tubes and lines

3 day week service

Monthly service quote: \$1,450.00



SECTION E

SECTION 1

Park Creek

Community Development District

10/26/2023

Amenity Management Report



Dreama Long

PARK CREEK AMENITY MANAGER
GMS, LLC

Park Creek
Community Development District

Amenity Management Report
October 26, 2023

To: The Board of Supervisors

From: Dreama Long
Amenity Manager

RE: Park Creek CDD Amenity Management Report – October 26, 2023

The following is a summary of events and items related to the amenity management and maintenance management of Park Creek CDD.

Amenity Updates

Sept 1st to 30th there were 427 unique users. This does not include if residents brought guests.

H2O pools worked on sump pump connecting sail to prevent pump area from flooding and damaging electrical.

Fire extinguishers inspected.

Obtained three pest control proposals for Amenity Center.

Incidents at Amenity Center.

Keeping Mick updated with the trail.

Recommendations provided of items that need to address at Amenity Center by staff.

Upcoming event Oct 28 Fall Party hosted by Crossing Church coordinating with Amenity Staff.



Conclusion

For any questions or comments regarding the above information or for any future maintenance requests and concerns please contact dlong @gms-tampa.com.

Respectfully,

Dreama Long

List of Recommendations to be addressed:

1. Gate between the playground and pool area not always shutting needs adjusting.
2. Cabanas:
 - a. needs power washing- mold
 - b. rotting wood on pergola of cabana
 - c. ant infestation on one of the columns of cabana
 - d. repair to backside of cabana trim piece down
 - e. Paint peeling needs painting
3. Brick sticking up near the pool on the pool deck east side needs to address potential fall risk by covered metal box.
4. The fence on the playground side needs power washing to remove mold.
5. The gutter along the kitchenette side of the pool needs to be cleaned out of debris. During a rainstorm it's a waterfall.
6. Fan switch on playground side needs replacing not working.
7. Vine growing out of the gutter on the west side of the main entrance. Gutters need to be cleaned out.
8. Pest control at Amenity Center. Ants and other insects.
9. Irrigation lines need to be replaced/ repaired.
10. Replace dead plants on the corners of Amenity Center after irrigation issues are resolved.

11. Replace dead plants along the perimeter of Amenity Center along Legacy Bright after irrigation issues are resolved.
12. Look at removing knockout roses around the shower so that no young children run into them. Needs to be trimmed back at least.
13. Pool deck tables 5 need new tops, 3 cracked into, 2 with large cracks and other 5 have stress fractures and mild cracking along the trim line.
14. Lightening rod on the center staple needs to be replaced or fixed.
15. The pavers at the front entrance are covered with mold and need to be power washed.

SECTION 3

2664 Cypress Ridge Blvd | Suite 103
Wesley Chapel, FL. 33544
<https://completeit.io>
(813) 444-4355



Customer Contact Information:

Park Creek CDD
12012 Legacy Bright Street
Riverview, FL 33578

Estimate # 4017
Estimate Date 09-21-23
Sales Team Member

Total	\$945.00
-------	----------

(Estimate Valid For 30-Days)

Item	Description	Unit Cost	Quantity	Line Total
Notes	- 1 Additiona Camera -	\$0.00	1.0	\$0.00
ANV-L7082R	(Dome) ANV-L7082R A-Series 4MP WDR IR Dome IP Camera, 3.3-10.3mm Motorized Varifocal Lens	\$250.00	1.0	\$250.00
Cat6	Ethernet Cat6 Cable Drop and Termination	\$200.00	1.0	\$200.00
Tech Labor- Cameras ACS	Hourly Labor Service Cameras/ACS	\$165.00	3.0	\$495.00

THIS IS ONLY AN ESTIMATE

Subtotal \$945.00
Tax (if applicable) \$0.00

Estimate Total	\$945.00
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Please refer to contract or Complete I.T. Corp website for additional details including but not limited to warranty information.



SECTION VIII

SECTION A

PARK CREEK
COMMUNITY DEVELOPMENT DISTRICT

Summary of Invoices

October 26, 2023

Fund	Date	Check No.'s	Amount
REGIONS BANK			
<i>General</i>	9/1/23	368-373	\$12,573.24
<i>General</i>	9/21/23	374-379	\$26,906.61
Total Invoices for Approval			\$39,479.85

AP300R		YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER						RUN 10/03/23		PAGE 1	
*** CHECK DATES 09/01/2023 - 09/30/2023 ***		PARK CREEK CDD - GENERAL FUND									
		BANK B CASH - REGIONS BANK									
CHECK DATE	VEND#INVOICE..... DATE INVOICE		...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS		VENDOR NAME		STATUS	AMOUNTCHECK..... AMOUNT #	
9/01/23	00037	8/21/23	24619	202308	320-53900-46200	LANDSCAPE MAINT AUG23		*	7,450.00		
						CARDINAL LANDSCAPING SERVICES TAMPA				7,450.00	000368
9/01/23	00012	9/01/23	11607	202309	320-57200-34500			*	102.00		
		9/01/23	11616	202309	320-57200-34500			*	39.00		
						COMPLETE IT. SERVICE & SOLUTIONS				141.00	000369
9/01/23	00021	7/31/23	26	202307	320-53900-46000			*	1,862.49		
						GMS-CENTRAL FLORIDA, LLC				1,862.49	000370
9/01/23	00014	8/01/23	2379	202308	320-57200-45300			*	900.00		
		8/01/23	2379	202308	320-57200-46000			*	650.00		
						H2 POOL SERVICE				1,550.00	000371
9/01/23	00005	8/29/23	23539	202308	310-51300-31500			*	1,249.50		
						STRALEY ROBIN VERICKER				1,249.50	000372
9/01/23	00052	8/18/23	12876329	202308	320-57200-46000			*	320.25		
						THE PINK PLUMBER				320.25	000373
9/21/23	00037	9/18/23	24653	202309	320-53900-35000			*	1,928.00		
		9/18/23	24674	202309	320-53900-46200			*	7,450.00		
						CARDINAL LANDSCAPING SERVICES TAMPA				9,378.00	000374
9/21/23	00002	9/01/23	35	202309	310-51300-34000			*	3,166.67		
		9/01/23	35	202309	320-53900-34000			*	625.00		
		9/01/23	35	202309	320-57200-34000			*	6,917.00		
		9/01/23	35	202309	320-57200-46000			*	541.72		
		9/01/23	35	202309	320-57200-52000			*	91.02		
		9/01/23	35	202309	310-51300-44000			*	221.66		
						GOVERNMENTAL MANAGEMENT SERVICES-				11,563.07	000375
PKCK PARK CREEK						SHENNING					

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
9/21/23	00014	9/01/23 2393	202309 320-57200-45300		*	900.00	
			POOL SERVICE SEPT23				
		9/01/23 2393	202309 320-57200-46000		*	650.00	
			JANITORIAL SVC SEPT23				
			H2 POOL SERVICE				1,550.00 000376
9/21/23	00018	8/22/23 7390804	202308 320-53900-46001		*	317.63	
			PET WASTE REMOVAL				
			POOP 911				317.63 000377
9/21/23	00003	9/01/23 7660B-87	202309 320-53900-46800		*	475.00	
			LAKE MAINT SEPT23				
			SITEXAQUATICS				475.00 000378
9/21/23	00052	8/25/23 12887196	202308 320-57200-46000		*	3,622.91	
			INSTALL ADA WATER COOLER				
			THE PINK PLUMBER				3,622.91 000379
TOTAL FOR BANK B						39,479.85	
TOTAL FOR REGISTER						39,479.85	

SECTION B

PARK CREEK
COMMUNITY DEVELOPMENT DISTRICT

Unaudited Financial Statements
as of
September 30, 2023

Board of Supervisors Meeting
October 26, 2023

TABLE OF CONTENTS

I.	Financial Statements - September 30, 2023
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II.	Check Register
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III.	Special Assessment Receipts Schedule - September 30, 2023
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PARK CREEK
COMMUNITY DEVELOPMENT DISTRICT
COMBINED BALANCE SHEET
September 30, 2023

	<u>Major Funds</u>		<u>Total</u>
	<u>General</u>	<u>Debt Service</u>	<u>Governmental</u>
	<u>Fund</u>	<u>Fund</u>	<u>Funds</u>
<u>ASSETS:</u>			
Cash - Regions Bank	\$339,951	---	\$339,951
Due from Other Funds	---	\$10	\$10
Series 2013 Investments:			
Reserve	---	\$171,556	\$171,556
Revenue	---	\$181,462	\$181,462
Prepayment	---	\$379	\$379
Series 2016 Investments:			
Reserve	---	\$206,388	\$206,388
Revenue	---	\$190,214	\$190,214
Deposits	\$6,010	---	\$6,010
Total Assets	<u>\$345,961</u>	<u>\$750,009</u>	<u>\$1,095,970</u>
<u>LIABILITIES:</u>			
Accounts Payable	\$1,218	---	\$1,218
Due to Other Funds	\$10	---	\$10
Total Liabilities	<u>\$1,228</u>	<u>\$0</u>	<u>\$1,228</u>
<u>FUND BALANCES:</u>			
Nonspendable:			
Deposits and prepaid items	\$6,010	---	\$6,010
Assigned to:			
Debt Service	---	\$750,009	\$750,009
Unassigned	\$338,723	---	\$338,723
Total Fund Balances	<u>\$344,733</u>	<u>\$750,009</u>	<u>\$1,094,742</u>
TOTAL LIABILITIES & FUND BALANCES	<u>\$345,961</u>	<u>\$750,009</u>	<u>\$1,095,970</u>

PARK CREEK
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ended September 30, 2023

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/23	ACTUAL THRU 09/30/23	ACTUAL VARIANCE
<u>REVENUES:</u>				
Maintenance Assessments - Levy	\$517,083	\$517,083	\$518,966	\$1,883
Interest Income	\$0	\$0	\$125	\$125
Miscellaneous Income	\$0	\$0	\$0	\$0
TOTAL REVENUES	<u>\$517,083</u>	<u>\$517,083</u>	<u>\$519,091</u>	<u>\$2,008</u>
<u>LEGISLATIVE</u>				
Supervisors Fees	\$12,000	\$12,000	\$7,600	\$4,400
Payroll Taxes	\$918	\$918	\$581	\$337
TOTAL LEGISLATIVE	<u>\$12,918</u>	<u>\$12,918</u>	<u>\$8,181</u>	<u>\$4,737</u>
<u>FINANCIAL & ADMINISTRATIVE</u>				
District Manager	\$45,500	\$45,500	\$45,500	(\$0)
District Engineer	\$4,500	\$4,500	\$4,393	\$108
Attorney Fees	\$15,000	\$15,000	\$10,173	\$4,827
Trustee Fees	\$6,520	\$6,520	\$6,769	(\$249)
Dissemination	\$0	\$0	\$100	(\$100)
Auditing Services	\$4,500	\$4,500	\$3,400	\$1,100
Travel and Per Diem	\$50	\$50	\$0	\$50
Meeting Room Rental	\$2,400	\$2,400	\$887	\$1,513
Public Officials Insurance	\$31,433	\$31,433	\$21,637	\$9,796
Legal Advertising	\$3,000	\$3,000	\$1,802	\$1,199
Bank Fees	\$125	\$125	\$1,403	(\$1,278)
Payroll Services	\$835	\$835	\$413	\$423
Miscellaneous	\$500	\$500	\$0	\$500
Dues, Licenses & Fees	\$175	\$175	\$175	\$0
TOTAL FINANCIAL & ADMINISTRATIVE	<u>\$114,538</u>	<u>\$114,538</u>	<u>\$96,650</u>	<u>\$17,888</u>
<u>OTHER PHYSICAL ENVIRONMENT</u>				
Streetpole Lighting	\$58,000	\$58,000	\$71,929	(\$13,929)
Electricity (Irrigation & Pond Pumps)	\$17,000	\$17,000	\$16,226	\$774
Landscaping Maintenance	\$104,340	\$104,340	\$90,450	\$13,890
Landscape Replenishment	\$10,000	\$10,000	\$8,612	\$1,388
Irrigation Maintenance	\$10,000	\$10,000	\$6,224	\$3,776
Landscape Replacement and Enhancement	\$23,500	\$23,500	\$13,750	\$9,750
Pet Waste Removal	\$3,812	\$3,812	\$3,812	\$0
Pond Maintenance	\$5,700	\$5,700	\$5,700	\$0
Security Patrol	\$24,408	\$24,408	\$47,776	(\$23,368)
Holiday Lights	\$4,000	\$4,000	\$5,350	(\$1,350)
Fountain Maintenance & Repairs	\$2,500	\$2,500	\$3,204	(\$704)
Field Contingency	\$20,000	\$20,000	\$21,236	(\$1,236)
TOTAL OTHER PHYSICAL ENVIRONMENT	<u>\$283,260</u>	<u>\$283,260</u>	<u>\$294,268</u>	<u>(\$11,008)</u>

PARK CREEK
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ended September 30, 2023

DESCRIPTION	ADOPTED BUDGET	PRORATED BUDGET THRU 09/30/23	ACTUAL THRU 09/30/23	ACTUAL VARIANCE
<u>PARKS & RECREATION</u>				
Security Cameras	\$1,692	\$1,692	\$2,007	(\$315)
Pool Maintenance - Contract	\$10,800	\$10,800	\$12,146	(\$1,346)
Pool Permit	\$275	\$275	\$275	\$0
Cleaning & Maintenance	\$7,800	\$7,800	\$14,444	(\$6,644)
Telephone/Internet	\$2,000	\$2,000	\$1,996	\$4
Electricity	\$8,000	\$8,000	\$9,686	(\$1,686)
Water	\$3,000	\$3,000	\$2,309	\$691
Pest Control	\$1,800	\$1,800	\$0	\$1,800
Refuse Service	\$1,000	\$1,000	\$0	\$1,000
Amenity Center Repairs and Maintenance	\$10,000	\$10,000	\$2,383	\$7,617
TOTAL PARKS & RECREATION	\$46,367	\$46,367	\$45,246	\$1,121
<u>CAPITAL RESERVE</u>				
Capital Outlay	\$60,000	\$60,000	\$8,660	\$51,340
TOTAL CAPITAL RESERVE	\$60,000	\$60,000	\$8,660	\$51,340
TOTAL EXPENDITURES	\$517,083	\$517,083	\$453,006	\$64,077
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	\$0	\$0	\$66,085	\$62,070
FUND BALANCE - Beginning	\$0		\$278,648	
FUND BALANCE - Ending	\$0		\$344,733	

PARK CREEK
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND
SERIES 2013

Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ended September 30, 2023

DESCRIPTION	ADOPTED BUDGET	PRORATED THRU 09/30/23	ACTUAL THRU 09/30/23	VARIANCE
<u>REVENUES:</u>				
Maintenance Assessments - Levy	\$173,188	\$173,188	\$172,616	(\$572)
Prepayments	\$0	\$0	\$0	\$0
Interest Income	\$0	\$0	\$13,311	\$13,311
TOTAL REVENUES	<u>\$173,188</u>	<u>\$173,188</u>	<u>\$185,927</u>	<u>\$12,739</u>
<u>EXPENDITURES:</u>				
Interest Expense - 11/1	\$67,731	\$67,731	\$67,178	\$553
Principal Expense - 11/1	\$35,000	\$35,000	\$35,000	\$0
Interest Expense - 5/1	\$66,616	\$66,616	\$65,878	\$738
Special Call - 11/1	\$0	\$0	\$5,000	(\$5,000)
TOTAL EXPENDITURES	<u>\$169,347</u>	<u>\$169,347</u>	<u>\$173,056</u>	<u>(\$3,709)</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$3,841</u>	<u>\$3,841</u>	<u>\$12,871</u>	<u>\$9,030</u>
FUND BALANCE - Beginning	\$166,909		\$340,531	
FUND BALANCE - Ending	<u><u>\$170,750</u></u>		<u><u>\$353,402</u></u>	

PARK CREEK
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND
SERIES 2014

Statement of Revenues, Expenditures, and Changes in Fund Balance
For the Period Ended September 30, 2023

DESCRIPTION	ADOPTED BUDGET	PRORATED THRU 09/30/23	ACTUAL THRU 09/30/23	VARIANCE
<u>REVENUES:</u>				
Maintenance Assessments - Levy	\$206,388	\$206,388	\$207,139	\$752
Interest Income	\$0	\$0	\$14,795	\$14,795
TOTAL REVENUES	<u>\$206,388</u>	<u>\$206,388</u>	<u>\$221,935</u>	<u>\$15,547</u>
<u>EXPENDITURES:</u>				
Interest Expense - 11/1	\$72,819	\$72,819	\$72,819	\$0
Principal Expense - 11/1	\$60,000	\$60,000	\$60,000	\$0
Interest Expense - 5/1	\$71,319	\$71,319	\$71,319	\$0
TOTAL EXPENDITURES	<u>\$204,138</u>	<u>\$204,138</u>	<u>\$204,138</u>	<u>\$0</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$2,250</u>	<u>\$2,250</u>	<u>\$17,797</u>	<u>\$15,547</u>
FUND BALANCE - Beginning	\$169,005		\$378,810	
FUND BALANCE - Ending	<u><u>\$171,255</u></u>		<u><u>\$396,607</u></u>	

PARK CREEK
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance-Month by Month

		Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Total
REVENUES:														
Maintenance Assessments - Levy	\$517,083	\$ -	\$ 62,681	\$ 419,955	\$ 11,090	\$ 3,363	\$ 3,114	\$ 8,447	\$ 4,675	\$ 5,626	\$ 14	\$ -	\$ -	\$ 518,966
Interest Income	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ (375)	\$ -	\$ -	\$ 125
Miscellaneous Income	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$517,083	\$ -	\$ 62,681	\$ 419,955	\$ 11,090	\$ 3,363	\$ 3,114	\$ 8,447	\$ 5,175	\$ 5,626	\$ (361)	\$ -	\$ -	\$ 519,091
LEGISLATIVE														
Supervisors Fees	\$12,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 800	\$ -	\$ 800	\$ 1,000	\$ 1,000	\$ 7,600
Payroll Taxes	\$918	\$ 77	\$ -	\$ 77	\$ 77	\$ -	\$ 77	\$ -	\$ 61	\$ -	\$ 61	\$ 77	\$ 77	\$ 581
	\$12,918	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,181
FINANCIAL & ADMINISTRATIVE														
District Manager	\$45,500	\$ 3,792	\$ 3,792	\$ 3,792	\$ 3,792	\$ 3,792	\$ 3,792	\$ 3,792	\$ 3,792	\$ 3,792	\$ 3,792	\$ 3,792	\$ 3,792	\$ 45,500
District Engineer	\$4,500	\$ -	\$ 208	\$ 416	\$ 548	\$ 993	\$ 1,024	\$ 657	\$ 329	\$ 219	\$ -	\$ -	\$ -	\$ 4,393
Attorney Fees	\$15,000	\$ 1,730	\$ 1,693	\$ 978	\$ 495	\$ 943	\$ -	\$ 663	\$ 992	\$ 1,430	\$ -	\$ 1,250	\$ -	\$ 10,173
Trustee Fees	\$6,520	\$ 3,806	\$ 2,963	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,769
Dissemination	\$0	\$ -	\$ 100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100
Auditing Services	\$4,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,400	\$ -	\$ -	\$ -	\$ 3,400
Travel and Per Diem	\$50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Meeting Room Rental	\$2,400	\$ -	\$ -	\$ 222	\$ -	\$ -	\$ 222	\$ -	\$ -	\$ 222	\$ -	\$ -	\$ 222	\$ 887
Public Officials Insurance	\$31,433	\$ 21,637	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,637
Legal Advertising	\$3,000	\$ -	\$ 769	\$ 508	\$ -	\$ 385	\$ -	\$ -	\$ -	\$ 70	\$ -	\$ 70	\$ -	\$ 1,802
Bank Fees	\$125	\$ 27	\$ 29	\$ 31	\$ 134	\$ 122	\$ 147	\$ 146	\$ 123	\$ 104	\$ 194	\$ 178	\$ 170	\$ 1,403
Payroll Services	\$835	\$ 63	\$ -	\$ 63	\$ 63	\$ -	\$ 98	\$ -	\$ 63	\$ -	\$ -	\$ 63	\$ -	\$ 413
Miscellaneous	\$500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues, Licenses & Fees	\$175	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
	\$114,538	\$ 31,228	\$ 9,554	\$ 6,009	\$ 5,030	\$ 6,234	\$ 5,282	\$ 5,258	\$ 5,298	\$ 9,237	\$ 3,986	\$ 5,352	\$ 4,183	\$ 96,650
OTHER PHYSICAL ENVIRONMENT														
Streetpole Lighting	\$58,000	\$ 5,481	\$ 5,472	\$ 5,497	\$ 5,755	\$ 5,964	\$ 5,964	\$ 5,985	\$ 5,985	\$ 4,898	\$ 8,053	\$ 6,437	\$ 6,437	\$ 71,929
Electricity (Irrigation & Pond Pumps)	\$17,000	\$ 618	\$ 1,206	\$ 1,453	\$ 1,666	\$ 1,351	\$ 1,222	\$ 1,299	\$ 1,641	\$ 1,275	\$ 1,226	\$ 1,445	\$ 1,824	\$ 16,226
Landscaping Maintenance	\$104,340	\$ 8,500	\$ 7,450	\$ 7,450	\$ 7,450	\$ 7,450	\$ 7,450	\$ 7,450	\$ 7,450	\$ 7,450	\$ 7,450	\$ 7,450	\$ 7,450	\$ 90,450
Landscape Replenishment	\$10,000	\$ 850	\$ -	\$ -	\$ 1,050	\$ 880	\$ 3,600	\$ -	\$ -	\$ 1,350	\$ 882	\$ -	\$ -	\$ 8,612
Irrigation Maintenance	\$10,000	\$ 818	\$ -	\$ -	\$ -	\$ 1,272	\$ -	\$ -	\$ -	\$ 2,206	\$ -	\$ -	\$ 1,928	\$ 6,224
Landscape Replacement and Enhancement	\$23,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,750	\$ -	\$ 13,750
Pet Waste Removal	\$3,812	\$ 318	\$ 318	\$ 318	\$ 318	\$ 318	\$ 318	\$ 318	\$ 318	\$ 318	\$ 317	\$ 318	\$ 318	\$ 3,812
Pond Maintenance	\$5,700	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 475	\$ 5,700
Security Patrol	\$24,408	\$ 2,427	\$ 2,427	\$ 2,427	\$ 2,427	\$ 2,427	\$ 2,427	\$ 2,427	\$ 2,427	\$ 7,609	\$ 6,917	\$ 6,917	\$ 6,917	\$ 47,776
Holiday Lights	\$4,000	\$ 2,300	\$ -	\$ 3,050	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,350
Fountain Maintenance & Repairs	\$2,500	\$ -	\$ 2,195	\$ 350	\$ -	\$ -	\$ 175	\$ -	\$ 175	\$ -	\$ 310	\$ -	\$ -	\$ 3,204
Field Contingency	\$20,000	\$ -	\$ 2,300	\$ 8,500	\$ -	\$ 4,540	\$ 875	\$ 343	\$ -	\$ 2,816	\$ 1,862	\$ -	\$ -	\$ 21,236
	\$283,260	\$ 21,787	\$ 21,842	\$ 29,519	\$ 19,140	\$ 24,676	\$ 22,506	\$ 18,297	\$ 18,471	\$ 28,396	\$ 27,493	\$ 36,792	\$ 25,349	\$ 294,268
PARKS & RECREATION														
Security Cameras	\$1,692	\$ 141	\$ 141	\$ 141	\$ 141	\$ 141	\$ 141	\$ 141	\$ 141	\$ 456	\$ 141	\$ 141	\$ 141	\$ 2,007
Pool Maintenance - Contract	\$10,800	\$ 900	\$ 900	\$ 900	\$ 900	\$ 2,246	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 12,146
Pool Permit	\$275	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275	\$ -	\$ -	\$ -	\$ 275
Cleaning & Maintenance	\$7,800	\$ 650	\$ 650	\$ 1,519	\$ 1,648	\$ 1,591	\$ 650	\$ 650	\$ 650	\$ 650	\$ -	\$ 4,593	\$ 1,192	\$ 14,444
Telephone/Internet	\$2,000	\$ 158	\$ 158	\$ 168	\$ 168	\$ 168	\$ 168	\$ 168	\$ 168	\$ 168	\$ 168	\$ 168	\$ 168	\$ 1,996
Electricity	\$8,000	\$ 635	\$ 667	\$ 700	\$ 876	\$ 779	\$ 739	\$ 820	\$ 870	\$ -	\$ 1,757	\$ 913	\$ 928	\$ 9,686
Water	\$3,000	\$ -	\$ 338	\$ 132	\$ -	\$ 190	\$ 285	\$ 255	\$ 269	\$ 100	\$ 222	\$ 518	\$ -	\$ 2,309
Pest Control	\$1,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Refuse Service	\$1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Amenity Center Repairs and Maintenance	\$10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 102	\$ 23	\$ 2,167	\$ 91	\$ 2,383
	\$46,367	\$ 2,484	\$ 2,854	\$ 3,560	\$ 3,734	\$ 5,116	\$ 2,883	\$ 2,934	\$ 2,999	\$ 2,651	\$ 3,212	\$ 9,400	\$ 3,420	\$ 45,246
CAPITAL OUTLAY														
Capital Outlay	\$60,000	\$ -	\$ -	\$ 2,555	\$ 3,550	\$ -	\$ 2,555	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,660
Reserve Study	\$0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$60,000	\$ -	\$ -	\$ 2,555	\$ 3,550	\$ -	\$ 2,555	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,660
TOTAL EXPENDITURES	\$517,083	\$ 55,500	\$ 34,250	\$ 41,643	\$ 31,454	\$ 36,026	\$ 33,226	\$ 26,489	\$ 26,768	\$ 40,284	\$ 34,691	\$ 51,544	\$ 32,952	\$ 453,006
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	\$0	\$ (55,500)	\$ 28,431	\$ 378,312	\$ (20,364)	\$ (32,662)	\$ (30,112)	\$ (18,041)	\$ (21,593)	\$ (34,658)	\$ (35,051)	\$ (51,544)	\$ (32,952)	\$ 66,085

SECTION C

PARK CREEK
COMMUNITY DEVELOPMENT DISTRICT

Special Assessment Receipts
Fiscal Year 2023

ASSESSMENTS - TAX COLLECTOR

\$550,087.87	\$182,967.24	\$219,561.43	\$952,616.54
FY 2023	FY 2023	FY 2023	TOTAL
.36300.10000	.36300.10000	.36300.10000	
57.745%	19.207%	23.048%	100.00%

DATE	DESCRIPTION	GROSS AMOUNT	DISCOUNTS/PENALTY	COMMISSIONS	INTEREST	NET RECEIPTS	O&M Portion	2013 DSF	2014 DSF	Total
11/02/22	10/01/22-10/31/22	\$6,836.02	\$314.91	\$130.42	\$0.00	\$6,390.69	\$3,690.30	\$1,227.45	\$1,472.94	\$6,390.69
11/16/22	11/01/22-11/10/22	\$30,345.73	\$1,213.83	\$582.64	\$0.00	\$28,549.26	\$16,485.75	\$5,483.40	\$6,580.10	\$28,549.26
11/22/22	11/11/22-11/17/22	\$17,153.19	\$686.12	\$329.35	\$0.00	\$16,137.72	\$9,318.72	\$3,099.54	\$3,719.46	\$16,137.72
11/29/22	11/18/22-11/22/22	\$67,711.99	\$2,708.45	\$1,300.06	\$0.00	\$63,703.48	\$36,785.54	\$12,235.41	\$14,682.54	\$63,703.48
12/07/22	11/23/22-11/30/22	\$757,778.01	\$30,279.61	\$14,549.97	\$0.00	\$712,948.43	\$411,691.66	\$136,934.64	\$164,322.13	\$712,948.43
12/14/22	12/01/22-12/07/22	\$8,584.85	\$343.39	\$164.83	\$0.00	\$8,076.63	\$4,663.85	\$1,551.26	\$1,861.52	\$8,076.63
01/04/23	12/08/22-12/31/22	\$19,933.16	\$714.39	\$384.38	\$0.00	\$18,834.39	\$10,875.91	\$3,617.49	\$4,341.00	\$18,834.39
01/23/23	INTEREST	\$0.00	\$0.00	\$0.00	\$370.54	\$370.54	\$213.97	\$71.17	\$85.40	\$370.54
02/06/23	01/01/23-01/31/23	\$6,064.75	\$121.29	\$118.86	\$0.00	\$5,824.60	\$3,363.41	\$1,118.72	\$1,342.47	\$5,824.60
03/03/23	02/01/23-02/28/23	\$5,557.97	\$55.58	\$110.05	\$0.00	\$5,392.34	\$3,113.80	\$1,035.70	\$1,242.84	\$5,392.34
04/06/23	03/01/23-03/31/23	\$14,904.13	\$0.00	\$298.08	\$0.00	\$14,606.05	\$8,434.26	\$2,805.36	\$3,366.44	\$14,606.05
04/11/23	INTEREST	\$0.00	\$0.00	\$0.00	\$22.43	\$22.43	\$12.95	\$4.31	\$5.17	\$22.43
05/08/23	04/01/23-04/30/23	\$8,094.58	(\$166.83)	\$165.23	\$0.00	\$8,096.18	\$4,675.13	\$1,555.02	\$1,866.03	\$8,096.18
06/04/23	05/01/23-05/31/23	\$1,574.09	(\$47.22)	\$32.43	\$0.00	\$1,588.88	\$917.50	\$305.17	\$366.21	\$1,588.88
06/16/23	TAX CERTIFICATES	\$8,078.07	(\$242.34)	\$166.41	\$0.00	\$8,154.00	\$4,708.52	\$1,566.12	\$1,879.35	\$8,154.00
07/25/23	INTEREST	\$0.00	\$0.00	\$0.00	\$24.71	\$24.71	\$14.27	\$4.75	\$5.70	\$24.71
TOTAL		\$952,616.54	\$35,981.18	\$18,332.71	\$417.68	\$898,720.33	\$518,965.53	\$172,615.50	\$207,139.30	\$898,720.33

Assessed on Roll:

	GROSS AMOUNT ASSESSED	PERCENTAGE	ASSESSMENTS COLLECTED	ASSESSMENTS TRANSFERRED	AMOUNT TO BE TFR.
O & M	\$550,087.87	57.7449%	\$518,965.53	(\$518,965.53)	\$0.00
SERIES 2013 DSF	\$182,967.24	19.2068%	\$172,615.50	(\$172,610.75)	\$4.75
SERIES 2016 DSF	\$219,561.43	23.0482%	\$207,139.30	(\$207,133.60)	\$5.70
TOTAL	\$952,616.54	100.00%	\$898,720.33	(\$898,709.88)	\$10.45

100% Gross Collected