

*Poinciana West
Community Development District*

Agenda Package

January 16, 2019

AGENDA

Poinciana West

Community Development District

135 W. Central Blvd., Suite 320, Orlando, Florida 32801
Phone: 407-841-5524 – Fax: 407-839-1526

January 9, 2019

**Board of Supervisors
Poinciana West Community
Development District**

Dear Board Members:

The Board of Supervisors of Poinciana West Community Development District will meet **Wednesday, January 16, 2019 at 9:30 AM at the Starlight Ballroom, 384 Village Drive, Poinciana, Florida.** Following is the advance agenda for the meeting:

1. Roll Call
2. Pledge of Allegiance
3. Public Comment Period on Agenda Items
4. Approval of Minutes of the November 28, 2018 Meeting
5. Consideration of Non-Ad Valorem Assessment Administration Agreement with the Polk County Property Appraiser
6. Discussion of Solivita Theater
7. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager
 - i. Approval of Check Register
 - ii. Balance Sheet and Income Statement
 - D. Field Manager
 - i. Field Manager's Report
 - ii. Customer Complaint Log
8. Supervisor's Requests
9. General Audience Comments
10. Other Business
11. Next Meeting Date – February 20, 2019
12. Adjournment

The second order of business is the reciting of the Pledge of Allegiance.

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

The fourth order of business is the approval of minutes of the November 28, 2018 meeting. The minutes are enclosed for your review.

The fifth order of business is the consideration of the non-ad valorem assessment administration agreement with the Polk County Property Appraiser. A copy of the agreement is enclosed for your review.

The sixth order of business is the discussion of the Solivita Theater. This is an open discussion item and no back-up material available.

The seventh order of business is Staff Reports. Section C is the District Manager's Report. Sub-Section 1 includes the check register for approval and Sub-Section 2 includes the balance sheet and income statement for your review. Section D is the Field Manager's Report. The report containing the monthly treatment reports is enclosed for your review. Sub-Section 2 includes the customer complaint log for review.

The balance of the agenda will be discussed at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,



George S. Flint
District Manager

CC: Michael Eckert, District Counsel
Kathleen Leo, District Engineer
Alan Scheerer, Field Manager
Darrin Mossing, GMS

Enclosures

MINUTES

MINUTES OF MEETING
POINCIANA WEST
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Poinciana West Community Development District was held on Wednesday, November 28, 2018 at 2:00 p.m. in the Starlite Ballroom, 384 Village Drive, Poinciana, Florida.

Present and constituting a quorum were:

| | |
|-----------------|---------------------|
| Charles Case | Chairman |
| Leonard Vento | Vice Chairman |
| Shirley Bzdweka | Assistant Secretary |
| Peggy Gregory | Assistant Secretary |
| Roy LaRue | Assistant Secretary |

Also present were:

| | |
|----------------|----------------------|
| George Flint | District Manager |
| Michael Eckert | District Counsel |
| Jan Carpenter | Special Counsel |
| Kathy Leo | District Engineer |
| Alan Scheerer | Field Engineer |
| Clayton Smith | Asst. Field Engineer |
| Kathy Fox | Clarke Environmental |
| Residents | |

The following is a summary of the discussions and actions taken at the November 28, 2018 Poinciana West Community Development District's Board of Supervisors Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Case called the meeting to order and called the roll. A quorum was established.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited by Members of the Board and staff.

THIRD ORDER OF BUSINESS

Public Comment Period on Agenda Items

Mr. Case asked for public comments on agenda items only and asked the public to keep comments to three minutes.

A resident, Thadius, mentioned he attended past meetings and noted there will be a learning curve for the new Members of the Board. The resident asked the Board to reconsider merging the Poinciana and Poinciana West Districts together.

FOURTH ORDER OF BUSINESS

Organizational Matters

A. Administration of Oaths of Office to the Newly Elected Board Members

Mr. Flint welcomed the new Board Members to the Board and administered the Oath of Office to Mr. LaRue and Ms. Gregory. Mr. Flint briefly explained the packet handed out to new members regarding documents they must file and/or return to him. Mr. Eckert explained the Sunshine Law and Public Records Law to the newly appointed Board Members and asked for any questions from the Board.

B. Election of Officers

C. Consideration of Resolution 2019-01 Electing Officers

Mr. Flint noted the Chairman and Vice Chairman need to be Board Members, and the other officers can be Board Members or not. Mr. Flint noted that currently Mr. Case is Chairman, Mr. Vento is Vice Chairman, and the other three Board Members previously were Assistant Secretaries. Mr. Flint stated he was Secretary, the District accountant Ariel Lovera was Treasurer, Jason Showe was an Assistant Secretary, and Teresa Viscarra was an Assistant Treasurer. The Board agreed to keep the current officers. Mr. Case congratulated and welcomed Ms. Gregory and Mr. LaRue to the Board and noted the other Board Members looked forward to working with them.

Mr. Case noted that Mr. Brown served the Board for three years and thanked him for his time and effort working for the Board and stated he appreciated his performance on the Board. Mr. Case stated that Mr. Gecewicz did a lot to help out in the short period of time he was on the Board. Mr. Case noted that George Flint has done a superb job since replacing the previous individual who did not live up to the standard the Board wanted. Mr. Case stated he never had an occasion he could not get in contact with Mr. Flint, and pointed out to the new Board Members that he is always there for them. Mr. Case pointed out Mike Eckert has done a very good job for the Board in the negotiation process at the Board's direction. Mr. Case noted Mr. Eckert is also always able to be reached for any questions or input on any situation. Mr. Case thanked Kathy Leo for her work with the Board as well.

On MOTION by Mr. Vento, seconded by Ms. Bzdweka, with all in favor, Charles Case was elected to serve on the Board of Supervisors as Chairman, was approved.

On MOTION by Ms. Bzdweka, seconded by Ms. Case, with all in favor, Leonard Vento was elected to serve on the Board of Supervisors as Vice Chairman, was approved.

On MOTION by Ms. Bzdweka, seconded by Mr. LaRue, with all in favor, Shirley Bzdweka, Peggy Gregory, Roy LaRue, and Jason Showe were elected to serve as Assistant Secretaries, George Flint elected to serve as Secretary, Ariel Lovera elected to serve as Treasurer, and Teresa Viscarra elected to serve as Assistant Treasurer, was approved.

On MOTION by Ms. Bzdweka, seconded by Mr. LaRue, with all in favor, Resolution 2019-01 Electing Officers was approved.

FIFTH ORDER OF BUSINESS

Approval of Minutes of the August 15, 2018 Board of Supervisors Meeting and Approval of the Minutes of the September 5, 2018 Joint Meeting

Mr. Case asked for amendments, changes, corrections, or deletions to the August 15, 2018 Board of Supervisor meeting minutes. The Board had no changes or corrections to the minutes.

On MOTION by Ms. Bzdweka, seconded by Mr. Vento, with all in favor, the Minutes of the August 15, 2018 Board of Supervisors Meeting were approved, as presented.

Mr. Case asked for amendments, changes, corrections, or deletions to the September 5, 2018 Joint meeting minutes. The Board had no changes or corrections to the minutes.

On MOTION by Ms. Bzdweka, seconded by Ms. Gregory, with all in favor, the Minutes of the September 5, 2018 Joint Meeting were approved, as presented.

SIXTH ORDER OF BUSINESS**Consideration of Agreement with Berger, Toombs, Elam, Gaines & Frank to Provide Auditing Services for Fiscal Year 2018**

Mr. Flint noted that as a governmental entity, the CDD is required to have an annual independent audit and Berger, Toombs, Elam, Gaines & Frank was selected through a process prescribed by statutes. Mr. Flint stated the agreement is a not to exceed amount of \$3,415.

On MOTION by Mr. Vento, seconded by Ms. Bzdweka, with all in favor, the Agreement from Berger, Toombs, Elam, Gaines & Frank to Provide Auditing Services for the Fiscal Year 2018, was approved.

SEVENTH ORDER OF BUSINESS**Consideration of Resolution 2019-02 Amending the Fiscal Year 2018 Budget**

Mr. Flint noted if the actual expenses exceed the budget, the budget must be amended within 60 days of the end of the fiscal year. Mr. Flint summarized the changes to the Fiscal Year 2018 budget.

Ms. Gregory asked to see the true definition of every line item for the new Board Members to fully understand what exactly was being paid for and why. Mr. Flint noted that he would gladly sit down with the new Board Members and answer any detailed questions they had on the budget. Mr. Flint pointed out that the adopted budget has a narrative of every line item, and noted the adopted budget was on the District's website www.poincianawestcdd.org.

Mr. Vento and Mr. Flint discussed the carry forward surplus under revenue. Mr. LaRue and Mr. Flint discussed advertising costs. Mr. Flint discussed fees that should not be reoccurring in the Fiscal Year 2019 budget with the Board. Mr. Flint explained the Trustee fee and field services line items to the Board.

On MOTION by Ms. Bzdweka, seconded by Mr. Vento, with all in favor, the Resolution 2019-02 Amending the Fiscal Year 2018 Budget, was approved.

EIGHTH ORDER OF BUSINESS**Ratification of Limited Engagement of
Latham, Shuker, Eden & Beaudine, LLP
Regarding the Real Estate Amenity
Transaction**

Mr. Flint noted that Hopping, Green & Sams was not able to represent the CDD on the actual sales transaction due to a conflict, and the Board directed him to bring back proposals for special counsel to deal with the real estate transaction. Mr. Flint stated the Chairman was authorized to enter into an agreement with Latham, Shuker, Eden & Beaudine and this ratifies the agreement that has already been executed.

On MOTION by Ms. Bzdweka, seconded by Ms. Gregory, with all in favor, the Limited Engagement of Latham, Shuker, Eden & Beaudine, LLP Regarding the Real Estate Amenity Transaction, was ratified.

NINTH ORDER OF BUSINESS**Discussion of Amenity Transaction****A. Presentation of Termination Letter of Asset Sale and Purchase Agreement**

Ms. Carpenter presented the termination letter of Asset Sale and Purchase Agreement. Ms. Carpenter reminded the Board that the AV Homes attorney sent a letter stating that the 14th amendment would terminate on November 15, 2018 and that they were seeking to terminate the contract. She noted that this terminates the contract in its entirety, there are no obligations left under that agreement.

B. Presentation of Termination Letter of Bond Financing Team Funding Agreement

Ms. Carpenter presented the termination letter of Bond Financing Team Funding agreement. She noted they were terminating that agreement other than their obligation to provide funding as required. Ms. Carpenter stated under the termination provision, it says that they are going to provide the funds along with the termination to pay anything remaining.

Mr. LaRue and Ms. Carpenter discussed expenses that occurred during the process and clarified the intent of payment.

C. Consideration of Resolution 2019-03 Directing Termination of Bond Validation Case

Mr. Eckert explained resolution 2019-03 to the Board and asked for any questions. Mr. Vento asked if there were any financial ramifications for termination this, Mr. Eckert noted he

believed there were. For example, if the Board wanted to issue bonds again they are going to have to redo everything, however there is no dismissal fee.

Discussion ensued regarding the option of termination vs. not terminating between Mr. Eckert, Mr. Flint, and Ms. Bzdweka.

On MOTION by Ms. Bzdweka, seconded by Mr. LaRue, with all in favor, the Resolution 2019-03 Directing Termination of Bond Validation Case, was approved.

D. Consideration of Resolution 2019-04 Terminating Amenity Debt Special Assessment Liens

Mr. Eckert explained resolution 2019-04 to the Board and noted as soon as the Board adopted the resolution the assessments will be terminated.

On MOTION by Ms. Bzdweka, seconded by Mr. LaRue, with all in favor, the Resolution 2019-04 Terminating Amenity Debt Special Assessment Liens, was approved.

E. Consideration of Termination of Interlocal Agreement Related to Amenity Transaction

Mr. Eckert summarized the Interlocal Agreement Termination in the Board's agenda packet. Mr. Eckert noted that the Poinciana CDD Board deferred this item to a future meeting. He stated the Board could authorize the execution to terminate or defer it to a later date.

The Board discussed having a joint meeting to address this issue with the Poinciana Board but decided they should not hold off for a joint meeting and instead approve the termination.

On MOTION by Ms. Bzdweka, seconded by Mr. Vento, with all in favor, the Termination of Interlocal Agreement Related to Amenity Transaction, was approved.

F. Consideration of Termination of Agreement for Amenity Bond Financing Services with MBS Capital Markets, LLC

Mr. Eckert summarized the termination for the Board, there were no questions.

On MOTION by Mr. Vento, seconded by Ms. Bzdweka, with all in favor, the Termination of Agreement for Amenity Bond Financing Services with MBS Capital Markets, LLC, was approved.

TENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Eckert discussed fees in the future for terminations of agreements. Mr. Eckert noted he was not aware of any fees for serving the terminations of contracts. Mr. Eckert discussed some issues brought up during the Poinciana CDD meeting with the Board.

B. Engineer

Ms. Leo welcomed the new Board Members and handed out the ownership map of the District ponds. Ms. Leo noted she had a request from Mr. Brown to take a look at the dry ponds. She asked the Board for any questions. Ms. Leo discussed the midge issued with the Board and noted that Poinciana West did not have as many issues as Poinciana with midges. Mr. Flint stated there was a complaint in the complaint log about midges, but they are not to the extent that Poinciana has them.

C. District Manager

i. Approval of the Check Register

Mr. Flint presented the check register for October 1st through November 30th, totaling \$110,601.31, and the detailed summary was located behind it. He then asked for any questions on the check register. Mr. Flint explained the \$14,000 to the Polk County Property Appraiser charge for the Board to use the tax bill as the collection method, is required. Mr. Flint explained the costs for raising two manhole covers up.

On MOTION by Ms. Bzdweka, seconded by Mr. LaRue, with all in favor, the Check Register for October 1st through November 30th was approved.

ii. Balance Sheet and Income Statement

Mr. Flint presented the unaudited financial statements for the first month of Fiscal Year 2019. He noted there is no revenue, because they have not started receiving the assessment revenue yet. Mr. Flint stated they do have a significant fund balance carried forward that will carry them through November and December until the revenue starts coming in.

On MOTION by Ms. Bzdweka, seconded by Mr. Vento, with all in favor, the Balance Sheet and Income Statement was approved.

D. Field Manager

i. Field Manager's Report

Mr. Smith present the Field Manager's Report. He explained in further detail the man hole covers that were lifted and showed the Board pictures of the completed project. He pointed out that Clarke's contract has begun, and they are starting Hydrilla treatments. Mr. Smith showed the Board pictures of the ponds and noted that in one pond half of the Hydrilla is already gone. Mr. Smith and Mr. Flint went into a detailed discussion about what hydrilla is and how they are working to get it out of the ponds.

Ms. Leo noted the pond water is at the point where they could put in fish. Mr. Flint stated the water had been too warm, but after the cold front they should be ready to go in.

ii. Customer Complaint Log

Mr. Flint presented the customer complaint log.

ELEVENTH ORDER OF BUSINESS

Supervisor's Request

Ms. Bzdweka stated that there are street lights completely out and gave Mr. Flint the street name to put in a request to get that issue taken care of.

Mr. Vento requested their meeting to come before the other CDD meeting because their meetings are much briefer. He recommended the meetings start before 11:00 a.m. Discussion ensued regarding meetings in the future. *Board consensus to move the meeting start time to 9:30 a.m. on the same dates.*

TWELTH ORDER OF BUSINESS

General Audience Comments

There being none, the next item followed.

THIRTEENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

FOURTEENTH ORDER OF BUSINESS

Next Meeting Date – January 16, 2019 at 9:30 a.m.

The Board decided to cancel the December meeting, the next meeting will be held on January 16, 2019 at 9:30 a.m.

FIFTEENTH ORDER OF BUSINESS

Adjournment

The meeting was adjourned at 3:14 p.m.

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| On MOTION by Ms. Bzdweka, seconded by and Mr. Vento, with all in favor, the meeting was adjourned |
|---|

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION V

CONTRACT AGREEMENT

This Agreement made and entered into on Friday, December 07, 2018 by and between the Poinciana West Community Development District, a local unit of special purpose government of the State of Florida hereinafter referred to as the 'Special District', and Marsha M. Faux, Polk County Property Appraiser, a Constitutional Officer of the State of Florida, whose address is 255 North Wilson Ave., Bartow, FL 33830, hereinafter referred to as the 'Property Appraiser'.

1. Section 197.3632 Florida Statutes, provides that special assessments of non-ad valorem taxes levied by the Special District may be included in the assessment rolls of the County and collected in conjunction with ad valorem taxes as assessed by the Property Appraiser. Pursuant to that option, the Property Appraiser and the Special District shall enter into an agreement providing for reimbursement to the Property Appraiser of administrative costs, including costs of inception and maintenance, incurred as a result of such inclusion.
2. The parties herein agree that, for the 2019 tax year assessment roll, the Property Appraiser will include on the assessment rolls such special assessments as are certified to her by the Poinciana West Community Development District.
3. The term of this Agreement shall commence on January 1, 2019 and shall run until December 31, 2019, the date of signature by the parties notwithstanding. This Agreement shall not automatically renew.
4. The Special District shall meet all relevant requirements of Section 197.3632 & 190.021 Florida Statutes.
5. The Special District shall furnish the Property Appraiser with up-to-date data concerning its boundaries and proposed assessments, and other information as requested by the Property Appraiser to facilitate in administering the non-ad valorem assessment in question. Specifically, the Special District shall provide **proposed assessments no later than Friday, July 19, 2019**, for inclusion on the 2019 TRIM notice which is statutorily mailed within 55 days of July 1. The Special District's assessments shall, as far as practicable, be uniform (e.g. one uniform assessment for maintenance, etc.) to facilitate the making of the assessments by the mass data techniques utilized by the Property Appraiser.
6. The Special District shall certify to the Property Appraiser the Special District's annual installment and levy **no later than Friday, September 13, 2019**. The Property Appraiser shall, using the information provided by the Special District, place the Special District's non ad-valorem special assessments on properties within the district for inclusion on the 2019 tax roll.
7. The Property Appraiser shall be compensated by the Special District for the administrative costs incurred in carrying out this Agreement at the rate of 1% of the amount levied on the TRIM Notice. The Property Appraiser will require **payment on or before Friday, September 13, 2019** for processing within the Property Appraiser budget year (October 1st – September 30th).
8. If the actual costs of performing the services under this agreement exceed the compensation provided for in Paragraph 7, the amount of compensation shall be the actual costs of performing the services under this agreement.
9. If tax roll corrections are requested by the Special District, the Property Appraiser shall be compensated by the Special District for the administrative costs incurred at the rate of \$5.00 for each tax roll correction exceeding ten (10) corrections per tax year.

The Special District shall indemnify and hold harmless, to the extent permitted by Florida law and without waiving its right of any applicable sovereign immunity, the Property Appraiser and all respective officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the Property Appraiser and all respective officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the negligent or intentional acts or omissions of the Special District or its employees, agents, servants, partners, principals, or subcontractors arising out of, relating to, or resulting from the performance of the Agreement. The Special District shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the Property Appraiser where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorneys' fees which may issue thereon.

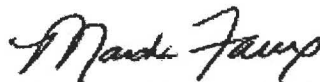
EXECUTED on the date first above written
By:

Special District Representative

Print name

Title

Marsha M. Faux, CFA, ASA
Polk County Property Appraiser
By:



Marsha M. Faux, Property Appraiser

SECTION VII

SECTION C

SECTION 1

Poinciana West Community Development District

Summary of Check Register

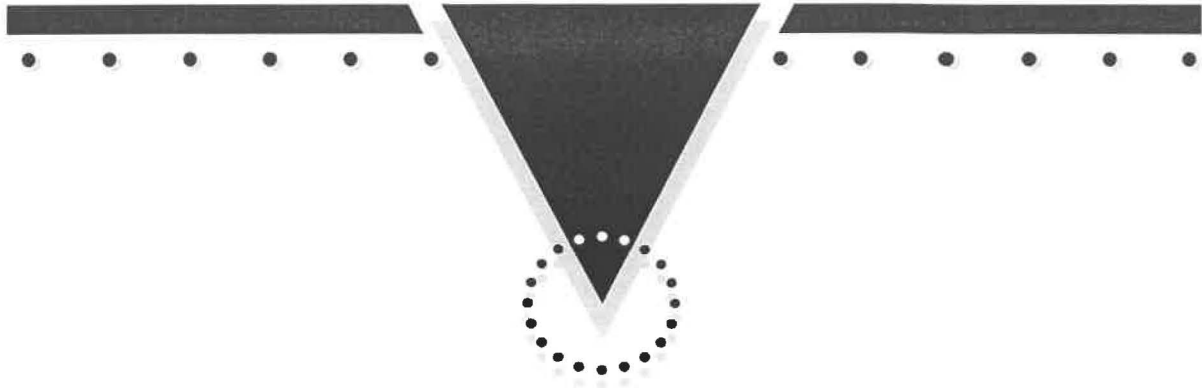
November 20, 2018 to January 7, 2019

| Fund | Date | Check No.'s | | Amount |
|--------------|----------------------|-------------|----|------------|
| General Fund | 11/26/18 | 1507 | \$ | 15,951.86 |
| | 11/29/18 | 1508-1510 | \$ | 6,819.27 |
| | 12/6/18 | 1511 | \$ | 5,267.10 |
| | 12/11/18 | 1512 | \$ | 147,698.59 |
| | 12/14/18 | 1513-1518 | \$ | 10,939.28 |
| | 12/20/18 | 1519-1520 | \$ | 6,583.33 |
| | 12/27/18 | 1521 | \$ | 7,706.50 |
| | 1/1/19 | 1522 | \$ | 779,549.32 |
| | | | \$ | 980,515.25 |
| Payroll | <u>November 2018</u> | | | |
| | Charles Case III | 50038 | \$ | 184.70 |
| | Leonard Vento | 50039 | \$ | 134.70 |
| | Shirley Bzdewka | 50040 | \$ | 184.70 |
| | Peggy Gregory | 50041 | \$ | 184.70 |
| | Roy LaRue | 50042 | \$ | 184.70 |
| | | | \$ | 873.50 |
| | | | \$ | 981,388.75 |

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK.... AMOUNT # |
|---------------|-------|-----------------------------------|--|-------------------------------------|--------|------------|---------------------------|
| 11/26/18 | 00013 | 11/26/18 11262018 | 201811 300-20700-10000 | | * | 27,129.38 | |
| | | | FY19 DEBT SERVICE ASSESS | | | | |
| | | 11/26/18 11262018 | 201811 300-20700-10000 | | * | 11,177.52- | |
| | | | POLK CTY PROP APPR FEE | | | | |
| | | | | POINCIANA WEST CDD C/O USBANK | | | 15,951.86 001507 |
| 11/29/18 | 00005 | 11/15/18 1004679 | 201811 320-53800-47100 | | * | 1,833.33 | |
| | | | MOSQUITO MGMT SERV NOV18 | | | | |
| | | | | CLARKE ENVIRONMENTAL MOSQUITO | | | 1,833.33 001508 |
| 11/29/18 | 00020 | 11/15/18 2635 | 201811 320-53800-47000 | | * | 4,750.00 | |
| | | | AQUATIC MAINT. SRVC NOV18 | | | | |
| | | | | CLARKE AQUATIC SERVICES, INC | | | 4,750.00 001509 |
| 11/29/18 | 00014 | 11/13/18 111318 | 201811 310-51300-42000 | | * | 235.94 | |
| | | | POSTAGE - 2018 | | | | |
| | | | | JOE G. TEDDER, TAX COLLECTOR | | | 235.94 001510 |
| 12/06/18 | 00001 | 12/01/18 28 | 201812 310-51300-34000 | | * | 3,750.00 | |
| | | | MANAGEMENT FEES-DEC18 | | | | |
| | | 12/01/18 28 | 201812 310-51300-35200 | | * | 125.00 | |
| | | | INFORMATION TECH-DEC18 | | | | |
| | | 12/01/18 28 | 201812 310-51300-31300 | | * | 416.67 | |
| | | | DISSEMINATION-DEC18 | | | | |
| | | 12/01/18 28 | 201812 310-51300-51000 | | * | 17.59 | |
| | | | OFFICE SUPPLIES | | | | |
| | | 12/01/18 28 | 201812 310-51300-42000 | | * | 1.41 | |
| | | | POSTAGE | | | | |
| | | 12/01/18 28 | 201812 310-51300-42500 | | * | 118.35 | |
| | | | COPIES | | | | |
| | | 12/01/18 28 | 201812 310-51300-41000 | | * | 4.75 | |
| | | | TELEPHONE | | | | |
| | | 12/01/18 29 | 201812 320-53800-12000 | | * | 833.33 | |
| | | | FIELD MANAGEMENT-DEC18 | | | | |
| | | | | GOVERNMENTAL MANAGEMENT SERVICES-CF | | | 5,267.10 001511 |
| 12/11/18 | 00013 | 12/11/18 12112018 | 201812 300-20700-10000 | | * | 147,698.59 | |
| | | | FY19 DEBT SERVICE SER2017 | | | | |
| | | | | POINCIANA WEST CDD C/O USBANK | | | 147,698.59 001512 |
| 12/14/18 | 00007 | 12/01/18 3237 | 201812 320-53800-46200 | | * | 4,691.16 | |
| | | | LAWN MAINTENANCE DEC18 | | | | |
| | | | | FLORALAWN 2, LLC | | | 4,691.16 001513 |
| 12/14/18 | 00008 | 11/27/18 6-382-18 | 201811 310-51300-42000 | | * | 53.95 | |
| | | | DELIVERY 11/21/18 | | | | |
| | | | | FEDEX | | | 53.95 001514 |
| | | | | | | | |
| | | | | POIW POIN WEST CDD TVISCARRA | | | |

| CHECK DATE | VEND# |INVOICE..... DATE INVOICE | ...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS | VENDOR NAME | STATUS | AMOUNT |CHECK.... AMOUNT # |
|--------------------|-------|-----------------------------------|--|-------------------------------------|--------|------------|---------------------------|
| 12/14/18 | 00001 | 12/13/18 30 | 201810 310-51300-31700 | | * | 5,000.00 | |
| | | FY19 ASSESSMENT ROLL CERT | | GOVERNMENTAL MANAGEMENT SERVICES-CF | | | 5,000.00 001515 |
| 12/14/18 | 00016 | 11/30/18 2132056 | 201811 310-51300-31100 | | * | 737.50 | |
| | | INTERIM ENG. SRVCS-NOV18 | | GAI CONSULTANTS, INC | | | 737.50 001516 |
| 12/14/18 | 00002 | 11/27/18 103896 | 201810 310-51300-31500 | | * | 105.50 | |
| | | GEN.COUNSEL/MTHLY MTG OCT | | HOPPING GREEN & SAMS | | | 105.50 001517 |
| 12/14/18 | 00010 | 12/02/18 L060G0IO | 201811 310-51300-48000 | | * | 351.17 | |
| | | NOT.OF JOINT MTG 11/19/18 | | THE LEDGER | | | 351.17 001518 |
| 12/20/18 | 00005 | 12/17/18 1004727 | 201812 320-53800-47100 | | * | 1,833.33 | |
| | | MOSQUITO MGMT SERV DEC18 | | CLARKE ENVIRONMENTAL MOSQUITO | | | 1,833.33 001519 |
| 12/20/18 | 00020 | 12/17/18 2690 | 201812 320-53800-47000 | | * | 4,750.00 | |
| | | AQUATIC MAINT. SRVC DEC18 | | CLARKE AQUATIC SERVICES, INC | | | 4,750.00 001520 |
| 12/27/18 | 00002 | 12/21/18 104463 | 201811 310-51300-31500 | | * | 7,706.50 | |
| | | GEN.COUNSEL/MTHLY MTG NOV | | HOPPING GREEN & SAMS | | | 7,706.50 001521 |
| 1/01/19 | 00013 | 1/01/19 01012019 | 201901 300-20700-10000 | | * | 779,549.32 | |
| | | FY19 DEBT SERVICE ASSESS | | POINCIANA WEST CDD C/O USBANK | | | 779,549.32 001522 |
| TOTAL FOR BANK A | | | | | | 980,515.25 | |
| TOTAL FOR REGISTER | | | | | | 980,515.25 | |

SECTION 2



Poinciana West
Community Development District

Unaudited Financial Reporting

December 31, 2018



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| 4 | <u>Month to Month</u> |
| 5 | <u>FY19 Assessment Receipt Schedule</u> |

Poinciana West
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
December 31, 2018

| | General Fund | Debt Service Fund | Totals 2019 |
|--|---------------------------|---------------------------|---------------------------|
| <u>ASSETS:</u> | | | |
| <u>CASH</u> | | | |
| OPERATING ACCOUNT - SUNTRUST | \$1,052,472 | --- | \$1,052,472 |
| MONEY MARKET ACCOUNT | \$487,614 | --- | \$487,614 |
| <u>INVESTMENTS</u> | | | |
| SERIES 2017 | | | |
| RESERVE R1 | --- | \$391,845 | \$391,845 |
| RESERVE R2 | --- | \$121,808 | \$121,808 |
| REVENUE | --- | \$163,652 | \$163,652 |
| REDEMPTION R1 | --- | \$2,134 | \$2,134 |
| REDEMPTION R2 | --- | \$33,072 | \$33,072 |
| DUE FROM DEVELOPER | \$3,632 | --- | \$3,632 |
| DUE FROM GENERAL FUND | --- | \$779,549 | \$779,549 |
| TOTAL ASSETS | <u>\$1,543,719</u> | <u>\$1,492,060</u> | <u>\$3,035,779</u> |
| <u>LIABILITIES:</u> | | | |
| ACCOUNTS PAYABLE | \$3,632 | --- | \$3,632 |
| DUE TO DEBT SERVICE | \$779,549 | --- | \$779,549 |
| <u>FUND EQUITY:</u> | | | |
| FUND BALANCES: | | | |
| RESTRICTED FOR DEBT SERVICE 2017 | --- | \$1,492,060 | \$1,492,060 |
| OPERATING RESERVE | \$65,156 | --- | \$65,156 |
| UNASSIGNED | \$695,382 | --- | \$695,382 |
| TOTAL LIABILITIES & FUND EQUITY | <u>\$1,543,719</u> | <u>\$1,492,060</u> | <u>\$3,035,779</u> |

Poinciana West

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND

Statement of Revenues & Expenditures

For The Period Ending December 31, 2018

REVENUES:

| | ADOPTED BUDGET | PRORATED BUDGET THRU 12/31/18 | ACTUAL THRU 12/31/18 | VARIANCE |
|-----------------------------|-------------------|----------------------------------|-------------------------|--------------|
| ASSESSMENTS - TAX COLLECTOR | \$291,294 | \$264,609 | \$264,609 | \$0 |
| INTEREST | \$3,000 | \$750 | \$1,240 | \$490 |
| TOTAL REVENUES | \$294,294 | \$265,359 | \$265,849 | \$490 |

EXPENDITURES:

ADMINISTRATIVE:

| | | | | |
|--------------------------------|----------|----------|----------|---------|
| SUPERVISOR FEES | \$12,000 | \$3,000 | \$1,000 | \$2,000 |
| FICA EXPENSE | \$918 | \$230 | \$77 | \$153 |
| ENGINEERING | \$20,000 | \$5,000 | \$738 | \$4,263 |
| ATTORNEY | \$50,000 | \$12,500 | \$7,812 | \$4,688 |
| ARBITRAGE | \$450 | \$0 | \$0 | \$0 |
| DISSEMINATION | \$5,000 | \$1,250 | \$1,250 | (\$0) |
| ANNUAL AUDIT | \$3,415 | \$0 | \$0 | \$0 |
| TRUSTEE FEES | \$7,050 | \$0 | \$0 | \$0 |
| ASSESSMENT ADMINISTRATION | \$5,000 | \$5,000 | \$5,000 | \$0 |
| MANAGEMENT FEES | \$45,000 | \$11,250 | \$11,250 | \$0 |
| INFORMATION TECHNOLOGY | \$1,500 | \$375 | \$375 | \$0 |
| TELEPHONE | \$100 | \$25 | \$17 | \$8 |
| POSTAGE | \$3,000 | \$750 | \$366 | \$384 |
| PRINTING & BINDING | \$1,500 | \$375 | \$245 | \$130 |
| INSURANCE | \$10,883 | \$10,883 | \$9,000 | \$1,883 |
| LEGAL ADVERTISING | \$2,500 | \$625 | \$351 | \$274 |
| OTHER CURRENT CHARGES | \$636 | \$159 | \$166 | (\$7) |
| OFFICE SUPPLIES | \$200 | \$50 | \$19 | \$31 |
| PROPERTY APPRAISER | \$6,198 | \$0 | \$0 | \$0 |
| DUES, LICENSES & SUBSCRIPTIONS | \$175 | \$175 | \$175 | \$0 |

FIELD:

| | | | | |
|-----------------------------|----------|----------|----------|---------|
| FIELD MANAGEMENT | \$10,000 | \$2,500 | \$2,500 | \$0 |
| LANDSCAPE MAINTENANCE | \$56,294 | \$14,074 | \$14,073 | \$0 |
| AQUATIC CONTROL MAINTENANCE | \$57,000 | \$14,250 | \$14,250 | \$0 |
| AQUATIC MIDGE MANAGEMENT | \$32,000 | \$8,000 | \$5,500 | \$2,500 |
| R&M PLANT REPLACEMENT | \$10,000 | \$2,500 | \$0 | \$2,500 |
| STORM STRUCTURES REPAIRS | \$0 | \$0 | \$0 | \$0 |
| CONTINGENCY | \$10,000 | \$2,500 | \$1,650 | \$850 |
| CAPITAL OUTLAY | \$20,000 | \$5,000 | \$0 | \$5,000 |

| | | | | |
|---------------------------------------|-------------------|------------------|------------------|-----------------|
| TOTAL EXPENDITURES | \$370,819 | \$100,470 | \$75,813 | \$24,657 |
| EXCESS REVENUES (EXPENDITURES) | (\$76,525) | | \$190,036 | |
| FUND BALANCE - BEGINNING | \$76,525 | | \$505,346 | |
| FUND BALANCE - ENDING | \$0 | | \$695,382 | |

Poinciana West
COMMUNITY DEVELOPMENT DISTRICT

SERIES 2017

DEBT SERVICE FUND

Statement of Revenues & Expenditures

For The Period Ending December 31, 2018

REVENUES:

ASSESSMENTS - TAX COLLECTOR
INTEREST

| | | | |
|-------------|-----------|-----------|-------|
| \$1,050,687 | \$954,377 | \$954,377 | \$0 |
| \$100 | \$25 | \$553 | \$528 |

TOTAL REVENUES

| | | | |
|-------------|-----------|-----------|-------|
| \$1,050,787 | \$954,402 | \$954,931 | \$528 |
|-------------|-----------|-----------|-------|

EXPENDITURES:

ADMINISTRATIVE
PROPERTY APPRAISER

| | | | |
|----------|-----|-----|-----|
| \$22,355 | \$0 | \$0 | \$0 |
|----------|-----|-----|-----|

SERIES 2017 R-1

INTEREST - 11/1
PRINCIPAL - 05/1
INTEREST - 05/1

| | | | |
|-----------|-----------|-----------|-----|
| \$194,316 | \$194,316 | \$194,316 | \$0 |
| \$395,000 | \$0 | \$0 | \$0 |
| \$194,316 | \$0 | \$0 | \$0 |

SERIES 2017 R-2

INTEREST - 11/1
PRINCIPAL - 05/1
INTEREST - 05/1

| | | | |
|----------|----------|----------|-----|
| \$75,831 | \$75,831 | \$75,831 | \$0 |
| \$85,000 | \$0 | \$0 | \$0 |
| \$75,831 | \$0 | \$0 | \$0 |

TOTAL EXPENDITURES

| | | | |
|-------------|-----------|-----------|-----|
| \$1,042,649 | \$270,147 | \$270,147 | \$0 |
|-------------|-----------|-----------|-----|

EXCESS REVENUES (EXPENDITURES)

| | |
|---------|-----------|
| \$8,138 | \$684,784 |
|---------|-----------|

FUND BALANCE - BEGINNING

| | |
|-----------|-----------|
| \$292,350 | \$807,276 |
|-----------|-----------|

FUND BALANCE - ENDING

| | |
|-----------|-------------|
| \$300,488 | \$1,492,060 |
|-----------|-------------|

**Poinciana West
Community Development District**

| | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Total |
|---------------------------------------|-------------------|-----------------|------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------------|
| REVENUES: | | | | | | | | | | | | | |
| ASSESSMENTS - TAX COLLECTOR | \$0 | \$49,965 | \$214,644 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$264,609 |
| INTEREST | \$413 | \$400 | \$427 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,240 |
| TOTAL REVENUES | \$413 | \$50,365 | \$215,071 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$265,849 |
| EXPENDITURES: | | | | | | | | | | | | | |
| ADMINISTRATIVE: | | | | | | | | | | | | | |
| SUPERVISOR FEES | \$0 | \$600 | \$400 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,000 |
| FICA EXPENSE | \$0 | \$46 | \$31 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$77 |
| ENGINEERING | \$0 | \$738 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$738 |
| ATTORNEY | \$106 | \$7,707 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$7,812 |
| ARBITRAGE | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| DISSEMINATION | \$417 | \$417 | \$417 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,250 |
| ANNUAL AUDIT | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| TRUSTEE FEES | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| ASSESSMENT ADMINISTRATION | \$5,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$5,000 |
| MANAGEMENT FEES | \$3,750 | \$3,750 | \$3,750 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$11,250 |
| INFORMATION TECHNOLOGY | \$125 | \$125 | \$125 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$375 |
| TELEPHONE | \$0 | \$13 | \$5 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$17 |
| POSTAGE | \$49 | \$315 | \$1 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$366 |
| PRINTING & BINDING | \$120 | \$7 | \$118 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$245 |
| INSURANCE | \$9,000 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$9,000 |
| LEGAL ADVERTISING | \$0 | \$351 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$351 |
| OTHER CURRENT CHARGES | \$49 | \$69 | \$48 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$166 |
| OFFICE SUPPLIES | \$1 | \$0 | \$18 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$19 |
| PROPERTY APPRAISER | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| DUES, LICENSES & SUBSCRIPTIONS | \$175 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$175 |
| FIELD: | | | | | | | | | | | | | |
| FIELD MANAGEMENT | \$833 | \$833 | \$833 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$2,500 |
| LANDSCAPE MAINTENANCE | \$4,691 | \$4,691 | \$4,691 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$14,073 |
| AQUATIC CONTROL MAINTENANCE | \$4,750 | \$4,750 | \$4,750 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$14,250 |
| AQUATIC MIDGE MANAGEMENT | \$1,833 | \$1,833 | \$1,833 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$5,500 |
| R&M PLANT REPLACEMENT | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| STORM STRUCTURES REPAIRS | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| CONTINGENCY | \$1,650 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$1,650 |
| CAPITAL OUTLAY | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| TOTAL EXPENDITURES | \$32,549 | \$26,244 | \$17,020 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$75,813 |
| EXCESS REVENUES/(EXPENDITURES) | (\$32,136) | \$24,121 | \$198,051 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$190,036 |

MAINTENANCE

| | | GROSS ASSESSMENTS | | COMMISSIONS | INTEREST | NET ASSESSMENTS | GENERAL |
|----------------------|--------------|-------------------|--------------|-------------|----------|-----------------|---------------|
| DATE | DISTRIBUTION | RECEIVED | DISCOUNTS | PAID | INCOME | RECEIVED | FUND |
| 11/14/18 | ACH | \$ 1,305.99 | \$ 52.22 | \$ 25.08 | \$ - | \$ 1,228.69 | \$ 1,228.69 |
| 11/20/18 | ACH | \$ 4,277.90 | \$ 219.74 | \$ 81.16 | \$ - | \$ 3,977.00 | \$ 3,977.00 |
| 11/23/18 | ACH | \$ 7,089.66 | \$ 283.48 | \$ 136.12 | \$ - | \$ 6,670.06 | \$ 6,670.06 |
| 11/30/18 | ACH | \$ 40,485.69 | \$ 1,618.82 | \$ 777.34 | \$ - | \$ 38,089.53 | \$ 38,089.53 |
| 12/12/18 | ACH | \$ 71,703.59 | \$ 2,866.46 | \$ 1,376.74 | \$ - | \$ 67,460.39 | \$ 67,460.39 |
| 12/28/18 | ACH | \$ 156,440.34 | \$ 6,252.93 | \$ 3,003.75 | \$ - | \$ 147,183.66 | \$ 147,183.66 |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL COLLECTED | | \$ 281,303.17 | \$ 11,293.65 | \$ 5,400.19 | \$ - | \$ 264,609.33 | \$ 264,609.33 |
| PERCENTAGE COLLECTED | | | | | | | 91% |

| | | |
|---------------------------|----|--------------|
| GROSS ASSESSMENTS | \$ | 1,117,752.24 |
| CERTIFIED NET ASSESSMENTS | \$ | 1,050,687.11 |
| | | 100% |

| | | GROSS ASSESSMENTS RECEIVED | DISCOUNTS | COMMISSIONS PAID | INTEREST INCOME | NET ASSESSMENTS RECEIVED | DEBT SERVICE FUND |
|----------------------|--------------|-------------------------------|--------------|---------------------|--------------------|-----------------------------|----------------------|
| DATE | DISTRIBUTION | | | | | | |
| 11/14/18 | ACH | \$ 4,806.06 | \$ 192.22 | \$ 92.28 | \$ - | \$ 4,521.56 | \$ 4,521.56 |
| 11/20/18 | ACH | \$ 15,742.68 | \$ 808.53 | \$ 298.68 | \$ - | \$ 14,635.47 | \$ 14,635.47 |
| 11/23/18 | ACH | \$ 24,030.30 | \$ 961.10 | \$ 461.38 | \$ - | \$ 22,607.82 | \$ 22,607.82 |
| 11/30/18 | ACH | \$ 141,435.48 | \$ 5,656.79 | \$ 2,715.57 | \$ - | \$ 133,063.12 | \$ 133,063.12 |
| 12/12/18 | ACH | \$ 258,377.48 | \$ 10,331.72 | \$ 4,960.92 | \$ - | \$ 243,084.84 | \$ 243,084.84 |
| 12/28/18 | ACH | \$ 570,209.92 | \$ 22,797.19 | \$ 10,948.25 | \$ - | \$ 536,464.48 | \$ 536,464.48 |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL COLLECTED | | \$ 1,014,601.92 | \$ 40,747.55 | \$ 19,477.08 | \$ - | \$ 954,377.29 | \$ 954,377.29 |
| PERCENTAGE COLLECTED | | | | | | | 91% |

SECTION D

SECTION 1

Poinciana West Community Development District



January 16, 2019
Clayton Smith - Field Services Manager
GMS

Poinciana West
Community Development District

Field Management Report
January 16, 2019

To: George Flint
District Manager
From: Clayton Smith
Field Services Manager

RE: Poinciana CDD – January 16, 2019

The following is a summary of items related to the field operations and management of the Poinciana West Community Development District.

In Progress



Many of the most urgent items have been assessed and will be priced to complete these action items.



Some work availability is dependent on water levels.



All work is expected to be completed by the end of the dry season.



In Progress

Pond Aquatic Maintenance



Spraying and management of aquatic weeds and algae is ongoing.



Contractor aware of current algae and hydrilla issues and is acting accordingly.



Many ponds have shown positive results after treatments.



Conclusion

For any questions or comments regarding the above information, please contact me by phone at 407-913-2960, or by email at csmith@gmscfl.com. Thank you.

Respectfully,
Clayton Smith

Poinciana West Community Development District

Check List

| Pond | Description | Status | Cost |
|--------------|--|----------|-----------|
| Pond 5 | Minor damage to skimmer. Orifice missing stand pipe and should be replaced. Minor shoreline erosion. | Complete | \$140.00 |
| Pond 10 | Minor damage to skimmer. Orifice needs repair. Minor shoreline erosion. | Complete | |
| Pond 18 | Skimmer needs repairs. Orifice missing stand pipe and should be replaced. Fence to be removed? | Complete | \$420.00 |
| Pond 20 | Skimmer needs repairs. | | |
| Pond 11 | Algae growth. Skimmer damage. | Complete | \$165.00 |
| Pond 3 | Minor damage to skimmer. | | |
| Pond 13 | Minor damage to skimmer. | | |
| Pond 16 | Minor damage to skimmer. The spreader swale for the overflow weir is heavily covered with vegetation. Minor erosion around MES. Vegetation inside control structure should be removed. Fence to be removed? | | |
| Pond P-1/P-2 | Overgrown plants at overflow weir. | | |
| Pond 4A | Overgrown plants at overflow weir. Grass should be cleared around bubble up structure for better flow. | | |
| Pond 16A | The vegetation in and around the facility should be trimmed and monitored. | | |
| Pond 22 | Minor shoreline erosion. Trash and debris on control structure grate. | Complete | |
| Pond P-3 | The pond should be inspected after a few rain events to observe the draw down time of ponding water in the pond. Should the draw down not occur within the original design time, further investigation and evaluation may be required to determine the cause of any observed excessive ponding. Overgrown vegetation was observed in the middle of the pond that needs to be removed. to not impede flows. Overgrown vegetation was observed at the outflow of the weir and should be removed to not impede flows. | Complete | \$1360.00 |
| Pond P-4 | The pond should be inspected after a few rain events to observe the draw down time of ponding water in the pond. Should the draw down not occur within the original design time, further investigation and evaluation may be required to determine the cause of any observed excessive ponding. Overgrown vegetation was observed in the middle of the pond that needs to be removed. to not impede flows. Overgrown vegetation was observed at the outflow of the weir and should be removed to not impede flows. | Complete | \$1360.00 |
| Pond 7 | Algae growth. Minor shoreline erosion. | | |
| Pond 9 | Algae growth. Minor shoreline erosion. | | |

| Pond | Description | Status | Cost |
|----------|--|----------|-----------|
| Pond P-5 | The pond should be inspected after a few rain events to observe the draw down time of ponding water in the pond. Should the draw down not occur within the original design time, further investigation and evaluation may be required to determine the cause of any observed excessive ponding. The area around the inflow structure needs to be cleared from grass to not impede flows towards the outfall. | Complete | \$1360.00 |
| Pond P-6 | The pond should be inspected after a few rain events to observe the draw down time of ponding water in the pond. Should the draw down not occur within the original design time, further investigation and evaluation may be required to determine the cause of any observed excessive ponding. The area around the inflow structure needs to be cleared from grass to not impede flows towards the outfall. | Complete | \$1360.00 |
| Pond 17 | Algae growth. Minor shoreline erosion. | | |
| Pond 21 | Algae growth. Minor shoreline erosion. | | |
| Pond 2 | Erosion around inflow pipe MES. | | |
| Pond 6 | Algae growth. | | |
| Pond 12 | Algae growth. | | |
| Pond 1 | No Issues were noticed. | | |
| Pond 4 | No Issues were noticed. | | |
| Pond 8 | No Issues were noticed. | | |
| Pond 15 | No Issues were noticed. | | |
| Pond 19A | Not a part of PWCDD. | | |
| Pond 19B | Not a part of PWCDD. | | |

PWCDD Engineer's Report Summary

Pond 20 Skimmer Repair

Description: Repair damaged skimmer by replacing broken ends on the shore.



| | |
|----------------|--|
| District Costs | |
| TOTAL | |

Pond 3 Skimmer Repair

Description: Repair corners of skimmer



| | |
|----------------|--|
| District Costs | |
| TOTAL | |

Pond 13 Skimmer Repair

Description: Reattach skimmer to upright supports.



| | |
|----------------|--|
| District Costs | |
| TOTAL | |

Pond 16 2 Mitered End Section Repairs

Description: Back fill Mitered end sections.



| | |
|----------------|--|
| District Costs | |
| TOTAL | |

Pond 16 Skimmer Repair, Clear Weir Overflow

Description: Repair damage to skimmer. Clear out weir overflow.



| | |
|----------------|--|
| District Costs | |
| TOTAL | |

Pond P-1/P-2 Brush Removal

Description: Clear brush from weir overflow.



| | |
|----------------|--|
| District Costs | |
| TOTAL | |

Pond 4A Clear Weir Overflow

Description: Clear Weir overflow of brush and debris.



| | |
|----------------|--|
| District Costs | |
| TOTAL | |

Pond 16A Clear Brush and Debris

Description: Clear brush from east side of overflow pond.



| | |
|----------------|--|
| District Costs | |
| TOTAL | |

Pond 2 Mitered End Washout

Description: Backfill around 2 mitered end sections



| | |
|----------------|--|
| District Costs | |
| TOTAL | |



PW Monthly Treatment Report

Date between : 12/01/2018 and 12/31/2018

| Customer Site ID | Treatment Date | Condition/Weeds Treated |
|------------------|----------------|-------------------------|
| 16A | 12/13/18 | Clean |
| 4A | 12/13/18 | Clean |
| Pond 1 | 12/13/18 | Clean |
| Pond 10 | 12/12/18 | Filamentous |
| Pond 10 | 12/12/18 | Hydrilla |
| Pond 11 | 12/13/18 | Clean |
| Pond 12 | 12/12/18 | Filamentous |
| Pond 12 | 12/12/18 | Hydrilla |
| Pond 13 | 12/13/18 | Clean |
| Pond 15 | 12/13/18 | Clean |
| Pond 16 | 12/17/18 | Alligator Weed |
| Pond 16 | 12/17/18 | Filamentous |
| Pond 16 | 12/17/18 | Hydrilla |
| Pond 16 | 12/17/18 | Pennywort |
| Pond 16 | 12/17/18 | Shoreline Grasses |
| Pond 17 | 12/12/18 | Filamentous |
| Pond 18 | 12/13/18 | Clean |
| Pond 2 | 12/17/18 | Clean |
| Pond 20 | 12/17/18 | Chara spp. |
| Pond 20 | 12/17/18 | Duckweed |
| Pond 20 | 12/17/18 | Filamentous |
| Pond 21 | 12/17/18 | Duckweed |
| Pond 21 | 12/17/18 | Filamentous |
| Pond 22 | 12/17/18 | Duckweed |
| Pond 22 | 12/17/18 | Filamentous |
| Pond 3 | 12/13/18 | Clean |
| Pond 4 | 12/13/18 | Clean |
| Pond 5 | 12/17/18 | Clean |
| Pond 6 | 12/17/18 | Duckweed |
| Pond 6 | 12/17/18 | Filamentous |
| Pond 7 | 12/12/18 | Filamentous |
| Pond 8 | 12/12/18 | Filamentous |
| Pond 9 | 12/12/18 | Filamentous |
| Pond 9 | 12/12/18 | Hydrilla |



**PWCDD Monthly Midge Treatment Report
December 2018**

| Customer | Route | Start Date | End Date | Used Quantity | Unit of Measure | Chemical Used Quantity | Unit of Measure |
|----------------------------|-----------------|------------|----------|---------------|-----------------|------------------------|-----------------|
| PWCDD Truck ULV | Ponds 5, 8, & 9 | 12/4/18 | 12/4/18 | 2.1 | mi | 0.47 | gal |
| PWCDD ATV ULV | Ponds 5, 8, & 9 | 12/6/18 | 12/6/18 | 2.2 | mi | 0.32 | gal |
| PWCDD Truck ULV | Ponds 5, 8, & 9 | 12/9/18 | 12/9/18 | 2.1 | mi | 0.46 | gal |
| PWCDD ATV ULV | Ponds 5, 8, & 9 | 12/13/18 | 12/13/18 | 2 | mi | 0.3 | gal |
| PWCDD Truck ULV | Ponds 5, 8, & 9 | 12/17/18 | 12/17/18 | 2.2 | mi | 0.49 | gal |
| PWCDD ATV ULV | Ponds 5, 8, & 9 | 12/19/18 | 12/19/18 | 1.7 | mi | 0.2 | gal |
| Total For The Month | | | | 12.30 | mi | 2.24 | gal |

| Abate 5% Pellets Larvicide Ponds | Start Date | End Date | Used Quantity | Unit of Measure | Chemical Used Quantity | Unit of Measure |
|----------------------------------|------------|----------|---------------|-----------------|------------------------|---------------------------|
| Pond 5 & 9 | 12/6/18 | 12/6/18 | 5.5 | ac | 44 | lb |
| Total For The Month | | | | 5.50 | ac | 44.00 lb |

| Abate 4E Larvicide Ponds | Start Date | End Date | Used Quantity | Unit of Measure | Chemical Used Quantity | Unit of Measure |
|----------------------------|------------|----------|---------------|-----------------|------------------------|-----------------|
| Pond 8 | 12/13/18 | 12/13/18 | 13.35 | ac | 20 | oz |
| | | | | ac | | oz |
| | | | | ac | | oz |
| Total For The Month | | | | 13.35 | 20.00 | oz |



Poinciana West Community Development District
Monthly Midge Treatment Report
December 1, 2018- December 31, 2018

Night Truck Spray

- 6.4 Miles were sprayed

ATV ULV Spray

- 5.9 Miles were sprayed

Backpack Pellet Larvicide

- 5.5 Acres were treated

Boat Larvicide Treatments

- 13.35 Acres were treated

SECTION 2

Customer Complaint Log Poinciana West CDD

| Date | Resident | Address | Pond | Contact | Complaint | Assigned To | Resolution | Date Resolved |
|--------|---------------|------------------|------|--------------|-----------------|---------------|------------|---------------|
| 1/7/19 | Richard Weiss | 443 Indian Wells | P-1 | 863-427-9672 | Excessive grass | Clayton Smith | TBD | TBD |