

**SHERWOOD MANOR
COMMUNITY DEVELOPMENT
DISTRICT**

NOVEMBER 07, 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, November 07, 2024 at 2:00 p.m.

The Regular Meeting of the **Sherwood Manor Community Development District** will be held **November 07, 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](#)

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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 2025-01; Canvassing and Certifying the Results of the Landowner Election
 - B. Consideration of Resolution 2025-02; Designating of Officers
 - C. Ratification of Professional Environmental Consulting Services Proposal
 - D. Acceptance of Audit Engagement Letters
4. **CONSENT AGENDA**
 - A. Approval of Minutes of the October 3, 2024 Regular Meeting
 - B. Consideration of Operation and Maintenance September 2024
 - C. Acceptance of the Financials and Approval of the Check Register for September 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 **December 05, 2024 at 2:00 p.m.**

RESOLUTION 2025-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES, ADDRESSING SEAT NUMBER DESIGNATIONS ON THE BOARD OF SUPERVISORS, AND PROVIDING 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; and

WHEREAS, pursuant to Section 190.006(2), Florida Statutes, a landowners meeting is required to be held every two years following the creation of the District for the purpose of electing supervisors of the District; and

WHEREAS, following proper publication and notice thereof, on November 5, 2024, the owners of land within the District held a meeting for the purpose of electing supervisors to the District’s Board of Supervisors (“Board”); and

WHEREAS, at the November 5, 2024 meeting, the below recited persons were duly elected by virtue of the votes cast in their respective favor; and

WHEREAS, the Board, by means of this Resolution, desires to canvas the votes, declare and certify the results of the landowner’s election, and announce the Board Members, seat number designations on the Board.

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

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

SECTION 2. 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 below:

_____ Votes (4 year term) Seat #5

SECTION 3. Said terms of office commence on November 19, 2024.

SECTION 4. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect. To the extent the provisions of this Resolution

conflict with the provisions of any other resolution of the District, the provisions of this Resolution shall prevail.

PASSED AND ADOPTED this 7th day of November, 2024.

ATTEST:

**SHERWOOD MANOR COMMUNITY
DEVELOPMENT DISTRICT**

Name: _____
Secretary / Assistant Secretary

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

RESOLUTION 2025-02

**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 Hillsborough County, Florida; and

WHEREAS, the Board of Supervisors (the “Board”) now desires to designate the Officers of the District pursuant to Section 190.006(6), Florida Statutes.

**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:

_____	Chair
_____	Vice-Chair
_____	Secretary
_____	Treasurer
_____	Assistant Treasurer
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

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

PASSED AND ADOPTED THIS 7TH DAY OF NOVEMBER, 2024.

ATTEST:

**SHERWOOD MANOR COMMUNITY
DEVELOPMENT DISTRICT**

Print Name: _____
Secretary/ Assistant Secretary

Carlos de la Ossa
Chair of the Board of Supervisors



May 8, 2024

Sherwood Manor Community Development District
c/o Carlos de la Ossa, LCAM, CFCAM, CMCA, AMS, LEED GA – Director of CDD/HOA Operations
2005 Pan Am Circle, Suite 300
Tampa, Florida 33607

EMAIL DELIVERY WITH PDF ATTACHMENT

ksmith@eisenhowerpropertygroup.com -and- cdlossa@eisenhowerpropertygroup.com

RE: Professional Environmental Consulting Services – WUP Ownership Transfer

Project Name: Sherwood Manor
Client / Applicant: Sherwood Manor Community Development District
Water Use Permit (WUP) Application No. 20 010949.005
Hillsborough County – 17 / Township 32 South / Range 19 East

Mr. de la Ossa / Smith,

Ardurra is pleased to present the following proposal for professional environmental consulting services for an ownership transfer to Water Use Permit (WUP) No. 20 010949 associated with the above referenced project for '**Sherwood Manor**'. If you agree with the below scope of work and associated costs, please indicate by signing below on the third page and returning an electronic copy for our files.

Scope of Work:

Ardurra proposes to provide Ecological Consulting Services associated with an application to transfer ownership on the above referenced WUP through the Southwest Florida Water Management District (District). Tasks are anticipated to include the following:

- a) Preparation of one initial WUP Ownership Transfer Application to No. 20 010949.005 for 'Sherwood Manor', including any associated maps, tables, exhibits and/or graphics for submittal to the District;
- b) Addressing WUP Application responses to two reasonable requests for additional information toward WUP questions generated from the District;
- c) Addressing WUP compliance related matters involving past due flowmeter readings and/or past due annual crop reports during the application process which would need to be brought into compliance by Ardurra in order to obtain the WUP Ownership Transfer Modification;
- d) Coordination with District agency staff, as necessary;
- e) Statutorily required legal advertising / noticing, and public noticing fee;



- f) Any required District agency application fee;
- g) Attendance at a site visit with District agency staff, if necessary; and
- h) General coordination with client's / owner's, irrigation representative(s), well contractor, and/or other designated individuals, as necessary, throughout the WUP Application process.

Cost:

This scope of service covers one WUP ownership transfer application, including addressing any past due compliance related meter readings and/or past due annual crop report(s) only as related to matters for 'Park East'; WUP Application No. 20 021050.004. Any subsequent scope modification beyond this ownership transfer will need to be evaluated and assessed as to the degree and nature of the specific scope and involvement. The referenced tasks will be billed monthly based on the above Scope of Work relative to this WUP Application for transfer and can all be accomplished for a **not-to-exceed cost of \$2,900.**

This scope of work does **not** include preparation and/or attendance at a District Governing Board Meeting; preparation and/or transferring quantities through the 'Self Relocation' and/or 'Net Benefit' transfer process to another Water Use Permit; preparation of another Water Use Permit for the receivership of transferred quantities through the 'Self Relocation' and/or 'Net Benefit' transfer process; applying for a 'Well Construction Permit'; a flowmeter calibration test on any groundwater, surface water, and/or reclaimed water meters; repair/replacement of any required well and/or water use equipment; video logging the existing well(s) on the property to determine their existing total well depths, casing depths, and/or aquifer; plugging, capping, backplugging, and/or backfilling wells on the property; preparing a non-compliance 'Remedial Action Plan' or similar plan brought on by non-compliance overpumpage withdrawals or other water resource related adverse impacts; coordination or preparation thereto on a reclaimed water contract (including new, proposed, existing, and/or amendment) with a reclaimed water utility provider; and/or for services to obtain a Statewide Environmental Resource Permit (SWERP), and/or other type(s) of surface water management permit(s), exemption(s), and/or Agricultural Ground and Surface Water Management (AGSWM) exemption(s). If a SWERP, AGSWM, and/or other type surface water authorization is required by the District, additional fees and services outside the Scope of Work listed above will be required, and a separate proposal for these services can be provided to the client upon request. If the WUP and/or any compliance related matters requires a 'Remedial Action Plan', other similar non-compliance type 'plan', involvement in a reclaimed water contract or with a reclaimed water utility provider, and/or District Governing Board approval or attendance is required, then preparation of the 'Remedial Action Plan' or other plan, reclaimed water contract (new, proposed, existing, and/or amendment), and/or attendance at the Governing Board meeting(s) will be considered as additional services, subject to Client approval of an addendum to the contract or billed at the current time and materials rate in addition to the above assessed costs on which the services are performed. Consideration toward a 'Self Relocation' / 'Net Benefit' Transfer of excess Upper Floridan aquifer quantities would be handled under a separate proposal. If additional services outside of the Scope of Work listed above are required, such as additional groundwater modeling for other unidentified reasons, additional costs may be assessed at the current time and material rate, and/or a separate proposal for these services can be provided to the client.

The cost estimates provided in this proposal may be relied upon for up to thirty (30) days beyond the date of this proposal. Once accepted, the terms of this agreement shall remain in effect for a twelve (12) month period.

Termination of this agreement shall be effective with 30 days prior written notice by either party or immediately by mutual agreement by both parties. However, termination shall not be effective until all fees due are paid.

Invoices will be submitted to the client as tasks are completed. However, since a 100 percent retainer is required, invoices will have already been paid in full.

If the submitted scope of work and fees are acceptable, please sign below and return one fully executed copy to our office.

Signature: _____ Date: September 12, 2024

Name: Carlos de la Ossa Title: Chair

Company: Sherwood Manor CDD Phone: 813.873.7300 ext. 330

Email Address: bryan.radcliff@inframark.com

Invoicing Address: 2005 Pan Am Circle Ste. 300, Tampa, FL 33607
(street) (city) (state) (zip)

We appreciate the opportunity to offer our professional services on this project. If you have any questions concerning this proposal, please contact me by email at ecraig@ardurra.com or by phone at **941-320-8914**.

Sincerely,

Edward M. Craig IV

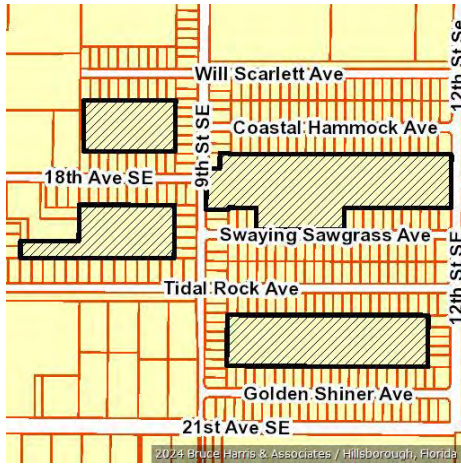
Edward M. Craig^{IV}, CPSS
Senior Project Manager / Senior Scientist / Certified Professional Soil Scientist



Bob Henriquez Hillsborough County Property Appraiser

<https://www.hcpafl.org/>
15th Floor County Ctr.
601 E. Kennedy Blvd, Tampa, Florida 33602-4932
Ph: (813) 272-6100

Folio: 057658-1539



Owner Information

Owner Name	SHERWOOD MANOR CDD
Mailing Address	2005 PAN AM CIR STE 300 TAMPA, FL 33607-6008
Site Address	1801 12TH ST SE, RUSKIN
PIN	U-17-32-19-B93-000000-C0000.0
Folio	057658-1539
Prior PIN	U-17-32-19-B93-000000-A0000.0
Prior Folio	057658-1538
Tax District	U - UNINCORPORATED
Property Use	0901 RESIDENTIAL HOA
Plat Book/Page	136/154
Neighborhood	227001.00 Ruskin Area W of I75 E of Hwy 41
Subdivision	B93 BROOKSIDE ESTATES PHASE 1 AND 2

Value Summary

Taxing District	Market Value	Assessed Value	Exemptions	Taxable Value
County	\$100	\$100	\$0	\$100
Public Schools	\$100	\$100	\$0	\$100
Municipal	\$100	\$100	\$0	\$100
Other Districts	\$100	\$100	\$0	\$100

Note: This section shows Market Value, Assessed Value, Exemptions, and Taxable Value for taxing districts. Because of changes in Florida Law, it is possible to have different assessed and taxable values on the same property. For example, the additional \$25,000 Homestead Exemption and the non-homestead CAP do not apply to public schools, and the Low Income Senior Exemption only applies to countywide and certain municipal millages.

Sales Information

Book / Page	Instrument	Month	Year	Type Inst	Qualified or Unqualified	Vacant or Improved	Price
26782 / 0060	2019298583	07	2019	WD	Unqualified	Vacant	\$100

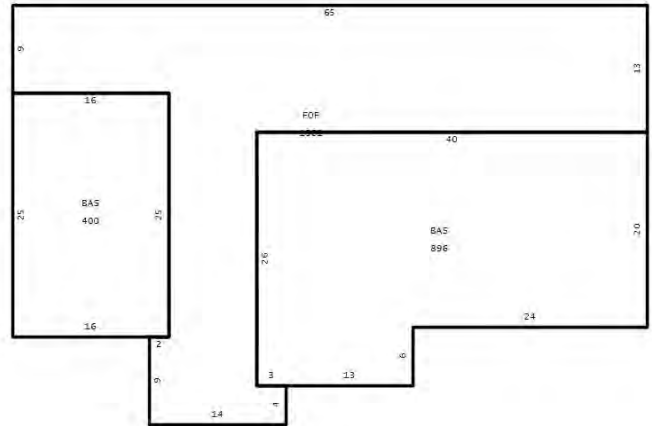
Building Information

Building 1

Type	69 CLUBHOUSE
Year Built	2021

Building 1 Construction Details

Element	Code	Construction Detail
Class	C	Concrete Block
Plumbing	3	Typical
Exterior Wall	7	Masonry Frm: Stucco
Roof Structure	4	Truss (Wood/Metal)
Roof Cover	3	Asphalt/Comp. Shingle
Interior Walls	5	Drywall
Interior Flooring	9	Precast Concrete
Heat/AC	0	None
Architectural Style	5	Contemporary
Condition	3	Average
Bedrooms	1.0	
Bathrooms	1.0	
Stories	1.0	
Units	1.0	



Building 1 subarea

Area Type	Gross Area	Heated Area	Depreciated Value
BAS	400	400	\$50,518
BAS	896	896	\$113,159
FOP	1,081		\$40,919
Totals	2,377	1,296	\$204,596

Extra Features

OB/XF Code	Description	Building	Year On Roll	Length	Width	Units	Value
0370	POOL COMMERCIAL	1	2022	0	0	3,158.00	\$291,843
0455	KIOSK	1	2022	0	0	538.00	\$10,367

Land Information

Use Code	Description	Zone	Front	Depth	Land Type	Total Land Units	Land Value
9990	Common Area	PD	0.0	0.0	LT LOTS	1.00	\$100

Legal Description

BROOKSIDE ESTATES PHASE 1 AND 2 TRACT C, TRACT D, TRACT G AND PART OF TRACT E DESC AS FOLLOWS: COM AT NW COR OF SE 1/4 THN S 00 DEG 34 MIN 06 SEC W 220.57 FT THN S 89 DEG 23 MIN 28 SEC E 158.82 FT THN S 89 DEG 47 MIN 50 SEC E 50 FT THN S 00 DEG 05 MIN 35 SEC W 323.66 FT THN ALG ARC OF CURVE TO LEFT W/RADIUS OF 25 FT CHD BRG S 44 DEG 54 MIN 25 SEC E 35.36 FT THN S 89 DEG 54 MIN 25 SEC E 1033.25 FT THN ALG ARC OF CURVE TO LEFT W/RADIUS OF 25 FT CHD BRG N 45 DEG 19 MIN 59 SEC E 35.21 FT THN N 00 DEG 34 MIN 23 SEC E 492.98 FT THN ALG ARC OF CURVE TO LEFT W/RADIUS OF 25 FT CHD BRG N 44 DEG 36 MIN 34 SEC W 35.47 FT THN N 89 DEG 47 MIN 31 SEC W 819.80 FT FOR PT A THN S 00 DEG 33 MIN 04 SEC W 196.41 FT THN S 89 DEG 47 MIN 50 SEC E 210 FT TO POB THN N 00 DEG 12 MIN 29 SEC E 76.39 FT THN S 89 DEG 47 MIN 31 SEC E 515.37 FT THN S 00 DEG 34 MIN 23 SEC W 288.16 FT THN N 89 DEG 54 MIN 25 SEC W 829.17 FT THN N 00 DEG 05 MIN 35 SEC E 92.56 FT THN S 89 DEG 48 MIN 06 SEC E 315.09 FT THN N 00 DEG 33 MIN 18 SEC E 120.83 FT TO POB AND PART OF TRACT F DESC AS: COM AT NW COR OF SE 1/4 THN S 00 DEG 34 MIN 06 SEC E 50 FT THN S 00 DEG 05 MIN 35 SEC W 323.66 FT THN ALG ARC OF CURVE TO LEFT W/RADIUS OF 25 FT CHD BRG S 44 DEG 54 MIN 25 SEC E 35.36 FT THN S 89 DEG 54 MIN 25 SEC E 1033.25 FT THN ALG ARC OF CURVE TO LEFT W/RADIUS OF 25 FT CHD BRG N 45 DEG 19 MIN 59 SEC E 35.21 FT THN N 00 DEG 34 MIN 23 SEC E 492.98 FT THN ALG ARC OF CURVE TO LEFT W/RADIUS OF 25 FT CHD BRG N 44 DEG 36 MIN 34 SEC W 35.47 FT THN N 89 DEG 47 MIN 31 SEC W 819.80 FT THN N 00 DEG 33 MIN 04 SEC E 50 FT THN S 89 DEG 47 MIN 31 SEC E 724.98 FT TO PT B THN N 00 DEG 34 MIN 23 SEC E 120 FT TO POB THN N 89 DEG 47 MIN 31 SEC W 495.02 FT THN N 00 DEG 34 MIN 07 SEC E 275.87 FT THN S 89 DEG 54 MIN 25 SEC E 495.05 FT THN S 00 DEG 34 MIN 23 SEC W 276.86 FT TO POB



Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

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 Boca Raton, Florida 33431
 (561) 994-9299 • (800) 299-4728
 Fax (561) 994-5823
 www.graucpa.com

October 3, 2024

To Board of Supervisors
 Sherwood Manor Community Development District
 2005 Pan Am Circle, Suite 300
 Tampa, FL 33607

We are pleased to confirm our understanding of the services we are to provide Sherwood Manor Community Development District, Hillsborough County, Florida ("the District") for the fiscal year ended September 30, 2024. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Sherwood Manor Community Development District as of and for the fiscal year ended September 30, 2024. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes. This letter serves to renew our agreement and establish the terms and fee for the 2024 audit.

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary comparison schedule

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information:

- 1) Compliance with FL Statute 218.39 (3) (c)

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Examination Objective

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

Other Services

We will assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for designing, implementing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Our fee for these services will not exceed \$6,500 for the September 30, 2024 audit, unless there is a change in activity by the District which results in additional audit work or if additional Bonds are issued.

Grau & Associates and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their employees. Grau agrees and acknowledges that the District is a public employer subject to the E-Verify requirements as set forth in Section 448.095, Florida Statutes, and that the provisions of Section 448.095, Florida Statutes apply to this Agreement. If the District has a good faith belief that the Grau has knowingly hired, recruited or referred an alien who is not authorized to work by the immigration laws or the Attorney General of the United States for employment under this Agreement, the District shall terminate this Agreement. If the District has a good faith belief that a subcontractor performing work under this

Sherwood Manor Community Development District

4

Agreement knowingly hired, recruited or referred an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States for employment under this Agreement, the District shall promptly notify Grau and order Grau to immediately terminate the contract with the subcontractor. Grau shall be liable for any additional costs incurred by the District as a result of the termination of a contract based on Grau's failure to comply with E-Verify requirements evidenced herein.

We will complete the audit within prescribed statutory deadlines, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

This agreement may be renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.

The District has the option to terminate this agreement with or without cause by providing thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the effective termination of this agreement, subject to whatever claims or off-sets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2022 peer review report accompanies this letter.

We appreciate the opportunity to be of service to Sherwood Manor Community Development District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Grau & Associates



Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of Sherwood Manor Community Development District.

By: _____

Title: _____

Date: _____



FICPA Peer Review Program
Administered in Florida
by The Florida Institute of CPAs



Peer Review
Program

AICPA Peer Review Program
Administered in Florida
by the Florida Institute of CPAs

March 17, 2023

Antonio Grau
Grau & Associates
951 Yamato Rd Ste 280
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on March 16, 2023, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

FICPA Peer Review Committee

Peer Review Team
FICPA Peer Review Committee

850.224.2727, x5957

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 594791

**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, October 5, 2024, and called to order at 3:08 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
Alberto Viera	Assistant Secretary
Kyle Smith	Assistant Secretary

Also present were:

Bryan Radcliff	District Manager
Jayna Cooper	District Manager
Kathryn Hopkins	District Counsel
John Vericker	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 AWC Catfish Stocking Proposal

B. Consideration of AWC Midge Fly Proposal

- The Board reviewed maintenance vendor proposals addressing midge flies.

On MOTION by Mr. de la Ossa seconded by Ms. Evans, with all in favor, Midge Fly proposal for chemical treatments of the ponds at a cost of \$5,743.14, was approved. 5-0

C. Consideration of Excavation Proposal

D. Discussion on Audit Engagement Letter

These items were not discussed.

FOURTH ORDER OF BUSINESS **Consent Agenda**

A. Approval of Minutes of the September 5, 2024 Regular Meeting

October 3, 2024

SHERWOOD MANOR CDD

B. Consideration of Operation and Maintenance August 2024**C. Acceptance of the Financials and Approval of the Check Register for August 2024**

On MOTION by Mr. de la Ossa seconded by Mr. Smith, 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,

On MOTION by Mr. de la Ossa seconded by Mr. Motko, with all in favor, the meeting was adjourned at 2:56 pm. 5-0

Bryan Radcliff
District Manager

Carlos de la Ossa
Chairperson

September 2024 Meeting

SHERWOOD MANOR CDD
Summary of Operations and Maintenance Invoices

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
Monthly Contract					
INFRAMARK LLC	9/5/2024	132404	\$700.00		MANAGEMENT FEE
INFRAMARK LLC	9/5/2024	132404	\$4,583.33		MANAGEMENT FEE
INFRAMARK LLC	9/5/2024	132404	\$2,083.33		MANAGEMENT FEE
INFRAMARK LLC	9/5/2024	132404	\$1,000.00		MANAGEMENT FEE SEPT 2024
INFRAMARK LLC	9/5/2024	132404	\$125.00	\$8,491.66	MANAGEMENT FEE
INFRAMARK LLC	9/4/2024	132240	\$0.45		MANAGEMENT FEE
INFRAMARK LLC	9/4/2024	132240	\$11.39		MANAGEMENT FEE
INFRAMARK LLC	9/4/2024	132240	\$383.52	\$395.36	MANAGEMENT FEE
ZEBRA CLEANING TEAM	8/30/2024	7240	\$1,050.00	\$1,050.00	POOL
Monthly Contract Subtotal			\$9,937.02	\$9,937.02	
Variable Contract					
ALBERTO VIERA	9/5/2024	AV 090524	\$200.00	\$200.00	SUPERVISOR FEE
CARLOS DE LA OSSA	9/5/2024	CDLO 090524	\$200.00	\$200.00	SUPERVISOR FEE
KYLE SMITH	9/5/2024	KS 090524	\$200.00	\$200.00	SUPERVISOR FEE
NICHOLAS J. DISTER	9/5/2024	ND 090524	\$200.00	\$200.00	SUPERVISOR FEE
RYAN MOTKO	9/5/2024	RM 090524	\$200.00	\$200.00	SUPERVISOR FEE
Variable Contract Subtotal			\$1,000.00	\$1,000.00	
Regular Services					
TIMES PUBLISHING COM	6/26/2024	348447 062624	\$420.50	\$420.50	AD SERVICES
ZEBRA CLEANING TEAM	8/27/2024	7202	\$290.00	\$290.00	SIGNS
Regular Services Subtotal			\$710.50	\$710.50	

September 2024 Meeting

SHERWOOD MANOR CDD Summary of Operations and Maintenance Invoices

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
TOTAL			\$11,647.52	\$11,647.52	



2002 West Grand Parkway North
Suite 100
Katy, TX 77449

BILL TO

Sherwood Manor CDD
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

INVOICE#

#132404

CUSTOMER ID

C2308

PO#**DATE**

9/5/2024

NET TERMS

Net 30

DUE DATE

10/5/2024

Services provided for the Month of: September 2024

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Dissemination Services	2	Ea	350.00		700.00
District Management	1	Ea	4,583.33		4,583.33
Personnel Services	1	Ea	2,083.33		2,083.33
Field Management	1	Ea	1,000.00		1,000.00
Website Maintenance / Admin	1	Ea	125.00		125.00
Subtotal					8,491.66

Subtotal	\$8,491.66
Tax	\$0.00
Total Due	\$8,491.66

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:

Account Name: INFRAMARK, LLC

ACH - Bank Routing Number: 111000614 / Account Number: 912593196

Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.



2002 West Grand Parkway North
Suite 100
Katy, TX 77449

BILL TO

Sherwood Manor CDD
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

INVOICE#

#132240

CUSTOMER ID

C2308

PO#**DATE**

9/4/2024

NET TERMS

Net 30

DUE DATE

10/4/2024

Services provided for the Month of: August 2024

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
B/W Copies	3	Ea	0.15		0.45
Postage	17	Ea	0.67		11.39
Eric Davidson- 6-11-24 DNH*GODADDY.COM : email renewals: \$383.52	1	Ea	383.52		383.52
Subtotal					395.36

Subtotal	\$395.36
-----------------	----------

Tax	\$0.00
------------	--------

Total Due	\$395.36
------------------	----------

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

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Please include the Customer ID and the Invoice Number on your form of payment.

Zebra Pool Cleaning Team INC.

Invoice

P.O. BOX 3456
 Apollo Beach, FL. 33572
 813-279-0437

Date	Invoice #
8/30/2024	7240

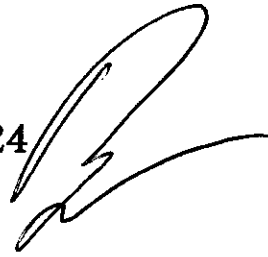
Bill To
Sherwood Manor CDD 1801 12th, Street S.E. Ruskin,, FL. 33570

Ship To
Sherwood Manor CDD 1801 12th, Street S.E. Ruskin, FL 33570

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 30		8/30/2024			
Quantity	Item Code	Description			Price Each	Amount
	Commerical Pool S...	Commercial Pool Service September			1,050.00	1,050.00
We appreciate your prompt payment.					Total	\$1,050.00

SHERWOOD MANOR CDD

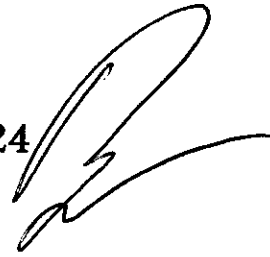
MEETING DATE: September 05, 2024

DMS: **Bryan Radcliff**


SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Carlos de la Ossa	✓	Salary Accepted	\$200.00
Nicholas Dister *	✓	Salary Accepted	\$200.00
Ryan Motko *	✓	Salary Accepted	\$200.00
Albert Viera	✓	Salary Accepted	\$200.00
Kyle Smith	✓	Salary Accepted	\$200.00

SHERWOOD MANOR CDD

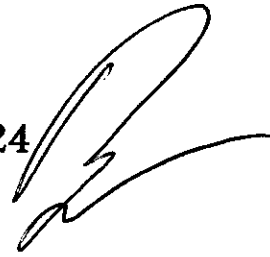
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Kyle Smith	✓	Salary Accepted	\$200.00

SHERWOOD MANOR CDD

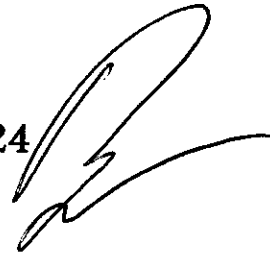
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SHERWOOD MANOR CDD
MEETING DATE: September 05, 2024

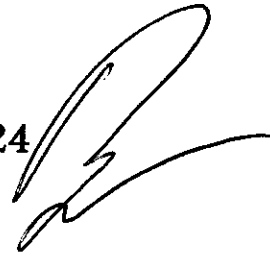
DMS: Bryan Radcliff



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Albert Viera	✓	Salary Accepted	\$200.00
Kyle Smith	✓	Salary Accepted	\$200.00

SHERWOOD MANOR CDD
MEETING DATE: September 05, 2024

DMS: **Bryan Radcliff**



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Ryan Motko *	✓	Salary Accepted	\$200.00
Albert Viera	✓	Salary Accepted	\$200.00
Kyle Smith	✓	Salary Accepted	\$200.00



Times Publishing Company

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

Fed Tax ID 59-0482470

ADVERTISING INVOICE

Advertising Run Dates		Advertiser Name	
06/26/24		SHERWOOD MANOR CDD	
Billing Date		Sales Rep	Customer Account
06/26/2024		Jean Mitotes	176837
Total Amount Due			Ad Number
\$420.50			0000348447

PAYMENT DUE UPON RECEIPT

Start	Stop	Ad Number	Product	Placement	Description PO Number	Ins.	Size	Net Amount
06/26/24	06/26/24	0000348447	Times	Legals CLS	Sherwood Manor for Public Hearing on FY 2024	1	2x50 L	\$416.50
06/26/24	06/26/24	0000348447	Tampabay.com	Legals CLS	Sherwood Manor for Public Hearing on FY 2024 AffidavitMaterial	1	2x50 L	\$0.00 \$4.00

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE



DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

ADVERTISING INVOICE

Thank you for your business.

Advertising Run Dates		Advertiser Name	
06/26/24		SHERWOOD MANOR CDD	
Billing Date		Sales Rep	Customer Account
06/26/2024		Jean Mitotes	176837
Total Amount Due			Ad Number
\$420.50			0000348447

DO NOT SEND CASH BY MAIL

PLEASE MAKE CHECK PAYABLE TO: TIMES PUBLISHING COMPANY

REMIT TO:

SHERWOOD MANOR CDD
C/O Inframark
2005 PAN AM CIRCLE #300
TAMPA, FL 33607

Times Publishing Company
DEPT 3396
PO BOX 123396
DALLAS, TX 75312-3396

0000348447-01

Tampa Bay Times
Published Daily

STATE OF FLORIDA
 COUNTY OF Hillsborough

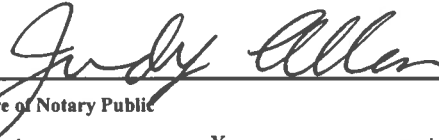
} SS

Before the undersigned authority personally appeared **Jean Mitotes** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Sherwood Manor for Public Hearing on FY 2024-2025** was published in said newspaper by print in the issues of: **6/26/24** or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Hillsborough** County, Florida and that the said newspaper has heretofore been continuously published in said **Hillsborough** County, Florida each day and has been entered as a second class mail matter at the post office in said **Hillsborough** County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



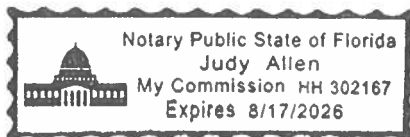
Signature Affiant

Sworn to and subscribed before me this **06/26/2024**


Signature of Notary Public

Personally known X or produced identification

Type of identification produced _____



**Notice of Public Hearing and Board of Supervisors Meeting
 of the Sherwood Manor Community Development District**

The Board of Supervisors (the "**Board**") of the Sherwood Manor Community Development District (the "**District**") will hold a public hearing and a meeting on July 11, 2024, at 2:00 p.m. at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607.

The purpose of the public hearing is to receive public comments on the proposed adoption of the District's fiscal year 2024-2025 proposed budget. A meeting of the Board will also be held where the Board may consider any other business that may properly come before it. A copy of the proposed budget and the agenda may be viewed on the District's website at least 2 days before the meeting www.sherwoodmanorcdd.com, or may be obtained by contacting the District Manager's office via email at bryan.radcliff@inframark.com or via phone at (813) 873-7300.

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. They may be continued to a date, time, and place to be specified on the record at the hearing or meeting. There may be occasions when staff or Board members may participate by speaker telephone.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations because of a disability or physical impairment should contact the District Manager's office at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 711 or 1-800-955-8771 (TTY), or 1-800-955-8770 (voice) for aid in contacting the District Manager's office.

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

Bryan Radcliff,
 District Manager

Run date: June 26, 2024

0000348447

Zebra Pool Cleaning Team INC.

Invoice

P.O. BOX 3456
 Apollo Beach, FL. 33572
 813-279-0437

Date	Invoice #
8/27/2024	7202

Bill To
Sherwood Manor CDD 1801 12th, Street S.E. Ruskin,, FL. 33570

Ship To
Sherwood Manor CDD 1801 12th, Street S.E. Ruskin, FL 33570

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
Lance	Due on receipt		8/27/2024			
Quantity	Item Code	Description			Price Each	Amount
3		Pool Rule Sign			90.00	90.00
3		Repairs, Replaced Pool Vac Line Cover			75.00	75.00
3		Repairs, Replaced the Roller Assembly in Chlorine Chemical Pump			125.00	125.00
We appreciate your prompt payment.					Total	\$290.00

Sherwood Manor Community Development District

Financial Statements
(Unaudited)

Period Ending
Sep 30, 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 September 30, 2024

(In Whole Numbers)

				SERIES 2018	SERIES 2018	SERIES 2023	SERIES 2023			
	GENERAL	SERIES 2018	SERIES 2018	CAPITAL	CAPITAL	GENERAL	GENERAL			
ACCOUNT DESCRIPTION	FUND	DEBT SERVICE	DEBT SERVICE	PROJECTS	PROJECTS	FIXED ASSETS	LONG-TERM			TOTAL
		FUND	FUND	FUND	FUND	FUND	DEBT FUND			
ASSETS										
Cash - Operating Account	\$ 143,366	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	143,366
Cash in Transit	-	-	170,124	-	-	-	-	-	-	170,124
Due From Developer	68,462	-	-	-	-	-	-	-	-	68,462
Due From Other Funds	300,116	-	-	-	253,265	-	-	-	-	553,381
Investments:										
Construction Fund	-	-	-	-	1,875,968	-	-	-	-	1,875,968
Prepayment Account	-	1	-	-	-	-	-	-	-	1
Reserve Fund	-	473,878	644,750	-	-	-	-	-	-	1,118,628
Revenue Fund	-	349,864	308,509	-	-	-	-	-	-	658,373
Deposits	39	-	-	-	-	-	-	-	-	39
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	\$ 511,983	\$ 823,743	\$ 1,123,383	\$ -	\$ 2,129,233	\$ 17,772,701	\$ 27,714,237	\$ -	\$ -	50,075,280
LIABILITIES										
Accounts Payable	\$ 69,596	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	69,596
Accounts Payable - Other	(8,257)	-	-	-	-	-	-	-	-	(8,257)
Bonds Payable	-	-	-	-	-	-	18,334,238	-	-	18,334,238
Bonds Payable - Series 2023	-	-	-	-	-	-	9,380,000	-	-	9,380,000
Due To Other Funds	-	385,387	167,994	-	-	-	-	-	-	553,381
TOTAL LIABILITIES	61,339	385,387	167,994	-	-	-	27,714,238	-	-	28,328,958

SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT

Balance Sheet

As of September 30, 2024

(In Whole Numbers)

		SERIES 2018	SERIES 2023	SERIES 2018	SERIES 2023	GENERAL	GENERAL	
	GENERAL	DEBT SERVICE	DEBT SERVICE	CAPITAL	CAPITAL	FIXED ASSETS	LONG-TERM	
ACCOUNT DESCRIPTION	FUND	FUND	FUND	PROJECTS	PROJECTS	FUND	DEBT FUND	TOTAL
<u>FUND BALANCES</u>								
Restricted for:								
Debt Service	-	438,356	955,389	-	-	-	-	1,393,745
Capital Projects	-	-	-	-	2,129,233	-	-	2,129,233
Unassigned:	450,644	-	-	-	-	17,772,701	(1)	18,223,344
TOTAL FUND BALANCES	450,644	438,356	955,389	-	2,129,233	17,772,701	(1)	21,746,322
TOTAL LIABILITIES & FUND BALANCES	\$ 511,983	\$ 823,743	\$ 1,123,383	\$ -	\$ 2,129,233	\$ 17,772,701	\$ 27,714,237	\$ 50,075,280

SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 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	11,600	400	96.67%
ProfServ-Trustee Fees	8,200	8,297	(97)	101.18%
Disclosure Report	8,400	8,950	(550)	106.55%
District Counsel	7,500	20,160	(12,660)	268.80%
District Engineer	4,000	2,674	1,326	66.85%
District Manager	30,000	36,250	(6,250)	120.83%
Accounting Services	8,200	-	8,200	0.00%
Auditing Services	6,200	3,500	2,700	56.45%
Website Compliance	1,500	750	750	50.00%
Email Hosting Vendor	600	-	600	0.00%
Postage, Phone, Faxes, Copies	500	426	74	85.20%
Public Officials Insurance	2,700	2,788	(88)	103.26%
Legal Advertising	3,000	4,448	(1,448)	148.27%
Bank Fees	250	35	215	14.00%
Website Administration	1,500	1,979	(479)	131.93%
Dues, Licenses, Subscriptions	500	874	(374)	174.80%
Total Administration	95,050	102,731	(7,681)	108.08%
<u>Utility Services</u>				
Utility - Water	-	5,176	(5,176)	0.00%
Utility - Electric	100,000	97,947	2,053	97.95%
Total Utility Services	100,000	103,123	(3,123)	103.12%
<u>Other Physical Environment</u>				
Payroll-Pool Monitors	12,000	-	12,000	0.00%
ProfServ-Pool Maintenance	2,000	17,364	(15,364)	868.20%
Waterway Management	15,000	31,943	(16,943)	212.95%
Field Manager	12,000	37,000	(25,000)	308.33%
Amenity Center Cleaning & Supplies	9,300	8,181	1,119	87.97%
Contracts-Pools	13,200	1,050	12,150	7.95%
Contracts - Landscape	175,000	83,196	91,804	47.54%
Amenity Center Pest Control	2,000	-	2,000	0.00%

SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 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
Onsite Staff	66,708	-	66,708	0.00%
Security Monitoring Services	1,500	9,570	(8,070)	638.00%
Telephone, Cable & Internet Service	1,800	1,228	572	68.22%
Utility - Water	4,500	16,096	(11,596)	357.69%
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	6,274	33,726	15.69%
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	13,382	(9,882)	382.34%
Entry System-Key Fob	2,500	-	2,500	0.00%
Total Other Physical Environment	511,008	293,152	217,856	57.37%
TOTAL EXPENDITURES	706,058	499,006	207,052	70.67%
Excess (deficiency) of revenues Over (under) expenditures	-	416,064	416,064	0.00%
OTHER FINANCING SOURCES (USES)				
Interfund Transfer - In	-	1	1	0.00%
TOTAL FINANCING SOURCES (USES)	-	1	1	0.00%
Net change in fund balance	\$ -	\$ 416,065	\$ 416,065	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		34,579		
FUND BALANCE, ENDING		\$ 450,644		

SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 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	\$ -	\$ 44,683	\$ 44,683	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	675,703	44,940	107.12%
<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	-	(341,378)	(341,378)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		779,734		
FUND BALANCE, ENDING		\$ 438,356		

SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 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	\$ -	\$ 41,877	\$ 41,877	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	553,887	(93,751)	85.52%
<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	-	297,568	297,568	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		657,821		
FUND BALANCE, ENDING		\$ 955,389		

SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 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 September 30, 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	\$ -	\$ 130,779	\$ 130,779	0.00%
Developer Contribution	-	3,435	3,435	0.00%
TOTAL REVENUES	-	134,214	134,214	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	-	(1,890,245)	(1,890,245)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		4,019,478		
FUND BALANCE, ENDING		\$ 2,129,233		

SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 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 September 30, 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>\$ (1)</u>		

Bank Account Statement

Sherwood Manor CDD

Bank Account No. 9155
Statement No. 09_24
Statement Date 09/30/2024

GL Balance (LCY)	143,366.20	Statement Balance	144,629.64
GL Balance	143,366.20	Outstanding Deposits	11,639.24
Positive Adjustments	0.00		
		Subtotal	156,268.88
Subtotal	143,366.20	Outstanding Checks	-12,902.68
Negative Adjustments	0.00		
		Ending Balance	143,366.20
Ending G/L Balance	143,366.20		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Deposits						
						0.00
Total Deposits						0.00
Checks						
						0.00
08/30/2024	Payment	100009	Inv: 99803, Ref: Monthly waterway service	-1,306.00	-1,306.00	0.00
08/30/2024	Payment	100010	Inv: 0000180, Ref: FURNITURE REMOVED	-270.00	-270.00	0.00
09/04/2024	Payment	100011	Inv: 7202, Ref: POOL SIGNS	-290.00	-290.00	0.00
09/04/2024	Payment	100012	Inv: 6116, Ref: CLUBHOUSE CLEANING, Inv:	-1,270.00	-1,270.00	0.00
09/13/2024	Payment	953	Check for Vendor V00048	-200.00	-200.00	0.00
09/13/2024	Payment	954	Check for Vendor V00061	-200.00	-200.00	0.00
09/13/2024	Payment	955	Check for Vendor V00066	-200.00	-200.00	0.00
09/13/2024	Payment	956	Check for Vendor V00034	-200.00	-200.00	0.00
09/13/2024	Payment	958	Check for Vendor V00020	-1,050.00	-1,050.00	0.00
09/19/2024	Payment	959	Check for Vendor V00019	-420.50	-420.50	0.00
09/20/2024	Payment	DD138	Payment of Invoice 001140	-1,933.83	-1,933.83	0.00
09/18/2024	Payment	DD143	Payment of Invoice 001181	-1,850.58	-1,850.58	0.00
09/18/2024	Payment	DD144	Payment of Invoice 001182	-521.04	-521.04	0.00
09/18/2024	Payment	DD145	Payment of Invoice 001183	-252.62	-252.62	0.00
09/18/2024	Payment	DD146	Payment of Invoice 001184	-5,704.58	-5,704.58	0.00
09/20/2024	Payment	DD147	Payment of Invoice 001185	-204.97	-204.97	0.00
Total Checks				-15,874.12	-15,874.12	0.00
Adjustments						
Total Adjustments						
Outstanding Checks						
07/23/2024	Payment	DD129	Payment of Invoice 001071			-257.62
06/27/2024	Payment	DD132	Payment of Invoice 001102			-3,753.40

Bank Account Statement

Sherwood Manor CDD

Wednesday, October 30, 2024
Page 2

Bank Account No.	9155			
Statement No.	09_24			
Statement Date	09/30/2024			
08/09/2024	Payment	946	Check for Vendor V00052	-200.00
09/13/2024	Payment	957	Check for Vendor V00052	-200.00
09/27/2024	Payment	100013	Inv: 132404	-8,491.66
Total Outstanding Checks				-12,902.68

Outstanding Deposits				
04/01/2024		JE000364	rev to DD ACH - TECO 6005	5,745.00
04/01/2024		JE000365	rev to DD ACH - TECO 6005	5,894.24
Total Outstanding Deposits				11,639.24

SHERWOOD MANOR INSPECTION REPORT.. 10/14/24, 7:54 PM

LMP.

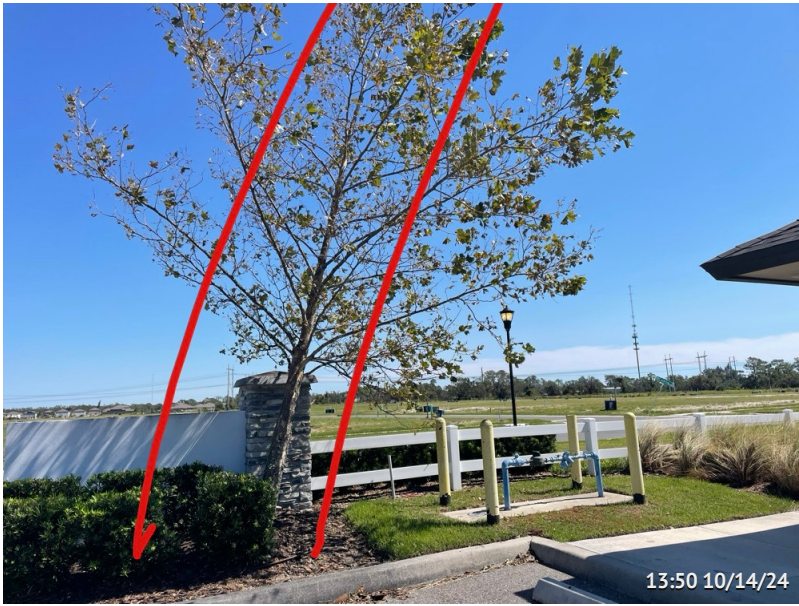
Monday, October 14, 2024

Prepared For Board of supervisors.

45 Issue Identified

Gary Schwartz





12th ST SE.

Assigned To LMP.

Leaning hardwood tree.



12th ST SE.

Assigned To LMP.

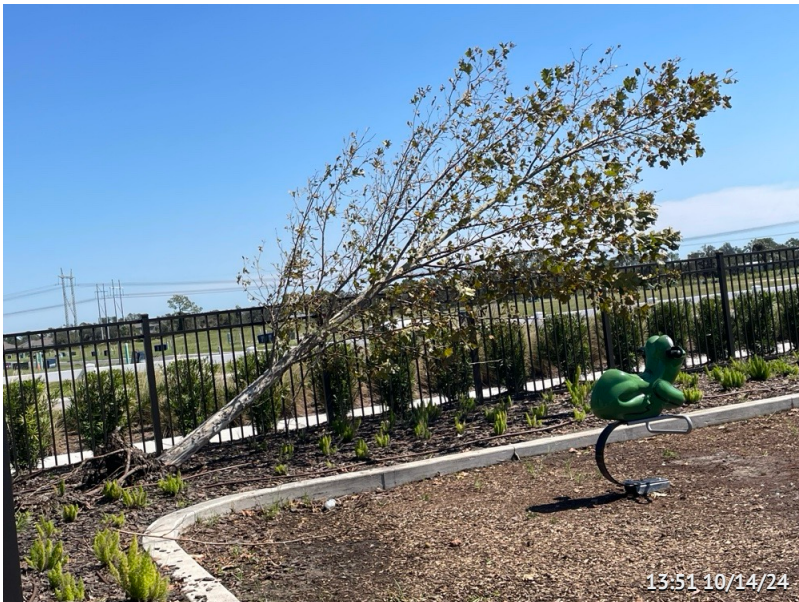
One leaning, and one fallen
hardwood tree.



12th St SE.

Assigned To LMP.

Leaning hardwood tree.



12th St SE.

Assigned To LMP.

Fallen hardwood tree.



12th St SE.

Assigned To LMP.

Two fallen hardwood trees.



12th ST SE.

Assigned To LMP.

Leaning hardwood tree.



12th ST SE.

Assigned To District manager / LMP.

Homeowner fence damage Five
leaning hardwood trees



12th ST SE.

Assigned To LMP.

Fallen hardwood tree.



12th ST SE.

Assigned To LMP.

Leaning hardwood tree.



12th ST SE.

Assigned To LMP.

Leaning hardwood tree.



12th ST SE.

Assigned To LMP.

Leaning hardwood tree.



12th ST SE.

Assigned To LMP.

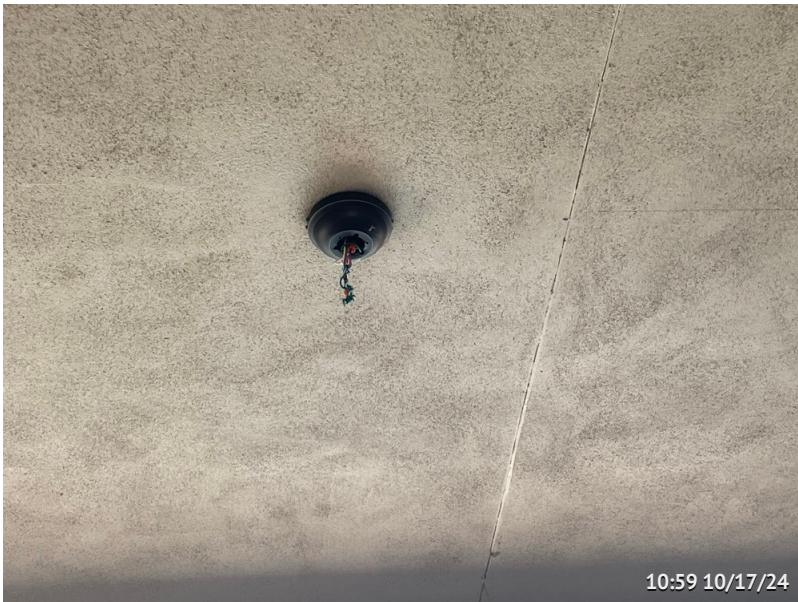
Leaning hardwood tree.



12th ST SE.

Assigned To LMP.

Leaning cypress trees.



12th ST SE.

Assigned To Clubhouse manager.

The ceiling fan is scheduled to be replaced.



Issue 43



12th St SE.

Assigned To LMP.

Two leaning hardwood trees.



12th ST SE.

Assigned To LMP.

Two leaning hardwood trees.



12th ST SE.

Assigned To LMP.

Leaning hardwood tree.



12th ST SE.

Assigned To Zebra.

Storm debris in the pool.



12th ST SE.

Assigned To District manager.

Leaning builder sign.



21st Ave.

Assigned To LMP.

Storm debris.



21st Ave.

Assigned To District manager.

Resident fence damage.



Tidal Rock.

Assigned To District manager.

Perimeter fence damage throughout.



9th ST SE.

Assigned To District manager.

Utility fence damage.



9th ST SE.

Assigned To LMP.

Leaning hardwood tree.



9th ST SE.

Assigned To LMP.

Leaning hardwood tree.



9th ST SE.

Assigned To LMP.

Leaning hardwood tree.



9th ST SE.

Assigned To LMP.

Two leaning hardwood trees.



16th Ave.

Assigned To LMP.

Leaning hardwood tree.



14th Ave SE.

Assigned To District manager.

Fence damage. Not yet turned over.



14th Ave SE.

Assigned To District manager.

Fence damage. Not yet turn over.



14th Ave SE.

Assigned To District Manager.

Fence damage. South side.



14th Ave SE.

Assigned To District manager.
New development area fence
damage. North side.



12th ST SE.

Assigned To District manager.
Fence damage. New development
area.



15th ST SE.

Assigned To District manager.
Fence damage.



16th Ave SE.

Assigned To District manager.
Trees knocked down in the preserve.



Pond # 1.

Assigned To First Choice Aquatics.
The pond looks good



Pond # 2.

Assigned To First Choice Aquatics.
The pond looks good.



Pond # 2.

Assigned To District manager.
Wash-out.



Pond # 3.

Assigned To First Choice Aquatics.
The pond looks good.



Pond # 4.

Assigned To First Choice Aquatics.
The pond looks good.



Pond FC.

Assigned To First Choice Aquatics
The pond looks good.



Pond C.

Assigned To First Choice Aquatics.
The pond looks good.



Pond B.

Assigned To First Choice Aquatics.
Pond looks good.



Pond # 5.

Assigned To First Choice Aquatics.
The pond looks good.