

## Spring Ridge Community Development District

### Board of Supervisors

Guillermo Velez, Chairman  
Jane Brekka, Vice Chairperson  
Anthony Martino, Assistant Secretary  
Merry-Lyn Orlando, Assistant Secretary  
Alice Charoonsak, Assistant Secretary

Mark Vega, District Manager  
Dana Crosby District Counsel  
Stephen Brletic, District Engineer  
Sandra Manuele, Clubhouse Manager

## Meeting Agenda

**Monday October 17, 2022 – 1:00 p.m.**

---

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments (Limited to 3 Minutes Per Person)**
- 4. Consent Agenda**
  - A. Approval of Minutes of the August 10, 2022 Meeting (**Page 2**)
  - B. Acceptance of Financial Report as of September 30, 2022 (**Page 5**)
  - C. Approval of Fiscal Year 2022 Audit Engagement Letter (**Page 21**)
  - D. Ratification of FY 2023 Insurance Coverage Proposal from Egis Insurance & Risk Advisors (**Page 28**)
- 5. Engineer's Report**
- 6. Attorney's Report**
- 7. Manager's Report**
  - A. Consideration of Resolution 2023-01, Adopting a Records Retention Schedule (**Page 53**)  
*Two boxes are permanent records and they cannot be scanned. As such, the monthly invoice for records storage is \$30.00 per month/\$360.00 per year.*
- 8. Clubhouse Manager's Report**
- 9. Supervisors' Requests**
- 10. Adjournment**

**The next Regular Meeting is scheduled for Monday, November 14, 2022 at 1:00 p.m.**

### District Office:

Inframark, Community Management Services  
210 North University Drive, Suite 702  
Coral Springs, Florida 33071  
954-603-0033

### Meeting Location:

Spring Ridge Recreation Center  
14133 Sweet Shrub Court  
Brooksville, Florida 34613  
352-540-3810

**MINUTES OF MEETING  
SPRING RIDGE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Spring Ridge Community Development District was held Wednesday, August 10, 2022 at 5:00 p.m. at the Spring Ridge Recreation Center, located at 14133 Sweet Shrub Court, Brooksville, Florida 34613.

Present and constituting a quorum were:

Guillermo Velez	Chairman
Jane Brekka	Vice Chairperson
Anthony Martino	Assistant Secretary
Merry-Lyn Orlando	Assistant Secretary
Alice Charoonsak	Assistant Secretary

Also present were:

Mark Vega	District Manager
Sandra Manuele	Clubhouse Manager
Members of the Public	

*Following is a summary of the discussions and actions taken.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Vega called the meeting to order. A quorum was established.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**THIRD ORDER OF BUSINESS**

**Audience Comments (Limited to 3  
Minutes Per Person)**

Audience comments were received.

*The record shall reflect Ms. Orlando joined the meeting.*

**FOURTH ORDER OF BUSINESS**

**Public Hearing for Adoption of the Fiscal Year 2023 Budget**

On MOTION by Mr. Velez, seconded by Ms. Charoonsak, with all in favor, the Public Hearing to consider adoption of the Fiscal Year 2023 Budget was opened at 5:24 p.m. (5-0)

**A. Consideration of Resolution 2022-04, Adopting the Fiscal Year 2023 Budget**

On MOTION by Ms. Brekka, seconded by Ms. Orlando, with all in favor, Resolution 2022-04, Adopting a Budget for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023 and Providing an Effective Date, was adopted. (5-0)

**B. Consideration of Resolution 2022-05, Levying Fiscal Year 2023 Assessments**

On MOTION by Ms. Brekka, seconded by Mr. Velez, with all in favor, Resolution 2022-05, Imposing Annually Recurring Operations and Maintenance of Non-Ad Valorem Special Assessments; Providing for Collection and Enforcement of All District Special Assessments; Certifying an Assessment Roll; Providing for Amendment of the Assessment Roll; Providing for Challenges and Procedural Irregularities; Providing for Severability; Providing for an Effective Date, was adopted. (5-0)

On MOTION by Ms. Charoonsak, seconded by Ms. Brekka, with all in favor, the Public Hearing to consider adoption of the Fiscal Year 2023 Budget was closed at 5:34 p.m. (5-0)

**FIFTH ORDER OF BUSINESS**

**Consent Agenda**

- A. Approval of Minutes of the March 9, 2022 Meeting**
- B. Acceptance of Financial Statements as of June 30, 2022**
- C. JMT Engineering Services Updated CDD Rate Sheet**
- D. Number of Registered Voters – 832**
- E. Acceptance of the Fiscal Year 2021 Audit**
- F. Acceptance of the Arbitrage Rebate Report for the Series 2015A-1 Bonds**
- G. Acceptance of the Arbitrage Rebate Report for the Series 2015A-2 & A-3 Bonds**

Mr. Vega requested any additions, corrections or deletions to the items under the Consent Agenda.

There being none,

On MOTION by Ms. Orlando, seconded by Ms. Brekka, with all in favor, the Consent Agenda, consisting of the items as listed above, was approved as presented.

**SIXTH ORDER OF BUSINESS**

**Engineer's Report**

**A. Consideration of First Amendment to Engineering Services Agreement**

On MOTION by Ms. Charoonsak, seconded by Mr. Velez, with all in favor, the First Amendment to Engineering Services Agreement with Johnson, Mirmiran & Thompson, Inc. (JMT), was approved.

**SEVENTH ORDER OF BUSINESS**

**Attorney's Report**

There being no report, the next order of business followed.

**EIGHTH ORDER OF BUSINESS**

**Manager's Report**

**A. Acceptance of the Fiscal Year 2023 Meeting Schedule**

- Meetings will commence at 1:00 p.m. on the third Monday during the months of October, March, May, June and September.
- Meetings will commence at 1:00 p.m. on the second Monday during the months of November and January.
- Workshops will be held on February 13, 2023 and April 17, 2023 at 1:00 p.m.
- The Budget Public Hearing will be held August 21, 2023 at 6:00 p.m.

**B. Consideration of Resolution 2022-03, Adopting a Records Retention Schedule**

- This item was tabled to the October meeting.

**NINTH ORDER OF BUSINESS**

**Clubhouse Manager's Report**

- Gates will close commencing September 1, 2022.

**TENTH ORDER OF BUSINESS**

**Supervisors' Requests**

Hearing no requests from Supervisors, the next order of business followed.

**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Ms. Brekka, with all in favor, the meeting was adjourned at 6:35 p.m. (5-0)

---

Mark Vega, Secretary

**Spring Ridge  
Community Development District**

**Financial Report**

*September 30, 2022*

**Prepared by**



# Spring Ridge

## Community Development District

---

### Table of Contents

#### **FINANCIAL STATEMENTS**

Balance Sheet - All Funds .....	Page 1
Statement of Revenues, Expenditures and Changes in Fund Balances	
General Fund .....	Page 2-3
Special Revenue Fund .....	Page 4
Debt Service Fund .....	Page 5-6
Notes to the Financial Statements .....	Page 7

#### **SUPPORTING SCHEDULES**

Non-Ad Valorem Special Assessments .....	Page 8
Bank Reconciliation .....	Page 9
Cash and Investment Report .....	Page 10
Check Register .....	Page 11-12

---

**Spring Ridge  
Community Development District**

**Financial Statements**

**(Unaudited)**

***September 30, 2022***

**Balance Sheet**  
September 30, 2022

ACCOUNT DESCRIPTION	GENERAL FUND	RECREATIONAL SPECIAL REVENUE FUND	SERIES 2015 A1 DEBT SERVICE FUND	SERIES 2015 A2 DEBT SERVICE FUND	TOTAL
<b>ASSETS</b>					
Cash - Checking Account	\$ 78,285	\$ -	\$ -	\$ -	\$ 78,285
Cash On Hand/Petty Cash	100	-	-	-	100
Allow -Doubtful Accounts	(727)	(100)	-	(339)	(1,166)
Assessments Receivable	730	104	123	209	1,166
Due From Other Funds	-	295,087	18,537	12,413	326,037
Investments:					
Money Market Account	926,145	-	-	-	926,145
Reserve Fund (A-1)	-	-	55,581	-	55,581
Reserve Fund (A-2)	-	-	-	32,732	32,732
Revenue Fund (A-1)	-	-	13,793	-	13,793
Revenue Fund (A-2)	-	-	-	47,351	47,351
Prepaid Items	19,395	-	-	-	19,395
Deposits	10,850	-	-	-	10,850
<b>TOTAL ASSETS</b>	<b>\$ 1,034,778</b>	<b>\$ 295,091</b>	<b>\$ 88,034</b>	<b>\$ 92,366</b>	<b>\$ 1,510,269</b>
<b>LIABILITIES</b>					
Accounts Payable	\$ (1,218)	\$ -	\$ -	\$ -	\$ (1,218)
Accrued Expenses	5,355	-	-	-	5,355
Sales Tax Payable	20	-	-	-	20
Deferred Revenue	727	100	340	-	1,167
Due To Other Funds	326,037	-	-	-	326,037
<b>TOTAL LIABILITIES</b>	<b>330,921</b>	<b>100</b>	<b>340</b>	<b>-</b>	<b>331,361</b>
<b>FUND BALANCES</b>					
<b>Nonspendable:</b>					
Prepaid Items	19,395	-	-	-	19,395
Deposits	10,850	-	-	-	10,850
<b>Restricted for:</b>					
Debt Service	-	-	87,694	92,366	180,060
Special Revenue	-	294,991	-	-	294,991
<b>Assigned to:</b>					
Operating Reserves	87,619	-	-	-	87,619
Reserves - ADA	19,675	-	-	-	19,675
Reserves - Clubhouse	16,318	-	-	-	16,318
Reserves - Gate/Entry Features	28,319	-	-	-	28,319
Reserves- Lake Embank/Drainage	87,869	-	-	-	87,869
Reserves - Parking Lots	78,999	-	-	-	78,999
Reserves - Roadways	137,408	-	-	-	137,408
Reserves - Swimming Pools	38,387	-	-	-	38,387
<b>Unassigned:</b>	179,018	-	-	-	179,018
<b>TOTAL FUND BALANCES</b>	<b>\$ 703,857</b>	<b>\$ 294,991</b>	<b>\$ 87,694</b>	<b>\$ 92,366</b>	<b>\$ 1,178,908</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 1,034,778</b>	<b>\$ 295,091</b>	<b>\$ 88,034</b>	<b>\$ 92,366</b>	<b>\$ 1,510,269</b>



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending September 30, 2022

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>REVENUES</b>					
Interest - Investments	\$ 1,763	\$ 1,763	\$ 7,229	\$ 5,466	410.04%
Room Rentals	-	-	706	706	0.00%
Special Assmnts- Tax Collector	394,147	394,147	394,614	467	100.12%
Special Assmnts- Discounts	(15,767)	(15,767)	(13,433)	2,334	85.20%
Other Miscellaneous Revenues	-	-	726	726	0.00%
Paver Project Revenue	-	-	12	12	0.00%
Gate Bar Code/Remotes	-	-	1,280	1,280	0.00%
Access Cards	-	-	1,361	1,361	0.00%
<b>TOTAL REVENUES</b>	<b>380,143</b>	<b>380,143</b>	<b>392,495</b>	<b>12,352</b>	<b>103.25%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
P/R-Board of Supervisors	9,600	9,600	7,200	2,400	75.00%
FICA Taxes	734	734	551	183	75.07%
ProfServ-Engineering	2,000	2,000	4,633	(2,633)	231.65%
ProfServ-Legal Services	7,000	7,000	4,736	2,264	67.66%
ProfServ-Mgmt Consulting	52,284	52,284	52,284	-	100.00%
ProfServ-Property Appraiser	7,883	7,883	7,883	-	100.00%
ProfServ-Trustee Fees	5,000	5,000	4,310	690	86.20%
Auditing Services	5,000	5,000	4,000	1,000	80.00%
Postage and Freight	1,055	1,055	419	636	39.72%
Insurance - General Liability	21,314	21,314	19,447	1,867	91.24%
Printing and Binding	950	950	1	949	0.11%
Legal Advertising	1,000	1,000	1,167	(167)	116.70%
Misc-Bank Charges	950	950	35	915	3.68%
Misc-Assessment Collection Cost	7,883	7,883	7,618	265	96.64%
Misc-Contingency	-	-	1,553	(1,553)	0.00%
Annual District Filing Fee	175	175	175	-	100.00%
<b>Total Administration</b>	<b>122,828</b>	<b>122,828</b>	<b>116,012</b>	<b>6,816</b>	<b>94.45%</b>
<b>Landscape Services</b>					
Contracts-Landscape	40,308	40,308	40,308	-	100.00%
Utility - Irrigation	7,225	7,225	24,466	(17,241)	338.63%
R&M-Renewal and Replacement	5,000	5,000	4,100	900	82.00%
R&M-Irrigation	2,000	2,000	755	1,245	37.75%
Misc-Contingency	100	100	300	(200)	300.00%
<b>Total Landscape Services</b>	<b>54,633</b>	<b>54,633</b>	<b>69,929</b>	<b>(15,296)</b>	<b>128.00%</b>
<b>Gatehouse</b>					
Communication - Teleph - Field	1,450	1,450	2,005	(555)	138.28%
Electricity - General	650	650	1,801	(1,151)	277.08%
R&M-General	6,714	6,714	3,352	3,362	49.93%
Misc-Contingency	100	100	-	100	0.00%
<b>Total Gatehouse</b>	<b>8,914</b>	<b>8,914</b>	<b>7,158</b>	<b>1,756</b>	<b>80.30%</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending September 30, 2022

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>Road and Street Facilities</u></b>					
Electricity - Streetlights	29,430	29,430	29,890	(460)	101.56%
R&M-Street Signs	1,000	1,000	35	965	3.50%
R&M-Walls and Signage	1,000	1,000	-	1,000	0.00%
Reserve - Gate/Entry Feature	2,591	2,591	3,221	(630)	124.31%
Reserve-Lake Embankm/Drainage	9,189	9,189	-	9,189	0.00%
Reserve - Roadways	5,000	5,000	-	5,000	0.00%
<b>Total Road and Street Facilities</b>	<b>48,210</b>	<b>48,210</b>	<b>33,146</b>	<b>15,064</b>	<b>68.75%</b>
<b><u>Parks and Recreation - General</u></b>					
Payroll-Salaries	77,000	77,000	98,597	(21,597)	128.05%
FICA Taxes	5,891	5,891	7,644	(1,753)	129.76%
Security Service - Sheriff	6,100	6,100	4,110	1,990	67.38%
Communication - Telephone	1,000	1,000	3,215	(2,215)	321.50%
Electricity - General	8,000	8,000	5,763	2,237	72.04%
Utility - Refuse Removal	1,850	1,850	2,536	(686)	137.08%
Utility - Water & Sewer	2,000	2,000	1,419	581	70.95%
R&M-Clubhouse	3,918	3,918	3,861	57	98.55%
R&M-Pools	6,600	6,600	817	5,783	12.38%
R&M-Fitness Center	-	-	163	(163)	0.00%
Misc-Bank Charges	-	-	71	(71)	0.00%
Misc-Holiday Lighting	1,000	1,000	65	935	6.50%
Misc-Property Taxes	748	748	1,511	(763)	202.01%
Special Events	2,500	2,500	1,706	794	68.24%
Misc-Contingency	464	464	8,608	(8,144)	1855.17%
Office Supplies	1,500	1,500	1,845	(345)	123.00%
Cleaning Supplies	1,100	1,100	1,940	(840)	176.36%
Op Supplies - General	10,000	10,000	5,737	4,263	57.37%
Op Supplies-Pool Chem.&Equipm.	3,000	3,000	2,397	603	79.90%
Reserve - Clubhouse	1,000	1,000	-	1,000	0.00%
Reserve - Parking Lot	8,376	8,376	25,998	(17,622)	310.39%
Reserve - Swimming Pools	3,512	3,512	-	3,512	0.00%
<b>Total Parks and Recreation - General</b>	<b>145,559</b>	<b>145,559</b>	<b>178,003</b>	<b>(32,444)</b>	<b>122.29%</b>
<b>TOTAL EXPENDITURES</b>	<b>380,143</b>	<b>380,143</b>	<b>404,248</b>	<b>(24,104)</b>	<b>106.34%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	-	-	(11,753)	(11,752)	0.00%
<b><u>OTHER FINANCING SOURCES (USES)</u></b>					
Contribution to (Use of) Fund Balance	-	-	-	-	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Net change in fund balance	\$ -	\$ -	\$ (11,753)	\$ (11,752)	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2021)</b>	<b>715,610</b>	<b>715,610</b>	<b>715,610</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 715,610</b>	<b>\$ 715,610</b>	<b>\$ 703,857</b>		

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending September 30, 2022

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>					
Interest - Investments	\$ -	\$ -	\$ -	\$ -	0.00%
Special Assmnts- Tax Collector	52,000	52,000	52,062	62	100.12%
Special Assmnts- Discounts	(2,080)	(2,080)	(1,772)	308	85.19%
<b>TOTAL REVENUES</b>	<b>49,920</b>	<b>49,920</b>	<b>50,290</b>	<b>370</b>	<b>100.74%</b>
<b><u>EXPENDITURES</u></b>					
<b><u>Administration</u></b>					
ProfServ-Property Appraiser	1,040	1,040	1,040	-	100.00%
Misc-Assessment Collection Cost	1,040	1,040	1,005	35	96.63%
<b>Total Administration</b>	<b>2,080</b>	<b>2,080</b>	<b>2,045</b>	<b>35</b>	<b>98.32%</b>
<b><u>Parks and Recreation - General</u></b>					
Capital Outlay	47,840	47,840	-	47,840	0.00%
<b>Total Parks and Recreation - General</b>	<b>47,840</b>	<b>47,840</b>	<b>-</b>	<b>47,840</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>49,920</b>	<b>49,920</b>	<b>2,045</b>	<b>47,875</b>	<b>4.10%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	-	-	48,245	48,245	0.00%
Net change in fund balance	\$ -	\$ -	\$ 48,245	\$ 48,245	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2021)</b>	<b>246,746</b>	<b>246,747</b>	<b>246,746</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 246,746</b>	<b>\$ 246,747</b>	<b>\$ 294,991</b>		

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending September 30, 2022

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>					
Interest - Investments	\$ 10	\$ 10	\$ 223	\$ 213	2230.00%
Special Assmnts- Tax Collector	118,609	118,609	118,750	141	100.12%
Special Assmnts- Discounts	(4,745)	(4,745)	(4,042)	703	85.18%
<b>TOTAL REVENUES</b>	<b>113,874</b>	<b>113,874</b>	<b>114,931</b>	<b>1,057</b>	<b>100.93%</b>
<b><u>EXPENDITURES</u></b>					
<b><u>Administration</u></b>					
ProfServ-Arbitrage Rebate	600	600	1,200	(600)	200.00%
ProfServ-Dissemination Agent	1,000	1,000	1,000	-	100.00%
ProfServ-Property Appraiser	2,372	2,372	2,372	-	100.00%
Misc-Assessment Collection Cost	2,372	2,372	2,292	80	96.63%
<b>Total Administration</b>	<b>6,344</b>	<b>6,344</b>	<b>6,864</b>	<b>(520)</b>	<b>108.20%</b>
<b><u>Debt Service</u></b>					
Principal Debt Retirement	55,000	55,000	55,000	-	100.00%
Principal Prepayments	-	-	5,000	(5,000)	0.00%
Interest Expense	52,320	52,320	52,200	120	99.77%
<b>Total Debt Service</b>	<b>107,320</b>	<b>107,320</b>	<b>112,200</b>	<b>(4,880)</b>	<b>104.55%</b>
<b>TOTAL EXPENDITURES</b>	<b>113,664</b>	<b>113,664</b>	<b>119,064</b>	<b>(5,400)</b>	<b>104.75%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	210	210	(4,133)	(4,343)	-1968.10%
<b><u>OTHER FINANCING SOURCES (USES)</u></b>					
Contribution to (Use of) Fund Balance	210	-	-	-	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>210</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Net change in fund balance	\$ 210	\$ 210	\$ (4,133)	\$ (4,343)	-1968.10%
<b>FUND BALANCE, BEGINNING (OCT 1, 2021)</b>	<b>91,827</b>	<b>91,827</b>	<b>91,827</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 92,037</b>	<b>\$ 92,037</b>	<b>\$ 87,694</b>		

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending September 30, 2022

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>					
Interest - Investments	\$ -	\$ -	\$ 257	\$ 257	0.00%
Special Assmnts- Tax Collector	70,999	70,999	71,084	85	100.12%
Special Assmnts- Discounts	(2,840)	(2,840)	(2,420)	420	85.21%
<b>TOTAL REVENUES</b>	<b>68,159</b>	<b>68,159</b>	<b>68,921</b>	<b>762</b>	<b>101.12%</b>
<b><u>EXPENDITURES</u></b>					
<b><u>Administration</u></b>					
ProfServ-Property Appraiser	1,420	1,420	1,420	-	100.00%
Misc-Assessment Collection Cost	1,419	1,419	1,372	47	96.69%
<b>Total Administration</b>	<b>2,839</b>	<b>2,839</b>	<b>2,792</b>	<b>47</b>	<b>98.34%</b>
<b><u>Debt Service</u></b>					
Principal Debt Retirement	30,000	30,000	30,000	-	100.00%
Interest Expense	36,000	36,000	36,000	-	100.00%
<b>Total Debt Service</b>	<b>66,000</b>	<b>66,000</b>	<b>66,000</b>	<b>-</b>	<b>100.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>68,839</b>	<b>68,839</b>	<b>68,792</b>	<b>47</b>	<b>99.93%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	(680)	(680)	129	809	-18.97%
<b><u>OTHER FINANCING SOURCES (USES)</u></b>					
Contribution to (Use of) Fund Balance	(680)	-	-	-	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(680)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Net change in fund balance	\$ (680)	\$ (680)	\$ 129	\$ 809	-18.97%
<b>FUND BALANCE, BEGINNING (OCT 1, 2021)</b>	<b>92,237</b>	<b>92,237</b>	<b>92,237</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 91,557</b>	<b>\$ 91,557</b>	<b>\$ 92,366</b>		

## Spring Ridge

Community Development District

### Notes to the Financial Statements SEPTEMBER 30, 2022

#### Assets

- ▶ The District has General Fund monies invested in one money market account. (See Cash & Investments Report for further details.)
- ▶ Allowance for Doubtful accounts represents amount due for prior years uncollected assessments
- ▶ Assessments Receivable represents amount due for FY 2021 uncollected assessments.
- ▶ Deposit is for Jorge Carreras Landscape Retaining Wall.

#### Liabilities

- ▶ Accounts Payable represents invoices from prior months to be paid in September.
- Accrued Expenses represents invoices for the month of September to be paid in October.
- Sales Tax Payable represents amount due to the District for sales tax on a rental refund. Credit will be adjusted the following month's sales tax return.
- Deferred Revenue represents the amount due for FY2021 uncollected assessments.

#### Financial Overview / Highlights

- ▶ As of September 2022, total revenues are at 103.25% of the annual budget. The special assessment tax collector is at 100.12%.
- ▶ Total expenditures are at 106.34% of the annual budget.

#### Variance Analysis

Account Name	YTD Actual	Annual Budget	% of Budget	Explanation
<b>General Fund Expenditures</b>				
<u><b>Administrative</b></u>				
ProfServ-Mgmt Consulting Serv	\$52,284	\$52,284	100%	The budgeted amount includes monthly management fee and annual assessment roll fee.
ProfServ-Property Appraiser	\$7,883	\$7,883	100%	Property Appraiser services paid in full.
Insurance-General Liability	\$19,447	\$21,314	91%	First and Second Installment for FY2021-2022.
Misc-Contingency	\$1,553	\$0	N/A	Innersync Studio website serv/compliance not budgeted.
<u><b>Landscape</b></u>				
Utility-Irrigation	\$24,466	\$7,225	339%	Payments to Hernando County Utilities.
<u><b>Gatehouse</b></u>				
Electricity-General	\$1,801	\$650	277%	Payments to Withlacoochee River Electric.
<u><b>Parks and Recreation</b></u>				
Payroll Salaries	\$98,597	\$77,000	128%	All payments for payroll.
Security Service - Sheriff	\$4,110	\$6,100	67%	All payments for patrols.
Communications-Telephone	\$3,215	\$1,000	322%	Payments to Bright House Networks.
Special Events	\$1,706	\$2,500	68%	All payments for special events.
Misc-Contingency	\$8,608	\$464	1855%	Includes Superior Sealer - \$2,650, Southern Automated - \$2,620, and misc. purchases.
Cleaning Supplies	\$1,940	\$1,100	176%	All payments made for cleaning supplies.
Reserve-Parking Lot	\$25,998	\$8,376	310%	Includes PID Carreras - \$21,586 for installation of chain fence, sidewalk grinding, and parking lot repairs.

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

**Spring Ridge  
Community Development District**

**Supporting Schedules**

*September 30, 2022*

**Non-Ad Valorem Special Assessments - Hernando County Tax Collector**  
**(Monthly Assessment Collection Distributions)**  
**For the Fiscal Year Ending September 30, 2022**

						ALLOCATION BY FUND			
Date Received	Net Amount Received	Discount / (Penalty) Amount	Appraiser Cost	Collection Cost	Gross Amount Received	General Fund	Rec Fund	Series 2015A-1 Debt Service Fund	Series 2015A-2 Debt Service Fund
Assessments Levied FY 2021					\$ 635,755.10	\$ 394,147	\$ 52,000	\$ 118,609	\$ 70,999
Allocation %					100.00%	62.00%	8.18%	18.66%	11.17%
11/24/21	32,031	1,919	12,715	913	47,578	29,497	3,891	8,876	5,313
12/07/21	31,974	1,360	-	653	33,986	21,070	2,780	6,340	3,795
12/20/21	415,853	17,682	-	8,487	442,023	274,039	36,154	82,465	49,364
01/06/22	34,956	1,383	-	713	37,052	22,971	3,031	6,913	4,138
01/25/22	7,830	247	-	160	8,237	5,106	674	1,537	920
03/02/22	13,506	306	-	276	14,087	8,734	1,152	2,628	1,573
03/15/22	10,512	121	-	215	10,848	6,725	887	2,024	1,211
05/04/22	18,176	14	-	371	18,562	11,508	1,518	3,463	2,073
05/24/22	1,374	-	-	28	1,402	869	115	262	157
06/22/22	18,506	(754)	-	378	18,130	11,240	1,483	3,382	2,025
06/22/22	4,649	(138)	-	95	4,606	2,855	377	859	514
<b>TOTAL</b>	<b>\$589,366</b>	<b>\$22,140</b>	<b>\$12,715</b>	<b>\$12,287</b>	<b>\$636,509</b>	<b>\$394,614</b>	<b>\$52,062</b>	<b>\$118,749</b>	<b>\$71,084</b>
% Collected					100.12%	100.12%	100.12%	100.12%	100.12%
TOTAL OUTSTANDING					\$ (754)	\$ (467)	\$ (62)	\$ (141)	\$ (84)



# Spring Ridge CDD

Bank Reconciliation

Agenda Page 17

Bank Account No. 8391 Valley Bank GF  
Statement No. 09-22  
Statement Date 9/30/2022

G/L Balance (LCY)	78,284.97	Statement Balance	87,358.61
G/L Balance	78,284.97	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	87,358.61
Subtotal	78,284.97	Outstanding Checks	9,073.64
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	78,284.97	Ending Balance	78,284.97
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>						
8/8/2022	Payment	5625	JACK EVANS	120.00	0.00	120.00
8/8/2022	Payment	5626	JOSEPH MCCLELLAN	120.00	0.00	120.00
8/19/2022	Payment	5636	JACK EVANS	120.00	0.00	120.00
9/1/2022	Payment	DD1544	SANDRA MANUELE	1,377.48	0.00	1,377.48
9/1/2022	Payment	DD1545	LAURIE B LIEDKE	486.23	0.00	486.23
9/1/2022	Payment	DD1546	LORI A. BUSCEMI	847.56	0.00	847.56
9/1/2022	Payment	DD1547	JOSE R. DEL TORO	784.97	0.00	784.97
9/20/2022	Payment	5654	SOUTHERN AUTOMATED ACCESS SVCS L	171.20	0.00	171.20
9/23/2022	Payment	5656	FEDEX	11.64	0.00	11.64
9/30/2022	Payment	5657	INFRAMARK LLC	4,884.36	0.00	4,884.36
9/30/2022	Payment	5658	KELLY PEST CONTROL	70.00	0.00	70.00
9/30/2022	Payment	5659	TIMES PUBLISHING COMPANY	80.20	0.00	80.20
<b>Total Outstanding Checks.....</b>				<b>9,073.64</b>		<b>9,073.64</b>

**Spring Ridge**

Community Development District

**Cash and Investment Report**  
**September 30, 2022**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>MATURITY</u>	<u>BALANCE</u>
<b>GENERAL FUND</b>				
Checking Account - Operating	Valley	0.050%	n/a	78,285
Petty Cash			n/a	100
Money Market Account	Valley	0.250%	n/a	926,145
			Subtotal	<u>\$ 1,004,530</u>
<b>DEBT SERVICE FUND</b>				
Series 2015 A1 Reserve Acct	US Bank	0.005%	n/a	55,581
Series 2015 A1 Revenue Acct	US Bank	0.005%	n/a	13,793
Series 2015 A2 Reserve Acct	US Bank	0.005%	n/a	32,732
Series 2015 A2 Revenue Acct	US Bank	0.005%	n/a	47,351
			Subtotal	<u>\$ 149,457</u>
			Total	<u><u>\$ 1,153,987</u></u>

**SPRING RIDGE**

Community Development District

**Payment Register by Fund  
For the Period from 09/01/22 to 09/30/22  
(Sorted by Check / ACH No.)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>GENERAL FUND - 001</b>								
001	5649	09/07/22	NDL LLC	134538	SEPT 2022 MONTHLY CONTRACT SERVICE	Contracts-Landscape	534050-53902	\$3,359.00
001	5650	09/07/22	WILLIAM HARSANYI III	73145	8/27/22 - 8/28/22 SECURITY	Security Service - Sheriff	534365-57201	\$120.00
001	5651	09/12/22	CHRISTOPHER J CROFT	73210	9/2/22 - 9/3/22 SECURITY SERVICES	Security Service - Sheriff	534365-57201	\$120.00
001	5652	09/12/22	JUAN PEREZ	73219	9/4/22 - 9/5/22 SECURITY SERVICES	Security Service - Sheriff	534365-57201	\$120.00
001	5653	09/20/22	NDL LLC	134794	BRUSH HOG CLEAN UP	R&M-Renewal and Replacement	546002-53902	\$1,600.00
001	5654	09/20/22	SOUTHERN AUTOMATED ACCESS SVCS LLC	11694	SEPTEMBER 2022 CAPXL CLOUD	Communication - Teleph - Field	541005-53904	\$171.20
001	5655	09/23/22	EGIS INSURANCE ADVISORS LLC	16895	PACKAGE -NEW BUSINESS	Prepaid Items	155000	\$16,492.00
001	5655	09/23/22	EGIS INSURANCE ADVISORS LLC	16894	WORKERS COMP - NEW BUSINESS	Workers comp 10/01/22-10/01/23	155000	\$2,903.11
001	5656	09/23/22	FEDEX	7-878-78700	SHIPPING FEE	Postage and Freight	541006-51301	\$11.64
001	5657	09/30/22	INFRAMARK LLC	83103	SEPTEMBER 2022 MANAGEMENT SERVICES	ProfServ-Mgmt Consulting Serv	531027-51201	\$3,860.42
001	5657	09/30/22	INFRAMARK LLC	83103	SEPTEMBER 2022 MANAGEMENT SERVICES	Postage and Freight	541006-51301	\$23.94
001	5657	09/30/22	INFRAMARK LLC	83103	SEPTEMBER 2022 MANAGEMENT SERVICES	ProfServ-Dissemination Agent	531012-51301	\$1,000.00
001	5658	09/30/22	KELLY PEST CONTROL	39754	BIMONTHLY PEST CONTROL	R&M-Clubhouse	546015-57201	\$70.00
001	5659	09/30/22	TIMES PUBLISHING COMPANY	0000246519	MEETING SCHEDULE/AFFIDAVIT MATERIAL	Legal Advertising	548002-51301	\$80.20
001	DD1562	09/01/22	CHARTER COMMUNICATIONS-ACH	081422-4701 ACH	SRVCS FROM 08/13/22 - 09/12/22	Communication - Telephone	541003-57201	\$272.68
001	DD1563	09/21/22	HERNANDO COUNTY UTILITIES - ACH	083122 ACH	7/28/22 - 8/31/22 UTILITY SRVCS	Utility - Water & Sewer	543021-57201	\$104.74
001	DD1563	09/21/22	HERNANDO COUNTY UTILITIES - ACH	083122 ACH	7/28/22 - 8/31/22 UTILITY SRVCS	Utility - Irrigation	543014-53902	\$2,417.49
001	DD1564	09/07/22	REPUBLIC SERVICES #762 - ACH	0762-003121240 ACH	9/1/22 - 9/30/22 REFUSE REMOVAL	Utility - Refuse Removal	543020-57201	\$219.75
001	DD1565	09/09/22	WITHLACOOCHEE RIVER ELECTRIC	082422 ACH	7/20/22 - 8/18/22 SRVCS	Electricity - General	543006-53904	\$54.72
001	DD1565	09/09/22	WITHLACOOCHEE RIVER ELECTRIC	082422 ACH	7/20/22 - 8/18/22 SRVCS	Electricity - General	543006-57201	\$501.99
001	DD1565	09/09/22	WITHLACOOCHEE RIVER ELECTRIC	082422 ACH	7/20/22 - 8/18/22 SRVCS	Electricity - Streetlighting	543013-54101	\$2,561.59
001	DD1565	09/09/22	WITHLACOOCHEE RIVER ELECTRIC	082422 ACH	7/20/22 - 8/18/22 SRVCS	Electricity - General	543006-53904	\$127.31
001	DD1544	09/01/22	SANDRA MANUELE	PAYROLL	September 01, 2022 Payroll Posting			\$1,377.48
001	DD1545	09/01/22	LAURIE B LIEDKE	PAYROLL	September 01, 2022 Payroll Posting			\$486.23
001	DD1546	09/01/22	LORI A. BUSCEMI	PAYROLL	September 01, 2022 Payroll Posting			\$847.56
001	DD1547	09/01/22	JOSE R. DEL TORO	PAYROLL	September 01, 2022 Payroll Posting			\$784.97
001	DD1554	09/15/22	SANDRA MANUELE	PAYROLL	September 15, 2022 Payroll Posting			\$1,329.27
001	DD1555	09/15/22	LAURIE B LIEDKE	PAYROLL	September 15, 2022 Payroll Posting			\$398.96
001	DD1556	09/15/22	LORI A. BUSCEMI	PAYROLL	September 15, 2022 Payroll Posting			\$761.91
001	DD1557	09/15/22	JOSE R. DEL TORO	PAYROLL	September 15, 2022 Payroll Posting			\$738.80
001	DD1558	09/29/22	SANDRA MANUELE	PAYROLL	September 29, 2022 Payroll Posting			\$1,377.48
001	DD1559	09/29/22	LAURIE B LIEDKE	PAYROLL	September 29, 2022 Payroll Posting			\$486.23
001	DD1560	09/29/22	LORI A. BUSCEMI	PAYROLL	September 29, 2022 Payroll Posting			\$847.56
001	DD1561	09/29/22	JOSE R. DEL TORO	PAYROLL	September 29, 2022 Payroll Posting			\$784.97
<b>Fund Total</b>								<b>\$46,413.20</b>

**SPRING RIDGE**

Community Development District

**Payment Register by Fund  
For the Period from 09/01/22 to 09/30/22  
(Sorted by Check / ACH No.)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
----------	-----------------	------	-------	-------------	---------------------	--------------------------	---------------	-------------

**SERIES 2015 A1 DEBT SERVICE FUND - 202**

202	5648	09/07/22	AMTEC	5164-06-22	ARBITRAGE SERIES 2015 A-1, 2 & 3 P/E 05/31/22	SPEC ASSESSMENT REVENUE BOND-SERIES	531002-51301	\$1,200.00
<b>Fund Total</b>								<b>\$1,200.00</b>

<b>Total Checks Paid</b>	<b>\$47,613.20</b>
--------------------------	--------------------

September 22, 2022

Board of Supervisors  
*Spring Ridge Community Development District*  
210 N. University Drive, Suite 702  
Coral Springs, FL 33071

The following represents our understanding of the services we will provide *Spring Ridge Community Development District*.

You have requested that we audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of *Spring Ridge Community Development District*, as of September 30, 2022, and for the year then ended and the related notes to the financial statements, which collectively comprise *Spring Ridge Community Development District's* basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and in accordance with Government Auditing Standards, will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Accounting principles generally accepted in the United States of America, (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB) require that certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by GASB, 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 required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America, (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

1. Management's Discussion and Analysis

#### **Auditor Responsibilities**

We will conduct our audit in accordance with U.S. GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.550, *Rules of the Auditor General*. As part of an audit in accordance with GAAS, Government Auditing Standards, and Chapter 10.550, *Rules of the Auditor General*, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and Government Auditing Standards.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

### **Compliance with Laws and Regulations**

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of *Spring Ridge Community Development District's* compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Management Responsibilities**

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
3. To provide us with:
  - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
  - b. Additional information that we may request from management for the purpose of the audit; and
  - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
4. For including the auditor's report in any document containing financial statements that indicates that such financial statements have been audited by us;
5. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
6. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole; and
7. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
8. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
9. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
10. For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

### **Nonattest Services**

With respect to any nonattest services we perform, such as drafting the financial statements, we will not assume management responsibilities on behalf of the District. However, we will provide advice and recommendations to assist management of the District in performing its responsibilities.

The District's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the engagement are as follows:

- We will perform the services in accordance with applicable professional standards, including Government Auditing Standards
- The engagement is limited to the drafting of financial statements as previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account codings and approving journal entries.

*Government Auditing Standards* require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of the preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

### **Reporting**

We will issue a written report upon completion of our audit of *Spring Ridge Community Development District's* basic financial statements. Our report will be addressed to the governing body of *Spring Ridge Community Development District*. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. If our opinions on the basic financial statements are 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 opinions, we may decline to express opinions or to issue a report as a result of this engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

We will also issue a written report on the District's compliance with the requirements of Section 218.415, Florida Statutes upon completion of our audit.

### **Other**

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

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet 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.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

### **Provisions of Engagement Administration, Timing and Fees**

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

We expect to begin our audit in January 2023 and the audit reports and all corresponding reports will be issued no later than June 30, 2023.

Tamara Campbell is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising McDirmit Davis, LLC's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fee for these services described in this letter will be \$4,000 for the year ended September 30, 2022, unless the scope of the engagement is changed; the assistance that *Spring Ridge Community Development District* has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding.

Our invoices for fees shall be rendered upon completion of the work, shall provide sufficient detail to demonstrate that fees charged are solely for the specified services as actually rendered and shall demonstrate compliance with the terms of this agreement.

This Agreement provides for the agreement period of one (1) year, unless terminated earlier in accordance with this Agreement. This agreement may be renewed for one additional year subject to the mutual agreement by both parties to the terms and fees for such renewal. The District agrees that Auditor may terminate this Agreement with or without cause by providing sixty (60) days' written notice of termination to the District; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement. Auditor agrees that the District may terminate this Agreement immediately with cause. Auditor further agrees that the District may terminate this Agreement by providing thirty (30) days' written notice of termination to Auditor. Upon any termination of this Agreement, Auditor shall be entitled to payment for all work and/or services rendered up until the effective termination date, subject to whatever claims or off-sets the District may have against Auditor.

Whenever possible, we will attempt to use *Spring Ridge Community Development District's* personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

### **Public Records**

Auditor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and. Accordingly, Auditor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Auditor acknowledges that the designated public records custodian for the District is INFRAMARK ("Public Records Custodian"). Among other requirements and to the extent applicable by law, Auditor shall 1) Keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Auditor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Auditor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Auditor, Auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District, in a format that is compatible with Microsoft Word or Adobe PDF formats.



**IF THE AUDITOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE AUDITOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE PUBLIC RECORDS CUSTODIAN AT 954-753-5841, SANDRA.DEMARCO@INFRAMARK.COM, OR AT 210 N. UNIVERSITY DRIVE, SUITE 702, CORAL SPRINGS, FL 33071.**

The CONTRACTOR and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their employees. The CONTRACTOR agrees and acknowledges that the OWNER 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 OWNER has a good faith belief that the CONTRACTOR 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 OWNER shall terminate this Agreement. If the OWNER has a good faith belief that a subcontractor performing work under this 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 OWNER shall promptly notify the CONTRACTOR and order the CONTRACTOR to immediately terminate the contract with the subcontractor. The CONTRACTOR shall be liable for any additional costs incurred by the OWNER as a result of the termination of a contract based on CONTRACTOR'S failure to comply with E-Verify requirements evidenced herein.

At the conclusion of our audit engagement, we will communicate to the Board of Supervisors the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of McDirmit Davis, LLC and constitutes confidential information. However, we may be requested to make certain audit documentation available to a federal or state 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, pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of McDirmit Davis, LLC's 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 of information contained therein to others, including other governmental agencies.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

*McDermitt Davis*

McDermitt Davis, LLC  
Orlando, FL

\*\*\*\*\*

RESPONSE:

This letter correctly sets forth our understanding.

Spring Ridge Community Development District

Acknowledged and agreed on behalf of Spring Ridge Community Development District by:

\_\_\_\_\_

Title: \_\_\_\_\_



**PRIDA, GUIDA & PEREZ, P.A.**  
**CERTIFIED PUBLIC ACCOUNTANTS**  
 1106 N. FRANKLIN STREET  
 TAMPA, FLORIDA 33602  
 TELEPHONE: (813) 226-6091  
 FAX: (813) 229-7754

## **Report on the Firm's System of Quality Control**

August 21, 2020

To the Owners of McDirmit Davis, LLC  
 And the Peer Review Committee of the  
 Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of McDirmit Davis, LLC (the firm), in effect for the year ended June 30, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, a compliance audit under the Single Audit Act, and an audit of an employee benefit plan.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### **Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of McDirmit Davis, LLC in effect for the year ended June 30, 2020 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. McDirmit Davis, LLC has received a peer review rating of *pass*.

Prida Guida & Perez, P.A.



Florida Insurance Alliance, Local Government Insurance Trust  
250 International Parkway, Suite 260  
Lake Mary, Florida 32746

Call 1-888-259-3010 to present inquiries or obtain information about coverage and to provide assistance in resolving complaints.

**WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY  
INFORMATION PAGE**

<b>Policy No.:</b>	WC100122925	NCCI Carrier Code No.: 48063
<b>Previous Policy No.:</b>	N/A	

**1. Named Insured and Address**

Spring Ridge Community Development District  
14133 Sweet Shrub Court  
Brooksville, FL 34613

**Other workplaces not shown above:** *See attached Other Workplaces Schedule WC 99 00 01*

**Entity of Insured:**

2. The Policy Period is from October 1, 2022 to October 1, 2023 12:01 am Standard Time at the Insured's mailing address
3. A. Workers' Compensation Insurance: Part One of the policy applies to the Workers' Compensation Law of the states listed here: FL

B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3.A. The Limits of our liability under Part Two are:

Bodily Injury by Accident	\$1,000,000	each accident
Bodily Injury by Disease	\$1,000,000	policy limit
Bodily Injury by Disease	\$1,000,000	each employee

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:

D. This policy includes these endorsements and schedules:

*See Schedule of Forms and Endorsements WC 99 00 03*

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates, and Rating Plans. All required information shown on the schedule is subject to verification and change by audit.

Classifications	Code No.	Premium Basis Total Estimated Annual Remuneration	Rate Per \$100 of Remuneration	Estimated Annual Premium
-----------------	----------	---	--------------------------------	--------------------------

*See Schedule of Operations WC 99 00 04 for detail by state*

Minimum Premium: \$524.00

Expense Constant	\$160.00
Total Estimated Annual Premium	\$2,903.11
Total Amount Due	\$2,903.11

**Agency Name and Address:**

**Egis Insurance Advisors LLC**

250 International Parkway, Suite 260  
Lake Mary, FL 32746-5022

IN WITNESS WHEREOF, Florida Insurance Alliance has caused this policy to be executed and attested, and if required by state law, this policy shall not be valid unless countersigned by our authorized representative.

Countersigned by   
Trust Administrator



Florida Insurance Alliance, Local Government Insurance Trust  
250 International Parkway, Suite 260  
Lake Mary, Florida 32746

## **Workers Compensation and Employers Liability**

### **24/7 CLAIM REPORTING**

Dear Valued Member:

Thank you for choosing Florida Insurance Alliance as your workers' compensation carrier. In our continuing effort to provide FIA members and their employees with best-in-class claim service, you may now report and get claim assistance 24 hours a day / 7 days a week.

---

#### **To report losses, claims, or potential claims:**

- **Please call toll free 1-855-332-3656**
  - or
  - **Visit our Workers Compensation claims portal**  
[www.CareMC.com](http://www.CareMC.com)
- 

For emergency Workers Compensation claims requiring immediate assistance, please use the toll-free option. Your call will be referred to a claims professional who will respond within an hour of your call with direction and assistance.

To request access to CareMC, please send an email to [Claims@EgisAdvisors.com](mailto:Claims@EgisAdvisors.com) and supply the following in the body of the email:

- Your Name
- Policy Number
- Address
- Phone Number
- E-mail Address

For all other inquiries or if you have any claims related questions, please contact our claims department at 888-259-3010 ext 2.

Again, please accept my sincere thanks for choosing Florida Insurance Alliance. We look forward to being your insurance carrier of choice and to exceeding your expectations.

Sincerely,

Andres Jimenez  
Sr. Manager, Claims and Risk Services  
Egis Insurance and Risk Advisors



Florida Insurance Alliance, Local Government Insurance Trust  
250 International Parkway, Suite 260  
Lake Mary, Florida 32746

## **WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY**

---

### **OTHER WORKPLACES SCHEDULE - EXTENSION OF INFORMATION PAGE - ITEM 1**

**Policy No.:** WC100122925

---

#### **LOC INSURED NAME & LOCATION**

14133 Sweet Shrub Court  
Brooksville, FL 34613



Florida Insurance Alliance, Local Government Insurance Trust  
250 International Parkway, Suite 260  
Lake Mary, Florida 32746

**WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY**

---

**NAMED INSURED EXTENSION – EXTENSION OF INFORMATION PAGE - ITEM 2**

**Policy No.:** WC100122925

**Issued By:** FLORIDA INSURANCE ALLIANCE

**Policy Period:** October 1, 2022 to October 1, 2023

**NAMED INSURED AND ADDRESS**

Spring Ridge Community Development District  
14133 Sweet Shrub Court  
Brooksville, FL 34613

---





Florida Insurance Alliance, Local Government Insurance Trust  
250 International Parkway, Suite 260  
Lake Mary, Florida 32746

## WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

### SCHEDULE OF FORMS AND ENDORSEMENTS EXTENSION OF INFORMATION PAGE - ITEM 3.D

Policy No.: WC100122925

The following Information Pages, Forms, and Endorsements are applicable to:

#### Workers Compensation

<u>Number</u>	<u>Edition</u>	<u>Description</u>
WC 00 00 01 A	03 18	Information Page
WC 99 00 01	03 18	Other Workplaces Schedule
WC 99 00 02	03 18	Named Insured Extension
WC 99 00 03	03 18	Schedule of Forms and Endorsements
WC 99 00 04	03 18	Schedule of Operations
WC 00 00 00 C	01 15	Workers Compensation and Employers Liability Insurance Policy
WC 00 04 04	04 84	Pending Rate Change Endorsement
WC 00 04 06 A	07 95	Premium Discount Endorsement
WC 00 04 14	07 90	Notification of Change in Ownership Endorsement
WC 00 04 19	01 01	Premium Due Date Endorsement
WC 09 03 03	08 05	Florida Employers Liability Coverage Endorsement
WC 09 04 03 B	01 15	Florida Terrorism Risk Insurance Program Reauthorization Act Endorsement
WC 09 04 07	07 13	Florida Non-Cooperation with Premium Audit Endorsement
WC 09 06 06	10 98	Florida Employment and Wage Information Release Endorsement



Florida Insurance Alliance, Local Government Insurance Trust  
250 International Parkway, Suite 260  
Lake Mary, Florida 32746

## WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

### SCHEDULE OF OPERATIONS - EXTENSION OF INFORMATION PAGE - ITEM 4

#### FLORIDA

Policy No.: WC100122925

Class Code No.	Class Description	Premium Basis Total Estimated Annual Remuneration	Rate Per \$100 of Remuneration	Estimated Annual Premium
8810	Clerical Office Employees NOC	\$19,950	0.16	\$31.92
9015	Buildings - Operation by Owner or Lessee	\$63,105	3.64	\$2,297.02
9102	Park NOC - Employees & Drivers	\$7,875	3.62	\$285.08



## **WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY**

In return for the payment of the premium and subject to all terms of this policy we agree with you as follows:

### **General Section**

#### **A. The Policy**

This policy includes at its effective date the Information Page and all endorsements and schedules listed there. It is a contract of insurance between you (the employer named in Item 1 of the Information Page) and us (the insurer named on the Information Page). The only agreements relating to this insurance are stated in this policy. The terms of this policy may not be changed or waived except by endorsement issued by us to be part of this policy.

#### **B. Who is Insured**

You are insured if you are an employer named in Item 1 of the Information Page. If that employer is a partnership, and if you are one of its partners, you are insured, but only in your capacity as an employer of the partnership's employees.

#### **C. Workers Compensation Law**

Workers Compensation Law means the workers or workmen's compensation law and occupational disease law of each state or territory named in Item 3.A. of the Information Page. It includes any amendments to that law which are in effect during the policy period. It does not include any federal workers or workmen's compensation law, any federal occupational disease law or the provisions of any law that provide nonoccupational disability benefits.

#### **D. State**

State means any state of the United States of America, and the District of Columbia.

#### **E. Locations**

This policy covers all of your workplaces listed in Items 1 or 4 of the Information Page; and it covers all other workplaces in Item 3.A. states unless you have other insurance or are self-insured for such workplaces.

## **PART ONE WORKERS COMPENSATION INSURANCE**

#### **A. How this Insurance Applies**

This workers compensation insurance applies to bodily injury by accident or bodily injury by disease. Bodily injury includes resulting death.

1. Bodily injury by accident must occur during the policy period.
2. Bodily injury by disease must be caused or aggravated by the conditions of your employment. The employee's last day of last exposure to the conditions causing aggravating such bodily injury by disease must occur during the policy period.

#### **B. We Will Pay**

We will pay promptly when due the benefits required of you by the workers compensation law.

**C. We Will Defend**

We have the right and duty to defend at our expense any claim, proceeding or suit against you for benefits payable by this insurance. We have the right to investigate and settle these claims, proceedings or suits. We have no duty to defend a claim, proceeding or suit that is not covered by the insurance.

**D. We Will Also Pay**

We will also pay these costs, in addition to other amounts payable under this insurance, as part of any claim, proceeding or suit we defend:

1. Reasonable expenses incurred at our request but not loss of earnings;
2. Premiums for bonds to release attachments and for appeal bonds in bond amounts up to the amount payable under this insurance;
3. Litigation costs taxed against you;
4. Interest on a judgement as required by law until we offer the amount due under this insurance; and
5. Expenses we incur

**E. Other Insurance**

We will not pay more than our share of benefits and costs covered by this insurance and other insurance or self-insurance. Subject to any limits of liability that may apply, all shares will be equal until the loss is paid. If any insurance or self-insurance is exhausted, the shares of all remaining insurance will be equal until the loss is paid.

**F. Payments You Must Make**

You are responsible for any payments in excess of the benefits regularly provided by the workers compensation law including those required because:

1. Of your serious and willful misconduct;
2. You knowingly employ an employee in violation of law;
3. You fail to comply with a health or safety law or regulation; or
4. You discharge, coerce or otherwise discriminate against any employee in violation of the workers compensation law.

If we make any payments in excess of the benefits regularly provided by the workers compensation law on your behalf, you will reimburse us promptly

**G. Recovery from Others**

We have your rights, and the rights of persons entitled to the benefits of this insurance, to recover our payments from anyone liable for the injury. You will do everything necessary to protect those rights for us and to help us enforce them.

**H. Statutory Provisions**

These statements apply where they are required by law.

1. As between an injured worker and us, we have notice of the injury when you have notice
2. Your default or the bankruptcy or insolvency of you or your estate will not relieve us of our duties under this insurance after an injury occurs.
3. We are directly and primarily liable to any person entitled to the benefits payable by this insurance. Those persons may enforce our duties; so may an agency authorized by law. Enforcement may be against us or against you and us.

4. Jurisdiction over you is jurisdiction over us for purposes of the workers compensation law. We are bound by decisions against you under that law, subject to the provisions of this policy that are not in conflict with that law.
  5. This insurance conforms to the parts of the workers compensation law that apply to:
    - a. Benefits payable by this insurance;
    - b. Special taxes, payments into security or other special funds, and assessments payable by us under that law.
  6. Terms of this insurance that conflict with the workers compensation law are changed by this statement to conform to that law.
- Nothing in these paragraphs relieves you of your duties under this policy.

## **PART TWO**

### **EMPLOYERS LIABILITY INSURANCE**

#### **A. How this Insurance Applies**

This Employers Liability Insurance applies to bodily injury by accident or bodily injury by disease. Bodily injury includes resulting death.

1. The bodily injury must arise out of and in the course of the injured employee's employment by you.
2. The employment must be necessary or incidental to your work in a state or territory listed in Item 3.A. of the Information Page.
3. Bodily injury by accident must occur during the policy period.
4. Bodily injury by disease must be caused or aggravated by the conditions of your employment. The employee's last day of last exposure to the conditions causing or aggravating such bodily injury by disease must occur during the policy period.
5. If you are sued, the original suit and any related legal actions for damages for bodily injury by accident or by disease must be brought in the United States of America, its territories or possessions, or Canada.

#### **B. We Will Pay**

We will pay all sums that you legally must pay as damages because of bodily injury to your employees, provided the bodily injury is covered by the Employers Liability Insurance.

The damages we will pay, where recovery is permitted by law, include damages:

1. For which you are liable to a third party by reason of a claim or suit against you by that third party to recover the damages claimed against such third party as a result of injury to your employee;
2. For care and loss of services; and
3. For consequential bodily injury to a spouse, child, parent, brother or sister of the injured employee provided that these damages are the direct consequence of the bodily injury that arises out of and in the course of the injured employee's employment by you; and
4. Because of bodily injury to your employee that arises out of and in the course of employment, claimed against you in a capacity other than as employer.

### **C. Exclusions**

This insurance does not cover:

1. Liability assumed under a contract. This exclusion does not apply to a warranty that your work will be done in a workmanlike manner;
2. Punitive or exemplary damages because of bodily injury to an employee employed in violation of law;
3. Bodily injury to an employee while employed in violation of law with your actual knowledge or the actual knowledge of any of your executive officers;
4. Any obligation imposed by a workers compensation, occupational disease, unemployment compensation, or disability benefits law, or any similar law;
5. Bodily injury intentionally caused or aggravated by you;
6. Bodily injury occurring outside the United States of America, its territories or possessions, and Canada. This exclusion does not apply to bodily injury to a citizen or resident of the United States of America or Canada who is temporarily outside these countries;
7. Damages arising out of coercion, criticism, demotion, evaluation, reassignment, discipline, defamation, harassment, humiliation, discrimination against or termination of any employee, or any personnel practices, policies, acts or omissions;
8. Bodily injury to any person in work subject to the Longshore and Harbor Workers' Compensation Act (33 U.S.C. Sections 901 et seq.), the Nonappropriated Fund Instrumentalities Act (5 U.S.C. Sections 8171 et seq.), the Outer Continental Shelf Lands Act (43 U.S.C. Sections 1331 et seq.), the Defense Base Act (42 U.S.C. Sections 1651–1654), the Federal Mine Safety and Health Act (30 U.S.C. Sections 801 et seq. and 901- 944), any other federal workers or workmen's compensation law or other federal occupational disease law, or any amendments to these laws;
9. Bodily injury to any person in work subject to the Federal Employers' Liability Act (45 U.S.C. Sections 51 et seq.), any other federal laws obligating an employer to pay damages to an employee due to bodily injury arising out of or in the course of employment, or any amendments to those laws;
10. Bodily injury to a master or member of the crew of any vessel, and does not cover punitive damages related to your duty or obligation to provide transportation, wages, maintenance, and cure under any applicable maritime law;
11. Fines or penalties imposed for violation of federal or state law; and
12. Damages payable under the Migrant and Seasonal Agricultural Worker Protection Act (29 U.S.C. Sections 1801 et seq.) and under any other federal law awarding damages for violation of those laws or regulations issued thereunder, and any amendments to those laws.

### **D. We Will Defend**

We have the right and duty to defend, at our expense, any claim, proceeding or suit against you for damages payable by this insurance. We have the right to investigate and settle these claims, proceedings and suits.

We have no duty to defend a claim, proceeding or suit that is not covered by this insurance. We have no duty to defend or continue defending after we have paid our applicable limit of liability under this insurance.

**E. We Will Also Pay**

We will also pay these costs, in addition to other amounts payable under this insurance, as part of any claim, proceeding or suit we defend:

1. Reasonable expenses incurred at our request but not loss of earnings;
2. Premiums for bonds to release attachments and for appeal bonds in bond amounts up to the limit of our liability under this insurance;
3. Litigation costs taxed against you;
4. Interest on a judgement as required by law until we offer the amount due under this insurance; and
5. Expenses we incur.

**F. Other Insurance**

We will not pay more than our share of damages and costs covered by this insurance and other insurance or self-insurance. Subject to any limits of liability that apply, all shares will be equal until the loss is paid. If any insurance or self-insurance is exhausted, the shares of all remaining insurance and self-insurance will be equal until the loss is paid.

**G. Limits of Liability**

Our liability to pay for damages is limited. Our limits of liability are shown in Item 3.B. of the Information Page. They apply as explained below.

1. Bodily Injury by Accident. The limit shown for "bodily injury by accident—each accident" is the most we will pay for all damages covered by this insurance because of bodily injury to one or more employees in any one accident. A disease is not bodily injury by accident unless it results directly from bodily injury by accident.
2. Bodily Injury by Disease. The limit shown for "bodily injury by disease—policy limit" is the most we will pay for all damages covered by this insurance and arising out of bodily injury by disease, regardless of the number of employees who sustain bodily injury by disease. The limit shown for "bodily injury by disease—each employee" is the most we will pay for all damages because of bodily injury by disease to any one employee. Bodily injury by disease does not include disease that results directly from a bodily injury by accident.
3. We will not pay any claims for damages after we have paid the applicable limit of our liability under this insurance.

**H. Recovery from Others**

We have your rights to recover our payment from anyone liable for an injury covered by this insurance. You will do everything necessary to protect those rights for us and to help us enforce them.

**I. Actions Against Us**

There will be no right of action against us under this insurance unless:

1. You have complied with all the terms of this policy; and
2. The amount you owe has been determined with our consent or by actual trial and final judgement

This insurance does not give anyone the right to add us as a defendant in an action against you to determine your liability. The bankruptcy or insolvency of you or your estate will not relieve us of our obligations under this Part.

### **PART THREE OTHER STATES INSURANCE**

#### **A. How this Insurance Applies**

1. This Other States Insurance applies only if one or more states are shown in Item 3.C. of the information Page.
2. If you begin work in any one of those states after the effective date of this policy and are not insured or are not self-insured for such work, all provisions of the policy will apply as though that state were listed in Item 3.A. of the information Page.
3. We will reimburse you for the benefits required by the workers compensation law of that state if we are not permitted to pay the benefits directly to persons entitled to them.
4. If you have work on the effective date of this policy in any state not listed in Item 3.A. of the Information Page, coverage will not be afforded for that state unless we are notified within thirty days.

#### **B. Notice**

Tell us at once if you begin work in any state listed in Item 3.C. of the Information Page.

### **PART FOUR YOUR DUTIES IF INJURY OCCURS**

Tell us at once if injury occurs that may be covered by this policy. Your other duties are listed here.

1. Provide for immediate medical and other services required by the workers compensation law.
2. Give us or our agent the names and addresses of the injured persons and of witnesses, and other information we may need.
3. Promptly give us all notices, demands and legal papers related to the injury, claim, proceeding or suit.
4. Cooperate with us and assist us, as we may request, in the investigation, settlement or defense of any claim, proceeding or suit.
5. Do nothing after an injury occurs that would interfere with our right to recover from others.
6. Do not voluntarily make payments, assume obligations or incur expenses, except at your own cost.

### **PART FIVE PREMIUM**

#### **A. Our Manuals**



All premium for this policy will be determined by our manuals of rules, rates, rating plans and classifications. We may change our manuals and apply the changes to this policy if authorized by law or a governmental agency regulating this insurance.

**B. Classifications**

Item 4 of the Information Page shows the rate and premium basis for certain business or work classifications. These classifications were assigned based on an estimate of the exposures you would have during the policy period. If your actual exposures are not properly described by those classifications, we will assign proper classifications, rates and premium basis by endorsement to this policy.

**C. Remuneration**

Premium for each work classification is determined by multiplying a rate times a premium basis. Remuneration is the most common premium basis. This premium basis includes payroll and all other remuneration paid or payable during the policy period for the services of:

1. All your officers and employees engaged in work covered by this policy; and
2. All other persons engaged in work that could make us liable under Part One (Workers Compensation Insurance) of this policy. If you do not have payroll records for these persons, the contract price for their services and materials may be used as the premium basis. This paragraph 2 will not apply if you give us proof that the employers of these persons lawfully secured their workers compensation obligations.

**D. Premium Payments**

You will pay all premium when due. You will pay the premium even if part or all of a workers compensation law is not valid.

**E. Final Premium**

The premium shown on the Information Page, schedules, and endorsements is an estimate. The final premium will be determined after this policy ends by using the actual, not the estimated, premium basis and the proper classifications and rates that lawfully apply to the business and work covered by this policy. If the final premium is more than the premium you paid to us, you must pay us the balance. If it is less, we will refund the balance to you. The final premium will not be less than the highest minimum premium for the classifications covered by this policy.

1. If we cancel, final premium will be calculated pro rata based on the time this policy was in force. Final premium will not be less than the pro rata share of the minimum premium
2. If you cancel, final premium will be more than pro rata; it will be based on the time this policy was in force, and increased by our short-rate cancellation table and procedure. Final premium will not be less than the minimum premium.

**F. Records**

You will keep records of information needed to compute premium. You will provide us with copies of those records when we ask for them.

**G. Audit**

You will let us examine and audit all your records that relate to this policy. These records include ledgers, journals, registers, vouchers, contracts, tax reports, payroll and disbursement records, and programs for storing and retrieving data. We may conduct the audits during regular business hours during the policy period and within three years after the policy period ends. Information developed by audit will be used to determine final premium. Insurance rate service organizations have the same rights we have under this provision.

**PART SIX  
CONDITIONS**

**A. Inspection**

We have the right, but are not obliged to inspect your workplaces at any time. Our inspections are not safety inspections. They relate only to the insurability of the workplaces and the premiums to be charged. We may give you reports on the conditions we find. We may also recommend changes. While they may help reduce losses, we do not undertake to perform the duty of any person to provide for the health or safety of your employees or the public. We do not warrant that your workplaces are safe or healthful or that they comply with laws, regulations, codes or standards. Insurance rate service organizations have the same rights we have under this provision.

**B. Long Term Policy**

If the policy period is longer than one year and sixteen days, all provisions of this policy will apply as though a new policy were issued on each annual anniversary that this policy is in force.

**C. Transfer of Your Rights and Duties**

Your rights or duties under this policy may not be transferred without our written consent. If you die and we receive notice within thirty days after your death, we will cover your legal representative as insured.

**D. Cancellation**

1. You may cancel this policy. You must mail or deliver advance written notice to us stating when the cancellation is to take effect.
2. We may cancel this policy. We must mail or deliver to you not less than ten days advance written notice stating when the cancellation is to take effect. Mailing that notice to you at your mailing address shown in Item 1 of the Information Page will be sufficient to prove notice.
3. The policy period will end on the day and hour stated in the cancellation notice.
4. Any of these provisions that conflict with a law that controls the cancellation of the insurance in this policy is changed by the statement to comply with the law.

**E. Sole Representative**

The insured first named in Item 1 of the Information Page will act on behalf of all insureds to change this policy, receive return premium, and give or receive notice of cancellation.

Your Workers' Compensation and Employers Liability Insurance Coverage afforded by this policy is provided by the company named on the policy Information Page. In witness thereof, the company has caused this policy to be executed, attested and countersigned by a duly authorized representative of the company.

A handwritten signature in dark ink, appearing to be "Paul R. [unclear]", written over a horizontal line.

Authorized Representative



## PENDING RATE CHANGE ENDORSEMENT

A rate change filing is being considered by the proper regulatory authority. The filing may result in rates different from the rates shown on the policy. If it does, we will issue an endorsement to show the new rates and their effective date.

If only one state is shown in Item 3.A. of the Information Page, this endorsement applies to that state. If more than one state is shown there, this endorsement applies only in the state shown in the Schedule.

### Schedule

State

FLORIDA



## PREMIUM DISCOUNT ENDORSEMENT

The premium for this policy and the policies, if any, listed in Item 3 of the Schedule may be eligible for a discount. This endorsement shows your estimated discount in Items 1 or 2 of the Schedule. The final calculation of premium discount will be determined by our manuals and your premium basis as determined by audit. Premium subject to retrospective rating is not subject to premium discount.

	Schedule			
1. <u>State</u>	<u>First</u>	<u>Next</u>	<u>Next</u>	<u>Balance</u>
	\$10,000	\$190,000	\$1,550,000	Over \$1,750,000
FLORIDA	0.0%	9.1%	11.3%	12.3%

2. Average Percentage discount: Refer to the Extension of Information Page
3. Other Policies:
4. If there are no entries in Items 1, 2, and 3 of the Schedule, see the Premium Discount Endorsement attached to your policy:



#### **NOTIFICATION OF CHANGE IN OWNERSHIP ENDORSEMENT**

Experience rating is mandatory for all eligible insureds. The experience rating modification factor, if any, applicable to this policy, may change if there is a change in your ownership or in that of one or more of the entities eligible to be combined with you for experience rating purposes. Change in ownership includes sales, purchases, other transfers, mergers, consolidations, dissolutions, formations of a new entity and other changes provided for in the applicable experience rating plan manual.

You must report any change in ownership to us in writing within 90 days of such change. Failure to report such changes within this period may result in revision of the experience rating modification factor used to determine your premium.



## PREMIUM DUE DATE ENDORSEMENT

This endorsement is used to amend:

Section D. of Part Five of the policy is replaced by this provision

### **PART FIVE PREMIUM**

D. **Premium** is amended to read:

You will pay all premium when due. You will pay the premium even if part or all of a workers compensation law is not valid. **The due date for audit and retrospective premiums is the date of the billing.**



**FLORIDA EMPLOYERS LIABILITY COVERAGE ENDORSEMENT**

- C. Exclusion 5, Section C. of Part Two of the policy, is replaced by following:

This insurance does not cover

5. Bodily injury intentionally caused or aggravated by you or which is the result of your engaging in conduct equivalent to an intentional tort, however defined, or other tortious conduct, such that you lose your immunity from civil liability under the workers compensation laws.





## **FLORIDA TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT ENDORSEMENT**

This endorsement addresses requirements of the Terrorism Risk Insurance Act of 2002 as amended by the Terrorism Risk Insurance Program Reauthorization Act of 2019

### **Definitions**

The definitions provided in this endorsement are based on and have the same meaning as the definitions in the Act. If words or phrases not defined in this endorsement are defined in the Act, the definitions in the Act will apply.

1. "Act" means the Terrorism Risk Insurance Act of 2002, which took effect on November 26, 2002, and any amendments, including any amendments resulting from the Terrorism Risk Insurance Program Reauthorization Act of 2019.
2. "Act of Terrorism" means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States as meeting all of the following requirements:
  - a. The act is an act of terrorism.
  - b. The act is violent or dangerous to human life, property or infrastructure.
  - c. The act resulted in damage within the United States, or outside of the United States in the case of the premises of United States missions or certain air carriers or vessels.
  - d. The act has been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion
3. "Insured Loss" means any loss resulting from an act of terrorism (including an act of war, in the case of workers compensation) that is covered by primary or excess property and casualty insurance issued by an insurer if the loss occurs in the United States or at the premises of United States missions or to certain air carriers or vessels.
4. "Insurer Deductible" means, for the period beginning on January 1, 2021, and ending on December 31, 2027, an amount equal to 20% of our direct earned premiums, during the immediately preceding calendar year.

### **Limitation of Liability**

The Act may limit our liability to you under this policy. If aggregate Insured Losses exceed \$100,000,000,000 in a calendar year and if we have met our Insurer Deductible, we may not be liable for the payment of any portion of the amount of Insured Losses that exceeds \$100,000,000,000; and for aggregate Insured Losses up to \$100,000,000,000, we may only have to pay a pro rata share of such Insured Losses as determined by the Secretary of the Treasury.

### **Policyholder Disclosure Notice**

1. Insured Losses would be partially reimbursed by the United States Government. If the aggregate industry Insured Losses occurring in any calendar year exceed \$200,000,000, the United States Government would pay 80% of our Insured Losses that exceed our Insurer Deductible.
2. Notwithstanding item 1 above, the United States Government may not have to make any payment under the Act for any portion of Insured Losses that exceed \$100,000,000,000.
3. The premium charged for the coverage for Insured Losses under this policy is included in the amount shown in Item 4 of the Information Page or the Schedule below.

**Schedule**

Rate per \$100 of Remuneration

\$0.010000

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

**(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)**

Endorsement Effective

Policy No.

Endorsement No.

Insured

Premium

Insurance Company

Countersigned by \_\_\_\_\_



#### **FLORIDA NON-COOPERATION WITH PREMIUM AUDIT ENDORSMENT**

This endorsement applies only to the insurance provided by the policy because Florida is shown in Item 3.A. of the Information Page.

This endorsement adds the following provisions to Part Five-Premium, G. Audit, of the policy:

We are required to complete the premium audit process no later than 90 days after policy termination. If you fail to return voluntary audit request or refuse to cooperate in completing a final physical audit, you must pay a premium to us not to exceed three times the most recent estimated annual premium of this policy subject to the following conditions:

1. We make two good faith efforts to obtain the voluntary audit report or complete the physical audit.
2. We document the audit file regarding the above attempts to obtain the required audit information.
3. After the two good faith attempts to obtain records, we send a letter by certified mail to you advising you of the specific records that are required and the premium that will be charged if you continue to refuse access to the records.

If you do not provide all of the specific records required and if we satisfy the conditions above on or before 90 days from the date of policy termination, we may continue to try and conduct the audit and/or re-open the audit for up to three years from the date of policy termination. Alternatively, we may immediately bill you for your final premium. If you provide all of the specific records required to complete the premium audit process within the three year period, we will determine your final premium in accordance with Part Five-Premium, E.



#### **FLORIDA EMPLOYMENT AND WAGE INFORMATION RELEASE ENDORSEMENT**

This policy requires you to release certain employment and wage information maintained by the State of Florida pursuant to federal and state unemployment compensation laws except to the extent prohibited or limited under federal law. By entering into this policy, you consent to the release of the information.

We will safeguard the information and maintain its confidentiality. We will limit use of the information to verifying compliance with the terms of the policy.

**RESOLUTION 2023-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SPRING RIDGE COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE.**

**WHEREAS**, the Spring Ridge Community Development District (the “District”) created and existing pursuant to Chapter 190, Florida Statutes, being situated in Hernando County, Florida; and

**WHEREAS**, Chapter 190, Florida Statutes, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

**WHEREAS**, Section 257.36(5), Florida Statutes, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

**WHEREAS**, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

**WHEREAS**, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

**WHEREAS**, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

**WHEREAS**, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

**WHEREAS**, the District desires to provide for future amendment of the Records Retention Policy; and

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

**Section 1.** The District hereby authorizes the District's records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District's records custodian, shall each have the individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

**Section 2.** The duties of the Records Management Liaison Officer shall include the following:

- A. serve as the District's contact with the Florida Department of State, State Library and Archives of Florida; and
- B. coordinate the District's records inventory; and
- C. maintain records retention and disposition forms; and
- D. coordinate District records management training; and
- E. develop records management procedures consistent with the attached Records Retention Policy, as amended; and
- F. participate in the development of the District's development of electronic record keeping systems; and
- G. submit annual compliance statements; and
- H. work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I. such other duties as may be assigned by the Board or the District's records custodian in the future.

**Section 3.** The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5); however, the Board hereby extends the minimum retention guidelines contained in the State of Florida General Records Schedule GS1-SL, so as to retain all public records relating to District business until the Board amends the Records Retention Policy to address the disposition of the same.

**Section 4.** The District agrees to pay Inframark a monthly fee of \$15 per box for the storage of records for all boxes retained as part of the requirements for the Records Retention Act. If the Board desires to retain more records than required by the Records Retention Act the District will be charged \$15 per box per month for all records that are retained.

**Section 5.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**Section 6.** This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed. Furthermore, upon its passage this resolution supersedes any Records Retention Policy previously adopted by the District.

**PASSED AND ADOPTED THIS 17<sup>TH</sup> DAY OF OCTOBER, 2022**

**ATTEST:**

**SPRING RIDGE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Secretary/ Assistant Secretary

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Chair/ Vice Chair