

**SHERWOOD MANOR
COMMUNITY DEVELOPMENT
DISTRICT**

SEPTEMBER 05, 2024

**REGULAR MEETING
AGENDA PACKAGE**

[Join the meeting now](#)

Meeting ID: 215 817 490 035 **Passcode:** 45UmMF

Dial-in by phone +1 646-838-1601 **Pin:** 227 773 399#



2005 PAN AM CIRCLE, SUITE 300
TAMPA, FL 33067

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

District Staff

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

Regular Meeting Agenda

Thursday, September 05, 2024 at 2:00 p.m.

The Regular Meeting of the **Sherwood Manor Community Development District** will be held **September 05, 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 the meeting now](#)

Meeting ID: 215 817 490 035 Passcode: 45UmMF

Dial-in by phone +1 646-838-1601 Pin: 227 773 399#

REGULAR MEETING OF BOARD OF SUPERVISORS

1. CALL TO ORDER/ROLL CALL

2. PUBLIC COMMENTS ON AGENDA ITEMS

3. BUSINESS ITEMS

A. Consideration of Resolution 2024-11; FY 2025 Goals & Objectives

i. HB7013 – Special Districts Performance Measures & Standards Memo

B. Consideration of Resolution 2024-12; Redesignating Officers

4. CONSENT AGENDA

A. Approval of Minutes of the August 01, 2024 Regular Meeting

B. Consideration of Operation and Maintenance July 2024

C. Acceptance of the Financials and Approval of the Check Register for July 2024

5. STAFF REPORTS

A. District Counsel

B. District Engineer

C. District Manager

i. Field Inspections Report

6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS

7. PUBLIC COMMENTS

8. ADJOURNMENT

*Next regularly scheduled meeting is **November 07, 2024 at 2:00 p.m.**

RESOLUTION 2024-11

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT ADOPTING GOALS, OBJECTIVES, AND PERFORMANCE MEASURES AND STANDARDS; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Sherwood Manor Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, effective July 1, 2024, the Florida Legislature adopted House Bill 7013, codified as Chapter 2024-136, Laws of Florida (“HB 7013”) and creating Section 189.0694, Florida Statutes; and

WHEREAS, pursuant to HB 7013 and Section 189.0694, Florida Statutes, beginning October 1, 2024, the District shall establish goals and objectives for the District and create performance measures and standards to evaluate the District’s achievement of those goals and objectives; and

WHEREAS, the District Manager has prepared the attached goals, objectives, and performance measures and standards and presented them to the Board of the District; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution the attached goals, objectives and performance measures and standards.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SHERWOOD MANOR COMMUNITY DISTRICT:

SECTION 1. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Resolution.

SECTION 2. The District Board of Supervisors hereby adopts the goals, objectives and performance measures and standards as provided in **Exhibit A**. The District Manager shall take all actions to comply with Section 189.0694, Florida Statutes, and shall prepare an annual report regarding the District’s success or failure in achieving the adopted goals and objectives for consideration by the Board of the District.

SECTION 3. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 4. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this ____ day of _____, 2024.

ATTEST:

**SHERWOOD MANOR COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair, Board of Supervisors

Exhibit A: Performance Measures/Standards and Annual Reporting

Exhibit A



Memorandum

To: Board of Supervisors

From: District Management

Date: August 28, 2024

RE: HB7013 – Special Districts Performance Measures and Standards

To enhance accountability and transparency, new regulations were established for all special districts, by the Florida Legislature, during its 2024 legislative session. Starting on October 1, 2024, or by the end of the first full fiscal year after its creation (whichever comes later), each special district must establish goals and objectives for each program and activity, as well as develop performance measures and standards to assess the achievement of these goals and objectives. Additionally, by December 1 each year (initial report due on December 1, 2025), each special district is required to publish an annual report on its website, detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved.

District Management has identified the following key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each:

- Community Communication and Engagement
- Infrastructure and Facilities Maintenance
- Financial Transparency and Accountability

Additionally, special districts must provide an annual reporting form to share with the public that reflects whether the goals and objectives were met for the year. District Management has streamlined these requirements into a single document that meets both the statutory requirements for goal/objective setting and annual reporting.

The proposed goals/objectives and the annual reporting form are attached as exhibit A to this memo. District Management recommends that the Board of Supervisors adopt these goals and objectives to maintain compliance with HB7013 and further enhance its commitment to the accountability and transparency of the District.

Exhibit A:
Goals, Objectives, and Annual Reporting Form

**The Sherwood Manor Community Development District (“District”)
Performance Measures/Standards & Annual Reporting Form**

October 1, 2024 – September 30, 2025

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

Objective: Hold at least twelve regular Board of Supervisor (“Board”) meetings per year to conduct District-related business and discuss community needs.

Measurement: Number of public Board meetings held annually as evidenced by meeting minutes and legal advertisements.

Standard: A minimum of twelve Board meetings were held during the fiscal year.

Achieved: Yes ☐ No ☐

Goal 1.2: Notice of Meetings Compliance

Objective: Provide public notice of each meeting in accordance with Florida Statutes, using at least two communication methods.

Measurement: Timeliness and method of meeting notices as evidenced by posting to the District’s website, publishing in local newspaper of general circulation, and or via electronic communication.

Standard: 100% of meetings were advertised in accordance with Florida Statutes on at least two mediums (e.g., newspaper, District website, electronic communications).

Achieved: Yes ☐ No ☐

Goal 1.3: Access to Records Compliance

Objective: Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly District website checks.

Measurement: Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management’s records.

Standard: 100% of monthly website checks were completed by District Management or third party vendor.

Achieved: Yes ☐ No ☐

2. Infrastructure and Facilities Maintenance

Goal 2.1: Field Management and/or District Management Site Inspections Objective: Field manager and/or district manager will conduct inspections per District Management services agreement to ensure safety and proper functioning of the District’s infrastructure.

Measurement: Field manager and/or district manager visits were successfully completed per management agreement as evidenced by field manager and/or district manager’s reports, notes or other record keeping method.

Standard: 100% of site visits were successfully completed as described within District Management services agreement

Achieved: Yes ☐ No ☐

Goal 2.2: District Infrastructure and Facilities Inspections

Objective: District Engineer will conduct an annual inspection of the District’s infrastructure and related systems.

Measurement: A minimum of one inspection completed per year as evidenced by district engineer's report related to District's infrastructure and related systems.

Standard: Minimum of one inspection was completed in the fiscal year by the District's engineer.

Achieved: Yes ☐ No ☐

3. Financial Transparency and Accountability

Goal 3.1: Annual Budget Preparation

Objective: Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year.

Measurement: Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on the District's website and/or within District records.

Standard: 100% of budget approval & adoption were completed by the statutory deadlines and posted to the District's website.

Achieved: Yes ☐ No ☐

Goal 3.2: Financial Reports

Objective: Publish to the District's website the most recent versions of the following documents: Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

Measurement: Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the District's website.

Standard: District's website contains 100% of the following information: Most recent annual audit, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.

Achieved: Yes ☐ No ☐

Goal 3.3: Annual Financial Audit

Objective: Conduct an annual independent financial audit per statutory requirements and publish the results to the District's website for public inspection, and transmit to the State of Florida.

Measurement: Timeliness of audit completion and publication as evidenced by meeting minutes showing Board approval and annual audit is available on the District's website and transmitted to the State of Florida.

Standard: Audit was completed by an independent auditing firm per statutory requirements and results were posted to the District's website and transmitted to the State of Florida.

Achieved: Yes ☐ No ☐

SIGNATURES:

Chair/Vice Chair: _____

Date: _____

Printed Name: _____

Sherwood Manor Community Development District

District Manager: _____

Date: _____

Printed Name: _____

Sherwood Manor Community Development District

RESOLUTION 2024-12

A RESOLUTION OF THE BOARD OF SUPERVISORS DESIGNATING THE OFFICERS OF SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Sherwood Manor Community Development District (the “District”), is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the County of Hillsborough; and

WHEREAS, pursuant to Section 190.006(2), Florida Statutes, a landowners meeting was held for the purpose of electing supervisors of the District; and

WHEREAS, the Board of Supervisors (hereinafter the “Board”) now desires to designate the Officers of the District per F.S. 190.006(6).

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT:

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

<u>Carlos de la Ossa</u>	Chairman
<u>Nicholas Dister</u>	Vice-Chairman
<u>Brian Lamb</u>	Secretary
<u>Eric Davidson</u>	Treasurer
<u>Leah Popelka</u>	Assistant Treasurer
<u>Bryan Radcliff</u>	Assistant Secretary
<u>Kyle Smith</u>	Assistant Secretary
<u>Ryan Motko</u>	Assistant Secretary
<u>Alberto Viera</u>	Assistant Secretary

2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 5th DAY OF SEPTEMBER 2024.

ATTEST:

**SHERWOOD MANOR COMMUNITY
DEVELOPMENT DISTRICT**

Print Name: _____
Secretary/ Assistant Secretary

Print Name: _____
Chairman/ Vice Chair of the Board of Supervisors

**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, August 1, 2024, and called to order at 2:38 pm at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607.

Present and constituting a quorum were:

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

Also present were:

Bryan Radcliff	District Manager
Jayna Cooper	District Manager
Cary Allen Webster	District Counsel
Kathryn Hopkins	District Counsel
Gary Schwartz	Field Services

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 Comments on Agenda Items

There being none, the next order of business followed.

THIRD ORDER OF BUSINESS

Business Items

A. Consideration of Resolution 2024-10, Setting Fiscal Year 2025 Meeting Schedule

The following are the scheduled dates:

- | | |
|--------------------|-----------|
| • October 3, 2024 | 2:00 p.m. |
| • November 7, 2024 | 2:00 p.m. |
| • December 5, 2024 | 2:00 p.m. |
| • January 2, 2025 | 2:00 p.m. |
| • February 6, 2025 | 2:00 p.m. |
| • March 6, 2025 | 2:00 p.m. |
| • April 3, 2025 | 2:00 p.m. |
| • May 1, 2025 | 2:00 p.m. |

- June 5, 2025 2:00 p.m.
- July 10, 2025 2:00 p.m.
- August 7, 2025 2:00 p.m.
- September 4, 2025 2:00 p.m.

On MOTION by Mr. de la Ossa seconded by Mr. Smith, with all in favor, Resolution 2024-10, Setting Fiscal Year 2025 Meeting Schedule, was adopted as detailed above. 5-0

B. Consideration of Resolution 2024-11, Setting Landowners Elections
This item was not discussed.

C. Consideration of Landscape Addendums

On MOTION by Mr. de la Ossa seconded by Mr. Smith, with all in favor, Landscape Addendums #1 and #2 to the landscape services contract with *LMP* were approved, as discussed. 5-0

FOURTH ORDER OF BUSINESS

Consent Agenda

A. Approval of Minutes of the July 11, 2024 Public Hearing & Regular Meeting

B. Acceptance of the Financials and Approval of the Check Register for June 2024

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

FIFTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

B. District Engineer

C. District Manager

There being no reports, the next item followed.

i. Field Inspections Report

The Field Inspections report was presented, a copy of which was included in the agenda package.

SIXTH ORDER OF BUSINESS

Board of Supervisors' Requests and Comments

There being none, the next order of business followed.

SEVENTH ORDER OF BUSINESS

Public Comments

There being none, the next order of business followed.

EIGHTH ORDER OF BUSINESS

Adjournment

There being no further business,

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On MOTION by Mr. de la Ossa seconded by Mr. Viera, with all
in favor, the meeting was adjourned at 2:41 pm. 5-0

Bryan Radcliff
District Manager

Carlos de la Ossa
Chairperson

SHERWOOD MANOR CDD
Summary of Operations and Maintenance Invoices

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
Monthly Contract					
ACTION SECURITY, INC	7/1/2024	26420	\$125.00	\$125.00	SERVICE JULY 2024
CARSON'S LAWN &	6/19/2024	8025	\$9,135.00	\$9,135.00	LAWN CARE - JUNE 2024
CARSON'S LAWN &	7/24/2024	8030	\$6,851.25	\$6,851.25	LAWN CARE - JULY 2024
CHARTER COMMUNICATIONS	6/1/2024	2458267060124	\$189.97	\$189.97	INTERNET
CHARTER COMMUNICATIONS	7/1/2024	2458267070124	\$218.92	\$218.92	INTERNET
CHARTER COMMUNICATIONS	7/12/2024	BULK PAY 071224	\$408.89	\$408.89	INTERNET
ECO-LOGIC SERVICES LLC	6/30/2024	4109	\$2,350.00	\$2,350.00	MITIATION JUNE 2024
FIRST CHOICE AQUATIC	6/28/2024	97679	\$1,306.00	\$1,306.00	WATERWAY MAINT.
INFRAMARK LLC	5/2/2024	124263	\$8.32	\$8.32	DISTRICT SERVICES APRIL 2024
INFRAMARK LLC	5/7/2024	124788	\$700.00		DISTRICT INVOICE MAY 2024
INFRAMARK LLC	5/7/2024	124788	\$2,500.00		DISTRICT INVOICE MAY 2024
INFRAMARK LLC	5/7/2024	124788	\$1,000.00		DISTRICT INVOICE MAY 2024
INFRAMARK LLC	5/7/2024	124788	\$125.00	\$4,325.00	DISTRICT INVOICE MAY 2024
INFRAMARK LLC	6/3/2024	126175	\$700.00		DISTRICT INVOICE JUNE 2024
INFRAMARK LLC	6/3/2024	126175	\$2,500.00		DISTRICT INVOICE JUNE 2024
INFRAMARK LLC	6/3/2024	126175	\$1,000.00		DISTRICT INVOICE JUNE 2024
INFRAMARK LLC	6/3/2024	126175	\$125.00	\$4,325.00	DISTRICT INVOICE JUNE 2024
LANDSCAPE MAINTENANCE PROFESSIONALS INC	8/1/2024	185726	\$7,913.00	\$7,913.00	GROUND MAINT. AUG 2024
LANDSCAPE MAINTENANCE PROFESSIONALS INC	7/19/2024	185401	\$3,357.35	\$3,357.35	GROUND MAINT.
ZEBRA CLEANING TEAM	7/1/2024	7115	\$1,050.00	\$1,050.00	POOL JULY 2024
Monthly Contract Subtotal			\$41,563.70	\$41,563.70	
Variable Contract					
ALBERTO VIERA	7/11/2024	AV 071124	\$200.00	\$200.00	SUPERVISOR FEE
CARLOS DE LA OSSA	7/11/2024	CDLO 071124	\$200.00	\$200.00	SUPERVISOR FEE
KYLE SMITH	7/11/2024	KS 071124	\$200.00	\$200.00	SUPERVISOR FEE
NICHOLAS J. DISTER	7/11/2024	ND 071124	\$200.00	\$200.00	SUPERVISOR FEE
RYAN MOTKO	7/11/2024	RM 071124	\$200.00	\$200.00	SUPERVISOR FEE
Variable Contract Subtotal			\$1,000.00	\$1,000.00	

SHERWOOD MANOR CDD
Summary of Operations and Maintenance Invoices

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
Utilities					
BOCC	5/30/2024	3466 053024 ACH	\$3,753.40	\$3,753.40	WATER
BOCC	7/3/2024	3466 070324 ACH	\$1,422.13	\$1,422.13	WATER
TECO	7/2/2024	5651 070224 ACH	\$257.62	\$257.62	ELECTRIC
TECO	7/5/2024	6005 070524 ACH	\$6,093.49	\$6,093.49	ELECTRIC
TECO	6/25/2024	BULK PAY 070224	\$260.37	\$260.37	ELECTRIC
TECO	6/12/2024	BULK PAY 062124	\$3,753.40	\$3,753.40	ELECTRICITY
Utilities Subtotal			\$15,540.41	\$15,540.41	
Regular Services					
ACTION SECURITY, INC	7/16/2024	26543	\$545.00	\$545.00	NETWORK SERVICE
ADVANCED ENERGY SOLUTIONS OF AMERICA,LLC	6/17/2024	11792	\$995.00	\$995.00	POOL MOTOR
CORLIN SERVICES LLC	6/23/2024	0000165	\$226.00	\$226.00	LABOR
HAWKINS SERVICE CO	7/8/2024	268298227	\$217.00	\$217.00	LABOR
OPTIMAL OUTSOURCE	6/18/2024	OPT0989761	\$338.88	\$338.88	POSTAGE
SPEAREM ENTERPRISES	7/12/2024	6103	\$635.00	\$635.00	AMENITY CLEANING
STRALEY ROBIN VERICKER	7/9/2024	24880	\$2,941.10	\$2,941.10	PROFESSIONAL SERVICES
TECH STREET GLOBAL SECURITY	6/30/2024	1014	\$1,972.00	\$1,972.00	SECURITY 06/22/24-7/7/24
TIMES PUBLISHING COM	6/9/2024	347701 060924	\$411.00	\$411.00	AD SERVICES
TIMES PUBLISHING COM	6/12/2024	347703 061224	\$743.50	\$743.50	AD SERVICES
TIMES PUBLISHING COM	6/19/2024	348449 061924	\$1,972.00	\$1,972.00	AD SERVICES
Regular Services Subtotal			\$10,996.48	\$10,996.48	
Additional Services					
CORLIN SERVICES LLC	6/24/2024	0000167	\$88.96	\$88.96	BATHROOM DOOR REPAIRS
Additional Services Subtotal			\$88.96	\$88.96	
TOTAL			\$69,189.55	\$69,189.55	

Sherwood Manor Community Development District

Financial Statements
(Unaudited)

Period Ending
July 31, 2024

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 July 31, 2024

(In Whole Numbers)

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2018	SERIES 2023	SERIES 2018	SERIES 2023	GENERAL	GENERAL	TOTAL
		DEBT SERVICE	DEBT SERVICE	CAPITAL	CAPITAL			
		FUND	FUND	PROJECTS	PROJECTS	FIXED ASSETS	LONG-TERM	
				FUND	FUND	FUND	DEBT FUND	
<u>ASSETS</u>								
Cash - Operating Account	\$ 224,436	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 224,436
Cash in Transit	-	-	170,124	-	-	-	-	170,124
Due From Other Funds	300,116	-	-	-	236,590	-	-	536,706
Investments:								
Construction Fund	-	-	-	-	1,875,968	-	-	1,875,968
Prepayment Account	-	1	-	-	-	-	-	1
Reserve Fund	-	473,878	644,750	-	-	-	-	1,118,628
Revenue Fund	-	342,672	283,532	-	-	-	-	626,204
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
TOTAL ASSETS	\$ 524,671	\$ 816,551	\$ 1,098,406	\$ -	\$ 2,112,558	\$ 17,772,701	\$ 27,714,237	\$ 50,039,124
<u>LIABILITIES</u>								
Accounts Payable	\$ 31,148	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,148
Accrued Expenses	27,242	-	-	-	-	-	-	27,242
Accounts Payable - Other	36,032	-	-	-	-	-	-	36,032
Bonds Payable	-	-	-	-	-	-	18,334,238	18,334,238
Bonds Payable - Series 2023	-	-	-	-	-	-	9,380,000	9,380,000
Due To Other Funds	-	385,387	151,319	-	-	-	-	536,706
TOTAL LIABILITIES	94,422	385,387	151,319	-	-	-	27,714,238	28,345,366

SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT

Balance Sheet

As of July 31, 2024

(In Whole Numbers)

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2018	SERIES 2023	SERIES 2018	SERIES 2023	GENERAL FIXED ASSETS FUND	GENERAL LONG-TERM DEBT FUND	TOTAL
		DEBT SERVICE FUND	DEBT SERVICE FUND	CAPITAL PROJECTS FUND	CAPITAL PROJECTS FUND			
<u>FUND BALANCES</u>								
Restricted for:								
Debt Service	-	431,164	947,087	-	-	-	-	1,378,251
Capital Projects	-	-	-	-	2,112,558	-	-	2,112,558
Unassigned:	430,249	-	-	-	-	17,772,701	(1)	18,202,949
TOTAL FUND BALANCES	430,249	431,164	947,087	-	2,112,558	17,772,701	(1)	21,693,758
TOTAL LIABILITIES & FUND BALANCES	\$ 524,671	\$ 816,551	\$ 1,098,406	\$ -	\$ 2,112,558	\$ 17,772,701	\$ 27,714,237	\$ 50,039,124

SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2024
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
<u>REVENUES</u>				
Rental Income	\$ -	\$ 100	\$ 100	0.00%
Special Assmnts- Tax Collector	294,916	299,018	4,102	101.39%
Special Assmnts- CDD Collected	411,142	615,327	204,185	149.66%
Other Miscellaneous Revenues	-	625	625	0.00%
TOTAL REVENUES	706,058	915,070	209,012	129.60%
<u>EXPENDITURES</u>				
<u>Administration</u>				
Supervisor Fees	12,000	9,600	2,400	80.00%
ProfServ-Trustee Fees	8,200	8,297	(97)	101.18%
Disclosure Report	8,400	7,550	850	89.88%
District Counsel	7,500	16,580	(9,080)	221.07%
District Engineer	4,000	2,474	1,526	61.85%
District Manager	30,000	27,083	2,917	90.28%
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	391	109	78.20%
Public Officials Insurance	2,700	2,788	(88)	103.26%
Legal Advertising	3,000	3,530	(530)	117.67%
Bank Fees	250	35	215	14.00%
Website Administration	1,500	1,250	250	83.33%
Dues, Licenses, Subscriptions	500	874	(374)	174.80%
Total Administration	95,050	81,202	13,848	85.43%
<u>Utility Services</u>				
Utility - Water	-	5,176	(5,176)	0.00%
Utility - Electric	100,000	83,570	16,430	83.57%
Total Utility Services	100,000	88,746	11,254	88.75%

SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2024
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
<u>Other Physical Environment</u>				
Payroll-Pool Monitors	12,000	-	12,000	0.00%
ProfServ-Pool Maintenance	2,000	12,774	(10,774)	638.70%
Waterway Management	15,000	25,675	(10,675)	171.17%
Field Manager	12,000	30,833	(18,833)	256.94%
Amenity Center Cleaning & Supplies	9,300	5,630	3,670	60.54%
Contracts-Pools	13,200	1,050	12,150	7.95%
Contracts - Landscape	175,000	62,273	112,727	35.58%
Amenity Center Pest Control	2,000	-	2,000	0.00%
Onsite Staff	66,708	-	66,708	0.00%
Security Monitoring Services	1,500	7,125	(5,625)	475.00%
Telephone, Cable & Internet Service	1,800	818	982	45.44%
Utility - Water	4,500	10,965	(6,465)	243.67%
Insurance - General Liability	30,000	18,792	11,208	62.64%
Insurance Deductible	2,500	-	2,500	0.00%
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	5,092	10,908	31.83%
Amenity Maintenance & Repairs	40,000	4,719	35,281	11.80%
R&M-Monument, Entrance & Wall	7,500	4,301	3,199	57.35%
Waterway Improvements & Repairs	-	1,306	(1,306)	0.00%
Landscape Maintenance	-	36,942	(36,942)	0.00%
Plant Replacement Program	5,000	-	5,000	0.00%
Mulch & Tree Trimming	14,000	-	14,000	0.00%
Garbage Collection	5,000	1,435	3,565	28.70%
Irrigation Maintenance	3,500	7,050	(3,550)	201.43%
Entry System-Key Fob	2,500	-	2,500	0.00%
Total Other Physical Environment	511,008	236,780	274,228	46.34%
TOTAL EXPENDITURES	706,058	406,728	299,330	57.61%
Excess (deficiency) of revenues				
Over (under) expenditures	-	508,342	508,342	0.00%

SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2024
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
<u>OTHER FINANCING SOURCES (USES)</u>				
Interfund Transfer - In	-	1	1	0.00%
TOTAL FINANCING SOURCES (USES)	-	1	1	0.00%
Net change in fund balance	<u>\$ -</u>	<u>\$ 508,343</u>	<u>\$ 508,343</u>	<u>0.00%</u>
FUND BALANCE, BEGINNING (OCT 1, 2023)		(78,094)		
FUND BALANCE, ENDING		<u>\$ 430,249</u>		

SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2024
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
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 37,491	\$ 37,491	0.00%
Special Assmnts- Tax Collector	507,390	511,250	3,860	100.76%
Special Assmnts- CDD Collected	123,373	119,770	(3,603)	97.08%
TOTAL REVENUES	630,763	668,511	37,748	105.98%
<u>EXPENDITURES</u>				
<u>Debt Service</u>				
Principal Debt Retirement	175,000	305,000	(130,000)	174.29%
Interest Expense	455,763	712,081	(256,318)	156.24%
Total Debt Service	630,763	1,017,081	(386,318)	161.25%
TOTAL EXPENDITURES	630,763	1,017,081	(386,318)	161.25%
Excess (deficiency) of revenues				
Over (under) expenditures	-	(348,570)	(348,570)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		779,734		
FUND BALANCE, ENDING		\$ 431,164		

SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2024
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
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 33,575	\$ 33,575	0.00%
Interest - Checking	-	2,775	2,775	0.00%
Special Assmnts- Tax Collector	-	1,485	1,485	0.00%
Special Assmnts- CDD Collected	647,638	507,750	(139,888)	78.40%
TOTAL REVENUES	647,638	545,585	(102,053)	84.24%
<u>EXPENDITURES</u>				
<u>Debt Service</u>				
Principal Debt Retirement	135,000	-	135,000	0.00%
Interest Expense	512,638	256,319	256,319	50.00%
Total Debt Service	647,638	256,319	391,319	39.58%
TOTAL EXPENDITURES	647,638	256,319	391,319	39.58%
Excess (deficiency) of revenues				
Over (under) expenditures	-	289,266	289,266	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		657,821		
FUND BALANCE, ENDING		\$ 947,087		

SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2024
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
<u>REVENUES</u>				
TOTAL REVENUES	-	-	-	0.00%
<u>EXPENDITURES</u>				
TOTAL EXPENDITURES	-	-	-	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	-	-	0.00%
<u>OTHER FINANCING SOURCES (USES)</u>				
Operating Transfers-Out	-	(1)	(1)	0.00%
TOTAL FINANCING SOURCES (USES)	-	(1)	(1)	0.00%
Net change in fund balance	<u>\$ -</u>	<u>\$ (1)</u>	<u>\$ (1)</u>	<u>0.00%</u>
FUND BALANCE, BEGINNING (OCT 1, 2023)		1		
FUND BALANCE, ENDING		<u>\$ -</u>		

SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2024
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
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 114,104	\$ 114,104	0.00%
Developer Contribution	-	3,435	3,435	0.00%
TOTAL REVENUES	-	117,539	117,539	0.00%
<u>EXPENDITURES</u>				
<u>Construction In Progress</u>				
Construction in Progress	-	2,024,459	(2,024,459)	0.00%
Total Construction In Progress	-	2,024,459	(2,024,459)	0.00%
TOTAL EXPENDITURES	-	2,024,459	(2,024,459)	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	(1,906,920)	(1,906,920)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		4,019,478		
FUND BALANCE, ENDING		\$ 2,112,558		

SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2024
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
<u>REVENUES</u>				
TOTAL REVENUES	-	-	-	0.00%
<u>EXPENDITURES</u>				
TOTAL EXPENDITURES	-	-	-	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	-	-	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		17,772,701		
FUND BALANCE, ENDING		<u>\$ 17,772,701</u>		

SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending July 31, 2024
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
<u>REVENUES</u>				
TOTAL REVENUES	-	-	-	0.00%
<u>EXPENDITURES</u>				
TOTAL EXPENDITURES	-	-	-	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	-	-	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		(1)		
FUND BALANCE, ENDING		<u><u>\$ (1)</u></u>		

Bank Account Statement

Sherwood Manor CDD

Wednesday, August 21, 2024

Page 1

JSCIORTINO

Bank Account No. 9155
Statement No. 24-07
Statement Date 07/31/2024

GL Balance (LCY)	224,435.81
GL Balance	224,435.81
Positive Adjustments	0.00
Subtotal	224,435.81
Negative Adjustments	0.00
Ending G/L Balance	224,435.81

Statement Balance	248,441.57
Outstanding Deposits	11,639.24
Subtotal	260,080.81
Outstanding Checks	-35,645.00
Ending Balance	224,435.81

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Checks						
06/21/2024	Payment	908	Check for Vendor V00034	-200.00	-200.00	0.00
06/21/2024	Payment	910	Check for Vendor V00052	-200.00	-200.00	0.00
07/03/2024	Payment	916	Check for Vendor V00005	-1,306.00	-1,306.00	0.00
07/03/2024	Payment	917	Check for Vendor V00018	-635.00	-635.00	0.00
07/03/2024	Payment	918	Check for Vendor V00025	-1,693.45	-1,693.45	0.00
07/03/2024	Payment	919	Check for Vendor V00026	-125.00	-125.00	0.00
07/03/2024	Payment	920	Check for Vendor V00035	-70,943.97	-70,943.97	0.00
07/03/2024	Payment	921	Check for Vendor V00073	-135.00	-135.00	0.00
07/03/2024	Payment	922	Check for Vendor V00075	-1,392.00	-1,392.00	0.00
07/15/2024	Payment	923	Check for Vendor V00005	-1,306.00	-1,306.00	0.00
07/15/2024	Payment	924	Check for Vendor V00006	-9,135.00	-9,135.00	0.00
07/15/2024	Payment	925	Check for Vendor V00020	-1,050.00	-1,050.00	0.00
07/15/2024	Payment	926	Check for Vendor V00025	-2,941.10	-2,941.10	0.00
07/15/2024	Payment	927	Check for Vendor V00026	-125.00	-125.00	0.00
07/15/2024	Payment	929	Check for Vendor V00047	-260.37	-260.37	0.00
07/15/2024	Payment	931	Check for Vendor V00059	-314.96	-314.96	0.00
07/15/2024	Payment	932	Check for Vendor V00067	-2,350.00	-2,350.00	0.00
07/15/2024	Payment	933	Check for Vendor V00073	-995.00	-995.00	0.00
07/15/2024	Payment	934	Check for Vendor V00075	-1,972.00	-1,972.00	0.00
07/23/2024	Payment	935	Check for Vendor V00048	-200.00	-200.00	0.00
07/23/2024	Payment	936	Check for Vendor V00061	-200.00	-200.00	0.00
07/23/2024	Payment	937	Check for Vendor V00066	-200.00	-200.00	0.00
07/23/2024	Payment	938	Check for Vendor V00034	-200.00	-200.00	0.00
07/23/2024	Payment	939	Check for Vendor V00052	-200.00	-200.00	0.00
07/24/2024	Payment	DD128	Payment of Invoice 001092	-1,422.13	-1,422.13	0.00
07/19/2024	Payment	DD130	Payment of Invoice 001100	-6,093.49	-6,093.49	0.00
07/04/2024	Payment	DD131	Payment of Invoice 001101	-260.37	-260.37	0.00
07/01/2024	Payment	DD133	Payment of Invoice 001099	-408.89	-408.89	0.00
Total Checks				-106,264.73	-106,264.73	0.00

SHERWOOD MANOR INSPECTION REPORT. 8/20/24, 1:15 PM

Sherwood Manor. CDD.

Tuesday, August 20, 2024

Prepared For Board of supervisors.

41 Issue Identified

Gary Schwartz





12th ST SE.

Assigned To LMP.

The amenity center entrance sign is clean and looks good. New perennial plants will be installed once the irrigation is repaired.



12th ST SE.

Assigned To LMP.

The amenity center parking lot is clean and looks good.



12th ST SE.

Assigned To LMP.

The turf conditions will improve when the irrigation is repaired.



12th ST SE.

Assigned To District manager.

The mailbox pavilion is clean and looks good.



12th ST SE.

Assigned To LMP.

Community playground.



12th ST SE.

Assigned To LMP.

Treat and remove the weeds in the playground.



Pond # 3.

Assigned To First Choice Aquatics.
The pond looks good.



12th ST SE.

Assigned To LMP.
Trim the Awabuki Viburnum plants
just underneath the height of the
fence.



12th ST SE.

Assigned To LMP.

The turf condition should improve once the irrigation is repaired.



12th ST SE.

Assigned To LMP.

Trim off the sidewalk.



12th ST SE.

Assigned To Clubhouse manager.

The amenity center is clean and looks good. All bathrooms are clean and fully functional.



12th ST SE.

Assigned To LMP.

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



12th ST SE.

Assigned To LMP.

The Pentas flowers are deficient due to an irrigation issue.



12th ST SE.

Assigned To Clubhouse manager.

The tables and chairs are clean and look good.



12th ST SE.

Assigned To Zebra.

The pool is clear and blue.



12th ST SE.

Assigned To LMP.

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



Pond # 1.

Assigned To First Choice Aquatics.
The pond looks good.



21st Ave & 12th ST SE.

Assigned To LMP.
The community entrance sign is
clean and looks good.



21st Ave.

Assigned To LMP.

Heading West on the sidewalk looks good overall.



21st Ave & 9th ST SE.

Assigned To LMP.

The community entrance sign is clean and looks good. Trim the Blue Daze for sign clearance.



21st Ave.

Assigned To LMP.

Heading East on the sidewalk looks good overall.



Tidal Rock.

Assigned To LMP.

Trim the tree suckers.



Pond # 2.

Assigned To First Choice Aquatics.
The pond looks good.



Tidal Rock.

Assigned To LMP.
Trim the overgrowth on the fence.



Tidal Rock.

Assigned To LMP.

The fence line must be clear of overgrowth. Nothing should be growing on top of the fence.



Tidal Rock & 6th ST SE.

Assigned To LMP.

The community entrance sign is clean and looks good.



Tidal Rock.

Assigned To LMP.

Heading East on the sidewalk looks good.



6th St SE.

Assigned To LMP.

Heading North on the sidewalk looks good.



9th ST SE.

Assigned To LMP.

The dog park parking lot is clean and looks good.



9th ST SE.

Assigned To Clubhouse manager.

The mailbox pavilion is clean and looks good.



9th ST SE.

Assigned To LMP.

The dog park looks good.



Pond # 4.

Assigned To First Choice Aquatics.

The pond looks good.



Pond # 5.

Assigned To First Choice Aquatics.
The pond looks good.



9th ST SE.

Assigned To LMP.
Heading West on the sidewalk looks
good.



Sourwood pond.

Assigned To First Choice Aquatics.

The pond looks good overall, except for the washout area. The pond needs to be treated to the high water level mark.



Sourwood pond.

Assigned To District manager.

Wash-out.



Sourwood pond.

Assigned To District manager.

Pond bank overgrowth.



Sourwood pond.

Assigned To First Choice Aquatics.

Treat the pond to the high water level mark.



Sourwood pond.

Assigned To LMP

The pond water level was too high for LMP to maintain this area.



Will Scarlett pond.

Assigned To First Choice Aquatics.

The pond looks good.



Will Scarlett pond.

Assigned To First Choice Aquatics.

The pond looks good.