

**GRIFFIN LAKES
COMMUNITY DEVELOPMENT
DISTRICT**

FEBRUARY 13, 2020

AGENDA PACKAGE

Griffin Lakes Community Development District
Inframark, Infrastructure Management Services
210 North University Drive Suite 702, Coral Springs, Florida 33071
Phone: 954-603-0033 Fax 954-345-1292

February 6, 2020

Board of Supervisors
Griffin Lakes Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Griffin Lakes Community Development District will be held on **Thursday, February 13, 2020 at 12:30 p.m.** at Villas at Harbor Isles HOA Offices, 2317 Clipper Place, Fort Lauderdale, FL 33312 as follows:

Following is the advance agenda for the meeting:

1. Call to Order and Roll Call
2. Public Comment on Agenda Items
3. District Manager's Report
 - A. Consideration of Resolution 2020-02 Designating Janice Eggleton Davis as Secretary of the Griffin Lakes Community Development District
 - B. Discussion of Griffin Lakes Landscape Report
4. Attorney's Report
5. Supervisors' Requests
6. Audience Comment Period
7. Approval of Financial Report and Check Register
8. Approval of the Minutes of the January 9, 2020 Meeting
9. Adjournment

The balance of the agenda is routine in nature. I look forward to seeing you at the meeting; however, if you have any questions please contact me.

Sincerely,

Ken Cassel
District Manager

Third Order of Business

3A.

RESOLUTION 2020-02

**A RESOLUTION DESIGNATING JANICE EGGLETON
DAVIS AS SECRETARY OF THE GRIFFIN LAKES
COMMUNITY DEVELOPMENT DISTRICT**

WHEREAS, the Board of Supervisors of the Griffin Lakes Community Development District desire to appoint Janice Eggleton Davis as Secretary, in order to replace George Miller, former District Manager, as Secretary;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF THE GRIFFIN LAKES
COMMUNITY DEVELOPMENT DISTRICT:**

1. Janice Eggleton Davis is appointed Secretary.

Adopted this 13th day of February 2020

Benny Barak
Chairperson

Janice Eggleton Davis
Secretary

Seventh Order of Business

MEMORANDUM

TO: Board of Supervisors, Griffin Lakes CDD

FROM: Fernand Thomas, Accountant II

CC: Janice Davis, District Manager, Alan Baldwin, Accounting Manager

DATE: February 4, 2020

SUBJECT: January Financial Report

Attached, please find the January 2020 Financial Report. During your review, please keep in mind that the goal is for revenue to meet or exceed the year-to-date budget and for expenditures to be at or below the year-to-date budget. To assist with your review, an overview of each of the District's Funds is provided below. If you have any questions or require additional information, please contact me at fernand.thomas@inframark.com.

General Funds:

- Total revenues are approximately 87.13% of the annual budget.
- Non-Ad Valorem Assessments 86.90% collected.
- For the current month, year-to-date expenditures are at approximately 52% of the annual budget.

Debt Service Funds:

Series 2018

- Total revenues are approximately 87.24% of the annual budget.
- Non-Ad Valorem Assessments 86.92% collected.
- Principal is paid in May and Interest is paid in November and May.

GRIFFIN LAKES

Community Development District

Financial Statements

(Unaudited)

January 31, 2020

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GRIFFIN LAKES

Community Development District

Financial Report

(Unaudited)

January 31, 2020

Balance Sheet
January 31, 2020

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2008 DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>			
Cash - Checking Account	\$ 40,401	\$ -	\$ 40,401
Assessments Receivable	316	782	1,098
Allow-Doubtful Collections	(316)	(782)	(1,098)
Due From Other Funds	-	6,790	6,790
Investments:			
Money Market Account	130,562	-	130,562
Reserve Fund	-	161,430	161,430
Revenue Fund	-	335,339	335,339
TOTAL ASSETS	\$ 170,963	\$ 503,559	\$ 674,522
<u>LIABILITIES</u>			
Accounts Payable	\$ -	\$ -	\$ -
Accrued Expenses	2,930	-	2,930
Due To Other Funds	6,790	-	6,790
TOTAL LIABILITIES	9,720	-	9,720
<u>FUND BALANCES</u>			
Restricted for:			
Debt Service	-	503,559	503,559
Assigned to:			
Operating Reserves	30,134	-	30,134
Unassigned:	131,109	-	131,109
TOTAL FUND BALANCES	\$ 161,243	\$ 503,559	\$ 664,802
TOTAL LIABILITIES & FUND BALANCES	\$ 170,963	\$ 503,559	\$ 674,522

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 400	\$ 133	\$ 386	\$ 253
Interest - Tax Collector	-	-	207	207
Special Assmnts- Tax Collector	125,141	107,783	108,750	967
Special Assmnts- Discounts	(5,006)	(4,238)	(4,312)	(74)
TOTAL REVENUES	120,535	103,678	105,031	1,353
EXPENDITURES				
Administration				
P/R-Board of Supervisors	8,000	3,000	3,800	(800)
FICA Taxes	612	230	291	(61)
ProfServ-Dissemination Agent	1,000	1,000	1,000	-
ProfServ-Engineering	3,000	1,000	1,000	-
ProfServ-Legal Services	8,000	3,000	2,793	207
ProfServ-Mgmt Consulting Serv	17,496	5,832	5,832	-
ProfServ-Property Appraiser	854	854	854	-
ProfServ-Special Assessment	4,501	4,501	4,501	-
ProfServ-Trustee Fees	4,338	4,338	3,578	760
Auditing Services	3,250	-	-	-
Postage and Freight	175	66	29	37
Insurance - General Liability	10,733	10,733	9,200	1,533
Printing and Binding	674	253	115	138
Legal Advertising	500	110	113	(3)
Misc-Property Taxes	138	138	138	-
Misc-Assessmnt Collection Cost	2,503	2,071	2,089	(18)
Misc-Web Hosting	1,600	533	628	(95)
Office Supplies	30	-	-	-
Annual District Filing Fee	175	175	175	-
Total Administration	67,579	37,834	36,136	1,698

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Field				
Contracts-Lake and Wetland	3,540	1,180	1,180	-
Contracts-Fountain	900	300	300	-
Contracts-Landscape	6,344	2,115	2,115	-
Contracts-Mulch	7,740	5,960	4,670	1,290
Contracts-Irrigation	1,440	480	491	(11)
Contracts-Pest Control	6,000	2,000	2,000	-
R&M-Grounds	1,000	500	-	500
R&M-Lake	1,140	380	380	-
R&M-Plant Replacement	13,499	2,400	14,965	(12,565)
Misc-Contingency	11,353	10,100	-	10,100
Total Field	52,956	25,415	26,101	(686)
<hr/>				
TOTAL EXPENDITURES	120,535	63,249	62,237	1,012
<hr/>				
Excess (deficiency) of revenues				
Over (under) expenditures	-	40,429	42,794	2,365
Net change in fund balance	\$ -	\$ 40,429	\$ 42,794	\$ 2,365
<hr/>				
FUND BALANCE, BEGINNING (OCT 1, 2019)	118,449	118,449	118,449	
FUND BALANCE, ENDING	\$ 118,449	\$ 158,878	\$ 161,243	

Notes to the Financial Statements

Assets

- ▶ District has one MMA . (See Cash & Investments Report for details)

Liabilities

- ▶ Accounts Payable represents invoices received that will be paid in following month.
- ▶ Accrued Expenses represents monthly legal services, Engineering services and contract landscape that will be paid in following month.

The notes are intended to provide additional information helpful when reviewing the financial statements.

Notes to the Financial Statements

Budget Analysis - Significant Variances

Account Name	Budget	YTD Actual	% of Budget	Explanation
<u>Administrative</u>				
ProfServ-Trustee Fees	\$4,338	\$3,578	82%	Paid in full.
Insurance-General Liability	\$10,733	\$9,200	86%	Paid in full.
Contracts-Mulch	\$7,740	\$4,670	60%	Purchase of mulch as indicated in the budget.
R&M-Plant Replacement	\$13,499	\$14,965	111%	Install new plants, East side of perimeter wall South of entrance was not budgeted.

The notes are intended to provide additional information helpful when reviewing the financial statements.

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES				
Interest - Investments	\$ 200	\$ 67	\$ 1,134	\$ 1,067
Special Assmnts- Tax Collector	343,466	295,899	298,553	2,654
Special Assmnts- Discounts	(13,739)	(11,637)	(11,837)	(200)
TOTAL REVENUES	329,927	284,329	287,850	3,521
EXPENDITURES				
Administration				
Misc-Assessmnt Collection Cost	6,869	5,686	5,734	(48)
Total Administration	6,869	5,686	5,734	(48)
Debt Service				
Principal Debt Retirement	160,000	-	-	-
Interest Expense	166,709	83,355	83,592	(237)
Total Debt Service	326,709	83,355	83,592	(237)
TOTAL EXPENDITURES	333,578	89,041	89,326	(285)
Excess (deficiency) of revenues Over (under) expenditures	(3,651)	195,288	198,524	3,236
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	(3,651)	-	-	-
TOTAL FINANCING SOURCES (USES)	(3,651)	-	-	-
Net change in fund balance	\$ (3,651)	\$ 195,288	\$ 198,524	\$ 3,236
FUND BALANCE, BEGINNING (OCT 1, 2019)	305,035	305,035	305,035	
FUND BALANCE, ENDING	\$ 301,384	\$ 500,323	\$ 503,559	

GRIFFIN LAKES

Community Development District

Supporting Schedules

January 31, 2020

GRIFFIN LAKES

Community Development District

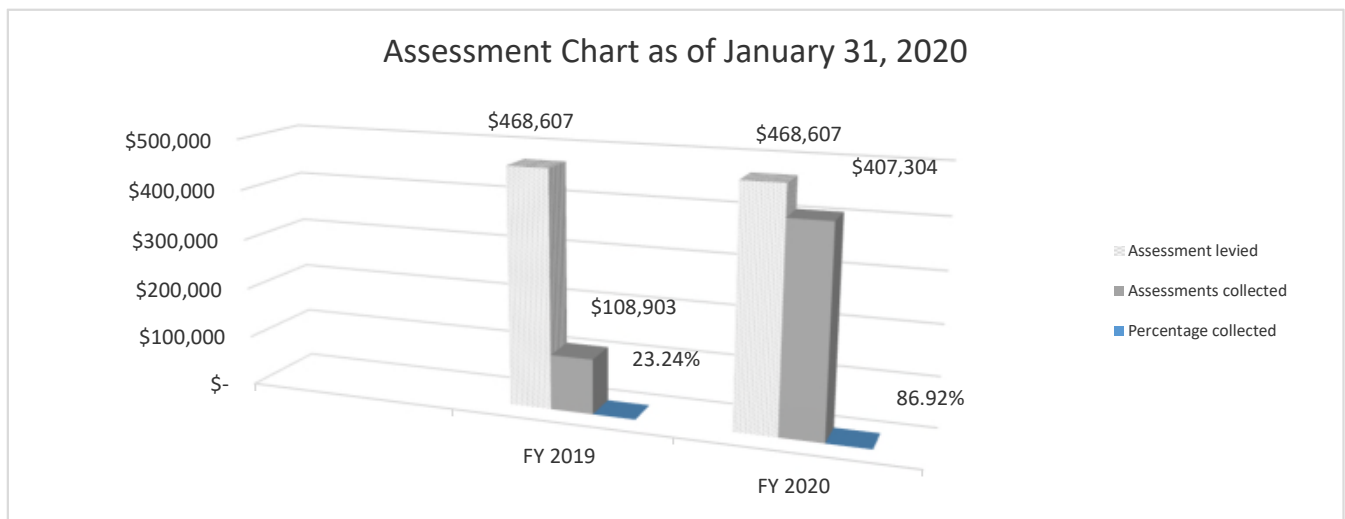
**Non-Ad Valorem Special Assessments
(Broward County Tax Collector - Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2020**

Date Received	Net Amount Received	Discount / (Penalties) Amount	Property Appraiser Costs (1)	Tax Collector Collection Costs	Gross Amount Received	ALLOCATION BY FUND	
						General Fund	Series 2008 Debt Service Fund
Assessments Levied					468,607	125,141	343,466
Allocation %					100%	26.70%	73.30%
11/15/19			854				
11/21/19	77,706	3,301	-	1,586	82,593	22,052	60,541
12/05/19	274,637	11,677	-	5,605	291,919	77,942	213,977
12/08/19	13,422	571	-	274	14,267	3,809	10,458
12/17/19	8,303	307	-	169	8,780	2,344	6,435
01/15/20	9,263	292	-	189	9,745	2,602	7,143
			-				
TOTAL	\$ 383,331	\$ 16,148	\$ 854	\$ 7,823	\$ 407,304	\$ 108,749	\$ 298,556

% COLLECTED 86.92% 86.90% 86.92%

TOTAL OUTSTANDING	\$ 61,303	\$ 16,392	\$ 44,910
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(1) Marty Kiar, Property Appraiser, 427 parcels @ \$2/parcel



Cash & Investment Report
January 31, 2020

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>BALANCE</u>
OPERATING FUND			
Super Checking Non-Profit Account	CenterState Bank	0.00%	\$40,401
Business Money Market Account	BankUnited	1.75%	130,562
DEBT SERVICE AND CAPITAL PROJECT FUNDS			
Series 2008 Reserve Fund	U.S. Bank	1.50%	161,430
Series 2008 Revenue Fund	U.S. Bank	1.50%	335,339
		Subtotal	<u>496,769</u>
		Total	<u>\$667,732</u>

Griffin Lakes CDD

Bank Reconciliation

Bank Account No. 6606 CenterState Bank GF
 Statement No. 01-2020
 Statement Date 1/31/2020

G/L Balance (LCY)	40,401.23	Statement Balance	54,297.21
G/L Balance	40,401.23	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>		
Subtotal	40,401.23	Subtotal	54,297.21
Negative Adjustments	0.00	Outstanding Checks	13,895.98
	<hr/>	Differences	0.00
Ending G/L Balance	40,401.23	Ending Balance	40,401.23
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
1/17/2020	Payment	2115	MADELINE T. DICOMO	184.70	0.00	184.70
1/29/2020	Payment	2119	CUTTERS EDGE IRRIGATION SYSTEMS IN	11,977.00	0.00	11,977.00
1/30/2020	Payment	2120	CUTTERS EDGE IRRIGATION SYSTEMS IN	131.05	0.00	131.05
1/30/2020	Payment	2121	INFRAMARK, LLC	1,603.23	0.00	1,603.23
Total Outstanding Checks.....				13,895.98		13,895.98

GRIFFIN LAKES
Community Development District

Payment Register by Fund
For the Period from 1/1/2020 to 1/31/2020
(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid
GENERAL FUND - 001								
001	2108	01/02/20	BILLING, COCHRAN, LYLES,	159799	Legal Services- Nov 2019	ProfServ-Legal Services	531023-51401	\$532.50
001	2109	01/02/20	INFRAMARK, LLC	47399	DEC 2019 MGMT SERVICES	ProfServ-Mgmt Consulting Serv	531027-51201	\$1,458.00
001	2109	01/02/20	INFRAMARK, LLC	47399	DEC 2019 MGMT SERVICES	Postage and Freight	541006-51301	\$7.15
001	2109	01/02/20	INFRAMARK, LLC	47399	DEC 2019 MGMT SERVICES	Printing and Binding	547001-51301	\$47.10
001	2109	01/02/20	INFRAMARK, LLC	47399	DEC 2019 MGMT SERVICES	Misc-Web Hosting	549915-51301	\$137.33
001	2109	01/02/20	INFRAMARK, LLC	47399	DEC 2019 MGMT SERVICES	ProfServ-Special Assessment	531038-51301	\$4,501.00
001	2110	01/02/20	CUTTERS EDGE IRRIGATION SYSTEMS INC.	11130	DEC WETCHECK	WET CHECK TEST DEC 2019	534073-53901	\$120.00
001	2111	01/06/20	ADVANCED AQUATIC SERVICES, INC	10534609	JAN 2020 LAKE MAINT	Contracts-Lake and Wetland	534021-53901	\$390.00
001	2112	01/06/20	CUTTERS EDGE IRRIGATION SYSTEMS INC.	39092	JANU 2020 LANDSCAPE/PEST MAINT	WET CHECK TEST NOVEMBER 2019	534050-53901	\$528.65
001	2112	01/06/20	CUTTERS EDGE IRRIGATION SYSTEMS INC.	39092	JANU 2020 LANDSCAPE/PEST MAINT	WET CHECK TEST NOVEMBER 2019	534125-53901	\$500.00
001	2113	01/09/20	ALM MEDIA LLC	10000446255-1224	NOTICE OF MEETINGS 2020	Legal Advertising	548002-51301	\$113.45
001	2114	01/09/20	CUTTERS EDGE IRRIGATION SYSTEMS INC.	39142	PICK UP/ DELIVER PLANTS	R&M-Plant Replacement	546071-53901	\$138.00
001	2117	01/23/20	GRIFFIN LAKES CDD	01.16.2020	Transfer Funds to MMA 2831	Cash with Fiscal Agent	103000	\$50,000.00
001	2119	01/29/20	CUTTERS EDGE IRRIGATION SYSTEMS INC.	39160	INSTALL NEW PLANTS	R&M-Plant Replacement	546071-53901	\$11,977.00
001	2120	01/30/20	CUTTERS EDGE IRRIGATION SYSTEMS INC.	10953	IRR MAINT	Contracts-Irrigation	534073-53901	\$54.29
001	2120	01/30/20	CUTTERS EDGE IRRIGATION SYSTEMS INC.	11146	IRR MAINT	Contract-Irrigation	534073-53901	\$51.82
001	2120	01/30/20	CUTTERS EDGE IRRIGATION SYSTEMS INC.	11072	IRR MAINT	Contract-Irrigation	534073-53901	\$24.94
001	2121	01/30/20	INFRAMARK, LLC	48244	Management Fees- Jan 2020	ProfServ-Mgmt Consulting Serv	531027-51201	\$1,458.00
001	2121	01/30/20	INFRAMARK, LLC	48244	Management Fees- Jan 2020	Postage and Freight	541006-51301	\$6.30
001	2121	01/30/20	INFRAMARK, LLC	48244	Management Fees- Jan 2020	Printing and Binding	547001-51301	\$1.60
001	2121	01/30/20	INFRAMARK, LLC	48244	Management Fees- Jan 2020	Misc-Web Hosting	549915-51301	\$137.33
001	2115	01/17/20	MADELINE T. DICOMO	PAYROLL	January 17, 2020 Payroll Posting			\$184.70
001	2116	01/17/20	PETER A. MAROCCO	PAYROLL	January 17, 2020 Payroll Posting			\$184.70
001	DD00198	01/17/20	TERESA B. WEST	PAYROLL	January 17, 2020 Payroll Posting			\$184.70
001	DD00199	01/17/20	BENNY BARAK	PAYROLL	January 17, 2020 Payroll Posting			\$184.70
001	DD00200	01/17/20	LINDA M. ARMSTRONG	PAYROLL	January 17, 2020 Payroll Posting			\$184.70
Fund Total								\$73,107.96
SERIES 2008 DEBT SERVICE FUND - 202								
202	2118	01/23/20	GRIFFIN LAKES-C/O U.S BANK N.A.	01.16.2020	Series 2008- Assessment Transfer	Due From Other Funds	131000	\$274,191.93
Fund Total								\$274,191.93
Total Checks Paid								\$347,299.89

