

**CORKSCREW FARMS
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
REGULAR & AUDIT COMMITTEE MEETING
OCTOBER 11, 2017**

CORKSCREW FARMS
COMMUNITY DEVELOPMENT DISTRICT AGENDA
WEDNESDAY, OCTOBER 11, 2017
1:00 P.M.

The Place at Corkscrew
Located at 4954 Royal Gulf Circle, Fort Myers FL 33966

District Board of Supervisors	Chairman	Joseph Cameratta
	Vice Chairman	Anthony Cameratta
	Supervisor	Laura Youmans
	Supervisor	Cheryl Yano
	Supervisor	Vacant
District Manager	Meritus	Brian Lamb
District Attorney	Coleman, Yovanovich & Koester, PA	Greg Urbancic
District Engineer	Barraco & Associates	Carl A. Barraco

All cellular phones and pagers must be turned off while in the meeting room

The District Agenda is comprised of four different sections:

The meeting will begin at **1:00 p.m.** with the seventh section called **Business Matters**. The business matters section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. Agendas can be reviewed by contacting the Manager's office at (813) 397-5120 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The ninth section is called **Administrative Matters**. The Administrative Matters section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The tenth section is called **Staff Reports**. This section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The final sections are called **Board Members Comments and Public Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to **three (3) minutes** for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT ADMINSTRATOR OUTSIDE THE CONTEXT OF THIS MEETING.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 397-5120, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Board of Supervisors
Corkscrew Farms Community Development District

Dear Board Members:

The Regular & Audit Committee Meeting of Corkscrew Farms Community Development District will be held on **October 11, 2017 at 1:00 p.m.** at The Place at Corkscrew located at 4654 Royal Gulf Circle Fort Myers, FL 33966. Following is the Agenda for the Meeting:

Call In Number: 1-866-906-9330

Access Code: 4863181

AUDIT COMMITTEE MEETING

- 1. CALL TO ORDER/ROLL CALL**
- 2. APPOINT CHAIRMAN**
- 3. SELECTION OF CRITERIA FOR EVALUATION OF PROPOSALS**
- 4. DETERMINE DATE, TIME AND LOCATION RFP REQUIRED**
 - A. Consider Notice of Request for Proposals for Annual Audit Services
- 5. CONSIDER SENDING RFP TO INTERESTED FIRMS**
- 6. DETERMINE DATE OF NEXT COMMITTEE MEETING**
(Guidelines are included behind this agenda)

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATIVE**
 - A. Discussion on Initiation of Special Assessments for Phase II
 - B. Discussion on Matters Related to the Construction, Acquisition or Conveyance of the District's Capital Improvement Program
 - C. General Matters of the District
- 4. CONSENT AGENDA**
 - A. Consideration of Board of Supervisors Meeting Minutes August 17, 2017 Tab 01
 - B. Consideration of Operations and Maintenance Expenditures September 2017 Tab 02
 - C. Review of Financial Statements Month Ending August 31, 2017 Tab 03
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
- 6. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 397-5120.

CORKSCREW FARMS COMMUNITY DEVELOPMENT DISTRICTS

District Office ♦2005 Pan Am Circle ♦Suite 120 ♦Tampa, Florida 33607 ♦(813) 397-5120 ♦Fax (813) 873-7070

October 11, 2017

To: Corkscrew Farms CDD – Audit Committee

Audit Committee Selection Process

As noted above, we suggest appointing the entire Board as the Committee. This will allow for an easy quorum and the Committee can meet before or during the regular Board meeting. You may, however, appoint as few as two persons such as the District manager (“Manager”) and the Board Chairman. Consider the following:

1. At a regular Board meeting, have the Board, by motion, appoint the Committee members. The Board should designate one person as the Chair of the committee.
2. If you have already advertised a meeting of the Committee, you may have the Committee meeting during or after the regular Board meeting.
3. You cannot have a Committee meeting until you publicly notice the meeting of the Committee, either within the same published notice as the regular meeting or separately.

After you have provided notice, you may convene the Committee meeting. The purpose of the meeting will be to select the criteria by which responses to the RFP will be evaluated and announce publicly that the District is soliciting proposals. The actions to be taken by the Committee include:

1. Selection of the criteria by which proposals will be evaluated. You are statutorily required to consider: (a) ability of personnel; (b) experience; and (c) ability to furnish the required services. Additional criteria, such as price, should be determined by the Committee.
2. Determination of the date, time, and location that the RFP will be required to be received by the District. While there is no exact time required for this RFP to be out, it should be at least two weeks to give firms an opportunity to put together a proposal.
3. Public announcement of the opportunity to provide auditing services. Such announcement must include, at minimum: (a) a brief description of the audit and (b) how interested firms can apply for consideration (where they can obtain an RFP). The Manager will then publish the notice of the RFP. A sample notice is attached.
4. Provide interested firms, through the Manager, an RFP that must include information on how proposals are to be evaluated and other information necessary to enable interested firms to respond.

At the date, time, and location announced in the RFP, the Manager must open the proposals and read them aloud. The Manager should then evaluate them for completeness. There should be the proper number of copies, the correct documents, and all should be properly completed. The Manager should then schedule, or have already scheduled, a meeting of the Committee. The following is an outline of that process:

1. The Committee meeting should be noticed. The published notice of the Committee meeting may be with the same published notice as the regular Board meeting but must specifically state that the audit Committee will be meeting. A separate published notice of just the Committee meeting may also be used.
2. The Committee will evaluate the proposals that are determined complete (responsive) and will rank them in accordance with the evaluation criteria established by the Committee and adjourn.
3. The Committee Chairman will make a report to the Board, at a properly noticed Board meeting, the ranking assigned by the Committee to the responses to the RFP.
4. If compensation is a criteria on the Evaluation Criteria Sheet, the Board shall negotiate a contract with the highest ranked firm or it must document in its public record the reason for not selecting the highest ranked qualified firm. If compensation is not a criteria on the Evaluation Criteria Sheet, the Board will then authorize staff to enter into negotiations with the firms in order of ranking or as directed.

After successful negotiations, staff must return to the Board for authorization to enter into a contract with one of the auditing firms. The Contract must meet the following criteria:

It must, as a minimum, include provisions that:

- a. specify the services to be provided and fees, or other compensation for such services;
- b. require that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the Contract
- c. specify the contract period, including renewals and conditions, under which the Contract may be terminated or renewed.

An engagement letter that contains the above provisions and that is signed and executed by both parties can be used to satisfy the requirements of a written contract. It is our recommendation that the Contract provide for only two (2) annual renewals.

In summation, you must do the following:

1. The Board must appoint an audit committee.
2. The Committee meeting must be noticed.
3. The Committee must establish the RFP evaluation criteria which **must** include (a) ability of personnel, (b) experience, and (c) ability to furnish the required services.
4. The Committee must issue the RFP in compliance with the above criteria.
5. The Committee must evaluate and rank the proposals to the RFP in accord with evaluation criteria.
6. The Board must select the firm to negotiate with.
7. The Board must approve the Contract, as negotiated, that meets the above criteria.

CORKSCREW FARMS COMMUNITY DEVELOPMENT DISTRICT

August 17, 2017 Minutes of Regular Meeting and Public Hearing

Minutes of the Regular Meeting and Public Hearing

The Regular Meeting and Public Hearing of the Corkscrew Farms Community Development District was held on **Wednesday, August 17, 2017 at 1:00 p.m.** at The Place at Corkscrew, located at 4954 Royal Gulf Circle, Fort Myers, FL 33966.

1. CALL TO ORDER/ROLL CALL

Brian Lamb called the Regular Meeting and Public Hearing of the Board of Supervisors of the Corkscrew Farms Community Development District to order on **Wednesday, August 17, 2017 at 1:00 p.m.**

Board Members Present and Constituting a Quorum at the onset of the meeting:

Joseph Cameratta	Chairman
Anthony Cameratta	Vice Chairman
Laura Youmans	Supervisor

Staff Members Present:

Brian Lamb	District Manager, Meritus
Greg Urbancic	District Counsel
Carl A. Barraco	District Engineer
Dominic Cameratta	
Ray Blacksmith	<i>via conference call</i>

There were no other members of the general public present.

2. PUBLIC COMMENT ON AGENDA ITEMS

There were no comments from the audience.

3. PUBLIC HEARING ON PROPOSED FISCAL YEAR 2018 BUDGET

A. Open Public Hearing on Adopting Fiscal Year 2018 Budget

MOTION TO:	Open the public hearing.
MADE BY:	Supervisor J. Cameratta
SECONDED BY:	Supervisor A. Cameratta
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

B. Staff Presentations

Mr. Lamb went over the budget line items and stated that the District's function is primarily administrative and keeping in compliance with state-required functions.

C. Public Comments

There were no public comments.

D. Consideration of Resolution 2017-10; Adopting Fiscal Year 2018 Budget

The Board reviewed the resolution.

MOTION TO:	Approve Resolution 2017-10.
MADE BY:	Supervisor J. Cameratta
SECONDED BY:	Supervisor Youmans
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

E. Close Public Hearing on Adopting Fiscal Year 2018 Budget

MOTION TO:	Close the public hearing.
MADE BY:	Supervisor J. Cameratta
SECONDED BY:	Supervisor Youmans
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

4. BUSINESS ADMINISTRATIVE

A. Consideration of Resolution 2017-11; Assessment Resolution

Mr. Lamb went over the resolution with the Board.

MOTION TO:	Approve Resolution 2017-11.
MADE BY:	Supervisor J. Cameratta
SECONDED BY:	Supervisor Youmans
DISCUSSION:	Mr. Urbancic went over what the exhibits will be for the Resolution with the Board.
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

B. Consideration of Infrastructure Management and Maintenance Services Agreement

Mr. Urbancic went over the resolution and answered some questions about the exhibits.

MOTION TO:	Approve the Infrastructure Management and Maintenance Services Agreement in substantial form subject to any additions to Exhibit A.
MADE BY:	Supervisor J. Cameratta
SECONDED BY:	Supervisor A. Cameratta
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously

C. Consideration of Resolution 2017-12; Setting Fiscal Year 2018 Meeting Schedule

The Board discussed the resolution.

MOTION TO:	Approve Resolution 2017-12.
MADE BY:	Supervisor J. Cameratta
SECONDED BY:	Supervisor Youmans
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously

D. Discussion on Authorization for Chairman to Accept Offsite Force Main

Mr. Barraco went over the resolution.

MOTION TO:	Approve and accept the necessary documents to convey the offsite sanitary sewer to the Lee County Utility Department as required.
MADE BY:	Supervisor J. Cameratta
SECONDED BY:	Supervisor Youmans
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously

E. General Matters of the District

5. CONSENT AGENDA

A. Consideration of the Board of Supervisors Special Meeting Minutes May 24, 2017

B. Consideration of the Operations and Maintenance Expenditures June 2017

C. Consideration of the Operations and Maintenance Expenditures July 2017

D. Review of Financial Statements Month Ending July 31, 2017

The Board reviewed the Consent Agenda items.

MOTION TO:	Approve the Consent Agenda.
MADE BY:	Supervisor A. Cameratta
SECONDED BY:	Supervisor Youmans
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	3/0 – Motion Passed Unanimously

6. STAFF REPORTS

- A. District Counsel**
- B. District Engineer**
- C. District Manager**

Mr. Lamb stated for the record that no other members of the general public had joined the meeting. Supervisor J. Cameratta said that there will be an open house in the District on Saturday, August 19th from 1:00 p.m. to 3:00 p.m. at the models.

7. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS

There were no supervisor requests or audience comments.

8. ADJOURNMENT

MOTION TO:	Adjourn.
MADE BY:	Supervisor J. Cameratta
SECONDED BY:	Supervisor A. Cameratta
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	3/0 – Motion Passed Unanimously

**Please note the entire meeting is available on disc.*

**These minutes were done in a summary format.*

**Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.

Signature

Printed Name

Title:

☐ **Chair**

☐ **Vice Chair**

Signature

Printed Name

Title:

☐ **Secretary**

☐ **Assistant Secretary**

Recorded by Records Administrator

Signature

Date



Official District Seal

Corkscrew Farms Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
Meritus Districts	8018	\$ 2,812.50		Management Services - September
Monthly Contract Sub-Total		\$ 2,812.50		
Variable Contract				
Coleman, Yovanovich & Koester, P.A.	10	\$ 2,908.75		Professional Services - thru 07/31/17
Coleman, Yovanovich & Koester, P.A.	14	926.25		Professional Services - thru 08/24/17
Coleman, Yovanovich & Koester, P.A.	6677 001M 15	2,063.75		Professional Services - thru 08/31/17
Coleman, Yovanovich & Koester, P.A.	6677 004M 11	1,803.75	\$ 7,702.50	Professional Services - thru 08/31/17
Variable Contract Sub-Total		\$ 7,702.50		
Utilities				
Utilities Sub-Total		\$ 0.00		
Regular Services				
Regular Services Sub-Total		\$ 0.00		
Additional Services				
Meritus Districts	8053	\$ 4,200.00		Dissemination agent/Disclosure reporting - FY 17
Additional Services Sub-Total		\$ 4,200.00		
TOTAL:		\$ 14,715.00		

Approved (with any necessary revisions noted):

Corkscrew Farms Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
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Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

Meritus Districts

2005 Pan Am Circle
Suite 120
Tampa, FL 33607

Voice: 813-397-5121
Fax: 813-873-7070



INVOICE

Invoice Number: 8018
Invoice Date: Sep 1, 2017
Page: 1

Bill To:

Corkscrew Farms CDD
2005 Pan Am Circle
Suite 120
Tampa, FL 33607

Ship to:

Customer ID	Customer PO	Payment Terms	
Corkscrew Farms CDD		Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Airborne		9/1/17

Quantity	Item	Description	Unit Price	Amount
	DMS	District Management Services - September		2,812.50

Subtotal	2,812.50
Sales Tax	
Total Invoice Amount	2,812.50
Payment/Credit Applied	
TOTAL	2,812.50

Check/Credit Memo No:

Coleman, Yovanovich & Koester, P.A.
Northern Trust Bank Building
4001 Tamiami Trail North, Suite 300
Naples, Florida 34103-3556
Telephone: (239) 435-3535
Fax: (239) 435-1218

3107

Page: 1
July 31, 2017

Corkscrew Farms CDD
c/o Meritus Corp.
Brian Lamb, District Manager
5680 W. Cypress Street, Suite A
Tampa FL 33607

File No: 6677-004M
Statement No: 10

Attn: Anna Lyalina

Requisition

SENT VIA EMAIL TO: anna.lyalina@merituscorp.com

Previous Balance \$2,307.50

Fees

06/09/2017	GLU	Review Requisition #13 documents; Commence work to prepare requisition legal documents; Exchange email correspondence with Dominic Cameratta on question relating to requisition	812.50
06/11/2017	GLU	Continue work on requisition #13 documents; Exchange email correspondence with Dominic Cameratta	325.00
06/13/2017	GLU	Finalize drafts of forms for requisition #13; Telephone conference with Dominic Cameratta and Ray Blacksmith regarding expansion of Phase 1A; Review email correspondence from Brittany Crutchfield on assignment information regarding connection fees; Draft email correspondence circulating revised assignment regarding connection fees; Draft temporary easement; Draft email correspondence to Dominic Cameratta and Ray Blacksmith with easement	325.00
06/15/2017	GLU	Review and respond to email correspondence from Ray Blacksmith on recorded easement (no charge)	
07/10/2017	GLU	Review and respond to email correspondence from Dominic Cameratta regarding Requisition 14; Initial review of Requisition 14	81.25
07/13/2017	GLU	Continue work on requisition 14 documents; Exchange multiple email correspondence regarding requisition 14 documents	812.50
07/17/2017	GLU	Review multiple email correspondence from Amy Fontaine and Dominic Cameratta regarding revised requisition 14; Review and update Req. 14 documents; Review and respond to email correspondence from Dominic Cameratta; Draft email correspondence circulating Req. 14 documents	487.50
07/25/2017	GLU	Review and respond to email correspondence from Carl Baracco on requisitions 15 and 16	65.00
		Professional Fees through 07/31/2017	2,908.75

Requisition

Total Current Work	2,908.75
<u>Payments</u>	
Total Payments Through 08/24/2017	-2,307.50
Balance Due	<u>\$2,908.75</u>

Coleman, Yovanovich & Koester, P.A.
Northern Trust Bank Building
4001 Tamiami Trail North, Suite 300
Naples, Florida 34103-3556
Telephone: (239) 435-3535
Fax: (239) 435-1218

Corkscrew Farms CDD
c/o Meritus Corp.
Brian Lamb, District Manager
5680 W. Cypress Street, Suite A
Tampa FL 33607

Attn: Teresa Farlow

Gen Rep

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July 31, 2017
File No: 6677-001M
Statement No: 14

SENT VIA EMAIL TO: teresa.farlow@merituscorp.com

Previous Balance \$162.50

Fees

06/14/2017	GLU	Review and respond to email correspondence from Ray Blacksmith on easement; Review executed version of easement	65.00
07/24/2017	GLU	Review and respond to email correspondence from Charlie Ferris regarding audit response letter; Review audit response request; Internal review; draft audit response letter	162.50
	GLU	Review email correspondence from Ray Blacksmith regarding upcoming agenda items; Review and comment on proposed maintenance agreement; Review and comment on proposed easement; Review questions regarding expansion of district	325.00
07/25/2017	GLU	Draft revisions to HOA-CDD maintenance agreement	243.75
07/26/2017	GLU	Finalize revisions to HOA-CDD agreement; Draft email correspondence to Ray Blacksmith on same	130.00
		Professional Fees through 07/31/2017	926.25
		Total Current Work	926.25

Payments

Total Payments Through 08/24/2017	-162.50
Balance Due	<u>\$926.25</u>

Coleman, Yovanovich & Koester, P.A.
Northern Trust Bank Building
4001 Tamiami Trail North, Suite 300
Naples, Florida 34103-3556
Telephone: (239) 435-3535
Fax: (239) 435-1218

Corkscrew Farms CDD
c/o Meritus Corp.
Brian Lamb, District Manager
5680 W. Cypress Street, Suite A
Tampa FL 33607

Attn: Teresa Farlow

Gen Rep

Page: 1
August 31, 2017
File No: 6677-001M
Statement No: 15

SENT VIA EMAIL TO: teresa.farlow@merituscorp.com

Previous Balance	\$926.25
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Fees

08/02/2017	GLU	Telephone conference with Brian Lamb on agenda and schedule	32.50
08/07/2017	GLU	Review and respond to email correspondence from Ray Blacksmith regarding CDD-HOA agreement; Revise agreement	130.00
08/09/2017	GLU	Exchange email correspondence with Ray Blacksmith and Brian Lamb on maintenance agreement	32.50
08/10/2017	GLU	Review multiple email correspondence from Ray Blacksmith, Brian Lamb and Carl Barraco on acceptance of off-site force main	32.50
08/14/2017	GLU	Review email correspondence from Ray Blacksmith regarding revised easement relating to Flow Way; Commence review and comment on same	243.75
08/15/2017	GLU	Finalize review and comment on proposed easement agreement with county; Draft email correspondence to Ray Blacksmith with comments	487.50
08/16/2017	GLU	Telephone conference with Dominic Cameratta on CDD agenda matters	81.25
08/17/2017	GLU	Review agenda and prepare for Board of Supervisors meeting; Draft email correspondence to Brittany Crutchfield on agenda matters; Review email correspondence from Brittany Crutchfield on revised agenda	162.50
	GLU	Attendance at Board of Supervisors meeting	650.00
08/18/2017	GLU	Exchange email correspondence with Brian Lamb on HOA-CDD maintenance agreement; Exchange email correspondence with Dominic Cameratta on HOA-CDD maintenance agreement	81.25
08/24/2017	GLU	Review and respond to email correspondence from Dominic Cameratta on future requisition process; Draft template promissory note; Draft email correspondence to Dominic Cameratta on template note	130.00

Corkscrew Farms CDD

Gen Rep

Page: 2
August 31, 2017
File No: 6677-001M
Statement No: 15

Professional Fees through 08/31/2017	2,063.75
Total Current Work	2,063.75
Balance Due	<u>\$2,990.00</u>

Coleman, Yovanovich & Koester, P.A.
Northern Trust Bank Building
4001 Tamiami Trail North, Suite 300
Naples, Florida 34103-3556
Telephone: (239) 435-3535
Fax: (239) 435-1218

Corkscrew Farms CDD
c/o Meritus Corp.
Brian Lamb, District Manager
5680 W. Cypress Street, Suite A
Tampa FL 33607

Attn: Anna Lyalina

Requisition

Page: 1
August 31, 2017
File No: 6677-004M
Statement No: 11

SENT VIA EMAIL TO: anna.lyalina@merituscorp.com

Previous Balance		\$2,908.75
	<u>Fees</u>	
08/15/2017	GLU Review multiple email correspondence from Carl Barracco and Dominic Cameratta on requisition 17 issues; Review issues relating to same; Follow-up email	162.50
08/17/2017	GLU Review multiple email correspondence from Carl Barracco regarding BOS for offsite improvements; Exchange multiple email correspondence with Amy Fontaine regarding requisition 17; Initial review of same; Exchange multiple email correspondence with Tony Cameratta regarding BOS; Draft BOS for Phase 2 offsite force main; Exchange email correspondence to finalize BOS	325.00
08/18/2017	GLU Review email correspondence from Tony Cameratta regarding executed BOS; Work on requisition 17 documents; Review and respond to email correspondence from Dominic Cameratta on requisition 17	487.50
08/21/2017	GLU Continue work on documents relating to Requisition 17; Exchange multiple email correspondence with Dominic Cameratta	406.25
08/22/2017	GLU Continue work on requisition 17 documents; Exchange email correspondence with Dominic Cameratta; Finalize requisition 17 documents and circulate	422.50
	Professional Fees through 08/31/2017	1,803.75
	Total Current Work	1,803.75
	Balance Due	\$4,712.50

Meritus Districts

2005 Pan Am Circle
Suite 120
Tampa, FL 33607

Voice: 813-397-5121
Fax: 813-873-7070



INVOICE

Invoice Number: 8053
Invoice Date: Sep 8, 2017
Page: 1

Bill To:

Corkscrew Farms CDD
2005 Pan Am Circle
Suite 120
Tampa, FL 33607

Ship to:

Customer ID	Customer PO	Payment Terms	
Corkscrew Farms CDD		Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Airborne		9/8/17

Quantity	Item	Description	Unit Price	Amount
		Dissemination Agent / Disclosure Reporting FY 2017		4,200.00
				

Subtotal	4,200.00
Sales Tax	
Total Invoice Amount	4,200.00
Payment/Credit Applied	
TOTAL	4,200.00

Check/Credit Memo No:

Corkscrew Farms Community Development District

Financial Statements
(Unaudited)

Period Ending
August 31, 2017



Meritus Districts
2005 Pan Am Circle ~ Suite 120 ~ Tampa, FL 33607-1775
Phone (813) 873-7300 ~ Fax (813) 873-7070

Meritus Corp
Corkscrew Farms CDD

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE MONTH ENDED August 31, 2017**

1. Income line 0002 Developer Contribution: Budget needs to be created for future years.
2. Expense line 3107 Office Supplies: Budget Line requires review/adjustment with Board for the current year and future years.
3. Expense line 3107 District Counsel: District counsel expense of \$3888.2 and \$ 3753.75 incurred in March due to requisition process. Budget Line requires review/adjustment with Board for the current year and future years.
4. Expense line 4502 Property & Casualty Insurance: Budget Line requires review/adjustment with Board for the current year and future years.

These notes are to be read in conjunction with the attached compilation report.

Corkscrew Farms CDD

Balance Sheet

As of 8/31/2017

(In Whole Numbers)

	General Fund	Debt Service Fund - Series 2016	Capital Project Funds - Series 2016	General Fixed Assets	General Long-Term Debt	Total
Assets						
Cash--Operating Account	20,235	0	0	0	0	20,235
Cash - Revenue - Series 2016 #3000	0	41,715	0	0	0	41,715
Cash - Interest - Series 2016 #3001	0	0	0	0	0	0
Cash - Reserve - Series 2016 #3004	0	959,490	0	0	0	959,490
Cash - Prepayment - Series 2016 #3005	0	499,013	0	0	0	499,013
Cash - Capital Int- Series 2016 #3007	0	0	(0)	0	0	0
Due From General Fund	0	0	0	0	0	0
Prepaid General Liability Insurance	3,062	0	0	0	0	3,062
Prepaid D & O Insurance	1,115	0	0	0	0	1,115
Construction Work in Progress	0	0	1,802,002	16,566,740	0	18,368,743
Amount Available-Debt Service	0	0	0	0	1,525,732	1,525,732
Amount To Be Provided-Debt Service	0	0	0	0	18,074,268	18,074,268
Other	0	0	0	0	0	0
Total Assets	<u>24,412</u>	<u>1,500,218</u>	<u>1,802,002</u>	<u>16,566,740</u>	<u>19,600,000</u>	<u>39,493,374</u>
Liabilities						
Accounts Payable	4,123	0	0	0	0	4,123
Due To Debt Service Fund	0	0	0	0	0	0
Accrued Expenses Payable	0	0	0	0	0	0
Bonds Payable - Series 2016	0	0	0	0	19,600,000	19,600,000
Total Liabilities	<u>4,123</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>19,600,000</u>	<u>19,604,123</u>
Fund Equity & Other Credits						
Investment in General Fixed Assets	0	0	1,802,002	16,566,740	0	18,368,743
Other	20,290	1,500,218	(0)	0	0	1,520,508
Total Fund Equity & Other Credits	<u>20,290</u>	<u>1,500,218</u>	<u>1,802,002</u>	<u>16,566,740</u>	<u>0</u>	<u>19,889,251</u>
Total Liabilities & Fund Equity	<u>24,412</u>	<u>1,500,218</u>	<u>1,802,002</u>	<u>16,566,740</u>	<u>19,600,000</u>	<u>39,493,374</u>

Corkscrew Farms CDD

Statement of Revenues & Expenditures

001 - General Fund

From 10/1/2016 Through 8/31/2017

(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments - Service Charges				
Discounts & Collection Fees	(128,567)	0	128,567	(100)%
Operation & Maintenance-Off Roll	600,777	6,118	(594,659)	(99)%
Contributions & Donations From Private Sources				
Developer Contribution	0	59,028	59,028	0 %
Total Revenues	472,210	65,146	(407,064)	(86)%
Expenditures				
Financial & Administrative				
District Manager	34,000	29,125	4,875	14 %
District Engineer	12,500	0	12,500	100 %
Trustee Fees	8,000	0	8,000	100 %
Auditing Services	5,500	3,623	1,877	34 %
Postage, Phone, Faxes, Copies	150	2	148	98 %
Public Officials Insurance	2,500	1,116	1,384	55 %
Property & Casualty Insurance	0	3,062	(3,062)	0 %
Bank Fees	300	10	290	97 %
Dues, Licenses, & Fees	260	175	85	33 %
Office Supplies	0	20	(20)	0 %
Legal Counsel				
District Counsel	12,500	6,403	6,098	49 %
Other Physical Environment				
Property & Casualty Insurance	15,000	0	15,000	100 %
Lake Maintenance	25,000	0	25,000	100 %
Preserve Monitoring	42,000	0	42,000	100 %
Preserve Maintenance	300,000	0	300,000	100 %
Water Monitoring	12,000	0	12,000	100 %
Reserves				
Undesignated Reserves	2,500	0	2,500	100 %
Total Expenditures	472,210	43,535	428,675	91 %
Excess of Revenues Over (Under) Expenditures	0	21,611	21,611	0 %
Fund Balance, Beginning of Period	0	(1,321)	(1,321)	0 %
Fund Balance, End of Period	0	20,290	20,290	0 %

Corkscrew Farms CDD

Statement of Revenues & Expenditures

200 - Debt Service Fund - Series 2016

From 10/1/2016 Through 8/31/2017

(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments - Capital Improvements				
Capitalized Interest	122,260	237	(122,023)	(100)%
Debt Service Prepayments	0	348,751	348,751	0 %
Debt Service Assessments-Off Roll	468,231	703,533	235,302	50 %
Interest Earnings				
Interest Earnings	0	4,421	4,421	0 %
Contributions & Donations From Private Sources				
Developer Contribution	0	42,637	42,637	0 %
Total Revenues	590,491	1,099,579	509,088	86 %
Expenditures				
Financial & Administrative				
Bank Fees	0	0	(0)	0 %
Debt Service Payments				
Debt Service Prepayments	0	95,000	(95,000)	0 %
Debt Service Interest Payments	0	1,113	(1,113)	0 %
Interest	590,491	590,492	(1)	(0)%
Total Expenditures	590,491	686,604	(96,113)	(16)%
Other Financing Sources				
Interfund Transfer				
Interfund Transfer	0	6,295	6,295	0 %
Total Other Financing Sources	0	6,295	6,295	0 %
Excess of Revenues Over (Under) Expenditures	0	419,271	419,271	0 %
Fund Balance, Beginning of Period	0	1,080,948	1,080,948	0 %
Fund Balance, End of Period	0	1,500,218	1,500,218	0 %

Corkscrew Farms CDD

Statement of Revenues & Expenditures

300 - Capital Project Funds - Series 2016

From 10/1/2016 Through 8/31/2017

(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments - Capital Improvements				
Capitalized Interest	0	4,161	4,161	0 %
Interest Earnings				
Interest Earnings	0	53,798	53,798	0 %
Total Revenues	0	57,958	57,958	0 %
Expenditures				
Financial & Administrative				
Bond Counsel	0	311	(311)	0 %
Miscellaneous Fees	0	1,250	(1,250)	0 %
Legal Counsel				
District Counsel	0	14,061	(14,061)	0 %
Other Physical Environment Improvements Other Than Buildings	0	16,425,403	(16,425,403)	0 %
Total Expenditures	0	16,441,025	(16,441,025)	0 %
Other Financing Sources				
Interfund Transfer				
Interfund Transfer	0	(6,295)	(6,295)	0 %
Total Other Financing Sources	0	(6,295)	(6,295)	0 %
Excess of Revenues Over (Under) Expenditures	0	(16,389,362)	(16,389,362)	0 %
Fund Balance, Beginning of Period	0	16,389,362	16,389,362	0 %
Fund Balance, End of Period	0	(0)	(0)	0 %

Corkscrew Farms CDD
Reconcile Cash Accounts

Summary

Cash Account: 10101 Cash--Operating Account
Reconciliation ID: 08/31/17
Reconciliation Date: 8/31/2017
Status: Locked

Bank Balance	23,047.84
Less Outstanding Checks/Vouchers	2,812.50
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	20,235.34
Balance Per Books	<u>20,235.34</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

Corkscrew Farms CDD
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash--Operating Account

Reconciliation ID: 08/31/17

Reconciliation Date: 8/31/2017

Status: Locked

Outstanding Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
1035	8/31/2017	System Generated Check/Voucher	2,812.50	Meritus Districts
Outstanding Checks/Vouchers			2,812.50	



FCB

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CORKSCREW FARMS COMMUNITY DEVELOPMENT
 2005 PAN AM CIR SUITE 120
 TAMPA FL 33607-2380

Last statement: July 31, 2017
 This statement: August 31, 2017
 Total days in statement period: 31

Page: 1 of 4

(7)

Direct inquiries to:
 Local Branch, 239 437-0025

Florida Community Bank, N.A.
 7900 Summerlin Lakes Dr
 Fort Myers, FL 33907

Public Funds Checking

Account number	Beginning balance	\$8,379.07
Enclosures	Total additions	17,655.15
	Total subtractions	2,986.38
	Ending balance	\$23,047.84

CHECKS

Number	Date	Amount	Number	Date	Amount
1033	08-01	162.50	1034	08-02	2,813.88

DEBITS

Date	Description	Subtractions
08-03	Service Charge	10.00
	WIRE TRANSFER-IN	

CREDITS

Date	Description	Additions
08-03	Wire Transfer-IN	14,060.70
	IT FROM:CORKSCREW CDD MERITUS 2005 PAN AM C FCBUS33 R	
	EQ 15	
08-07	Deposit	996.23
08-10	Deposit	1,160.44
08-23	Deposit	731.66
08-25	Deposit	706.12

DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount
07-31	8,379.07	08-01	8,216.57	08-02	5,402.69



Member
FDIC

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