

**SHERWOOD MANOR  
COMMUNITY DEVELOPMENT  
DISTRICT**

**JANUARY 04, 2024**

**AGENDA PACKAGE**



2005 PAN AM CIRLE SUITE 300  
TAMPA FL, 33607

# ***Sherwood Manor Community Development District***

## **Board of Supervisors**

Carlos de la Ossa, Chairman  
 Nick Dister, Vice Chairperson  
 Kyle Smith, Assistant Secretary  
 Alberto Viera, Assistant Secretary  
 Ryan Motko, Assistant Secretary

Bryan Radcliff, District Manager  
 John Vericker, District Counsel  
 Tonja Stewart, District Engineer

## **Regular Meeting Agenda**

Thursday, January 04, 2024 at 2:00 p.m.

The Regular Meeting of the **Sherwood Manor Community Development District** will be held January 04, 2024 at **2:00 p.m. at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607**. Please let us know at least 24 hours in advance if you are planning to call into the meeting. Following is the Agenda for the Meeting:

### **Join Zoom Meeting**

<https://us06web.zoom.us/j/86992084254?pwd=wPRUYX9TrhybYypbvbmlGNwEvJbTHO.1>

**Meeting ID: 869 9208 4254**

**Passcode: 944104**

*All cellular phones and pagers must be turned off during the meeting.*

## **REGULAR MEETING OF BOARD OF SUPERVISORS**

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT ON AGENDA ITEMS** *(Each individual has the opportunity to comment and is limited to three (3) minutes for such comment)*
- 3. BUSINESS ITEMS**
  - A. Consideration of Fountain Repair Proposal
- 4. CONSENT AGENDA**
  - A. Approval of Minutes of the December 07, 2023 Regular Meeting
  - B. Consideration of Operation and Maintenance November 2023 – *Under Separate Cover*
  - C. Acceptance of the Financials and Approval of the Check Register for November 2023
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
    - i. Community Inspections Report
- 6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS**
- 7. ADJOURNMENT**

\*Next regularly scheduled meeting is February 01, 2024 at 2:00 p.m.

## **Third Order of Business**

**3A.**





This agreement dated \_\_\_\_\_, is made  
between **Charles Aquatics, Inc.**, a Florida Corporation, and

Name Sherwood Manor CDD c/o Bryan Radcliff – District Manager

Address \_\_\_\_\_

City \_\_\_\_\_ State FL Zip \_\_\_\_\_

Phone (813) 873-7300 ext. 330 Fax \_\_\_\_\_

E-mail bryan.radcliff@inframark.com

Hereinafter called "CLIENT".

1. **Charles Aquatics, Inc.**, agrees to provide fountain services in accordance with the terms and conditions of this Agreement at the following location(s): Sherwood Manor CDD
2. CLIENT agrees to pay **Charles Aquatics, Inc.**, the following sum(s) for the listed fountain services:

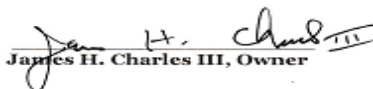
**Fountain Repair:** Replace 5hp Motor, Motor Starter Control Box and Pump for Florida Fountains & Equipment Fountain.

Grundfos 5hp 230v 1ph Submersible Motor  
Grundfos 5hp Std Motor Starter Control Box  
Berkeley 5hp Stainless Steel Submersible Turbine Pump  
Splice Kit  
1 Year Warranty

\$ 5,092.00

1. Client agrees to pay the balance in full within 10 days of installation.  
Client agrees to pay 1.5% of unpaid sum(s) after 30 days of installation.  
This quote is valid for 30 days.

Charles Aquatics, Inc.

  
James H. Charles III, Owner

10-23-23

Representative of Charles Aquatics, Inc.

Date

Customer Signature

Date

Charles Aquatics, Inc.  
6869 Phillips Parkway Drive South Jacksonville, FL 32256  
(904) 997-0044 Fax: (904) 807-9158



# Estimate

**Fountain Kings Inc.**  
13514 Blue Sunfish Ct,  
Riverview, FL 33569

**DATE:** December 11, 2023  
**EXPIRES:** 3/10/2024

**Customer Name: Sherwood Manor CDD / Brookside Community**  
**Contact Name: Ken Hoefle**

Address:  
817 18th Ave  
Ruskin FL, 33570

5hp Fountain Repair at 817 18th Ave	Amount:
5hp Grundfos Pump	\$1,626.91
5hp Franklin Sand fighter Motor	\$1,603.57
5hp Franklin Starter Box	\$515.23
60 Amp GFCI 2 Pole Breaker	\$282.24
15 Amp GFCI Single Pole Breaker	\$265.99
3M Resin Splice Kit	\$112.50
Service and Labor Fee	\$640.00
Shipping/Freight	\$140.00
Pull Fountain to shore and replace Pump, Motor, and Splice new cable to motor lead using a waterproof epoxy splice kit. Reposition fountain to original location. Replace and install New Motor Control Box. Test all circuits upon completion. Clean and flush display. Fountain repair comes with a one year limited warranty on parts and labor. Motor cable will be tested at time of repair.	
<b>TOTAL</b>	<b>\$5,186.44</b>

This is not a bill, all estimates are subject to tax and shipping charges. Payment due net30 from time of repair completion.

If you have any questions call or email, Fountain Kings Inc. 813-833-8610  
[Kyle.Roehm@FountainKings.com](mailto:Kyle.Roehm@FountainKings.com)

**THANK YOU FOR YOUR BUSINESS!**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*This document may contain trade secrets pertaining to "Fountain Kings Inc". Sharing this document with outside parties may be unlawful without approval from "Fountain Kings Inc."

# **Fourth Order of Business**

**4A**

**MINUTES OF MEETING  
SHERWOOD MANOR  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Sherwood Manor Community Development District was held on Thursday, December 7, 2023, and called to order at 3:01 p.m. at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.

Present and constituting a quorum were:

Carlos de la Ossa	Chairperson
Nicholas Dister	Vice Chairperson ( <i>via phone</i> )
Kyle Smith	Assistant Secretary
Alberto Viera	Assistant Secretary
Ryan Motko	Assistant Secretary

Also present were:

Bryan Radcliff	District Manager
Angie Grunwald	District Manager
John Vericker	District Counsel
Kathryn Hopkins	District Counsel

*The following is a summary of the discussions and actions taken.*

**FIRST ORDER OF BUSINESS** **Call To Order/Roll Call**

Mr. Radcliff called the meeting to order, and a quorum was established.

**SECOND ORDER OF BUSINESS** **Public Comment**

There being no members of the public present, the next order of business followed.

**THIRD ORDER OF BUSINESS** **Business Items**

**A. Acceptance of Financial Report for Fiscal Year Ending September 30, 2022**

On MOTION by Mr. Motko seconded by Mr. de la Ossa, with all in favor, the Financial Report for Fiscal Year Ending September 30, 2022 was accepted. 5-0
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**FOURTH ORDER OF BUSINESS** **Consent Agenda**

**A. Approval of Minutes of the November 2, 2023 Regular Meeting**

**B. Consideration of Operation and Maintenance Expenditures October 2023**

**C. Acceptance of the Financials and Approval of the Check Register for October 2023**

On MOTION by Mr. Motko seconded by Mr. de la Ossa, with all in favor, the Consent Agenda was approved. 5-0
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December 7, 2023

SHERWOOD MANOR CDD

**FIFTH ORDER OF BUSINESS****Staff Reports****A. District Counsel****B. District Engineer****C. District Manager**

There being no reports, the next item followed.

**i. Community Inspections Report**

The Community Inspection Report was presented, a copy of which was included in the agenda package.

**SIXTH ORDER OF BUSINESS****Board of Supervisors' Requests and Comments**

- The Board discussed a Deed for a common area located in Phase 3C.

On MOTION by Mr. Smith seconded by Mr. Motko, with all in favor, the Deed for a common area located in Phase 3C, was accepted. 5-0

**SEVENTH ORDER OF BUSINESS****Adjournment**

There being no further business,

On MOTION by Mr. de la Ossa seconded by Mr. Smith, with all in favor, the meeting was adjourned at 3:55 p.m. 5-0

\_\_\_\_\_  
 Brian Radcliff  
 District Manager

\_\_\_\_\_  
 Chairperson/Vice Chairperson

**4C**

# **Sherwood Manor Community Development District**

Financial Statements  
(Unaudited)

Period Ending  
November 30, 2023

Prepared by:



2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607  
Phone (813) 873-7300 ~ Fax (813) 873-7070



# SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT

## Balance Sheet

As of November 30, 2023

(In Whole Numbers)

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2018 DEBT SERVICE FUND	SERIES 2023 DEBT SERVICE FUND	SERIES 2018 CAPITAL PROJECTS FUND	SERIES 2023 CAPITAL PROJECTS FUND	GENERAL FIXED ASSETS FUND	GENERAL LONG-TERM DEBT FUND	TOTAL
<b>ASSETS</b>								
Cash - Operating Account	\$ 42,103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 42,103
Cash in Transit	-	4,408	-	-	-	-	-	4,408
Due From Other Funds	-	15,553	-	-	161,405	-	-	176,958
Investments:								
Acq. & Construction - Amenity	-	-	-	1	-	-	-	1
Acquisition & Construction Account	-	-	-	-	716,483	-	-	716,483
Construction Fund	-	-	-	-	1,875,968	-	-	1,875,968
Reserve Fund	-	473,878	644,750	-	-	-	-	1,118,628
Revenue Fund	-	28,708	53,713	-	-	-	-	82,421
Deposits	119	-	-	-	-	-	-	119
Fixed Assets								
Construction Work In Process	-	-	-	-	-	17,772,701	-	17,772,701
Amount Avail In Debt Services	-	-	-	-	-	-	2,130,797	2,130,797
Amount To Be Provided	-	-	-	-	-	-	25,583,440	25,583,440
<b>TOTAL ASSETS</b>	<b>\$ 42,222</b>	<b>\$ 522,547</b>	<b>\$ 698,463</b>	<b>\$ 1</b>	<b>\$ 2,753,856</b>	<b>\$ 17,772,701</b>	<b>\$ 27,714,237</b>	<b>\$ 49,504,027</b>

## LIABILITIES

Accounts Payable	\$ 59,808	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,808
Bonds Payable	-	-	-	-	-	-	18,334,238	18,334,238
Bonds Payable - Series 2023	-	-	-	-	-	-	9,380,000	9,380,000
Due To Other Funds	15,553	-	161,405	-	-	-	-	176,958
<b>TOTAL LIABILITIES</b>	<b>75,361</b>	<b>-</b>	<b>161,405</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>27,714,238</b>	<b>27,951,004</b>

# SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT

## Balance Sheet

As of November 30, 2023

(In Whole Numbers)

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2018 DEBT SERVICE FUND	SERIES 2023 DEBT SERVICE FUND	SERIES 2018 CAPITAL PROJECTS FUND	SERIES 2023 CAPITAL PROJECTS FUND	GENERAL FIXED ASSETS FUND	GENERAL LONG-TERM DEBT FUND	TOTAL
<b><u>FUND BALANCES</u></b>								
Restricted for:								
Debt Service	-	522,547	537,058	-	-	-	-	1,059,605
Capital Projects	-	-	-	1	2,753,856	-	-	2,753,857
Unassigned:	(33,139)	-	-	-	-	17,772,701	(1)	17,739,561
<b>TOTAL FUND BALANCES</b>	<b>(33,139)</b>	<b>522,547</b>	<b>537,058</b>	<b>1</b>	<b>2,753,856</b>	<b>17,772,701</b>	<b>(1)</b>	<b>21,553,023</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 42,222</b>	<b>\$ 522,547</b>	<b>\$ 698,463</b>	<b>\$ 1</b>	<b>\$ 2,753,856</b>	<b>\$ 17,772,701</b>	<b>\$ 27,714,237</b>	<b>\$ 49,504,027</b>

**SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023  
General Fund (001)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>				
Special Assmnts- Tax Collector	\$ 294,916	\$ 9,053	\$ (285,863)	3.07%
Special Assmnts- CDD Collected	411,142	117,676	(293,466)	28.62%
Other Miscellaneous Revenues	-	50	50	0.00%
<b>TOTAL REVENUES</b>	<b>706,058</b>	<b>126,779</b>	<b>(579,279)</b>	<b>17.96%</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
Supervisor Fees	12,000	1,000	11,000	8.33%
ProfServ-Trustee Fees	8,200	4,041	4,159	49.28%
Disclosure Report	8,400	700	7,700	8.33%
District Counsel	7,500	2,053	5,447	27.37%
District Engineer	4,000	-	4,000	0.00%
District Manager	30,000	5,000	25,000	16.67%
Accounting Services	8,200	-	8,200	0.00%
Auditing Services	6,200	-	6,200	0.00%
Website Compliance	1,500	750	750	50.00%
Email Hosting Vendor	600	-	600	0.00%
Postage, Phone, Faxes, Copies	500	12	488	2.40%
Public Officials Insurance	2,700	2,788	(88)	103.26%
Legal Advertising	3,000	-	3,000	0.00%
Bank Fees	250	-	250	0.00%
Website Administration	1,500	250	1,250	16.67%
Dues, Licenses, Subscriptions	500	599	(99)	119.80%
<b>Total Administration</b>	<b>95,050</b>	<b>17,193</b>	<b>77,857</b>	<b>18.09%</b>
<b><u>Utility Services</u></b>				
Utility - Electric	100,000	12,392	87,608	12.39%
<b>Total Utility Services</b>	<b>100,000</b>	<b>12,392</b>	<b>87,608</b>	<b>12.39%</b>

**SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023  
General Fund (001)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>Other Physical Environment</u></b>				
Payroll-Pool Monitors	12,000	-	12,000	0.00%
ProfServ-Pool Maintenance	2,000	1,255	745	62.75%
Waterway Management	15,000	5,971	9,029	39.81%
Field Manager	12,000	2,000	10,000	16.67%
Amenity Center Cleaning & Supplies	9,300	1,450	7,850	15.59%
Contracts-Pools	13,200	1,050	12,150	7.95%
Contracts - Landscape	175,000	17,270	157,730	9.87%
Amenity Center Pest Control	2,000	-	2,000	0.00%
Onsite Staff	66,708	-	66,708	0.00%
Security Monitoring Services	1,500	384	1,116	25.60%
Telephone, Cable & Internet Service	1,800	-	1,800	0.00%
Utility - Water	4,500	3,427	1,073	76.16%
Insurance - General Liability	30,000	10,783	19,217	35.94%
Insurance Deductible	2,500	3,294	(794)	131.76%
R&M-Other Reserves	50,000	-	50,000	0.00%
R&M-Wetland Monitoring	20,000	-	20,000	0.00%
R&M-Wetland	16,000	-	16,000	0.00%
Amenity Maintenance & Repairs	40,000	-	40,000	0.00%
R&M-Monument, Entrance & Wall	7,500	641	6,859	8.55%
Plant Replacement Program	5,000	-	5,000	0.00%
Mulch & Tree Trimming	14,000	-	14,000	0.00%
Garbage Collection	5,000	-	5,000	0.00%
Irrigation Maintenance	3,500	-	3,500	0.00%
Entry System-Key Fob	2,500	-	2,500	0.00%
<b>Total Other Physical Environment</b>	<b>511,008</b>	<b>47,525</b>	<b>463,483</b>	<b>9.30%</b>
<b>TOTAL EXPENDITURES</b>	<b>706,058</b>	<b>77,110</b>	<b>628,948</b>	<b>10.92%</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	49,669	49,669	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>		<b>(82,808)</b>		
<b>FUND BALANCE, ENDING</b>		<b>\$ (33,139)</b>		

**SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023  
Series 2018 Debt Service Fund (200)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ 7,048	\$ 7,048	0.00%
Special Assmnts- Tax Collector	-	15,576	15,576	0.00%
Special Assmnts- CDD Collected	630,763	119,770	(510,993)	18.99%
<b>TOTAL REVENUES</b>	<b>630,763</b>	<b>142,394</b>	<b>(488,369)</b>	<b>22.57%</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Debt Service</u></b>				
Principal Debt Retirement	175,000	170,000	5,000	97.14%
Interest Expense	455,763	229,581	226,182	50.37%
<b>Total Debt Service</b>	<b>630,763</b>	<b>399,581</b>	<b>231,182</b>	<b>63.35%</b>
<b>TOTAL EXPENDITURES</b>	<b>630,763</b>	<b>399,581</b>	<b>231,182</b>	<b>63.35%</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	(257,187)	(257,187)	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>		<b>779,734</b>		
<b>FUND BALANCE, ENDING</b>		<b>\$ 522,547</b>		

**SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023  
Series 2023 Debt Service Fund (201)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ 7,214	\$ 7,214	0.00%
Special Assmnts- CDD Collected	647,638	128,342	(519,296)	19.82%
<b>TOTAL REVENUES</b>	<b>647,638</b>	<b>135,556</b>	<b>(512,082)</b>	<b>20.93%</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Debt Service</u></b>				
Principal Debt Retirement	135,000	-	135,000	0.00%
Interest Expense	512,638	256,319	256,319	50.00%
<b>Total Debt Service</b>	<b>647,638</b>	<b>256,319</b>	<b>391,319</b>	<b>39.58%</b>
<b>TOTAL EXPENDITURES</b>	<b>647,638</b>	<b>256,319</b>	<b>391,319</b>	<b>39.58%</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	(120,763)	(120,763)	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>		<b>657,821</b>		
<b>FUND BALANCE, ENDING</b>		<b>\$ 537,058</b>		

**SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023  
Series 2018 Capital Projects Fund (300)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>				
<b>TOTAL REVENUES</b>	-	-	-	<b>0.00%</b>
<b><u>EXPENDITURES</u></b>				
<b>TOTAL EXPENDITURES</b>	-	-	-	<b>0.00%</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	-	-	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>		1		
<b>FUND BALANCE, ENDING</b>		<u><u>\$ 1</u></u>		

**SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023  
Series 2023 Capital Projects Fund (301)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ 38,919	\$ 38,919	0.00%
<b>TOTAL REVENUES</b>	<b>-</b>	<b>38,919</b>	<b>38,919</b>	<b>0.00%</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Construction In Progress</u></b>				
Construction in Progress	-	1,304,541	(1,304,541)	0.00%
<b>Total Construction In Progress</b>	<b>-</b>	<b>1,304,541</b>	<b>(1,304,541)</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>1,304,541</b>	<b>(1,304,541)</b>	<b>0.00%</b>
Excess (deficiency) of revenues Over (under) expenditures	-	(1,265,622)	(1,265,622)	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>		<b>4,019,478</b>		
<b>FUND BALANCE, ENDING</b>		<b>\$ 2,753,856</b>		



**SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023  
General Fixed Assets Fund (900)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>				
<b>TOTAL REVENUES</b>	-	-	-	<b>0.00%</b>
<b><u>EXPENDITURES</u></b>				
<b>TOTAL EXPENDITURES</b>	-	-	-	<b>0.00%</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	-	-	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>		<b>17,772,701</b>		
<b>FUND BALANCE, ENDING</b>		<b><u>\$ 17,772,701</u></b>		

**SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023  
General Long-Term Debt Fund (950)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>				
<b>TOTAL REVENUES</b>	-	-	-	<b>0.00%</b>
<b><u>EXPENDITURES</u></b>				
<b>TOTAL EXPENDITURES</b>	-	-	-	<b>0.00%</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	-	-	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>		(1)		
<b>FUND BALANCE, ENDING</b>		<u><u>\$ (1)</u></u>		

**SHERWOOD MANOR CDD**

## Bank Reconciliation

Bank Account No. 9155 TRUIST - GF Operating  
Statement No. 11-23  
Statement Date 11/30/2023

G/L Balance (LCY)	42,103.34	Statement Balance	59,712.13
G/L Balance	42,103.34	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	59,712.13
Subtotal	42,103.34	Outstanding Checks	17,608.79
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	42,103.34	Ending Balance	42,103.34
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Checks</b>						
11/1/2023	Payment	734	CARSON'S LAWN &	8,985.00	8,985.00	0.00
11/3/2023	Payment	735	ACTION SECURITY, INC	125.00	125.00	0.00
11/3/2023	Payment	736	ALBERTO VIERA	200.00	200.00	0.00
11/3/2023	Payment	737	BOCC	1,585.34	1,585.34	0.00
11/3/2023	Payment	738	CARLOS DE LA OSSA	200.00	200.00	0.00
11/3/2023	Payment	739	CHARTER COMMUNICATIONS	191.91	191.91	0.00
11/3/2023	Payment	740	CORLIN SERVICES LLC	200.00	200.00	0.00
11/3/2023	Payment	741	EGIS INSURANCE	21,580.00	21,580.00	0.00
11/3/2023	Payment	742	FIRST CHOICE AQUATIC	1,496.00	1,496.00	0.00
11/3/2023	Payment	743	FLORIDA DEPARTMENT OF	175.00	175.00	0.00
11/3/2023	Payment	744	GRAU AND ASSOCIATES	4,600.00	4,600.00	0.00
11/3/2023	Payment	745	INFRAMARK LLC	5,200.39	5,200.39	0.00
11/3/2023	Payment	746	MHD COMMUNICATIONS	150.00	150.00	0.00
11/3/2023	Payment	747	NICHOLAS J. DISTER	200.00	200.00	0.00
11/3/2023	Payment	749	RYAN NICOLE POGI	50.00	50.00	0.00
11/3/2023	Payment	750	SPEAREM ENTERPRISES	1,450.00	1,450.00	0.00
11/3/2023	Payment	751	STANTEC CONSULTING SERVICES	556.50	556.50	0.00
11/3/2023	Payment	752	STRALEY ROBIN VERICKER	2,975.00	2,975.00	0.00
11/3/2023	Payment	753	ZEBRA CLEANING TEAM	1,050.00	1,050.00	0.00
11/8/2023	Payment	754	ACTION SECURITY, INC	845.00	845.00	0.00
11/8/2023	Payment	755	ADA SITE COMPLIANCE	750.00	750.00	0.00
11/8/2023	Payment	756	ALBERTO VIERA	200.00	200.00	0.00
11/8/2023	Payment	757	CARLOS DE LA OSSA	200.00	200.00	0.00
11/8/2023	Payment	758	CARSON'S LAWN &	8,635.00	8,635.00	0.00
11/8/2023	Payment	759	CORLIN SERVICES LLC	440.00	440.00	0.00
11/8/2023	Payment	760	FIRST CHOICE AQUATIC	748.00	748.00	0.00
11/8/2023	Payment	761	INFRAMARK LLC	3,978.72	3,978.72	0.00
11/8/2023	Payment	762	KYLE SMITH	200.00	200.00	0.00
11/8/2023	Payment	763	NICHOLAS J. DISTER	200.00	200.00	0.00
11/8/2023	Payment	765	STRALEY ROBIN VERICKER	3,339.95	3,339.95	0.00
11/8/2023	Payment	766	ZEBRA CLEANING TEAM	1,050.00	1,050.00	0.00
11/8/2023	Payment	767	SHERWOOD MANOR CDD	4,150.80	4,150.80	0.00
11/22/2023	Payment	770	CHARTER COMMUNICATIONS	191.91	191.91	0.00
11/22/2023	Payment	771	CORLIN SERVICES LLC	241.00	241.00	0.00
11/22/2023	Payment	772	FIRST CHOICE AQUATIC	748.00	748.00	0.00

**SHERWOOD MANOR CDD**

## Bank Reconciliation

Posting Date	Document Type	Document No.	Description		Amount	Cleared Amount	Difference
11/22/2023	Payment	774	STRALEY ROBIN VERICKER		2,052.50	2,052.50	0.00
11/22/2023	Payment	776	ZEBRA CLEANING TEAM		1,050.00	1,050.00	0.00
11/22/2023	Payment	DD121	Payment of Invoice 000734		6,073.22	6,073.22	0.00
11/1/2023		JE000276	Return deposit item 9999 99000324		100.00	100.00	0.00
Total Checks					86,164.24	86,164.24	0.00
<b>Deposits</b>							
11/17/2023		JE000249	TAX COLLECTOR PYMNT - NOV 2023	G/L Ac	6,970.36	6,970.36	0.00
11/22/2023		JE000250	TAX COLLECTOR PYMNT - NOV 2023	G/L Ac	17,658.32	17,658.32	0.00
Total Deposits					24,628.68	24,628.68	0.00
<b>Outstanding Checks</b>							
11/3/2023	Payment	748	RYAN MOTKO		200.00	0.00	200.00
11/8/2023	Payment	764	RYAN MOTKO		200.00	0.00	200.00
11/22/2023	Payment	768	ACTION SECURITY, INC		125.00	0.00	125.00
11/22/2023	Payment	769	CARSON'S LAWN &		8,635.00	0.00	8,635.00
11/22/2023	Payment	773	SHERWOOD MANOR CDD		4,408.16	0.00	4,408.16
11/22/2023	Payment	775	US BANK		4,040.63	0.00	4,040.63
<b>Total Outstanding Checks.....</b>					<b>17,608.79</b>		<b>17,608.79</b>

**5Ci.**



# SHERWOOD MANOR. CDD.

## 12/18/23, 12:43 PM

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Monthly site inspection report.

Monday, December 18, 2023

Prepared For Board Of Supervisors.

44 Issues Identified



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**AMENITY CENTER.**

Assigned To Carsons.

The parking lot entrance sign is clean and fully visible.



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**9TH ST SE.**

Assigned To Carsons.

The Zoysia turf fertility is poor and needs improvement.

**9TH ST SE.**

Assigned To District Manager.

The construction equipment will cause turf damage if it is not removed in short order.

**AMENITY CENTER.**

Assigned To Carsons.

The parking lot is clean and looks good.





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**AMENITY CENTER.**

Assigned To Carsons.

Remove the weeds in the playground mulch.



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**AMENITY CENTER.**

Assigned To Carsons.

Two dead Elm trees. Send an estimate to cut down & remove.

Send a separate estimate to stump grind the two stumps.





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**AMENITY CENTER.**

Assigned To Carsons.

Detail & remove the dead areas of the Crinum Lilly's.



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**AMENITY CENTER.**

Assigned To Carsons.

Detail service required.



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**AMENITY CENTER.**

Assigned To Carsons.

The Zoysia turf fertility is poor and needs improvement.



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**AMENITY CENTER.**

Assigned To Clubhouse Manager.

The basketball court is clean and looks good.



**AMENITY CENTER.**

Assigned To Carsons.

I previously requested Carsons to diagnose the fertility issue with the Olive tree. Please send an evaluation report including an action plan to improve the tree's fertility.

**AMENITY CENTER.**

Assigned To Carsons.

Send an ornamental cut-back date for the entire community.



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**AMENITY CENTER.**

Assigned To Clubhouse Manager.

The Amenity Center is clean it looks good. All bathrooms are clean and fully functional, except for one stall in the woman's restroom.



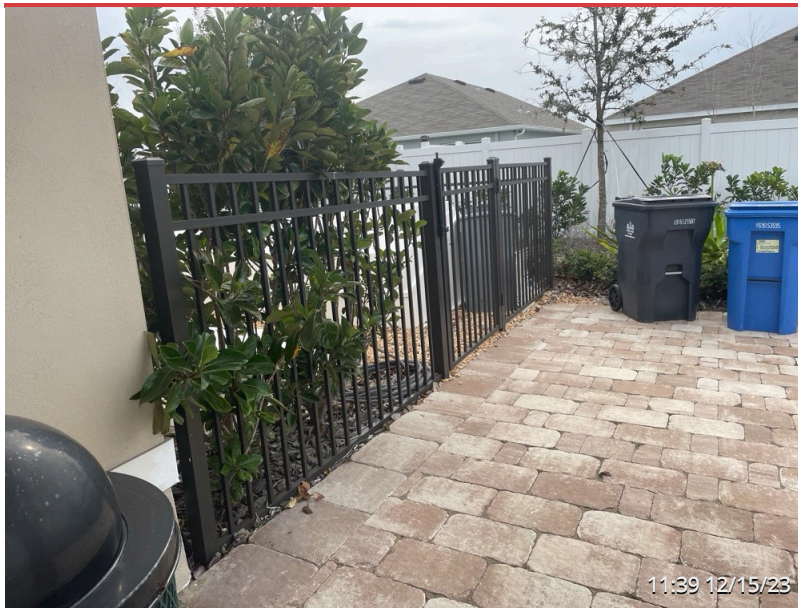
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**AMENITY CENTER.**

Assigned To Carsons.

The Zoysia turf fertility needs improvement.



**AMENITY CENTER.**

Assigned To Carsons.

Trim the hedge plant growth growing through the fence.

**AMENITY CENTER.**

Assigned To Carsons.

The plants, trees, and ornamental grass is healthy and looks good.

**AMENITY CENTER.**

Assigned To Zebra.

The pool is clear and blue.

**AMENITY CENTER.**

Assigned To Clubhouse Manager.

The table and chairs are clean and look good.





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**AMENITY CENTER.**

Assigned To Carsons.

Send an estimate to fill in with mulch next to the pavers only.



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**AMENITY CENTER.**

Assigned To Carsons.

Send an estimate to replace the Loropetalum plants with a colorful plant that will work well with the conditions in this area.



**9TH ST SE.**

Assigned To Carsons.

The dog park parking lot is clean and looks good.

**9TH ST SE.**

Assigned To Carsons.

Ornamental cut-backs are needed.

**9TH ST SE.**

Assigned To Clubhouse Manager.  
The mailbox pavilion is clean and looks good.

**9TH ST SE.**

Assigned To Carsons.  
Trim the dead.





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**9TH ST SE.**

Assigned To Carsons.

The dog park looks good.



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**POND.**

Assigned To First Choice Aquatics.

The pond looks good.

**21ST AVE.**

Assigned To Carsons.

Heading West on the street looks good.

**21ST AVE.**

Assigned To Carsons.

The entrance sign is clean and fully visible.



**21ST AVE.**

Assigned To Carsons.

Trim all plant material hanging on the perimeter fence.

**9TH ST SE.**

Assigned To Carsons.

The entrance sign is clean and fully visible.



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## **21ST AVE.**

Assigned To Carsons.

Heading East on the street looks good.



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## **POND.**

Assigned To First Choice Aquatics.

The pond is receded & looks good.



**TIDAL ROCK.**

Assigned To Carsons.

The Crape Myrtle trees have been cut back to promote new growth in the growing season.

**POND.**

Assigned To First Choice Aquatics.

The pond is receded, but looks good.

**6TH ST SE.**

Assigned To Carsons.

The entrance sign is clean and fully visible.

**TIDAL ROCK.**

Assigned To Carsons.

Heading East on the sidewalk looks good.





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**6TH ST SE.**

Assigned To Carsons.

Heading North on the street looks good.



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**POND.**

Assigned To First Choice Aquatics.

The pond is receded & looks good.

**WILL SCARLETT.**

Assigned To District Manager.

The illegally dumped material will need to be removed.

**POND.**

Assigned To First Choice Aquatics.

The pond looks good.



**ACE OUTLAW.**

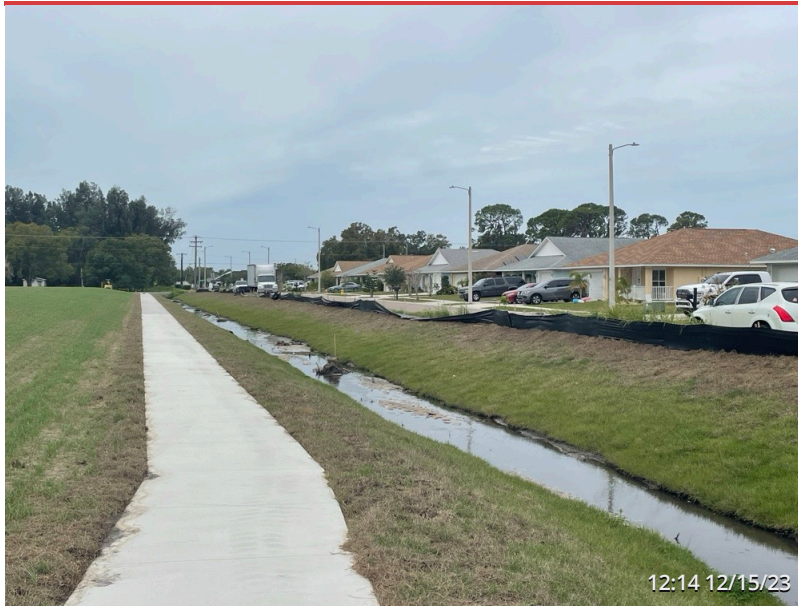
Assigned To District Manager.

The illegally dumped material needs to be removed.

**ACE OUTLAW.**

Assigned To District Manager.

New road heading West on the street.



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**ACE OUTLAW.**

Assigned To District Manager.

This area will need to be maintained by Carsons.



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**ACE OUTLAW.**

Assigned To Carsons.

Heading West on the sidewalk looks good.