

***PARK CREEK
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Board Package

***Board of Supervisors
Regular Meeting***

***Tuesday
November 1, 2016
10:00a.m.***

***Office of: Metro Development Group
2502 North Rocky Point Drive
Suite 1050
Tampa, Florida***

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

Park Creek Community Development District

Development Planning and Financing Group
15310 Amberly Drive, Suite 175, Tampa, Florida 33647
Phone: 813-374-9105

Board of Supervisors
**Park Creek Community
Development District**

Dear Board Members:

The Regular Meeting of the Park Creek Community Development District is scheduled to be held on **Tuesday, November 1, 2016 at 10:00 a.m.** at the office of Metro Development Group, 2052 N. Rocky Point Drive, Suite 1050, Tampa, Florida, 36607.

The advanced copy of the agenda for the meeting is attached along with associated documentation. Any additional support material will be forwarded to you under separate cover or distributed at the meeting.

The balance of the agenda is routine in nature. In the meantime if you have any questions, please contact me.

Sincerely,

Paul Cusmano
District Manager

PARK CREEK COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Tuesday November 1, 2016
Time: 10:00 a.m.
Location: Metro Development
2502 North Rocky Point Drive, Suite 1050
Tampa, Florida

Conference Call No.: (563) 999-2090
Code: 686859#

AGENDA

I. Roll Call

II. Audience Comments

III. Organizational Matters

- A. Oath of Office of Newly Elected Supervisors
- B. Consideration of Resolution 2017-1, Canvassing & Certifying Results
Of the Landowners Election Exhibit 1
- C. Compensation of Supervisors
- D. Consideration of Resolution 2017-2 Elections of Officers Exhibit 2

IV. Consent Agenda

- A. Approval of Minutes from October 4, 2016 Meeting Exhibit 3
- B. Approval of Minutes from October 4, 2016 Audit Committee Exhibit 4
- C. Acceptance of September 2016 Unaudited Financial Statement Exhibit 5

V. Business Matters

- A. Approval of Resolution 2017-3 Prompt Payment Policy
and Procedure Exhibit 6
- B. Additional Matters

VI. Staff Reports

- A. District Manager
- B. Attorney
- C. District Engineer

VII. Supervisors Requests

VIII. Audience Questions and Comments on Other Items

VIII. Adjournment

EXHIBIT 1

RESOLUTION 2017-01

A RESOLUTION CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES

WHEREAS, pursuant to Section 190.006(2), Florida Statute, a landowners meeting is required to be held within 90 days of the District's creation and every two years following the creation of a Community Development District for the purpose of electing three Supervisors of the District; and

WHEREAS, following proper publication of notice thereof, such landowners meeting was held November 1, 2016, at which the below recited persons were duly elected by virtue of the votes cast in their respective favor; and

WHEREAS, the Board of Supervisors by means of this Resolution desire to canvas the votes and declare and certify the results of said election;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PARK CREEK COMMUNITY DEVELOPMENT DISTRICT;

1. The following persons are found, certified, and declared to have been duly elected as Supervisors of and for the District, having been elected by the votes cast in their favor as shown, to wit:

<u>Ted Sanders</u>	90 Votes
<u>Lori Price</u>	90 Votes
<u>Vacant</u>	0 Votes

2. In accordance with said statute, and by virtue of the number of votes cast for the respective Supervisors, they are declared to have been elected for the following terms of office:

Doug Draper

four (4) year term

Ted Sanders

four (4) year term

Vacant

two (2) year term

3. Said terms of office shall commence immediately upon the adoption of this Resolution.

PASSED AND ADOPTED THIS 1st DAY OF NOVEMBER, 2016.

Chairman Mike Lawson

Secretary Paul Cusmano

EXHIBIT 2

RESOLUTION 2017-2

A RESOLUTION DESIGNATING OFFICERS OF THE PARK CREEK COMMUNITY DEVELOPMENT DISTRICT

WHEREAS, the Board of Supervisors of the Park Creek Community Development District at the business meeting held on November 1, 2016 desires to appoint the below recited persons to the offices specified.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF PARK CREEK COMMUNITY DEVELOPMENT DISTRICT:

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

<u>Mike Lawson</u>	Chairman
<u>Doug Draper</u>	Vice Chairman
<u>Paul Cusmano</u>	Secretary
<u>Patricia Comings-Thibault</u>	Treasurer
<u>Paul Cusmano & Maik Aagaard</u>	Assistant Treasurer
<u>Carolyn Stewart & Janet Johns</u>	Assistant Secretary
<u>Lori Price</u>	Assistant Secretary
<u>Ted Sanders</u>	Assistant Secretary
<u>Vacant</u>	Assistant Secretary

2. That this resolution supersedes all previous resolutions and motions designating, electing or appointing officers adopted by the Board of Supervisors of the Park Creek Community Development District and are hereby declared null and void.

Adopted this 1st day of November, 2016.

Chairman Mike Lawson

Secretary Paul Cusmano

EXHIBIT 3

1
2
3
4
5
6
7
8
9

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

10 The Regular Meeting of the Board of Supervisors of the Park Creek Community Development
11 District was held on Tuesday, October 4, 2016 at 10:00 a.m. at the Metro Development, 2502 N. Rocky
12 Point Drive, Suite 1050, Tampa, Florida.

13
14
15
16

FIRST ORDER OF BUSINESS – Roll Call

17 Mr. Cusmano called the meeting to order.

18 Present and establishing a quorum were:

19 Mike Lawson	Board Supervisor, Chairman
20 Doug Draper	Board Supervisor, Vice Chairman
21 Lori Price	Board Supervisor, Assistant Secretary

22 Also present were:

23 Paul Cusmano	DPFG District Manager
24 Mark Straley	District Counsel (<i>via phone</i>)

25
26
27
28
29
30
31

SECOND ORDER OF BUSINESS – Audience Comments

32 There being none, the next item followed.

33
34
35
36
37
38
39
40
41

THIRD ORDER OF BUSINESS – Administrative Matters

42
43
44
45
46
47

A. Approval of the Minutes of August 2, 2016 Audit Committee Meeting

Mr. Cusmano presented the Minutes of the August 2, 2016 Audit Committee Meeting and asked for comments, questions or corrections.

On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board approved the Minutes of the August 2, 2016 Audit Committee Meeting for the Park Creek Community Development District.

B. Approval of the Minutes of August 25, 2016 Meeting

Mr. Cusmano presented the Minutes of the August 25, 2016 Meeting and asked for comments, questions or corrections.

On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board approved the Minutes of the August 25, 2016 Meeting for the Park Creek Community Development District.

C. Acceptance of the August 2016 Financial Statements

Mr. Cusmano presented the August 2016 Financial Statements and asked for comments

48
49 or questions.

50
51 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board
52 accepted the August 2016 Financial Statements for the Park Creek Community Development District.

53
54 **FOURTH ORDER OF BUSINESS – Business Matters**

55
56 **A. Acceptance of the Audit Committee’s Recommendation for Auditor Services**

57
58 Mr. Cusmano presented the Audit Committee’s Recommendation for Auditor Services and asked
59
60 for comments or questions. After tabulation the rankings were: #1 DiBartolomeo, #2 Berger Toombs and
61
62 #3 Grau & Associates.
63

64 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board accepted
65 the Audit Committee’s Recommendation of DiBartolomeo for Auditor Services for the Park Creek
66 Community Development District.

67
68 **B. Review of the 2015 Final Audit Report**

69
70 Mr. Cusmano presented the 2015 Final Audit Report and asked for comments or questions
71

72 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board
73 accepted the 2015 Final Audit Report for the Park Community Development District.

74
75 **C. Additional Business Matters**

76
77 There being none, next item followed.
78

79 **FIFTH ORDER OF BUSINESS – Staff Reports**

80
81 **A. Manager**

82
83 There being none, the next item followed.
84

85 **B. Attorney**

86
87 There being none, the next item followed.
88

89 **C. Engineer**

90
91 There being none, the next item followed.
92

93 **SIXTH ORDER OF BUSINESS – Public Comments**

94
95 There being none, the next item followed.
96
97

98 **SEVENTH ORDER OF BUSINESS – Supervisor Requests**

99

100 There being none, next item followed.

101

102 **EIGHTH ORDER OF BUSINESS – Adjournment**

103

104 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board
105 adjourned the meeting for the Park Creek Community Development District.

106

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

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

112

113

114

115 _____
116 **Signature**

115 _____
116 **Signature**

117

118 _____
119 **Printed Name**

118 _____
119 **Printed Name**

Title: **Secretary** **Assistant Secretary**

Title: **Chairman** **Vice Chairman**

EXHIBIT 4

49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72

**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

Signature

Printed Name

Printed Name

Title:
 Secretary **Assistant Secretary**

Title:
 Chairman **Vice Chairman**

EXHIBIT 5

Park Creek Community Development District

**Financial Statements
(Unaudited)**

Period Ending
September 30, 2016

**Park Creek CDD
Balance Sheet
September 30, 2016**

	<u>O & M</u>	<u>SERIES 2013 A-1</u>	<u>SERIES 2013 A-2</u>	<u>SERIES 2014</u>	<u>CAPITAL PROJECTS 2013A</u>	<u>2014A</u>	<u>TOTAL</u>
<u>ASSETS:</u>							
CASH	\$ 14,710	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,710
INVESTMENTS:							
REVENUE FUND	-	71,881	0	52,593	-	-	124,474
RESERVE	-	173,218	34,190	206,388	-	-	413,795
PREPAYMENT	-	-	100,836	-	-	-	100,836
ACQUISITION/CONSTRUCTION	-	-	-	-	10	1	11
ACCTS RECEIVABLE - FR DUE FROM DEV	9,412	-	-	-	-	17,325	26,737
ASSESSMENTS RECEIVABLE - ON ROLL	-	-	-	-	-	-	-
ASSESSMENTS RECEIVABLE - OFF ROLL DS 201	-	-	-	113,326	-	-	113,326
PREPAID EXPENSES	85	-	-	-	-	-	85
UTILITY DEPOSIT (TECO)	5,825	-	-	-	-	-	5,825
DUE FROM OTHER FUNDS	-	-	-	-	-	-	-
TOTAL ASSETS	<u>\$ 30,032</u>	<u>\$ 245,098</u>	<u>\$ 135,025</u>	<u>\$ 372,306</u>	<u>\$ 10</u>	<u>\$ 17,326</u>	<u>\$ 799,799</u>
<u>LIABILITIES:</u>							
ACCOUNTS PAYABLE	\$ 16,652	\$ -	\$ -	\$ -	\$ -	\$ 17,325	\$ 33,978
DEFERRED REVENUE - ON ROLL	-	-	-	-	-	-	-
<u>FUND BALANCE:</u>							
NONSPENDABLE:							
PREPAID AND DEPOSITS	5,910	-	-	-	-	-	5,910
RESTRICTED FOR:							
DEBT SERVICE	-	245,098	135,025	372,306	-	-	752,430
CAPITAL PROJECTS	-	-	-	-	10	1	11
UNASSIGNED	7,470	-	-	-	-	-	7,470
TOTAL LIABILITIES & FUND BALANCE	<u>\$ 30,032</u>	<u>\$ 245,098</u>	<u>\$ 135,025</u>	<u>\$ 372,306</u>	<u>\$ 10</u>	<u>\$ 17,326</u>	<u>\$ 799,799</u>

Park Creek CDD
General Fund
Statement of Revenue, Expenditures and Changes In Fund Balance
For The Period From October 1, 2015 through September 30, 2016

	FY2016 ADOPTED BUDGET	BUDGET YR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE				
ASSESSMENT ON-ROLL (Net actual)	\$ 167,747	\$ 151,652	\$ 173,588	\$ 21,936
OFF-ROLL ASSESSMENTS	234,617	234,617	34,833	(199,783)
OFF-ROLL FUNDING (Developer Funding)			150,439	150,439
PREPAID ASSESSMENTS (Lot Closings)	-	-	20,457	20,457
INTEREST	-	-	160	160
MISCELLANEOUS REVENUE (Key Fobs & Rental Income)	-	-	225	225
DISCOUNT (ASSESSMENTS)	(16,095)	-	-	-
TOTAL REVENUE	\$ 386,269	\$ 386,269	\$ 379,702	\$ (6,567)
EXPENDITURES				
ADMINISTRATIVE:				
SUPERVISORS FEES	12,000	12,000	5,000	7,000
PAYROLL TAXES	918	918	383	536
PAYROLL SERVICES	600	600	385	215
MANAGEMENT CONSULTING SERVICES	21,000	21,000	21,000	-
PLANNING & COORDINATING SERVICES	24,000	24,000	24,000	-
ADMINISTRATIVE SERVICES	5,500	5,500	5,500	0
BANK FEES	175	175	25	150
REGULATORY AND PERMIT FEES	175	175	175	-
MISCELLANEOUS EXPENSES (Mass mail, room rental, etc)	500	500	532	(32)
AUDITING	2,400	2,400	2,500	(100)
TRAVEL PER DIEM	500	500	-	500
LEGAL ADVERTISEMENTS	1,500	1,500	1,656	(156)
ENGINEERING SERVICES	4,500	4,500	823	3,677
LEGAL SERVICES - GENERAL	5,000	5,000	5,570	(570)
WEBSITE HOSTING	1,995	1,995	983	1,012
BONDS PERFORMANCE SERVICES	5,000	2,500	2,500	-
COUNTY COLLECTION FEES	16,095	-	-	-
TOTAL ADMINISTRATIVE	101,858	83,263	71,031	12,232
INSURANCE:				
INSURANCE (Liability, Property & Casualty)	17,008	17,008	21,990	(4,982)
TOTAL INSURANCE	17,008	17,008	21,990	(4,982)
DEBT SERVICE ADMINISTRATION:				
DISSEMINATING AGENT	5,000	5,000	5,000	-
DISSEMINATING AGENT - DS2014	-	-	5,000	(5,000)
ARBITRAGE REPORTING	500	500	1,300	(800)
TRUSTEE FEES - DS2013	5,388	5,388	5,388	1
TRUSTEE FEES - DS2014	-	-	3,233	(3,233)
TOTAL DEBT SERVICE ADMINISTRATION	10,888	10,888	19,920	(9,032)
PHYSICAL ENVIRONMENT EXPENDITURES:				
UTILITY - STREETLIGHTS	31,000	31,000	42,194	(11,194)
UTILITY -GEN ELECTRICITY	10,200	10,200	7,988	2,212
UTILITY - WATER	16,800	16,800	1,279	15,521
SOLID WASTE DISPOSAL	3,720	3,720	-	3,720
LANDSCAPE MAINTENANCE	57,564	57,564	61,312	(3,748)
LANDSCAPE RENEW & REPLACEMENT	29,639	29,639	68,495	(38,856)
IRRIGATION MAINTENANCE	3,000	3,000	11,197	(8,197)
MITIGATION & POND MAINTENANCE	12,756	12,756	13,140	(384)
FIELD MANAGER	16,800	16,800	14,592	2,208
FIELD CONTINGENCY (NPDES)	10,000	10,000	4,650	5,350
POND EROSION	-	-	3,800	(3,800)
STORMWATER DRAINAGE & MAINT	-	-	7,177	(7,177)
FIELD MISC - Entrance wall repair & Removal silt fence	-	-	1,750	(1,750)
FIELD MISC - Pet Waste Removal	-	-	1,708	(1,708)
FIELD MISC - Power Sweep	-	-	250	(250)
MISCELLANEOUS FIELD EXPENSE	-	-	1,523	(1,523)
SECURITY MONITORING	-	-	1,800	(1,800)

General Fund
Statement of Revenue, Expenditures and Changes In Fund Balance
For The Period From October 1, 2015 through September 30, 2016

	FY2016 ADOPTED BUDGET	BUDGET YR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
TOTAL PHYSICAL ENVIRONMENT	<u>191,479</u>	<u>191,479</u>	<u>242,855</u>	<u>(51,376)</u>
AMENITY CENTER OPERATIONS:				
POOL SERVICE CONTRACT	7,200	7,200	7,950	(750)
POOL MAINTENENANCE AND REPAIRS	3,500	3,500	3,217	283
POOL PERMITS	275	275	275	-
AMENITY CENTER CLEANING & MAINTENANCE	5,520	5,520	5,785	(265)
AMENITY CENTER INTERNET	2,280	2,280	1,776	504
AMENITY CENTER ELECTRICITY	14,400	14,400	-	14,400
AMENITY CENTER WATER	10,500	10,500	-	10,500
PEST CONTROL	1,020	1,020	1,290	(270)
REFUSE SERVICE	2,100	2,100	-	2,100
AMENITY CENTER LANDSCAPE MAINTENANCE	12,000	12,000	-	12,000
AMENITY CENTER MISC REPAIRS & MAINT	6,242	6,242	-	6,242
AMENITY CENTER _ KEYFOBS	-	-	786	(786)
TOTAL AMENITY CENTER OPERATIONS	<u>65,037</u>	<u>65,037</u>	<u>21,079</u>	<u>43,958</u>
TOTAL EXPENDITURES	<u>386,270</u>	<u>367,675</u>	<u>376,876</u>	<u>(9,201)</u>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(1)	18,594	2,827	(15,767)
NET CHANGE IN FUND BALANCE	(1)	18,594	2,827	(15,767)
FUND BALANCE - BEGINNING	-	-	10,553	10,553
FUND BALANCE - ENDING	<u>\$ (1)</u>	<u>\$ 18,594</u>	<u>\$ 13,380</u>	<u>\$ (5,214)</u>

Park Creek CDD
Debt Service - Series 2013 A-1
Statement of Revenue, Expenditures and Changes In Fund Balance
For The Period From October 1, 2015 through September 30, 2016

	FY2016 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUE				
ASSESSMENT ON-ROLL (Budget at Gross, Actuals at Net)	\$ 187,875	\$ 180,031	\$ 178,183	\$ (1,848)
DEVELOPER FUNDING	372	372	-	(372)
INTEREST--INVESTMENT	-	-	14	14
DISCOUNT	(7,844)	-	-	-
TOTAL REVENUE	180,403	180,403	178,197	(2,206)
EXPENDITURES				
COUNTY COLLECTION FEES	7,844	7,844	-	7,844
INTEREST EXPENSE	146,300	146,300	147,097	(797)
PRINCIPAL EXPENSE	25,000	25,000	25,000	-
TOTAL EXPENDITURES	179,144	179,144	172,097	7,047
EXCESS OF REVENUE OVER (UNDER) EXPEND.	1,259	1,259	6,100	4,841
OTHER FINANCING SOURCES (USES)				
TRANSFER IN	-	-	-	-
TRANSFER OUT (USES)	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-
NET CHANGE IN FUND BALANCE	1,259	1,259	6,100	4,841
FUND BALANCE - BEGINNING	-	-	238,998	238,998
FUND BALANCE - ENDING	\$ 1,259	\$ 1,259	\$ 245,098	\$ 243,839

Park Creek CDD
Debt Service - Series 2013 A-2
Statement of Revenue, Expenditures and Changes In Fund Balance
For The Period From October 1, 2015 through September 30, 2016

	FY2016 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUE				
ASSESSMENT ON-ROLL (Budget at Gross, Actuals at Net)	\$ -	\$ -	\$ -	\$ -
ASSESSMENT OFF-ROLL & DEV FUNDING	224,185	224,185	21,830	(202,355)
PREPAID ASSESSMENTS - LOTS	-	-	653,021	653,021
INTEREST--INVESTMENT	-	-	21	21
FUND BALANCE FORWARD	750	-	-	-
DISCOUNT	(9,341)	-	-	-
TOTAL REVENUE	215,594	224,185	674,872	450,687
EXPENDITURES				
COUNTY ASSESSMENT COLLECTION FEES	9,341	-	-	-
INTEREST EXPENSE- 5/01/2016	103,125	84,083	84,083	-
INTEREST EXPENSE- FY2017 -Nov 1, 2016	103,125	-	-	-
PRINCIPAL PREPAYMENT	-	-	1,275,000	(1,275,000)
TOTAL EXPENDITURES	215,591	84,083	1,359,083	(1,275,000)
EXCESS OF REVENUE OVER (UNDER) EXPEND.	4	140,103	(684,211)	(824,313)
OTHER FINANCING SOURCES (USES)				
BOND PROCEEDS A2	-	-	-	-
TRANSFER IN	-	-	-	-
TRANSFER OUT (USES)	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-
NET CHANGE IN FUND BALANCE	4	140,103	(684,211)	(824,313)
FUND BALANCE - BEGINNING			636,146	636,146
PY REVENUE			183,090	183,090
FUND BALANCE - ENDING	\$ 4	\$ 140,103	\$ 135,025	\$ (5,077)

Park Creek CDD
Debt Service - Series 2014
Statement of Revenue, Expenditures and Changes In Fund Balance
For The Period From October 1, 2015 through September 30, 2016

	ADOPTED BUDGET	ACTUAL YEAR-TO-DATE
REVENUE		
OFF ROLL ASSESSMENT - DEVELOPER	\$ -	\$ 184,654
OFF ROLL ASSESSMENT - LOT CLOSING	-	20,970
INTEREST--INVESTMENT	-	14
TOTAL REVENUE	-	205,638
 EXPENDITURES		
COI - LEGAL & OTHER EXPENSES	-	-
INTEREST EXPENSE	-	160,888
PRINCIPAL EXPENSE	-	10,000
TOTAL EXPENDITURES	-	170,888
 EXCESS OF REVENUE OVER (UNDER) EXPEND.	-	34,750
 NET CHANGE IN FUND BALANCE	-	34,750
FUND BALANCE - BEGINNING	-	337,556
FUND BALANCE - ENDING	\$ -	\$ 372,306

Park Creek CDD
Capital Projects 2013A & 2014
Statement of Revenue, Expenditures and Changes In Fund Balance
For The Period From October 1, 2015 through September 30, 2016

	Capital Proj 2013A A1/A2 ACTUAL	Capital Proj 2014 2014A ACTUAL	CONSOLIDATED ACTUAL YEAR-TO-DATE
REVENUE			
DEVELOPER CONTRIBUTION	\$ -	\$ 93,959	\$ 93,959
INTEREST REVENUE	-	-	-
MISCELLANEOUS	-	-	-
TOTAL REVENUE	-	93,959	93,959
EXPENDITURES			
CONSTRUCTION IN PROGRESS		93,959	93,959
OTHER	-	-	-
TOTAL EXPENDITURES	-	93,959	93,959
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	-	-
NET CHANGE IN FUND BALANCE	-	-	-
FUND BALANCE - BEGINNING	10	1	11
FUND BALANCE - ENDING	\$ 10	\$ 1	\$ 11

Park Creek CDD
Cash Reconciliation (Operating Accounts)
September 30, 2016

	<u>BU Account</u>
Balance Per Bank Statement	26,881.30
Less: Outstanding Checks	(12,170.87)
<i>Adjusted Bank Balance</i>	<u>\$ 14,710.43</u>

Beginning Bank Balance Per Books	\$ 680.52
Cash Receipts	44,248.30
Cash Disbursements	(30,218.39)
<i>Balance Per Books</i>	<u>\$ 14,710.43</u>

**Park Creek CDD
CHECK REGISTER
FY 2016**

DATE	CK NO.	PAYEE	TRANSACTION	DEPOSIT	DISBURSMT	BALANCE	
EOM	BALANCE 9-30-2015					2,838.79	
10/1/2015		Deposit	CF 2015-12	47,130.55		49,969.34	
10/2/2015	2118	CRS BUILDING CORPORATION	2015-12 CF		47,130.55	2,838.79	
10/5/2015		Deposit	CF 2015.12	526.22		3,365.01	
10/5/2015	2123	CRS BUILDING CORPORATION	2015-12 CF		526.22	2,838.79	
10/5/2015		Deposit	O & M	9,511.32		12,350.11	
10/5/2015		Deposit	GF 2015-13, 14	26,993.33		39,343.44	
10/5/2015	2119	DPFG	CDD/Field Mgmt - Oct		4,208.33	35,135.11	
10/5/2015	2120	DPFG FIELD SERVICES, INC	9/13-10/24 - Field Mgmt		1,080.00	34,055.11	
10/5/2015	2121	Egis Insurance Advisors, LLC	Insurance FY 2016		21,175.00	12,880.11	
10/5/2015	2122	Genesis	Storm Drain		530.00	12,350.11	
10/9/2015	100915	Deluxe Bus Systems	Bus Products - new checks		68.28	12,281.83	
10/13/2015		Deposit	CF 2015- 15,17,18	12,489.66		24,771.49	
10/14/2015	2125	Danielle Fence	2015-18 CF		5,070.00	19,701.49	
10/14/2015	2124	Cistech Inc.	2015-15 CF		6,794.66	12,906.83	
10/14/2015	2126	HAMILTON ENGINEERING & SURVEYING, INC	2015-17 CF		625.00	12,281.83	
10/15/2015		Deposit	CF 2015-19	266.00		12,547.83	
10/15/2015	2127	AQUATIC SYSTEMS, INC	Lake & Wetland Svcs - Oct		320.00	12,227.83	
10/15/2015	2128	Atlas Professional Services, Inc.	Web Site Hosting - Oct		60.00	12,167.83	
10/15/2015	2129	COVERALL NORTH AMERICA, INC	Cleaning Svcs - Oct		160.00	12,007.83	
10/15/2015	2130	HALLELUJAH POOLS	Pool Maint - Oct		600.00	11,407.83	
10/15/2015	2131	TECO	Electricity		4,173.47	7,234.36	
10/16/2015	2132	WILLIS OF ALABAMA, INC	2015-19 CF		266.00	6,968.36	
10/19/2015	2133	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Annual Filing Fee FY 2016		175.00	6,793.36	
10/22/2015		Deposit	CF 2015-16, 20	7,422.19		14,215.55	
10/23/2015	2134	American Access Control, Inc.	2015-20 CF		4,774.26	9,441.29	
10/23/2015	2135	Onsight Signage & Visual Solutions	Construction		2,647.93	6,793.36	
10/23/2015	2136	BOCC	Water		72.94	6,720.42	
10/23/2015	2137	Genesis	Storm Drain		665.00	6,055.42	
10/23/2015	2138	Grandview Botanicals Landscape Co.	Mowing - Retention Pond		1,175.00	4,880.42	
10/28/2015	2139	STRALEY & ROBIN	Legal Svcs thru 10/15/15		232.95	4,647.47	
10/28/2015		Deposit	Deposit- Tax Coll	332.95		4,980.42	
10/29/2015		Deposit	Deposit- Tax Coll	32.62		5,013.04	
10/29/2015		Deposit	CF 2015-12, 21 22	18,961.95		23,974.99	
10/29/2015	2141	THE FISHEL COMPANY	2015-22 CF		11,298.95	12,676.04	
10/29/2015	2142	Willis	Ins. Bond		1,291.00	11,385.04	
10/29/2015	2140	CRS BUILDING CORPORATION	2015-12 CF		6,372.00	5,013.04	
10/30/2015		Deposit	Series 2014A-1 DS Assessment	40,600.00		45,613.04	
EOM	BALANCE	10-31-2015			164,266.79	121,492.54	45,613.04
11/1/2015	2143	STEVE FAISON	Mileage - Oct		112.48	45,500.56	
11/2/2015	WR10302015	PARK CREEK CDD C/O US BANK	DS2014A-1		40,600.00	4,900.56	
11/2/2015	205	Bank United	Wire Transfer fee per BU Nov bnk sta		25.00	4,875.56	
11/5/2015		Deposit	GF 2016-01	17,337.50		22,213.06	
11/6/2015	2144	DPFG	Tracking/Dissemination		7,500.00	14,713.06	
11/6/2015	2145	Grandview Botanicals Landscape Co.	Landscape Enhancements		5,675.00	9,038.06	
11/6/2015	2146	US BANK	Trustee Fees		3,232.50	5,805.56	
11/11/2015	2147	AQUATIC SYSTEMS, INC	Lake & Pond Maint - Nov		320.00	5,485.56	
11/11/2015	2148	Atlas Professional Services, Inc.	Web Site - Nov		60.00	5,425.56	
11/11/2015	2149	COVERALL NORTH AMERICA, INC	Cleaning Svcs - Nov		160.00	5,265.56	
11/11/2015	2150	DPFG FIELD SERVICES, INC	9/26-11/21 - Field Mgmt		1,110.00	4,155.56	
11/11/2015	2151	Earth Tech Property Solutions	Pest Control		155.15	4,000.41	
11/11/2015	2152	TECO	Electricity		1,182.99	2,817.42	
11/16/2015	2154	Atlas Professional Services, Inc.	Web Site - Set Up		240.00	2,577.42	
11/16/2015	2153	Atlas Professional Services, Inc.	VOID: Web Site- Set Up		0.00	2,577.42	
11/20/2015		Deposit	GF 2016-02	17,700.18		20,277.60	
11/20/2015	2155	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Landscape Maint - Nov		7,426.27	12,851.33	
11/20/2015	2156	DPFG	CDD/Field Mgmt - Nov		4,208.33	8,643.00	
11/20/2015	2157	Genesis	Storm Drain		975.00	7,668.00	
11/20/2015	2158	HALLELUJAH POOLS	Pool Maint/CDD Cleaning - Nov		1,375.00	6,293.00	
11/20/2015	2159	TECO	Electricity		3,005.58	3,287.42	
11/20/2015	2000DD	ANTHONY BRANNAN	BOS Mtg - 10/2/15		184.70	3,102.72	
11/20/2015	20001	Ira D Draper	BOS Mtg - 10/2/2015		184.70	2,918.02	
11/20/2015	20003DD	LORI PRICE	BOS Mtg - 10/2/15		183.87	2,734.15	

CHECK REGISTER

FY 2016

DATE	CK NO.	PAYEE	TRANSACTION	DEPOSIT	DISBURSMT	BALANCE
11/20/2015	20002	Michael S. Lawson	BOS Mtg - 10/2/15		184.70	2,549.45
11/20/2015	ACH11202015	PAYCHEX	BOS Mtg - 10/2/15		123.23	2,426.22
11/20/2015	ACH11202015	PAYCHEX	BOS Mtg - 10/2/15 - P/R Fees		40.95	2,385.27
11/30/2015		Deposit	Tax Collections	62,175.99		64,561.26
EOM	BALANCE	11/30/15		97,213.67	78,265.45	64,561.26
12/1/2015	2161	DPFG	CDD Mgmt - Dec		4,208.33	60,352.93
12/3/2015	ACH12032015	PAYCHEX	BOS Mtg - 11/3/15 - Fee		49.95	60,302.98
12/3/2015	20004	Ira D Draper	BOS Mtg - 11/3/15		184.70	60,118.28
12/3/2015	20006DD	LORI PRICE	BOS Mtg - 11/3/15		183.87	59,934.41
12/3/2015	20005	Michael S. Lawson	BOS Mtg - 11/3/15		184.70	59,749.71
12/3/2015	ACH12032015	PAYCHEX	BOS Mtg - 11/3/19		92.63	59,657.08
12/8/2015		Deposit	Tax Collection	180,471.66		240,128.74
12/8/2015	2162	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Irrigation Repairs		575.22	239,553.52
12/8/2015	2163	COVERALL NORTH AMERICA, INC	CH Cleaning - Dec		160.00	239,393.52
12/8/2015	2164	DPFG FIELD SERVICES, INC	11/22-12/19 P/R		927.00	238,466.52
12/8/2015	2165	Earth Tech Property Solutions	Pest Control		145.00	238,321.52
12/8/2015	2166	Genesis	Storm Drain - Nov		495.00	237,826.52
12/8/2015	2167	Hillsborough County Public Utilities Dept	10/15-11/13 - 10316 Riverdale Rise Dr		93.75	237,732.77
12/8/2015	2168	STRALEY & ROBIN	Legal Svcs thru 11/15/15		158.35	237,574.42
12/8/2015		Deposit	GF - 2016-03	2,660.00		240,234.42
12/9/2015	2169	Florida Natives Nursery, Inc.	Remove Sod		1,050.00	239,184.42
12/9/2015	2170	Genesis	Storm Drain		435.00	238,749.42
12/9/2015	2171	Grandview Botanicals Landscape Co.	Landscape		1,175.00	237,574.42
12/17/2016	2172	US BANK	VOID: Tax Collection Distribution		0.00	237,574.42
12/17/2016	2173	Park Creek CDD	VOID: Tax Collection Distribution		0.00	237,574.42
12/18/2015		Deposit	Tax Collections	6,506.11		244,080.53
12/23/2015	2174	TECO	Electricity		4,041.36	240,039.17
12/28/2015	2175	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Landscape Maint - Dec		7,426.27	232,612.90
12/28/2015	2176	AQUATIC SYSTEMS, INC	Lake Maint - Dec		320.00	232,292.90
12/28/2015	2177	Atlas Professional Services, Inc.	Web Site Hosting - Dec		60.00	232,232.90
12/28/2015	2178	Genesis	Storm Drain		307.00	231,925.90
12/28/2015	2179	Grandview Botanicals Landscape Co.	Tree Trimming		1,800.00	230,125.90
12/28/2015	2180	HALLELUJAH POOLS	Pool Maint - Dec		850.00	229,275.90
12/28/2015	2181	STANTEC CONSULTING SERVICES	Engineering Svcs thru 12/4/15		295.75	228,980.15
12/28/2015	2182	STRALEY & ROBIN	Legal Svcs thru 12/15/15		323.30	228,656.85
12/28/2015	2183	US BANK	Trustee Fees		5,387.50	223,269.35
12/28/2015	2184	BOCC	11/13-12/15 - 10316 Riverdale Rise Dr		100.94	223,168.41
12/28/2015	2185	Grandview Botanicals Landscape Co.	Plants		3,675.00	219,493.41
12/28/2015		Deposit	CF2016-26	3,002.00		222,495.41
12/28/2015	2186	WILLIS OF ALABAMA, INC	CF2016-26		3,002.00	219,493.41
12/30/2015	2187	HAMILTON ENGINEERING & SURVEYING, INC	Mitigation Maint - Qtrly		400.00	219,093.41
12/30/2015	ACH12302015	PAYCHEX	BOS Mtg - 12/1/15 - Fees		49.95	219,043.46
12/30/2015	20007	Ira D Draper	BOS Mtg - 12/1/15		184.70	218,858.76
12/30/2015	20009DD	LORI PRICE	BOS Mtg - 12/1/15		183.87	218,674.89
12/30/2015	20008	Michael S. Lawson	BOS Mtg - 12/1/15		184.70	218,490.19
12/30/2015	ACH12302015	PAYCHEX	BOS Mtg - 12/1/15		92.63	218,397.56
EOM	BALANCE	12/31/2015		192,639.77	38,803.47	218,397.56
1/1/2016	2188	DPFG	CDD/Field Mgmt - Jan		4,208.33	214,189.23
	2189	Void			0.00	214,189.23
1/6/2016	2190	COVERALL NORTH AMERICA, INC	CH Cleaning - Jan		160.00	214,029.23
1/6/2016	2191	HALLELUJAH POOLS	Pool Maint - Jan		850.00	213,179.23
1/6/2016	2192	Poop 911	Pet Waste Removal - Dec		85.60	213,093.63
1/7/2016		Deposit	Tax Collections	2,039.73		215,133.36
1/7/2016	2193	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Landscape		7,628.50	207,504.86
1/7/2016	2194	AQUATIC SYSTEMS, INC	Lake & Pond Maint - Jan		320.00	207,184.86
1/7/2016	2195	CERTUS BUILDERS	Entrance Wall Repair		850.00	206,334.86
1/7/2016	2196	Earth Tech Property Solutions	Pest Control		145.00	206,189.86
1/7/2016	2197	Genesis	NPDES/Storm Drain		855.00	205,334.86
1/7/2016	2198	VALLEYCREST LANDSCAPE DEVELOPMENT	Tree Trimming/Tree Removal		3,580.00	201,754.86
1/12/2016	2199	PARK CREEK CDD	Tax Collection Distribution		126,408.43	75,346.43
1/13/2016	2200	Metro Development Group, LLC	Cell Reimbursement		40.91	75,305.52
1/15/2016	2201	TECO	Electricity		4,216.60	71,088.92
1/15/2016		Deposit	Tax Collection Interest	11.63		71,100.55
1/19/2016	2202	Atlas Professional Services, Inc.	Web Site Hosting - Jan		60.00	71,040.55

CHECK REGISTER

FY 2016

DATE	CK NO.	PAYEE	TRANSACTION	DEPOSIT	DISBURSMT	BALANCE
1/20/2016	2203	DPFG FIELD SERVICES, INC	12/20-1/16 - P/R Field		948.00	70,092.55
1/20/2016	2204	Egis Insurance Advisors, LLC	Insurance		815.00	69,277.55
1/20/2016	2205	STEVE FAISON	Travel - Oct		213.16	69,064.39
1/20/2016	2206	STEVE FAISON	Travel - Nov		172.42	68,891.97
1/20/2016	2207	STEVE FAISON	Travel - Dec		195.78	68,696.19
1/21/2016		Deposit	CF2016-25 & CF2016-29	3,806.80		72,502.99
1/22/2016	2208	HAMILTON ENGINEERING & SURVEYING, INC	CF2016-29		1,200.00	71,302.99
1/22/2016	2209	Onsight Signage &	CF2016-25		2,606.80	68,696.19
1/25/2016	2210	BOCC	12/15-1/15 - 10316 Riverdale Rise Dr		84.94	68,611.25
1/25/2016	2211	STRALEY & ROBIN	Legal Svcs thru 1/15/16		286.50	68,324.75
1/26/2016	2212	HAMILTON ENGINEERING & SURVEYING, INC	Mitigation		1,150.00	67,174.75
1/28/2016	2213	Hillsborough County Public Utilities Dept	Water Violation		100.00	67,074.75
EOM	BALANCE	1/31/2016		5,858.16	157,180.97	67,074.75
2/1/2016	2214	DPFG	CDD/Field Mgmt - Feb		4,208.33	62,866.42
2/1/2016	2215	COVERALL NORTH AMERICA, INC	CH Cleaning - Feb		160.00	62,706.42
2/1/2016	2216	Earth Tech Property Solutions	Pest Control		145.00	62,561.42
2/1/2016		Deposit	GF 2016-04	5,622.00		68,183.42
2/2/2016	2217	Grandview Botanicals Landscape Co.	GF 2016-04 Site Preparation/Sod		5,622.00	62,561.42
2/5/2016	ACH	Deposit	Tax Collections	22,437.05		84,998.47
	2218	Void			0.00	84,998.47
	2219	Void			0.00	84,998.47
2/8/2016	2220	AQUATIC SYSTEMS, INC	Lake & Pond Maint - Feb		320.00	84,678.47
2/8/2016	2221	Atlas Professional Services, Inc.	Web Site Hosting - Feb		60.00	84,618.47
2/8/2016	2222	DPFG FIELD SERVICES, INC	1/17-2/13 - Field P/R		960.00	83,658.47
2/8/2016	2223	HAMILTON ENGINEERING & SURVEYING, INC	Mitigation Maint		400.00	83,258.47
2/8/2016	2224	Metro Development Group, LLC	Cell Reimbursement		33.01	83,225.46
2/8/2016	2225	Poop 911	Pet Waste Removal		185.46	83,040.00
2/8/2016	2226	STEVE FAISON	Travel - Jan		158.96	82,881.04
2/15/2016	2227	Genesis	NPDES/Storm Drain		1,680.00	81,201.04
2/15/2016	2228	Grandview Botanicals Landscape Co.	Tree Removal/Sod		475.00	80,726.04
2/15/2016	2229	HAMILTON ENGINEERING & SURVEYING, INC	Mitigation Planting		1,300.00	79,426.04
2/15/2016	2230	TECO	Electricity		4,086.41	75,339.63
2/19/2016	ACH02192016	PAYCHEX	P/R Fees		69.95	75,269.68
2/19/2016	20010	Ira D Draper	BOS Mtg - 2/2/16		184.70	75,084.98
2/19/2016	20011DD	LORI PRICE	BOS Mtg - 2/2/16		183.45	74,901.53
2/19/2016	ACH02192016	PAYCHEX	BOS Mtg - 2/2/16		93.05	74,808.48
2/19/2016	20012	THEODORE SANDERS	BOS Mtg - 2/2/16		184.70	74,623.78
2/22/2016	2231	PARK CREEK CDD C/O US BANK	Tax Collection Distribution		1,033.19	73,590.59
2/22/2016	2232	BOCC	1/15-2/15 - 10316 Riverdale Rise Dr		60.94	73,529.65
2/29/2016	2233	Earth Tech Property Solutions	Pest Control		145.00	73,384.65
2/29/2016	2234	Genesis	NPDES/Storm Drain		1,535.00	71,849.65
2/29/2016	2235	STANTEC CONSULTING SERVICES	Engineering Svcs thru 2/12/16		255.00	71,594.65
2/29/2016	2236	STRALEY & ROBIN	Legal Svcs thru 2/15/16		267.45	71,327.20
EOM	BALANCE	2/29/16		28,059.05	23,806.60	71,327.20
3/1/2016	2237	COVERALL NORTH AMERICA, INC	CH Cleaning - March		160.00	71,167.20
3/1/2016	2238	DPFG	CDD/Field Mgmt - March		4,208.33	66,958.87
3/7/2016	2239	AQUATIC SYSTEMS, INC	Lake & Pond Maint - March		320.00	66,638.87
3/7/2016	2240	Atlas Professional Services, Inc.	Web Site Hosting - March		60.00	66,578.87
3/7/2016	2241	HALLELUJAH POOLS	Pool Maint - March		1,050.00	65,528.87
3/7/2016	2242	Poop 911	Pet Waste Removal		185.46	65,343.41
3/7/2016	2243	HALLELUJAH POOLS	Pool Maint - Feb		1,100.00	64,243.41
3/9/2016		Deposit	Tax Collections	7,494.42		71,737.83
3/9/2016	2244	DPFG FIELD SERVICES, INC	2/14-3/12 - Field P/R		1,218.00	70,519.83
3/9/2016	2245	STEVE FAISON	Travel - Feb		161.90	70,357.93
3/10/2016	03102016PH	Bright House	11/9-3/8 - 10316 Riverdale Rise Drive - Internet		742.20	69,615.73
3/16/2016	2246	Bright House	3/10-4/9 - 10316 Riverdale Rise Dr - Internet		154.28	69,461.45
3/16/2016	ACH03162016	PAYCHEX	P/R Fees		49.95	69,411.50
3/16/2016	20013	Ira D Draper	BOS Mtg - 3/1/16		184.70	69,226.80
3/16/2016	20015DD	LORI PRICE	BOS Mtg - 3/1/16		183.45	69,043.35
3/16/2016	20014	Michael S. Lawson	BOS Mtg - 3/1/16		184.70	68,858.65
3/16/2016	ACH03162016	PAYCHEX	BOS Mtg - 3/1/16		93.05	68,765.60
3/22/2016	2249	BOCC	2/15-3/16 - 10316 Riverdale Rise Dr		94.54	68,671.06
3/23/2016	2250	STRALEY & ROBIN	Legal Svcs thru 3/15/16		216.45	68,454.61
3/23/2016	2251	TECO	Electricity		4,099.06	64,355.55

CHECK REGISTER

FY 2016

DATE	CK NO.	PAYEE	TRANSACTION	DEPOSIT	DISBURSMT	BALANCE
EOM	BALANCE			7,494.42	14,466.07	64,355.55
4/4/2016	2252	PARK CREEK CDD C/O US BANK	Tax Collections Distribution		11,365.06	52,990.49
4/4/2016	2253	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Landscape Maint - Feb		7,504.14	45,486.35
4/4/2016	2254	DPFG	CDD Mgmt - April		4,208.33	41,278.02
4/4/2016	2255	Earth Tech Property Solutions	Pest Control		145.00	41,133.02
4/4/2016	2256	Genesis	NPDES/Storm Drain		655.00	40,478.02
4/4/2016	2257	HALLELUJAH POOLS	Pool Maint - April		975.00	39,503.02
4/4/2016	2258	HAMILTON ENGINEERING & SURVEYING, INC	Mitigation Maint		400.00	39,103.02
4/4/2016	2259	Metro Development Group, LLC	Cell Phone		25.60	39,077.42
4/4/2016	2260	Poop 911	Pet Waste Removal		185.46	38,891.96
4/6/2016		Deposit	O & M (Shutts & Bowen)	2,922.42		41,814.38
4/6/2016		Deposit	O & M (Shutts & Bowen)	5,844.84		47,659.22
4/7/2016	2261	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Landscape Maint - March		7,426.27	40,232.95
4/7/2016	2262	LERNER REPORTING SERVICES, INC	Dissimulation Svcs		5,000.00	35,232.95
4/12/2016	2263	PARK CREEK CDD C/O US BANK	Tax Collection Distribution		3,796.16	31,436.79
4/12/2016	2264	DPFG FIELD SERVICES, INC	3/14-4/23 - P/R		1,310.00	30,126.79
4/22/2016	2265	AQUATIC SYSTEMS, INC	Lake & Pond Maint - April		320.00	29,806.79
4/22/2016	2266	Atlas Professional Services, Inc.	Web Site Hosting - April		60.00	29,746.79
4/22/2016	2267	Bright House	4/1-5/9- Cable		154.28	29,592.51
4/22/2016	2268	COVERALL NORTH AMERICA, INC	CH Cleaning - April		160.00	29,432.51
4/22/2016	2269	Metro Development Group, LLC	Cell Phone Reimbursement		33.17	29,399.34
4/22/2016	2270	STEVE FAISON	Travel - March		177.23	29,222.11
4/22/2016	2271	TECO	Electricity		4,098.72	25,123.39
4/22/2016	2272	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Landscape Maint - April		7,493.07	17,630.32
4/22/2016	2273	American Access Control, Inc.	Key Fobs		786.00	16,844.32
4/22/2016	2274	HANCOCK SEED COMPANY	Sod/Fertilizer		4,000.00	12,844.32
4/22/2016	2275	Grandview Botanicals Landscape Co.	Landscaping		8,870.00	3,974.32
EOM	BALANCE			8,767.26	69,148.49	3,974.32
5/6/2016		Deposit	Tax Collections	42,056.30		46,030.62
5/6/2016	2276	AQUATIC SYSTEMS, INC	Lake & Pond Maint - May		320.00	45,710.62
5/6/2016	2277	Atlas Professional Services, Inc.	Web Site Hosting - May		60.00	45,650.62
5/6/2016	2278	Bright House	5/10-6/09 - Cable/Internet		154.28	45,496.34
5/6/2016	2279	COVERALL NORTH AMERICA, INC	CH Cleaning - May		160.00	45,336.34
5/6/2016	2280	DPFG	CDD/Field Mgmt - May		4,208.33	41,128.01
5/6/2016	2281	Earth Tech Property Solutions	Pest Control		145.00	40,983.01
5/6/2016	2282	Genesis	NPDES/Storm Drain		830.00	40,153.01
5/6/2016	2283	Hillsborough County Public Utilities Dept	3/16-4/15 - 10316 Riverdale Rise Dr		82.53	40,070.48
5/6/2016	2284	Poop 911	Pet Waste Removal		213.20	39,857.28
5/6/2016	2285	STEVE FAISON	Travel - April		213.14	39,644.14
5/6/2016	2286	STRALEY ROBIN VERICKER	Legal Svcs thru 4/15/16		493.15	39,150.99
5/9/2016	2287	Critical Intervention Services Inc	CCTV Monitoring - April		300.00	38,850.99
5/6/2016	2288	TECO	Electricity		4,173.65	34,677.34
5/10/2016	ACH05102016	PAYCHEX	P/R fee		10.00	34,667.34
5/11/2016	ACH05112016	PAYCHEX	P/R Fees		52.25	34,615.09
5/11/2016	20016	Ira D Draper	BOS Mtgs - 4/5 & 5/3/16		369.40	34,245.69
5/11/2016	20018DD	LORI PRICE	BOS Mtgs - 4/5 & 5/3/16		348.15	33,897.54
5/11/2016	20017	Michael S. Lawson	BOS Mtgs - 4/5 & 5/3/16		369.40	33,528.14
5/11/2016	ACH05112016	PAYCHEX	BOS Mtgs - 4/5 & 5/3/16		204.85	33,323.29
5/11/2016	2289	PARK CREEK CDD C/O US BANK	Tax Collections Distribution		21,302.82	12,020.47
5/13/2016		Deposit	Key Fob	10.00		12,030.47
5/16/2016	2290	Critical Intervention Services Inc	CCTV Monitoring - May		300.00	11,730.47
5/16/2016	2291	HAMILTON ENGINEERING & SURVEYING, INC	Engineering Svcs		750.00	10,980.47
5/16/2016	2292	Grandview Botanicals Landscape Co.	Mowing Retention Ponds - April		700.00	10,280.47
5/16/2016	2293	HALLELUJAH POOLS	Pool Maint - May		1,600.00	8,680.47
5/20/2016	2294	TECO	3/7-5/4 - 10650 Park Creek Bl Ent.		62.77	8,617.70
5/23/2016	2295	DPFG FIELD SERVICES, INC	4/24-5/21 - Field P/R		926.00	7,691.70
5/23/2016	2296	Atlas Professional Services, Inc.	Domain Name (1 yr)		22.75	7,668.95
5/23/2016	2297	BOCC	4/15-5/16 - 10316 Riverdale Rise Dr		155.39	7,513.56
5/23/2016	2298	Grandview Botanicals Landscape Co.	Landscape		1,175.00	6,338.56
5/23/2016	2299	STRALEY ROBIN VERICKER	Legal Svcs thru 5/15/16		596.65	5,741.91
EOM	BALANCE			42,066.30	40,298.71	5,741.91
6/6/2016	2300	AQUATIC SYSTEMS, INC	Lake & Pond Maint - June		320.00	5,421.91
6/6/2016	2301	Atlas Professional Services, Inc.	Web Site Hosting - June		60.00	5,361.91
6/6/2016	2302	COVERALL NORTH AMERICA, INC	CH Cleaning - June		160.00	5,201.91

CHECK REGISTER

FY 2016

DATE	CK NO.	PAYEE	TRANSACTION	DEPOSIT	DISBURSMT	BALANCE
6/6/2016	2303	Critical Intervention Services Inc	CCTV Monitoring - June		300.00	4,901.91
6/6/2016	2304	DPFG FIELD SERVICES, INC	5/22-6/18/16 - Field P/R		926.00	3,975.91
6/6/2016		Deposit	O & M - (Shutts & Bowen)	5,844.84		9,820.75
6/7/2016	2307	Hallelujah Pools	VOID: Clean up service CH restrooms		0.00	9,820.75
6/10/2016		Deposit	GF 2016-05	10,589.27		20,410.02
6/10/2016		Deposit	Rental	100.00		20,510.02
6/10/2016		Deposit	Tax Collections	28,589.90		49,099.92
6/13/2016	2308	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Landscape Maint - May		7,426.27	41,673.65
6/13/2016	2309	Baker Well Drilling Inc	Pump Repairs		3,163.00	38,510.65
6/13/2016	2310	Bright House	6/10-7/9 - Cable/Internet		154.28	38,356.37
6/13/2016	2311	DPFG	CDD/Field Mgmt - June		4,208.33	34,148.04
6/13/2016	2312	FLORIDA DEPT OF HEALTH-HILLSBOROUGH CT	Pool Permit		275.00	33,873.04
6/13/2016	2313	Poop 911	Pet Waste Removal		213.20	33,659.84
6/13/2016	2314	TECO	Electricity		4,207.79	29,452.05
6/17/2016	2315	Grandview Botanicals Landscape Co.	Landscape Rentention Ponds		1,175.00	28,277.05
6/17/2016	2316	TECO	5/4-6/3 - 10650 Park Creek Bl Ent		31.76	28,245.29
6/20/2016	2317	PARK CREEK CDD C/O US BANK	Tax Collection Distribution		14,481.67	13,763.62
6/20/2016	2318	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Landscape Maint - June		8,438.01	5,325.61
6/20/2016	2319	Genesis	NPDES/Storm Drain - May		1,395.00	3,930.61
6/20/2016	2320	LLS TAX SOLUTIONS, INC.	Arbitrage		1,300.00	2,630.61
6/22/2016	ACH06222016	PAYCHEX	P/R Fee		52.25	2,578.36
6/22/2016	20019	Ira D Draper	BOS Mtg - 6/7/16		184.70	2,393.66
6/22/2016	20021DD	LORI PRICE	BOS Mtg - 6/7/16		183.45	2,210.21
6/22/2016	20020	Michael S. Lawson	BOS Mtg - 6/7/16		184.70	2,025.51
6/22/2016	ACH06222016	PAYCHEX	BOS Mtg - 6/7/16		93.05	1,932.46
6/28/2016	2322	BOCC	5/16-6/16 - 10316 Riverdale Rise Dr		120.33	1,812.13
6/28/2016	2323	TAMPA BAY TIMES	VOID: Legal Ad		0.00	1,812.13
6/29/2016	2324	TAMPA BAY TIMES	Legal Ad		40.76	1,771.37
6/29/2016	2325	STEVE FAISON	Travel - May		168.99	1,602.38
6/30/2016		Deposit	GF 2016-06	5,164.75		6,767.13
6/3/2016		Deposit	CF 2015-35,36	3,020.87		9,788.00
6/6/2016	2305	Grandview Botanicals Landscape Co.	2015-35 CF		475.00	9,313.00
6/6/2016	2306	HAMILTON ENGINEERING & SURVEYING, INC	2015-36 CF		2,545.87	6,767.13
6/23/2016		Deposit	CF 2015-37	471.50		7,238.63
6/24/2016	2321	Onsight Signage & Visual Solutions	2015-37 CF		471.50	6,767.13
6/30/2016		Deposit	CF 2015-38	3,502.37		10,269.50
EOM	BALANCE			57,283.50	52,755.91	10,269.50
7/1/2016	2326	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Landscape		2,664.75	7,604.75
7/1/2016	2327	DIBARTOLOMEO, McBEE, HARTLEY & BARN	Audit FY 2015		2,500.00	5,104.75
7/1/2016	2328	HAMILTON ENGINEERING & SURVEYING, INC	2015-38 CF		3,502.37	1,602.38
7/11/2016		Deposit	GF 2016-07, 08	5,401.65		7,004.03
7/12/2016	2329	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Irrigation Repairs		919.75	6,084.28
7/12/2016	2330	Grandview Botanicals Landscape Co.	Landscape		3,550.00	2,534.28
7/12/2016	2331	STRALEY ROBIN VERICKER	Legal Svcs thru 6/15/16		931.90	1,602.38
7/14/2016	2332	Atlas Professional Services, Inc.	Web Site Hosting - July		60.00	1,542.38
7/14/2016	2333	Bright House	7/10-8/9 - Cable/Internet		154.28	1,388.10
7/14/2016	2334	Metro Development Group, LLC	Cell Phone reimbursment		33.16	1,354.94
7/15/2016	2335	TECO	6/3-7/5 - 10650 Park Creek Bl Ent		27.05	1,327.89
7/15/2016	2336	TERMINIX	Pest Control		106.00	1,221.89
7/15/2016		Deposit	GF 2016-09	3,303.25		4,525.14
7/18/2016	2337	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Landscape Misc.		2,377.25	2,147.89
7/18/2016	2338	DPFG FIELD SERVICES, INC	6/19-7/16 - Field P/R		926.00	1,221.89
7/20/2016	2339	TAMPA BAY TIMES	Legal Ad		38.96	1,182.93
7/20/2016	2340	STEVE FAISON	Travel - June		122.91	1,060.02
7/25/2016	2341	BOCC	6/16-7/15 - 10316 Riverdale Rise Dr		104.73	955.29
7/28/2016		Deposit	GF 2016-10	18,027.97		18,983.26
7/28/2016	2342	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Landscape Maint - July		7,501.17	11,482.09
7/28/2016	2343	AQUATIC SYSTEMS, INC	Lake & Pond Maint - July		320.00	11,162.09
7/28/2016	2344	Critical Intervention Services Inc	CCTV Monitoring - July		300.00	10,862.09
7/28/2016	2345	DPFG	CDD/Field Mgmt - July		4,208.33	6,653.76
7/28/2016	2346	Grandview Botanicals Landscape Co.	Landscape		1,175.00	5,478.76
7/28/2016	2347	Poop 911	Pet Waste Removal - June		213.20	5,265.56
7/28/2016	2348	TECO	Electricity		4,310.27	955.29
EOM	BALANCE			26,732.87	36,047.08	955.29

CHECK REGISTER

FY 2016

DATE	CK NO.	PAYEE	TRANSACTION	DEPOSIT	DISBURSMT	BALANCE
8/8/2016	2349	STEVE FAISON	Travel - July		165.41	789.88
8/8/2016	2350	STEVE FAISON	Reimbursement		23.48	766.40
8/10/2016	ACH08102016	PAYCHEX	P/R Fee Qtrly		10.00	756.40
8/10/2016	2351	Bright House	8/10-9/9 - Internet		154.28	602.12
8/10/2016	2352	TAMPA BAY TIMES	Legal Ad		44.84	557.28
8/10/2016		Deposit	GF 2016-11	6,098.41		6,655.69
8/10/2016	2353	Genesis	NPDES/Storm Drain - June		600.00	6,055.69
8/10/2016	2354	HALLELUJAH POOLS	Pool Maint/New Pump		5,092.00	963.69
8/10/2016	2355	TAMPA PRINT SERVICES, INC.	Mass Mailing		353.41	610.28
8/10/2016	2356	TERMINIX	Pest Control - July		53.00	557.28
8/10/2016		Deposit	O & M (Shutts & Bowen)	974.14		1,531.42
8/12/2016	2357	PANTHER TRACE I	Meeting Room Rental		25.00	1,506.42
8/16/2016		Deposit	Key Fobs	20.00		1,526.42
8/19/2016		Deposit	GF 2016-12	16,979.07		18,505.49
8/22/2016	2358	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Landscape Maint - August		7,522.45	10,983.04
8/22/2016	2359	AQUATIC SYSTEMS, INC	Lake & Pond Maint - August		320.00	10,663.04
8/22/2016	2360	Atlas Professional Services, Inc.	Web Site Hosting - August		60.00	10,603.04
8/22/2016	2361	Critical Intervention Services Inc	CCTV Monitoring - August		300.00	10,303.04
8/22/2016	2362	DPFG	CDD/Field Mgmt - August		4,208.33	6,094.71
8/22/2016	2363	DPFG FIELD SERVICES, INC	7/17-8/13 - Field P/R		1,329.00	4,765.71
8/22/2016	2364	Genesis	Storm Drain		790.00	3,975.71
8/22/2016	2365	HALLELUJAH POOLS	Pool Maint - August		1,100.00	2,875.71
8/22/2016	2366	STRALEY ROBIN VERICKER	Legal Svcs thru 7/15/16		1,003.50	1,872.21
8/22/2016	2367	TAMPA BAY TIMES	Legal Ads		345.79	1,526.42
8/23/2016		Deposit	Rentals/Misc	70.00		1,596.42
8/24/2016	2368	TAMPA BAY TIMES	Legal Ad		265.50	1,330.92
8/24/2016	2369	TERMINIX	Pest Control		53.00	1,277.92
8/25/2016		Deposit	GF 2016-14	1,675.00		2,952.92
8/25/2016	082516DS	Deluxe Bus Systems	Bus Products - new checks		85.68	2,867.24
8/26/2016	2370	Grandview Botanicals Landscape Co.	Landscape		1,675.00	1,192.24
8/26/2016	2372	BOCC	7/15-8/16 - 10316 Riverdale Rise Dr		136.72	1,055.52
8/26/2016	2373	Grandview Botanicals Landscape Co.	Landscape Misc		375.00	680.52
EOM	BALANCE			25,816.62	26,091.39	680.52
9/6/2016		Deposit	GF 2016-13	4,524.21		5,204.73
9/7/2016	2374	Poop 911	Pet Waste Removal - July		213.20	4,991.53
9/7/2016	2375	TECO	Electricity		4,311.04	680.49
9/12/2016		Deposit	O & M (Shutts & Bowen)	4,870.70		5,551.19
9/14/2016		Deposit	O & M 2016 (Dune FL Land I Sub LLC)	34,833.39		40,384.58
9/15/2016	2376	Genesis	NPDES/Storm Drain		690.00	39,694.58
9/15/2016	2377	STANTEC CONSULTING SERVICES	Engineering Svcs thru 8/26/16		272.00	39,422.58
9/15/2016	2378	STEVE FAISON	Travel - August		248.77	39,173.81
9/15/2016	2379	TECO	Electricity		4,269.70	34,904.11
9/16/2016	2380	COVERALL NORTH AMERICA, INC	CH Cleaning		320.00	34,584.11
9/23/2016	2381	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Landscape Maint - September		7,485.27	27,098.84
9/23/2016	2382	AQUATIC SYSTEMS, INC	Lake & Pond Maint - September		320.00	26,778.84
9/23/2016	2383	Atlas Professional Services, Inc.	Web Site Hosting - September		60.00	26,718.84
9/23/2016	2384	Bright House	9/10-10/9 - Cable/Internet		154.28	26,564.56
9/23/2016	2385	Critical Intervention Services Inc	CCTV Monitoring - September		300.00	26,264.56
9/23/2016	2386	DPFG	CDD/Field Mgmt - September		4,208.33	22,056.23
9/23/2016	2387	DPFG FIELD SERVICES, INC	8/14-9/24 - Field P/R		1,287.00	20,769.23
9/23/2016	2388	Dun Rite Construction Services Inc	Sidewalk Repairs		1,500.00	19,269.23
9/23/2016	2389	Grandview Botanicals Landscape Co.	Landscape		1,675.00	17,594.23
9/23/2016	2390	Poop 911	Pest Waste Removal		213.20	17,381.03
9/23/2016	2391	STRALEY ROBIN VERICKER	Legal Svcs thru 8/15/16		639.50	16,741.53
9/23/2016	2392	HALLELUJAH POOLS	Pool Maint - September		1,100.00	15,641.53
9/28/2016			Pool Keys	20.00		15,661.53
9/30/2016	2393	STRALEY ROBIN VERICKER	Legal Svcs thru 9/15/16		420.10	15,241.43
9/30/2016	2394	TAMPA BAY TIMES	Legal Ad		478.00	14,763.43
9/30/2016	2395	TERMINIX	Pest Control - September		53.00	14,710.43
EOM	BALANCE			44,248.30	30,218.39	14,710.43

Exhibit 6

MEMORANDUM

To: Board of Supervisors
Park Creek CDD

From: Paul Cusmano

Date: November 1, 2016

Re: Prompt Payment Policies and Procedures

The purpose of this memorandum is to outline the Park Creek Community Development District's ("District") responsibilities under the Local Government Prompt Payment Act (Chapter 218, Part VII, Florida Statutes) ("Act"). The Act requires districts to establish procedures for marking payment requests or invoices as "received" and to establish dispute resolution procedures in the event a dispute occurs between a district and a contractor.

The accompanying proposed resolution and policy ("Prompt Payment Policies and Procedures") sets forth specific policies and procedures to ensure timely payment to vendors or contractors providing goods or services to the District and to provide guidance in contracting matters. The Prompt Payment Policies and Procedures will provide more protection for the District by establishing a process to deny and resolve instances of improper invoices such as an invoice for goods or services that fail to meet the contract requirements. As required by the Act, the Prompt Payment Policies and Procedures delineate the procedure for accepting and calculating the date of payment for construction services and non-construction goods and services.

If you have questions regarding the Prompt Payment Act, or the attached proposed Resolution and Prompt Payment Policies and Procedures, please do not hesitate to contact me.

RESOLUTION 2017-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PARK CREEK COMMUNITY DEVELOPMENT DISTRICT ADOPTING PROMPT PAYMENT POLICIES AND PROCEDURES PURSUANT TO CHAPTER 218, FLORIDA STATUTES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the 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 in Hillsborough County, Florida; and

WHEREAS, Chapter 218, Florida Statutes, requires timely payment to vendors and contractors providing certain goods and/or services to the District; and

WHEREAS, the Board of Supervisors of the District (the “Board”) accordingly finds that it is in the best interests of the District to establish by resolution the Prompt Payment Policies and Procedures attached hereto as **Exhibit A** for immediate use and application.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PARK CREEK COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Prompt Payment Policies and Procedures attached hereto as **Exhibit A** are hereby adopted pursuant to this resolution as necessary for the conduct of District business. The Prompt Payment Policies and Procedures shall remain in full force and effect until such time as the Board may amend them; provided, however, that as the provisions of Chapter 218, Florida Statutes, are amended from time to time, the attached Prompt Payment Policies and Procedures shall automatically be amended to incorporate the new requirements of law without any further action by the Board.

SECTION 2. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect. All District resolutions, policies or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed, except as noted below.

SECTION 3. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 1st DAY OF NOVEMBER, 2016.

ATTEST:

**PARK CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman, Board of Supervisors

Exhibit A: Prompt Payment Policies and Procedures

PARK CREEK COMMUNITY DEVELOPMENT DISTRICT

Prompt Payment Policies and Procedures **In Accordance With the Local Government Prompt Payment Act** **Chapter 218, Part VII, Florida Statutes**

November 1, 2016

Park Creek Community Development District
Prompt Payment Policies and Procedures

Table of Contents

I.	Purpose	1
II.	Scope	1
III.	Definitions	1
	A. Agent	1
	B. Construction Services	1
	C. Contractor or Provider of Construction Services	1
	D. Date Stamped	1
	E. Improper Invoice	2
	F. Improper Payment Request	2
	G. Non-Construction Goods and Services	2
	H. Proper Invoice	2
	I. Proper Payment Request	2
	J. Provider	2
	K. Purchase	2
	L. Vendor	2
IV.	Proper Invoice/Payment Request Requirements	3
	A. General	3
	B. Sales Tax	3
	C. Federal Identification and Social Security Numbers	3
	D. Proper Invoice for Non-Construction Goods and Services	3
	E. Proper Payment Request Requirements for Construction Services.....	4
V.	Submission of Invoices and Payment Requests	4
VI.	Calculation of Payment Due Date	5
	A. Non-Construction Goods and Services Invoices	5
	B. Payment Requests for Construction Services	6
VII.	Resolution of Disputes	7
	A. Dispute Between the District and a Contractor	7
	B. Dispute Resolution Procedures	7
VIII.	Purchases Involving Federal Funds or Bond Funds.....	8
IX.	Requirements for Construction Services Contracts – Project Completion; Retainage	8
X.	Late Payment Interest Charges	9
	A. Related to Non-Construction Goods and Services	9
	B. Related to Construction Services	9
	C. Report of Interest	9

I. Purpose

In accordance with the Local Government Prompt Payment Act (Chapter 218, Part VII, Florida Statutes) (“PPA”), the purpose of the Park Creek Community Development District (“District”) Prompt Payment Policies and Procedures (“Policies & Procedures”) is to provide a specific policy to ensure timely payment to Vendors and Contractors (both hereinafter defined) providing goods and/or services to the District and ensure the timely receipt by the District of goods and/or services contemplated at the time of contracting. Please note that the PPA, like any statute or law, may be amended from time to time by legislative action. These Policies & Procedures are based on the statutory requirements as of the date identified on the cover page of this document. By this reference, as applicable statutory provisions subsequently change, these Policies & Procedures shall automatically be amended to incorporate the new requirements of law. These Policies & Procedures are adopted by the District to provide guidance in contracting matters. Failure by the District to comply with these Policies & Procedures shall not expand the rights or remedies of any Provider (hereinafter defined) against the District under the PPA. Nothing contained herein shall be interpreted as more restrictive on the District than what is provided for in the PPA.

II. Scope

These Policies & Procedures apply to all operations of the District, including Construction Services and Non-Construction Goods and Services, as applicable.

III. Definitions

A. Agent

The District-contracted architect, District-contracted engineer, District Manager, or other person, acting on behalf of the District, which is required by law or contract to review invoices or payment requests from Providers (hereinafter defined). Such individuals/entities must be identified in accordance with §218.735 (1), Fla. Stat., and further identified in the relevant agreement between the District and the Provider.

B. Construction Services

All labor, services, and materials provided in connection with the construction, alteration, repair, demolition, reconstruction, or other improvement to real property that require a license under parts I and II of Chapter 489, Fla. Stat.

C. Contractor or Provider of Construction Services

The entity or individual that provides Construction Services through direct contract with the District.

D. Date Stamped

Each original and revised invoice or payment request received by the District shall be marked electronically or manually, by use of a date stamp or other method, which date marking clearly indicates the date such invoice or payment request is first delivered to the District through its Agent. In the event that the

Agent receives an invoice or payment request, but fails to timely or physically mark on the document the date received, "Date Stamped" shall mean the date of actual receipt by the Agent.

- E. Improper Invoice**
An invoice that does not conform to the requirements of a Proper Invoice.
- F. Improper Payment Request**
A request for payment for Construction Services that does not conform to the requirements of a Proper Payment Request.
- G. Non-Construction Goods and Services**
All labor, services, goods and materials provided in connection with anything other than construction, alteration, repair, demolition, reconstruction, or other improvements to real property.
- H. Proper Invoice**
An invoice that conforms to all statutory requirements, all requirements of these Policies and Procedures not expressly waived by the District and any additional requirements included in the agreement for goods and/or services for which the invoice is submitted not expressly waived by the District.
- I. Proper Payment Request**
A request for payment for Construction Services which conforms to all statutory requirements, all requirements of these Policies & Procedures not expressly waived by the District and any additional requirements included in the Construction Services agreement for which the Payment Request is submitted not expressly waived by the District.
- J. Provider**
Includes any Vendor, Contractor or Provider of Construction Services, as defined herein.
- K. Purchase**
The purchase of goods, materials, services, or Construction Services; the purchase or lease of personal property; or the lease of real property by the District.
- L. Vendor**
Any person or entity that sells goods or services, sells or leases personal property, or leases real property directly to the District, not including Construction Services.

IV. Proper Invoice/Payment Request Requirements

A. General

Prior to Provider receiving payment from the District, Non-Construction Goods and Services and Construction Services, as applicable, shall be received and performed in accordance with contractual or other specifications or requirements to the satisfaction of the District. Provision or delivery of Non-Construction Goods and Services to the District does not constitute acceptance for the purpose of payment. Final acceptance and authorization of payment shall be made only after delivery and inspection by the Agent and the Agent's confirmation that the Non-Construction Goods and Services or Construction Services meet contract specifications and conditions. Should the Non-Construction Goods and Services or Construction Services differ in any respect from the specifications, payment may be withheld until such time as the Provider takes necessary corrective action. Certain limited exceptions which require payment in advance are permitted when authorized by the District Board of Supervisors ("Board") or when provided for in the applicable agreement.

B. Sales Tax

Providers should not include sales tax on any invoice or payment request. The District's current tax-exempt number is 85-8016184936C-5. A copy of the tax-exempt form will be supplied to Providers upon request.

C. Federal Identification and Social Security Numbers

Providers are paid using either a Federal Identification Number or Social Security Number. To receive payment, Providers should supply the District with the correct number as well as a proper Internal Revenue Service W-9 Form. The District Manager shall treat information provided in accordance with Florida law.

Providers should notify the District Manager when changes in data occur (telephone 1-813-374-9104, email: paul.cusmano@dpg.com)

D. Proper Invoice for Non-Construction Goods and Services

All Non-Construction Goods and Services invoiced must be supplied or performed in accordance with the applicable purchase order (including any bid/proposal provided, if applicable) or agreement and such Non-Construction Goods and Services quantity and quality must be equal to or better than what is required by such terms. Unless otherwise specified in the applicable agreement, invoices should contain all of the following minimum information in order to be considered a Proper Invoice:

1. Name of Vendor
2. Remittance address
3. Invoice Date
4. Invoice number
5. The "Bill To" party must be the District or the Board, or other entity approved

- in writing by the Board of the District Manager
6. Project name (if applicable)
 7. In addition to the information required in Section IV.D.1-6 above, invoices involving the purchase of goods should also contain:
 - a. A complete item description
 - b. Quantity purchased
 - c. Unit price(s)
 - d. Total price (for each item)
 - e. Total amount of invoice (all items)
 - f. The location and date(s) of delivery of the goods to the District
 8. In addition to the information required in Section IV.D.1-6 above, invoices involving the purchase of services should also contain:
 - a. Itemized description of services performed
 - b. The location and date of delivery of the services to the District
 - c. Billing method for services performed (i.e., approved hourly rates, percentage of completion, cost plus fixed fee, direct/actual costs, etc.)
 - d. Itemization of other direct, reimbursable costs (including description and amount)
 - e. Copies of invoices for other direct, reimbursable costs (other than incidental costs such as copying) and one (1) of the following:
 - i. Copy of both sides of a cancelled check evidencing payment for costs submitted for reimbursement
 - ii. Paid receipt
 - iii. Waiver/lien release from subcontractor (if applicable)
 9. Any applicable discounts
 10. Any other information or documentation, which may be required or specified under the terms of the purchase order or agreement

E. Proper Payment Request Requirements for Construction Services

Payment Requests must conform to all requirements of Section IV.A.-D., above, unless otherwise specified in the terms of the applicable agreement or purchase order between the District and the Contractor.

V. Submission of Invoices and Payment Requests

The Provider shall submit all Invoices and Payment Requests for both Construction Services and Non-Construction Goods and Services to the District's Agent as provided in the purchase order or agreement, as applicable, and to the District Manager as follows:

Submit the invoice and/or payment request, with required additional material and in conformance with these Policies and Procedures, by mail, by hand delivery, or via email (Note: email is the preferred method for receipt of Non-Construction Goods and Services invoices).

1. **Mailing and Drop Off Address**
Development Planning and Financing Group
c/o Paul Cusmano
15310 Amberly Drive, Suite 175
Tampa, Florida 33647
2. **Email Address**
Paul.cusmano@dpg.com

VI. Calculation of Payment Due Date

A. Non-Construction Goods and Services Invoices

1. **Receipt of Proper Invoice**
Payment is due from the District forty-five (45) days from the date on which a Proper Invoice is Date Stamped.
2. **Receipt of Improper Invoice**
If an Improper Invoice is received, a required invoice is not received, or invoicing of a request for payment is not required, the time when payment is due from the District is forty-five (45) days from the latest date of the following:
 - a. On which delivery of personal property is fully accepted by the District;
 - b. On which services are completed and accepted by the District;
 - c. On which the contracted rental period begins (if applicable); or
 - d. On which the District and the Vendor agree in a written agreement that provides payment due dates.
3. **Rejection of an Improper Invoice**
The District may reject an Improper Invoice. Within ten (10) days of receipt of the Improper Invoice by the District, the Vendor must be notified that the invoice is improper and be given an opportunity to correct the deficient or missing information, remedy the faulty work, replace the defective goods, or take other necessary, remedial action.

The District's rejection of an Improper Invoice must:

1. Be provided in writing;
2. Specify any and all known deficiencies; and
3. State actions necessary to correct the Improper Invoice.

If the Vendor submits a corrected invoice, which corrects the deficiencies specified in the District's written rejection, the District must pay the corrected invoice within the later of: (a) ten (10) business days after date

the corrected invoice is Date Stamped; or (b) forty-five (45) days after the date the Improper Invoice was Date Stamped.

If the Vendor submits an invoice in response to the District's written rejection which fails to correct the deficiencies specified or continues to be an Improper Invoice, the District must reject that invoice as stated herein.

4. Payment of Undisputed Portion of Invoice

If the District disputes a portion of an invoice, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in these Policies & Procedures.

B. Payment Requests for Construction Services

1. Receipt of Proper Payment Request

The time at which payment is due for Construction Services from the District is as follows:

a. If an Agent must approve the payment request before it is submitted to the District Manager, payment (whether full or partial) is due twenty-five (25) business days after the payment request is Date Stamped. The Contractor may send the District an overdue notice. If the payment request is not rejected within four (4) business days after Date Stamp of the overdue notice, the payment request shall be deemed accepted, except for any portion of the payment request that is fraudulent, misleading or is the subject of dispute.

The agreement between the District and the Contractor shall identify the Agent to which the Contractor shall submit its payment request, or shall be provided by the District through a separate written notice no later than ten (10) days after contract award or notice to proceed, whichever is later. Contractor's submission of a payment request to the Agent shall be Date Stamped, which shall commence the time periods for payment or rejection of a payment request or invoice as provided in this section.

b. If, pursuant to contract, an Agent is not required to approve the payment request submitted to the District, payment is due twenty (20) business days after the payment request is Date Stamped unless such payment request includes fraudulent or misleading information or is the subject of dispute.

2. Receipt and Rejection of Improper Payment Request

a. If an Improper Payment Request is received, the District must reject the Improper Payment Request within twenty (20) business days after the date on which the payment request is Date Stamped.

b. The District's rejection of the Improper Payment Request must:

1. Be provided in writing;
2. Specify any and all known deficiencies; and
3. State actions necessary to correct the Improper Invoice.

c. If a Contractor submits a payment request which corrects the deficiency specified in the District's written rejection, the District must pay or reject the corrected submission no later than ten (10) business days after the date the corrected payment request is Date Stamped.

3. Payment of Undisputed Portion of Payment Request

If the District disputes a portion of a payment request, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in this section.

VII. Resolution of Disputes

If a dispute arises between a Provider and the District concerning payment of an invoice or payment request, the dispute shall be resolved as set forth in § 218.735, Fla. Stat., for Construction Services, and § 218.76, Fla. Stat. for Non-Construction Goods and Services.

A. Dispute between the District and a Contractor

If a dispute between the District and a Contractor cannot be resolved following resubmission of a payment request by the Contractor, the dispute must be resolved in accordance with the dispute resolution procedure prescribed in the construction contract, if any. In the absence of a prescribed procedure in the contract, the dispute must be resolved by the procedures specified below.

B. Dispute Resolution Procedures

1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.
2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.

3. Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider.
4. The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).
5. A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.
6. If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider. If the costs of the third party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

VIII. Purchases Involving Federal Funds or Bond Funds

When the District intends to pay for a purchase with federal funds or bond funds, the District shall make such purchases only upon reasonable assurances that federal funds or bond funds sufficient to cover the cost will be received. When payment is contingent upon the receipt of bond funds, federal funds or federal approval, the public procurement documents and any agreement with a Provider shall clearly state such contingency. (§ 218.77, Fla. Stat.).

IX. Requirements for Construction Services Contracts – Project Completion; Retainage

The District intends to follow the PPA requirements for construction project completion and retainage, including, but not limited to, § 218.735 (7) and (8), Fla. Stat.

X. Late Payment Interest Charges

Failure on the part of the District to make timely payments may result in District responsibility for late payment interest charges. No agreement between the District and a Provider may prohibit the collection of late payment interest charges allowable under the PPA as mandatory interest. (§218.75, Fla. Stat.).

A. Related to Non-Construction Goods and Services

All payments due from the District, and not made within the time specified within this policy, will bear interest, from thirty (30) days after the due date, at the rate of one percent (1%) per month on the unpaid balance. The Vendor must submit a Proper Invoice to the District for any interest accrued in order to receive the interest payment. (§ 218.74 (4), Fla. Stat.).

An overdue period of less than one (1) month is considered as one (1) month in computing interest. Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

B. Related to Construction Services

All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month, or the rate specified by agreement, whichever is greater. The Contractor must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§ 218.735 (8)(i), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

C. Report of Interest

If the total amount of interest paid during the preceding fiscal year exceeds \$250, the District Manager is required to submit a report to the Board during December of each year, stating the number of interest payments made and the total amount of such payments. (§ 218.78, Fla. Stat.).



Real Estate Consulting Services:

Land Secured Public Financing
School District
Reimbursement and Credit
Fiscal Impact
Service Districts
Municipal District Services
Development Impact Fee
Redevelopment District
Affordable Housing Financing
Other Public Financing
Compliance
Entitlement Analysis
Cash Flow Feasibility Analysis

Disclosure Services
Engineering Services
Project Management Services
Capital Markets Group
Property Tax Appeals
CDD Management Services
Look Back Diagnostic Review
Lender Services
Asset Management Services
Portfolio Management Services
Economic Impact
Market Analysis

www.dpfg.com

Orange County, CA

27127 Calle Arroyo, Suite 1910
San Juan Capistrano, CA 92675
P: (949) 388-9269
F: (949) 388-9272

Sacramento, CA

4380 Auburn Blvd.
Sacramento, CA 95841
P: (916) 480-0305
F: (916) 480-0499

Las Vegas, NV

3277 E. Warm Springs Road,
Suite 100
Las Vegas, NV 89120
P: (702) 478-9277
F: (702) 629-5497

Boise, ID

950 West Bannock, 11th Floor
Boise, ID 83702
P: (208) 319-3576
F: (208) 439-7339

Phoenix, AZ

3302 East Indian School Road
Phoenix, AZ 85018
P: (602) 381-3226
F: (602) 381-1203

Austin, TX

8140 Exchange Drive
Austin, TX 78754
P: (512) 732-0295
F: (512) 732-0297

Orlando, FL

1060 Maitland Center Commons,
Suite 340
Maitland, FL 32751
P: (321) 263-0132
F: (321) 263-0136

Tampa, FL

15310 Amberly Drive, Suite 175
Tampa, FL 33647
P: (813) 374-9104
F: (813) 374-9106

Research Triangle, NC

1340 Environ Way, Suite 328
Chapel Hill, NC 27517
P: (919) 321-0232
F: (919) 869-2508

Charleston, SC

4000 S. Faber Place Drive, Suite 300
N. Charleston, SC 29405
P: (843) 277-0021
F: (919) 869-2508