

**TWO RIVERS SOUTH
COMMUNITY DEVELOPMENT
DISTRICT**

MAY 02, 2024

AGENDA PACKAGE



2005 PAN AM CIRCLE, SUITE 300
TAMPA. FL 33067

Two Rivers South Community Development District

Board of Supervisors

Carlos de la Ossa, Chair
Nicholas Dister, Vice-Chairman
Ryan Motko, Assistant Secretary
Thomas Spence, Assistant Secretary
Albert Viera, Assistant Secretary

District Staff

Brian Lamb, District Secretary
Angie Grunwald, District Manager
John Vericker, District Counsel
Tonja Stewart, District Engineer

Regular Meeting Agenda

Thursday, May 02, 2024, at 2:00 p.m.

The Regular Meeting of Two Rivers South Community Development District will be held on **May 02, 2024, at 2:00 p.m. at the offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607**. For those who intend to call in below is the Zoom link information. Please let us know at least 24 hours in advance if you are planning to call into the meeting.

Microsoft Teams meeting; [Join the meeting now](#)

Meeting ID: 215 817 490 035

Passcode: 45UmMF

Call in (audio only) +1 646-838-1601

Phone Conference ID: 227 773 399#

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

REGULAR MEETING OF THE BOARD OF SUPERVISORS

1. CALL TO ORDER/ROLL CALL

2. PUBLIC COMMENT ON AGENDA ITEMS *(Each individual has the opportunity to comment and is limited to three (3) minutes for such comment)*

3. BUSINESS ITEMS

- A. Consideration of Resolution 2024-02; Approving FY 2025 Proposed Budget & Setting Public Hearing
- B. Announcement of Qualified Electors
- C. General Matters of the District

4. CONSENT AGENDA

- A. Approval of Minutes of the February 01, 2024, Regular Meeting
- B. Consideration of Operation and Maintenance Expenditures January – March 2024
- C. Acceptance of the Financials and Approval of the Check Register for March 2024

5. STAFF REPORTS

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

6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS

7. ADJOURNMENT

District Office

Inframark
2005 Pan Am Circle
Tampa, Florida 33607

Meeting Location:

Inframark Offices
2005 Pan Am Circle St 300
Tampa, FL 33607

RESOLUTION 2024-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED OPERATION AND MAINTENANCE BUDGET FOR FISCAL YEAR 2024/2025; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING, AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Two Rivers South Community Development District (“**District**”) prior to June 15, 2024 a proposed operation and maintenance budget for the fiscal year beginning October 1, 2024 and ending September 30, 2025 (“**Proposed Budget**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to approve the Proposed Budget and set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget, including any modifications made by the Board, attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** The public hearing on said Proposed Budget is hereby declared and set for the following date, hour, and location:

DATE: July 11, 2024

HOUR: 2:00 p.m.

LOCATION: Offices of Inframark
2005 Pan Am Circle, Suite 300
Tampa, Florida 33607

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Hillsborough County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, Florida Statutes, the District’s Secretary is further directed to post the Proposed Budget on the District’s website at least 2 days before the budget hearing date and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed by Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED ON MAY 2, 2024.

Attest:

**Two Rivers South Community
Development District**

Print Name: _____
Secretary / Assistant Secretary

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

Exhibit A: Proposed Budget for Fiscal Year 2024/2025

Two Rivers South
Community Development District

Annual Operating and Debt Service Budget

Fiscal Year 2025

Preliminary Budget

Prepared by:



Two Rivers South
Community Development District

Budget Overview
Fiscal Year 2025

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Two Rivers South
Community Development District

Operating Budget
Fiscal Year 2025

Summary of Revenues, Expenditures and Changes in Fund Balance

ACCOUNT DESCRIPTION	ADOPTED	ANNUAL
	BUDGET	BUDGET
	FY 2024	FY 2025
REVENUES		
Developer Contributions	431,475	118,425
TOTAL REVENUES	\$ 431,475	\$ 118,425
EXPENDITURES		
Financial and Administrative		
Supervisor Fees	12,000	3,000
District Management	25,000	25,000
Field Management	12,000	-
Administration	4,500	4,500
Recording Secretary	2,400	2,400
Construction Accounting	-	9,000
Financial/Revenue Collections	-	1,200
Rental and Leases	600	600
Accounting Services	9,000	9,000
Dissemination Agent/Reporting	-	4,200
Website Admin Services	1,200	1,200
District Engineer	9,500	9,500
District Counsel	8,500	9,500
Trustees Fees	-	6,500
Auditing Services	-	6,000
Postage, Phone, Faxes, Copies	500	500
Legal Advertising	3,500	3,500
Bank Fees	200	200
Dues, Licenses & Fees	175	175
Onsite Office Supplies	100	100
Website ADA Compliance	1,800	1,800
Misc Admin	250	250
ProfServ-Info Technology	600	\$ 4,000
ProfServ-Tax Collector	1,200	\$ 600
Meeting Expense	4,000	\$ 10,000
Total Financial and Administrative	\$ 97,025	\$ 112,725
Insurance		
General Liability	\$ 3,200	\$ 3,200
Public Officials Insurance	2,500	2,500
Property & Casualty Insurance	12,500	-
Total Insurance	\$ 18,200	\$ 5,700

Summary of Revenues, Expenditures and Changes in Fund Balance

ACCOUNT DESCRIPTION	ADOPTED	ANNUAL
	BUDGET	BUDGET
	FY 2024	FY 2025
Utility Services		
Electric Utility Services	\$ 15,000	\$ -
Street Lights	75,000	-
Amenity Internet	750	-
Water/Waste	7,500	-
Building Utilities-Other	14,000	-
Total Utility Services	\$ 112,250	\$ -
Amenity		
Janitorial - Contract	6,000	-
Janitorial - Supplies/Other	1,500	-
Garbage Dumpster - Rental/Collection	1,500	-
Amenity R&M	5,000	-
Access Control R&M	750	-
Dog Waste Station Service and Supplies	650	-
Entrance Monuments, Gates, Walls R&M	5,000	-
Sidewalk, Pavement, Signage R&M	1,000	-
Pool Treatments & Other R&M	500	-
R&M-Stormwater System	15,000	-
Annual Stormwater Report	3,500	-
Facility A/C & Heating Maintenance & Repair	600	-
Playground Equipment and Maintenance	500	-
Pool and Spa Permits	500	-
Total Amenity	\$ 42,000	\$ -
Landscape and Pond Maintenance		
Landscape Maintenance - Contract	\$ 125,000	\$ -
Landscaping - R&M	1,000	-
Landscaping - Mulch	5,000	-
Landscaping - Annuals	5,000	-
Landscaping - Plant Replacement Program	5,000	-
Irrigation Maintenance	12,000	-
Waterway Management Program	6,500	-
Total Landscape and Pond Maintenance	\$ 159,500	\$ -
Contingency		
Contingency Fund	2,500	-
Total Contingency	\$ 2,500	\$ -
TOTAL EXPENDITURES	\$ 431,475	\$ 118,425

Two Rivers South

Community Development District

All Funds

Assessment Summary Fiscal Year 2025 vs. Fiscal Year 2024

ASSESSMENT ALLOCATION							
Assessment Area One- Series 2022 Phases B1-B2, B3, B4, C1							
Product	DS Units	General Fund		Debt Service Series 2024		Total Assessments per Unit	
		FY 2025	FY 2024	FY 2025	FY 2024	FY 2025	FY 2024
SF 55'	205	\$ 83.24	\$0.00	\$0.00	\$0.00	\$83.24	\$0.00
SF 80'	462	\$ 121.07	\$0.00	\$0.00	\$0.00	\$121.07	\$0.00
SF 90'	59	\$ 136.21	\$0.00	\$0.00	\$0.00	\$136.21	\$0.00
SF 100'	237	\$ 151.34	\$0.00	\$0.00	\$0.00	\$151.34	\$0.00
Single Family 1.5 Acre	10	\$ 908.05	\$0.00	\$0.00	\$0.00	\$908.05	\$0.00
	306						

Budget Narrative
Fiscal Year 2025

REVENUES

Interest-Investments

The District earns interest on its operating accounts.

Operations & Maintenance Assessments – On Roll

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District to pay for the operating expenditures during the Fiscal Year. The collection will be provided by the Tax Collector pursuant to Section 197.3632, Florida Statutes, which is the Uniform Collection Methodology.

Developer Contributions

The district will direct bill and collect non-ad valorem assessments on assessable property in order to pay for the debt service expenditures during the fiscal year.

Other Miscellaneous Revenues

Additional revenue sources not otherwise specified by other categories.

Special Assessments-Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments only when collected by the Tax Collector. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

EXPENDITURES

Financial and Administrative**Supervisor Fees**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance. The amount for the Fiscal Year is based upon four supervisors attending 14 meetings.

Onsite Staff

The district may incur expenses for employees or other staff members needed for recreational facilities such as clubhouse staff.

District Management

The District retains the services of a consulting manager, who is responsible for the daily administration of the District's business, including any and all financial work related to the Bond Funds and Operating Funds of the District, and preparation of the minutes of the Board of Supervisors. In addition, the District Manager prepares the Annual Budget(s), implements all policies of the Board of Supervisors and attends all meetings of the Board of Supervisors.

Field Management

The District has a contract with Inframark Infrastructure Management Services. for services in the administration and operation of the Property and its contractors.

Administration

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services.

Budget Narrative
Fiscal Year 2025

EXPENDITURES

Financial and Administrative (continued)**Recording Secretary**

Inframark provides recording services with near verbatim minutes.

Construction Accounting

Accounting services as described within the Accounting Services but specifically regarding construction.

Financial/Revenue Collections

Service includes all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a collection agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

Rentals and Leases

The anticipated cost of rental expenses including but not limited to renting meeting room space for district board meetings.

Data Storage

Cost of server maintenance and technical support for CDD related IT needs.

Accounting Services

Services including the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

Dissemination Agent/Reporting

The District is required by the Securities and Exchange Commission to comply with rule 15c2-12(b)-(5), which relates to additional reporting requirements for unrelated bond issues. The budgeted amount for the fiscal year is based on standard fees charged for this service.

Website Administration Services

The cost of web hosting and regular maintenance of the District's website by Inframark Management Services.

District Engineer

The District's engineer provides general engineering services to the District, i.e., attendance and preparation for board meetings when requested, review of invoices, and other specifically requested assignments.

District Counsel

The District's attorney provides general legal services to the District, i.e., attendance and preparation for Board meetings, review of contracts, agreements, resolutions, and other research as directed or requested by the BOS District Manager.

Trustee Fees

The District pays US Bank an annual fee for trustee services on the Series 2014 and Series 2015 Bonds. The budgeted amount for the fiscal year is based on previous year plus any out-of-pocket expenses.

Budget Narrative
Fiscal Year 2025

EXPENDITURES

Financial and Administrative (continued)**Auditing Services**

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is an estimate based on prior year costs.

Postage, Phone, Faxes, Copies

This item refers to the cost of materials and service to produce agendas and conduct day-to-day business of the District.

Mailings

Copies used in the preparation of agenda packages, required mailings, and other special projects.

Professional Services – Arbitrage Rebate

The District is required to annually calculate the arbitrage rebate liability on its Series 2013A and 2020 bonds.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings and other public hearings in the newspaper of general circulation.

Bank Fees

This represents the cost of bank charges and other related expenses that are incurred during the year.

Dues, Licenses and Fees

This represents the cost of the District's operating license as well as the cost of memberships in necessary organizations.

Onsite Office Supplies

This represents the cost of supplies used to prepare agenda packages, create required mailings, and perform other special projects. The budget for this line item also includes the cost for supplies in the District office.

Website ADA Compliance

Cost of maintaining district website's compliance with the Americans with Disabilities Act of 1990.

Disclosure Report

On a quarterly and annual basis, disclosure of relevant district information is provided to the Muni Council, as required within the bond indentures.

Annual Stormwater Report

Cost to produce annual report on CDD stormwater infrastructure.

Miscellaneous Administrative

All other administrative costs not otherwise specified above.

Budget Narrative
Fiscal Year 2025

EXPENDITURES

Insurance**Insurance-General Liability**

The District's General Liability & Public Officials Liability Insurance policy is with Egis Insurance Advisors, LLC. The budgeted amount allows for a projected increase in the premium.

Public Officials Insurance

The District will incur expenditures for public officials' liability insurance for the Board and Staff and may incur a 10% premium increase.

Property & Casualty Insurance

The District will incur fees to insure items owned by the district for its property needs.

Deductible

District's share of expenses for insured property when a claim is filed.

EXPENDITURES

Utility Services**Electric Utility Services**

Electricity for accounts with the local Utilities Commissions for the swim club, parks, and irrigation. Fees are based on historical costs for metered use.

Streetlights

Local Utility Company charges electricity usage (maintenance fee). The budget is based on historical costs.

Lighting Replacement

Cost of replacing defective lights and bulbs in CDD facilities.

Decorative Light Maintenance

Cost of replacement and repair of decorative lighting fixtures.

Amenity Internet

Internet service for clubhouse and other amenity locations.

Water/Waste

The District charges each new water/sewer system customer an Accrued Guaranteed Revenue Fee (AGRF) for wastewater service in accordance with the adopted rate schedule.

Gas

Cost of natural gas for CDD facilities. Regular fuel costs (automobile etc.)

Facility A/C & Heating R&M

Cost of repairs and regular maintenance of Air Conditioning and central heating of CDD facilities.

Utilities – Other

Utility expenses not otherwise specified in above categories.

Budget Narrative
Fiscal Year 2025

EXPENDITURES

Amenity**Pool Monitor**

Cost of staff members to facilitate pool safety services.

Janitorial – Contract

Cost of janitorial labor for CDD Facilities.

Janitorial Supplies/Other

Cost of janitorial supplies for CDD Facilities.

Garbage Dumpster – Rental and Collection

Cost of dumpster rental and trash collection at CDD facilities.

Amenity Pest Control

Cost of exterminator and pesticides at CDD amenities and facilities.

Amenity R&M

Cost of repairs and regular maintenance of CDD amenities.

Amenity Furniture R&M

Cost of repairs and maintenance to amenity furniture.

Access Control R&M

Cost of repairs and maintenance to electronic locks, gates, and other security fixtures.

Key Card Distribution

Cost of providing keycards to residents to access CDD Facilities.

Recreation/Park Facility Maintenance

Cost of upkeep and repairs to all parks and recreation facilities in the CDD

Athletic Courts and Field Maintenance

Cost of upkeep and repairs for athletic fields and courts (ex. Basketball Courts) on CDD property.

Park Restroom Maintenance

Upkeep and cleaning of park restrooms on CDD property.

Playground Equipment and Maintenance

Cost of acquisition and upkeep of playground equipment for CDD parks.

Clubhouse Office Supplies

Cost of supplies for clubhouse clerical duties (pens, paper, ink, etc.)

Clubhouse IT Support

Cost of IT services and for clubhouse operational needs.

Dog Waste Station Service & Supplies

Cost of cleaning and resupplying dog waste stations.

Budget Narrative

Fiscal Year 2025

EXPENDITURES

Amenity (Continued)**Entrance Monuments, Gates, Walls R&M**

Cost of repairs and regular maintenance for entryways, walls, and gates.

Sidewalk, Pavement, Signage R&M

Cost of repairs and regular maintenance to sidewalks, pavements, and signs.

Trail/Bike Path Maintenance

Cost of upkeep to bike paths and trails on CDD property.

Boardwalk and Bridge Maintenance

Cost of upkeep for boardwalks and bridges on CDD property.

Pool and Spa Permits

Cost of permits required for CDD pool and spa operation as required by law.

Pool Maintenance – Contract

Cost of Maintenance for CDD pool facilities.

Pool Treatments & Other R&M

Cost of chemical pool treatments and similar such maintenance.

Security Monitoring Services

Cost of CDD security personnel and equipment.

Special Events

Cost of holiday celebrations and events hosted on CDD property.

Community Activities

Cost of recreational events hosted on CDD property.

Holiday Decorations

Cost of decorations for major holidays (i.e., Christmas)

Miscellaneous Amenity

Amenity Expenses not otherwise specified.

EXPENDITURES

Landscape and Pond Maintenance**R&M – Stormwater System**

Cost of repairs and regular maintenance to the CDD's stormwater and drainage infrastructure.

Landscape Maintenance - Contract

Landscaping company to provide maintenance consisting of mowing, edging, trimming, blowing, fertilizing, and applying pest and disease control chemicals to turf throughout the District.

Landscaping - R&M

Cost of repairs and regular maintenance to landscaping equipment.

Budget Narrative

Fiscal Year 2025

EXPENDITURES

Landscape and Pond Maintenance (Continued)**Landscaping – Plant Replacement Program**

Cost of replacing dead or damaged plants throughout the district.

Irrigation Maintenance

Purchase of irrigation supplies. Unscheduled maintenance consists of major repairs and replacement of system components including weather station and irrigation lines.

Aquatics – Contract

Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

Wetlands Maintenance and Monitoring

Cost of upkeep and protection of wetlands on CDD property.

Aquatics – Plant Replacement

The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

Waterway Management Program

Cost of maintaining waterways and rivers on district property.

Debris Cleanup

Cost of cleaning up debris on district property.

Wildlife Control

Management of wildlife on district property.

EXPENDITURES

Contingency/Reserves**Contingency**

Funds set aside for projects, as determined by the district's board.

Capital Improvements

Funding of major projects and building improvements to CDD property.

R&M Other Reserves

The board may set aside monetary reserves for necessary for maintenance projects as needed.



Craig Latimer
Supervisor of Elections

Our Vision: To be the best place in America to vote

GOVERNOR'S
STERLING
AWARD
RECIPIENT

May 1, 2024

To whom it may concern,

As per F.S. 190.006, you'll find the number of qualified registered electors for your Community Development District as of April 15, 2024, listed below.

Community Development District	Number of Registered Electors
Two Rivers South	1

We ask that you respond to our office with a current list of CDD office holders by **June 1** and that you update us throughout the year if there are changes. This will enable us to provide accurate information to potential candidates during filing and qualifying periods.

Please note it is the responsibility of each district to keep our office updated with current district information. If you have any questions, please do not hesitate to contact me at (813) 384-3944 or ewhite@votehillsborough.gov.

Respectfully,

Enjoli White

Senior Candidate Services Manager

VoteHillsborough.gov

Fred B. Karl County Center
601 E. Kennedy Blvd., 16th Floor, Tampa, FL 33602



(813) 744 - 5900

Robert L. Gilder Elections Service Center
2514 N. Falkenburg Rd., Tampa, FL 33619

See website for regional office locations.

**MINUTES OF MEETING
TWO RIVERS SOUTH
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Two Rivers South Community Development District was held on Thursday, February 1, 2024, at 2:00 p.m. at the Offices of Inframark located 2005 Pan Am Circle Suite 300 Tampa FL 33607.

Present and constituting a quorum were:

Carlos de la Ossa	Chairperson
Nick Dister	Vice Chairperson
Ryan Motko	Assistant Secretary
Thomas Spence	Assistant Secretary
Albert Viera	Assistant Secretary

Also present were:

Angie Grunwald	District Manager
Gary Schwartz	On-site Manager
Kathryn Hopkinson	District Counsel

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

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Grunwald called the meeting to order, and a quorum was established.

SECOND ORDER OF BUSINESS

Public Comment on Agenda Items

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

THIRD ORDER OF BUSINESS

Business Items

A. Discussion on 2024 Board Supervisors Ethics Training Requirement

- District Counsel is offering the required four-hour Ethics Training. Two 2-hour classes will be offered to the Board.

FOURTH ORDER OF BUSINESS

Consent Agenda

A. Approval of Minutes of the November 02, 2023, Public Hearing & Regular Meeting

B. Consideration of Operation and Maintenance Expenditures October – December 2023

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

On MOTION by Mr. de la Ossa seconded by Mr. Motko, 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 order of business followed.

SIXTH ORDER OF BUSINESS

**Board of Supervisors' Requests and
Comments**

There being none, the next order of business followed.

SEVENTH 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 2:03 p.m. 5-0

Angie Grunwald
District Manager

Chairperson/Vice Chairperson

TWO RIVERS SOUTH CDD Summary of Operations and Maintenance Invoices
--

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
INFRAMARK	108647	\$2,000.00		DISTRICT INVOICE JANUARY 2024
Monthly Contract Subtotal		\$2,000.00		
Variable Contract		\$0.00		
Variable Contract Subtotal		\$0.00		
Utilities		\$0.00		
Utilities Subtotal		\$0.00		
Regular Services		\$0.00		
Regular Services Subtotal		\$0.00		
Additional Services		\$0.00		
Additional Services Subtotal		\$0.00		
TOTAL		\$2,000.00		

Approved (with any necessary revisions noted):

Signature: _____

Title (Check one):

TWO RIVERS SOUTH CDD Summary of Operations and Maintenance Invoices
--

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description

[] Chariman [] Vice Chariman [] Assistant Secretary



INVOICE

2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE#

#108647

DATE

1/24/2024

BILL TO

Two Rivers South Community
Development District
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

CUSTOMER ID

C3059

NET TERMS

Net 30

PO#**DUE DATE**

2/23/2024

Services provided for the Month of: January 2024

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Accounting Services	1	Ea	375.00		375.00
Administration	1	Ea	166.67		166.67
District Management	1	Ea	1,166.66		1,166.66
Rental & Leases	1	Ea	16.67		16.67
Technology/Data Storage	1	Ea	25.00		25.00
Website Maintenance / Admin	1	Ea	50.00		50.00
Financial & Revenue Collection	1	Ea	100.00		100.00
Recording Secretary	1	Ea	100.00		100.00
Subtotal					2,000.00

Subtotal	\$2,000.00
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Tax	\$0.00
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Total Due	\$2,000.00
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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.

TWO RIVERS SOUTH CDD
Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
INFRAMARK	110096	\$2,000.00		DISTRICT INVOICE FEBRUARY 2024
Monthly Contract Subtotal		\$2,000.00		
Variable Contract				
ALBERTO VIERA	AV 020124	\$200.00		SUPERVISOR FEE - 02/01/24
CARLOS DE LA OSSA	CDLO 020124	\$200.00		SUPERVISOR FEE - 02/01/24
NICHOLAS J. DISTER	ND 020124	\$200.00		SUPERVISOR FEE - 02/01/24
RYAN MOTKO	RM 020124	\$200.00		SUPERVISOR FEE - 02/01/24
STRALEY ROBIN VERICKER	24100	\$325.00		GENERAL CONSULTING - PROFESSIONAL SERVICES THRU - 01/31/24
Variable Contract Subtotal		\$1,125.00		
Utilities		\$0.00		
Utilities Subtotal		\$0.00		
Regular Services		\$0.00		
Regular Services Subtotal		\$0.00		
Additional Services		\$0.00		
Additional Services Subtotal		\$0.00		
TOTAL		\$3,125.00		

Approved (with any necessary revisions noted):

Signature:

Title (Check one):

TWO RIVERS SOUTH CDD Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description

[] Chariman [] Vice Chariman [] Assistant Secretary



2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE

INVOICE#

#110096

DATE

2/6/2024

CUSTOMER ID

C3059

NET TERMS

Net 30

PO#**DUE DATE**

3/7/2024

BILL TO

Two Rivers South Community
Development District
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

Services provided for the Month of: February 2024

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Accounting Services	1	Ea	375.00		375.00
Administration	1	Ea	166.67		166.67
District Management	1	Ea	1,166.66		1,166.66
Rental & Leases	1	Ea	16.67		16.67
Technology/Data Storage	1	Ea	25.00		25.00
Website Maintenance / Admin	1	Ea	50.00		50.00
Financial & Revenue Collection	1	Ea	100.00		100.00
Recording Secretary	1	Ea	100.00		100.00
Subtotal					2,000.00

Subtotal

\$2,000.00

Tax

\$0.00

Total Due

\$2,000.00

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.

Two Rivers South CDD

MEETING DATE: February 01, 2024

AV 020124

DMS: Inge Granado

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Carlos de la Ossa	✓	Salary accepted	\$200.00
Nick Dister	✓	Salary Accepted	\$200.00
Tom Spence		Salary Accepted	\$200.00
Ryan Motko	✓	Salary Accepted	\$200.00
Albert Viera	✓	Salary Accepted	\$200.00

Two Rivers South CDD

MEETING DATE: February 01, 2024

CDLO 020124

DMS: Inge Granado

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Carlos de la Ossa	✓	Salary accepted	\$200.00
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Tom Spence		Salary Accepted	\$200.00
Ryan Motko	✓	Salary Accepted	\$200.00
Albert Viera	✓	Salary Accepted	\$200.00

Two Rivers South CDD

MEETING DATE: February 01, 2024

ND 020124

DMS: Inge Granado

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
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Ryan Motko	✓	Salary Accepted	\$200.00
Albert Viera	✓	Salary Accepted	\$200.00

Two Rivers South CDD

MEETING DATE: February 01, 2024

RM 020124

DMS: Inge Granado

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Tom Spence		Salary Accepted	\$200.00
Ryan Motko	✓	Salary Accepted	\$200.00
Albert Viera	✓	Salary Accepted	\$200.00

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400

Federal Tax Id. - 20-1778458

Two Rivers South Community Development District

2005 Pan Am, Ste. 300

Tampa, FL 33607

February 07, 2024

Client: 001585

Matter: 000001

Invoice #: 24100

Page: 1

RE: General

For Professional Services Rendered Through January 31, 2024

SERVICES

Date	Person	Description of Services	Hours	Amount
1/24/2024	WAS	RESEARCH REQUIREMENTS AND OPTIONS FOR STATE MANDATED ETHICS TRAINING FOR BOARD OF SUPERVISORS.	0.7	\$227.50
1/31/2024	KCH	REVIEW AGENDA AND PREP FOR BOS MEETING.	0.3	\$97.50
Total Professional Services			1.0	\$325.00
Total Services			\$325.00	
Total Disbursements			\$0.00	
Total Current Charges				\$325.00
Previous Balance				\$2,273.80
Less Payments				(\$1,786.30)
PAY THIS AMOUNT				\$812.50

Please Include Invoice Number on all Correspondence

Outstanding Invoices

Invoice Number	Invoice Date	Services	Disbursements	Interest	Tax	Total
23794	November 02, 2023	\$487.50	\$0.00	\$0.00	\$0.00	\$812.50
Total Remaining Balance Due						\$812.50

AGED ACCOUNTS RECEIVABLE

0-30 Days	31-60 Days	61-90 Days	Over 90 Days
\$325.00	\$0.00	\$0.00	\$487.50

TWO RIVERS SOUTH CDD
Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
INFRAMARK	111500	\$2,000.00		DISTRICT INVOICE MARCH 2024
Monthly Contract Subtotal		\$2,000.00		
Variable Contract				
STRALEY ROBIN VERICKER	24250	\$165.00		GENERAL CONSULTING - PROFESSIONAL SERVICES THRU - 02/29/24
Variable Contract Subtotal		\$165.00		
Utilities				
Utilities Subtotal		\$0.00		
Regular Services				
EGIS INSURANCE ADVISORS	21222	\$5,000.00		INSURANCE
Regular Services Subtotal		\$5,000.00		
Additional Services				
Additional Services Subtotal		\$0.00		
TOTAL		\$7,165.00		

Approved (with any necessary revisions noted):

Signature:

Title (Check one):

☐ Chariman ☐ Vice Chariman ☐ Assistant Secretary



2002 West Grand Parkway North
Suite 100
Katy, TX 77449

BILL TO
Two Rivers South Community
Development District
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

Services provided for the Month of: March 2024

INVOICE

INVOICE#
#111500
CUSTOMER ID
C3059
PO#

DATE
3/1/2024
NET TERMS
Net 30
DUE DATE
3/31/2024

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Accounting Services	1	Ea	375.00		375.00
Administration	1	Ea	166.67		166.67
District Management	1	Ea	1,166.66		1,166.66
Rental & Leases	1	Ea	16.67		16.67
Technology/Data Storage	1	Ea	25.00		25.00
Website Maintenance / Admin	1	Ea	50.00		50.00
Financial & Revenue Collection	1	Ea	100.00		100.00
Recording Secretary	1	Ea	100.00		100.00
Subtotal					2,000.00

Subtotal	\$2,000.00
Tax	\$0.00
Total Due	\$2,000.00

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.

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400

Federal Tax Id. - 20-1778458

Two Rivers South Community Development District
2005 Pan Am, Ste. 300
Tampa, FL 33607

March 08, 2024

Client: 001585

Matter: 000001

Invoice #: 24250

Page: 1

RE: General

For Professional Services Rendered Through February 29, 2024

SERVICES

Date	Person	Description of Services	Hours	Amount
2/1/2024	KCH	PREPARE FOR AND ATTEND BOS MEETING.	0.4	\$130.00
2/28/2024	LB	REVIEW MEETING DATES FOR FY 2024/2025 BUDGET ADOPTION; PREPARE CORRESPONDENCE TO DISTRICT MANAGER TO CONFIRM SAME.	0.2	\$35.00
Total Professional Services			0.6	\$165.00
Total Services			\$165.00	
Total Disbursements			\$0.00	
Total Current Charges				\$165.00
Previous Balance				\$812.50
PAY THIS AMOUNT				\$977.50

Please Include Invoice Number on all Correspondence

Outstanding Invoices

Invoice Number	Invoice Date	Services	Disbursements	Interest	Tax	Total
23794	November 02, 2023	\$487.50	\$0.00	\$0.00	\$0.00	\$652.50
24100	February 07, 2024	\$325.00	\$0.00	\$0.00	\$0.00	\$490.00
Total Remaining Balance Due						\$977.50

AGED ACCOUNTS RECEIVABLE

0-30 Days	31-60 Days	61-90 Days	Over 90 Days
\$490.00	\$0.00	\$0.00	\$487.50



INVOICE

Customer	Two Rivers South Community Development District
Acct #	1471
Date	03/04/2024
Customer Service	Charisse Bitner
Page	1 of 1

Two Rivers South Community Development District
c/o Inframark Tampa
2005 Pan Am Circle, Ste 300
Tampa, FL 33607

Payment Information	
Invoice Summary	\$ 5,000.00
Payment Amount	
Payment for:	Invoice#21222
1001231100	

Thank You

Please detach and return with payment



Customer: Two Rivers South Community Development District

Invoice	Effective	Transaction	Description	Amount
21222	10/01/2023	New business	Policy #1001231100 10/01/2023-10/01/2024 Florida Insurance Alliance Package - New business Due Date: 3/4/2024	5,000.00

Total

\$ 5,000.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:
Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349

Remit Payment To: Egis Insurance Advisors

(321)233-9939

Date

P.O. Box 748555
Atlanta, GA 30374-8555

sclimer@egisadvisors.com

03/04/2024

Two Rivers South Community Development District

Financial Statements
(Unaudited)

Period Ending
March 31, 2024

Prepared by:



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

TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT

Balance Sheet

As of March 31, 2024

(In Whole Numbers)

ACCOUNT DESCRIPTION	TOTAL
<u>ASSETS</u>	
Cash In Bank	\$ 4,634
TOTAL ASSETS	\$ 4,634
<u>LIABILITIES</u>	
Accounts Payable	\$ 23,000
TOTAL LIABILITIES	23,000
<u>FUND BALANCES</u>	
Unassigned:	(18,366)
TOTAL FUND BALANCES	(18,366)
TOTAL LIABILITIES & FUND BALANCES	\$ 4,634

TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 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>				
Developer Contribution	431,475	19,991	(411,484)	4.63%
TOTAL REVENUES	431,475	19,991	(411,484)	4.63%
<u>EXPENDITURES</u>				
<u>Administration</u>				
Supervisor Fees	12,000	1,600	10,400	13.33%
ProfServ-Info Technology	600	150	450	25.00%
ProfServ-Recording Secretary	2,400	600	1,800	25.00%
ProfServ-Tax Collector	1,200	100	1,100	8.33%
District Counsel	8,500	2,276	6,224	26.78%
District Engineer	9,500	-	9,500	0.00%
Administrative Services	4,500	1,000	3,500	22.22%
District Manager	25,000	7,000	18,000	28.00%
Accounting Services	9,000	2,750	6,250	30.56%
Website Compliance	1,800	-	1,800	0.00%
Postage, Phone, Faxes, Copies	500	-	500	0.00%
Rentals & Leases	600	83	517	13.83%
Public Officials Insurance	2,500	5,000	(2,500)	200.00%
Legal Advertising	3,500	4,943	(1,443)	141.23%
Bank Fees	200	-	200	0.00%
Meeting Expense	4,000	4,500	(500)	112.50%
Website Administration	1,200	3,800	(2,600)	316.67%
Miscellaneous Expenses	250	-	250	0.00%
Office Supplies	100	-	100	0.00%
Dues, Licenses, Subscriptions	175	192	(17)	109.71%
Total Administration	87,525	33,994	53,531	38.84%
<u>Electric Utility Services</u>				
Utility - Electric	15,000	-	15,000	0.00%
Utility - StreetLights	75,000	-	75,000	0.00%
Total Electric Utility Services	90,000	-	90,000	0.00%
<u>Garbage/Solid Waste Services</u>				
Garbage - Recreation Facility	1,500	-	1,500	0.00%
Total Garbage/Solid Waste Services	1,500	-	1,500	0.00%
<u>Water-Sewer Comb Services</u>				
Utility - Water	7,500	-	7,500	0.00%
Total Water-Sewer Comb Services	7,500	-	7,500	0.00%

TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 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>Stormwater Control</u>				
R&M-Stormwater System	15,000	-	15,000	0.00%
Wetland Maintenance	6,500	-	6,500	0.00%
Annual Stormwater Report	3,500	-	3,500	0.00%
Total Stormwater Control	25,000	-	25,000	0.00%
<u>Other Physical Environment</u>				
Insurance - General Liability	3,200	-	3,200	0.00%
Insurance -Property & Casualty	12,500	-	12,500	0.00%
Landscape - Annuals	5,000	-	5,000	0.00%
Landscape - Mulch	5,000	-	5,000	0.00%
Landscape Maintenance	125,000	-	125,000	0.00%
Entry/Gate/Walls Maintenance	5,000	-	5,000	0.00%
Plant Replacement Program	5,000	-	5,000	0.00%
Landscape Miscellaneous	1,000	-	1,000	0.00%
Irrigation Maintenance	12,000	-	12,000	0.00%
Total Other Physical Environment	173,700	-	173,700	0.00%
<u>Road and Street Facilities</u>				
Pavement & Signage Repairs	1,000	-	1,000	0.00%
Total Road and Street Facilities	1,000	-	1,000	0.00%
<u>Parks and Recreation</u>				
Field Services	12,000	-	12,000	0.00%
Clubhouse - Facility Janitorial Service	6,000	-	6,000	0.00%
Telephone, Cable & Internet Service	750	-	750	0.00%
Building Utilities-Other	14,000	-	14,000	0.00%
R&M-Facility	5,000	-	5,000	0.00%
Facility A/C & Heating Maintenance & Repair	600	-	600	0.00%
Pool & Spa Repairs	500	-	500	0.00%
Playground Equipment and Maintenance	500	-	500	0.00%
Access Control Maintenance & Repair	750	-	750	0.00%
Pool and Spa Permits	500	-	500	0.00%
Facility Supplies	1,500	-	1,500	0.00%
Dog Waste Station Service & Supplies	650	-	650	0.00%
Total Parks and Recreation	42,750	-	42,750	0.00%

TWO RIVERS SOUTH COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 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>Contingency</u>				
Misc-Contingency	2,500	-	2,500	0.00%
Total Contingency	2,500	-	2,500	0.00%
TOTAL EXPENDITURES	431,475	33,994	397,481	7.88%
Excess (deficiency) of revenues				
Over (under) expenditures	-	(14,003)	(14,003)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		(4,363)		
FUND BALANCE, ENDING		\$ (18,366)		

Bank Account Statement

Two Rivers South CDD

Bank Account Statement: Bank Account No.: 9334

Currency Code

Statement Date	03/31/24	Statement Balance	5,523.56
Balance Last Statement	5,923.56	Outstanding Bank Transactions	0.00
Statement Ending Balance	5,523.56	Subtotal	5,523.56
		Outstanding Checks	-890.00
G/L Balance at 03/31/24	4,633.56	Bank Account Balance	4,633.56

Transaction Date	Type	Document No.	Description	Value Date	Applied Entries	Applied Amount	Statement Amount
Statement No. 02-25							
03/26/24	Bank Account Ledger Entry	1004	Check for Vendor V00009		1	-200.00	-200.00
03/26/24	Bank Account Ledger Entry	1005	Check for Vendor V00010		1	-200.00	-200.00
Total						-400.00	-400.00

Outstanding Payments

Posting Date	Document Type	Document No.	Description	Statement Amount
Quantity				0
Total				

Outstanding Checks

Posting Date	Document Type	Check No.	Description	Statement Amount
03/26/24	Payment	1006	Check for Vendor V00007	-200.00
03/26/24	Payment	1007	Check for Vendor V00008	-200.00
03/26/24	Payment	1008	Check for Vendor V00005	-490.00
Quantity				3
Total				-890.00