



Rizzetta & Company

Waterlefe Community Development District

**Board of Supervisors' Meeting
January 15, 2024**

**Waterlefe River Club
1022 Fish Hook Cove
Bradenton, Florida 34212**

www.waterlefecdd.org

WATERLEFE COMMUNITY DEVELOPMENT DISTRICT AGENDA

To be held at the Waterlefe River Club – 995 Fish Hook Cove, Bradenton, Florida 34212

District Board of Supervisors	Kenneth Bumgarner Chair	
	Ruth Harenchar	Vice Chair
	Richard Carroll	Assistant Secretary
	Tom Tosi	Assistant Secretary
	Sydney S. Xinos	Assistant Secretary
District Manager	Ruben Durand	Rizzetta & Company, Inc.
District Counsel	Andrew Cohen	Persson, Cohen & Mooney, P.A.
District Engineer	Rick Schappacher	Schappacher Engineering, LLC

All Cellular Phones and Pagers must be turned off while in the Meeting Room.

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at 813-533-2950. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

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

WATERLEFE COMMUNITY DEVELOPMENT DISTRICTs
District Office · Riverview, Florida · (813) 533-2950
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.waterlefecdd.org

January 9, 2024

**Board of Supervisors
Waterlefe Community
Development District**

REVISED FINAL AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of the Waterlefe Community Development District will be held on **Monday, January 15, 2024, at 2:00 p.m.** at the Waterlefe Golf Club – Lefe Room, located at 1022 Fish Hook Cove, Bradenton, FL 34212.

- 1. CALL TO ORDER / ROLL CALL**
- 2. PUBLIC COMMENTS**
- 3. STAFF REPORTS**
 - A. Aquatic Maintenance Report and Update..... Tab 1
 - B. Landscape & Irrigation Update
 1. Landscape Committee Update
 2. Field Inspection Report Tab 2
 3. Landscape Contractor Report
 - C. Golf Course Update
 1. Director of Golf Course Operations Update Tab 3
 - D. Safety Committee
 1. Safety Committee Update
 - E. Capital Projects Committee
 - F. Property Management Update
 1. CDD Completed Work Orders Maintenance Report Tab 4
 - G. MPOA Liaison Update
 - H. District Counsel
 - I. District Engineer
 1. Roadway Bid Tabulation Tab 5
 - J. District Manager
- 4. BUSINESS ITEMS**
 - A. Consideration of Reserve Study Proposal..... Tab 6

BUSINESS ADMINISTRATION - CONSENT AGENDA ITEMS

 - A. Consideration of Golf Committee Meeting Minutes for November 2023 Tab 7
 - B. Consideration of the Regular Meeting Minutes from December 18, 2023 Tab 8
- 5. SUPERVISOR REQUESTS AND COMMENTS**
- 6. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (813) 533-2950.

Sincerely,
Ruben Durand
Ruben Durand
District Manager

Tab 1

SOLITUDE

LAKE MANAGEMENT



Waterlefe CDD Waterway Inspection Report

Reason for Inspection: Scheduled-recurring

Inspection Date: 2024-01-04

Prepared for:

Ruben Durand, CDD District Manager
Rizzetta & Company
1022 Fish Hook Cove
Bradenton, FL 34212

Prepared by:

Alex Johnson, Service Manager

Sarasota Field Office
SOLITUDELAKEMANAGEMENT.COM
[888.480.LAKE \(5253\)](tel:888.480.LAKE)

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PONDS

MANAGEMENT/COMMENTS SUMMARY 11-13

SITE MAP 14

Site: 1

Comments:

Site looks good
Minimal amount of alligatorweed
observed along the perimeter



Action Required:

Routine maintenance next visit

Target:

Alligatorweed

Site: 2

Comments:

Normal growth observed
Treatment of primrose on the
littoral shelf is evident



Action Required:

Routine maintenance next visit

Target:

Species non-specific

Site: 3

Comments:

Site looks good
Minimal amount of torpedograss
observed along the perimeter



Action Required:

Routine maintenance next visit

Target:

Torpedograss

Site: 4

Comments:

Site looks good
Minimal amount of torpedograss
observed along the perimeter

Action Required:

Routine maintenance next visit

Target:

Torpedograss



Site: 5

Comments:

Site looks good
Minimal amount of torpedograss
observed along the perimeter

Action Required:

Routine maintenance next visit

Target:

Torpedograss



Site: 6

Comments:

Normal growth observed
Minor amount of algae observed
along the perimeter

Action Required:

Routine maintenance next visit

Target:

Surface algae



Site: 7

Comments:

Site looks good
Minimal amount of algae
observed along the perimeter



Action Required:

Routine maintenance next visit

Target:

Surface algae

Site: 8

Comments:

Site looks good
Minimal amount of algae
observed along the perimeter



Action Required:

Routine maintenance next visit

Target:

Surface algae

Site: 9

Comments:

Minor amount of algae
observed along the perimeter



Action Required:

Routine maintenance next visit

Target:

Surface algae

Site: 10

Comments:

Site looks good

Minimal amount of torpedograss observed along the perimeter

Action Required:

Routine maintenance next visit

Target:

Torpedograss



Site: 11

Comments:

Site looks good

Minimal amount of algae observed along the perimeter

Action Required:

Routine maintenance next visit

Target:

Surface algae



Site: 12

Comments:

Site looks good

Minimal amount of algae observed along the perimeter

Action Required:

Routine maintenance next visit

Target:

Surface algae



Site: 13

Comments:

Site looks good

Minimal amount of torpedograss observed along the perimeter

Action Required:

Routine maintenance next visit

Target:

Torpedograss



Site: 14

Comments:

Normal growth observed

Algae observed growing within pond 14

Action Required:

Routine maintenance next visit

Target:

Surface algae



Site: 15

Comments:

Site looks good

Minimal amount of torpedograss observed along the perimeter

Action Required:

Routine maintenance next visit

Target:

Torpedograss



Site: 16

Comments:

Site looks good

Minimal amount of torpedograss observed along the perimeter

Action Required:

Routine maintenance next visit

Target:

Torpedograss



Site: 17

Comments:

Normal growth observed

Minimal amount of alligatorweed observed along the perimeter

Action Required:

Routine maintenance next visit

Target:

Alligatorweed



Site: 18

Comments:

Normal growth observed

Algae noted growing within pond 18

Action Required:

Routine maintenance next visit

Target:

Surface algae



Site: 18A

Comments:

Normal growth observed

Minor amount of algae observed along the perimeter



Action Required:

Routine maintenance next visit

Target:

Surface algae

Site: 19

Comments:

Site looks good

Minimal amount of torpedograss observed along the perimeter



Action Required:

Routine maintenance next visit

Target:

Torpedograss

Site: 20

Comments:

Normal growth observed

Minor amount of algae observed along the perimeter



Action Required:

Routine maintenance next visit

Target:

Surface algae

Site: 21

Comments:

Normal growth observed

Minor amount of algae observed along the perimeter

Action Required:

Routine maintenance next visit

Target:

Surface algae



Site: 22

Comments:

Site looks good

Minimal amount of torpedograss observed along the perimeter

Action Required:

Routine maintenance next visit

Target:

Torpedograss



Site: 26

Comments:

Normal growth observed

Minor amount of algae observed along the perimeter

Action Required:

Routine maintenance next visit

Target:

Surface algae



Site: 28

Comments:

Site looks good
Minimal amount of torpedograss
observed along the perimeter



Action Required:

Routine maintenance next visit

Target:

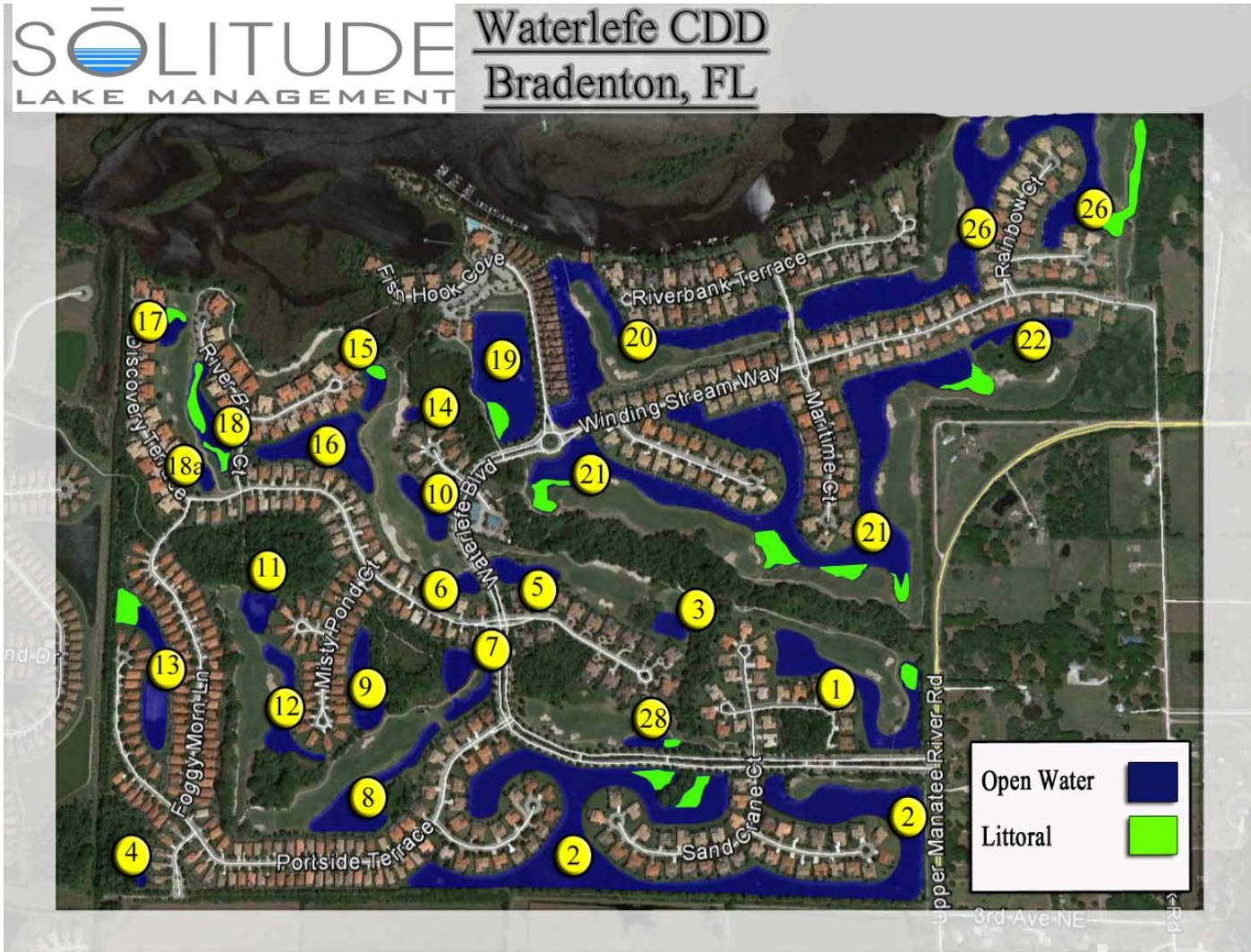
Torpedograss

Management Summary

- Pond #1: Minimal amount of alligatorweed observed along the perimeter
- Pond #2: Treatment of primrose on the littoral shelf is evident
- Pond #3: Minimal amount of torpedograss observed along the perimeter
- Pond #4: Minimal amount of torpedograss observed along the perimeter
- Pond #5: Minimal amount of torpedograss observed along the perimeter
- Pond #6: Minor amount of algae observed along the perimeter
- Pond #7: Minimal amount of algae observed along the perimeter
- Pond #8: Minimal amount of algae observed along the perimeter
- Pond #9: Minor amount of algae observed along the perimeter
- Pond #10: Minimal amount of torpedograss observed along the perimeter
- Pond #11: Minimal amount of algae observed along the perimeter
- Pond #12: Minimal amount of algae observed along the perimeter
- Pond #13: Minimal amount of torpedograss observed along the perimeter
- Pond #14: Algae observed growing within pond 14
- Pond #15: Minimal amount of torpedograss observed along the perimeter
- Pond #16: Minimal amount of torpedograss observed along the perimeter
- Pond #17: Minimal amount of alligatorweed observed along the perimeter
- Pond #18: Algae noted growing within pond 18
- Pond #18A: Minor amount of algae observed along the perimeter
- Pond #19: Minimal amount of torpedograss observed along the perimeter
- Pond #20: Minor amount of algae observed along the perimeter
- Pond #21: Minor amount of algae observed along the perimeter
- Pond #22: Minimal amount of torpedograss observed along the perimeter
- Pond #26: Minor amount of algae observed along the perimeter
- Pond #28: Minimal amount of torpedograss observed along the perimeter

Site	Comments	Target	Action Required
1	Site looks good	Alligatorweed	Routine maintenance next visit
2	Normal growth observed	Species non-specific	Routine maintenance next visit
3	Site looks good	Torpedograss	Routine maintenance next visit
4	Site looks good	Torpedograss	Routine maintenance next visit
5	Site looks good	Torpedograss	Routine maintenance next visit
6	Normal growth observed	Surface algae	Routine maintenance next visit
7	Site looks good	Surface algae	Routine maintenance next visit
8	Site looks good	Surface algae	Routine maintenance next visit
9		Surface algae	Routine maintenance next visit
10	Site looks good	Torpedograss	Routine maintenance next visit
11	Site looks good	Surface algae	Routine maintenance next visit
12	Site looks good	Surface algae	Routine maintenance next visit
13	Site looks good	Torpedograss	Routine maintenance next visit
14	Normal growth observed	Surface algae	Routine maintenance next visit
15	Site looks good	Torpedograss	Routine maintenance next visit
16	Site looks good	Torpedograss	Routine maintenance next visit
17	Normal growth observed	Alligatorweed	Routine maintenance next visit
18	Normal growth observed	Surface algae	Routine maintenance next visit
18A	Normal growth observed	Surface algae	Routine maintenance next visit
19	Site looks good	Torpedograss	Routine maintenance next visit
20	Normal growth observed	Surface algae	Routine maintenance next visit
21	Normal growth observed	Surface algae	Routine maintenance next visit
22	Site looks good	Torpedograss	Routine maintenance next visit

Site	Comments	Target	Action Required
26	Normal growth observed	Surface algae	Routine maintenance next visit
28	Site looks good	Torpedograss	Routine maintenance next visit



Tab 2

WATERLEFE

LANDSCAPE INSPECTION REPORT



December 15, 2023
Rizzetta & Company
John R. Toborg – Division Manager
Landscape Inspection Services



Rizzetta & Company
Professionals in Community Management

Upcoming Events, WLBlvd.

General Updates, Recent & Upcoming Maintenance Events

- ❑ The next fertilizer applications will occur in February.

The following are action items for Sun State Landscape Management (SSLM) to complete. Please refer to the item # in your response listing action already taken or anticipated time of completion. **Red text** indicates deficient from previous report. **Bold Red text** indicates deficient for more than a month. **Underlined Bold Red text** indicates deficient for more than two months. **Green text** indicates a proposal has been requested. **Blue** indicates an irrigation related matter. **Bold and underlined** text is either information or questions for the BOS. **Orange** is for Staff.

1. These (and others) Gold Mound began declining approximately September/October. Reasons provided ranged from too much water (due to annuals being planted and on the same zone) to chemicals in the pressure washing (although the turf was unaffected). We will need to have these replaced in late February/March. (Pic 1)




such as Thielaviopsis to enter the palm.
(Pic 3)



2. I've asked SSLM to remove the dead fronds from the palm tree at the east end of the "natural" buffer between the homes on Conch Shell east and Waterlefe Blvd. (WLBlvd.)
3. We need to refrain from injuring the palm trees in any way (including stapling into the trunk). Injuries of any kind allow diseases
4. I've asked SSLM to identify the prostrate invasive grasses that have appeared in several areas of the WLBlvd. ROW turf between the guardhouse and UMRR and target treat it with an herbicide.
5. I feel AT did not remove enough fronds from the Canary Palms on the inbound lanes by the guardhouse to allow larger vehicles to pass without contact. They also did not remove the strangler fig from the second Canary. (Pic 5>)

WLBld. @ Guardhouse, Sand Crane South

6. If possible, straighten a leaning Gold Dust Croton on the median between the guardhouse and Sand Crane. If not possible, then remove it. 
7. Conch Shell east is one of the deficient items we are holding AT responsible for. This turf was first reported when it was a small area on the back side of the cul-de-sac and now has spread throughout the entire cul-de-sac. (Pics 7a & b>)





8. The backflow preventer at the Conch Shell east cul-de-sac has been determined to be malfunctioning by SSLM and has been reported. Staff to provide an update form the county. (Pic 8>)
9. Although green, (it is not green because it is St. Augustine turf, but weeds), we were not

adding this turf replacement at Sand Crane south to the list of deficiencies that we were holding AT responsible for because we will be re-landscaping this cul-de-sac in the coming weeks. (Pic 9)




Restoration, WLBlvd. @ Sand Crane, Foggy Morn


10. Bring the Dw. Firebush on Restoration to a consistent height. It may also need to be lowered a foot or more for visibility. 


11. Leaving Sand Crane south and heading west toward Portside, there is a dead limb on the first Oak on the WLBlvd. median that needs to be properly removed. This appears to be below the 15' high/4 " caliper threshold which would require a proposal. (Pic 11) 




12. Since we cannot definitively determine the cause of death of this patch of turf on the WLBlvd. median between Sand Crane and Portside, I am asking SSLM to **Install and Invoice** the cutout and replacement of a rectangle of new St. Augustine turf. (Pic 12) 



13. Treat the weeds in the turf on the WLBlvd. median between Sand Crane and Portside (closest to Portside). These weeds are indicative of too much water or water standing. 

14. Traveling from Portside back to Sand Crane, remove a dead Gold Dust Croton on the first median. (Pic 14) 





15. Along the outbound lanes of WLBlvd. approaching the middle median between Portside and Sand Crane South, there is a problem area of turf. SSLM to diagnose and treat accordingly. (Pic 15) 




16. Similar to Item No. 1, we cannot definitively state what caused the decline of these Gold Dust Crotons at Foggy Morn, but they began to decline 2-4 months ago, and nothing was performed by AT to correct. (Pic 16>)


River Basin Park, Misty Pond, WLBlvd. @ Discovery


17. Remove dead growth from the Variegated Ginger in River Basin Park and keep the turf walkway clear of encroaching landscape. 

18. Trim out all dead growth in the Dw. Firebush on Sea Turtle. **Turf is still in bad shape due to construction vehicles and an outhouse on the turf. Ruts need to be corrected.** (Pic 18) 



19. Remove all dead material for the Split-Leaf Philodendron on River Basin north cul-de-sac. 

20. Trim out dead growth from the Gold Dust Crotons on Misty Pond median. 


21. Eradicate Common Dayflower in Misty Pond cul-de-sac and check irrigation to make sure not too much water is being applied. The split-leaf Philodendrons were not cleared 




- from the solar collector as was reported by AT. (Pic 21)



22. **We will be receiving a proposal from SSLM to separate the rotors, sprays and drip line irrigation zones along the trail behind the last home on the outbound side of Misty Pond. Currently, there are rotors supplying water to mature shrub beds which is completely inadequate and insufficient.**

23. Remove two dead Hibiscus on the WLBlvd. median between Discovery and Portside. (Pic 23) 



24. I would like SSLM to place an area of turf on the east side of WLBlvd. approaching the lift station south of Discovery east on an improvement plan. 



Discovery East, Field Brook

25. Since we cannot definitively determine the cause of death of this patch of turf on the WLBlvd. median between Discovery east and golf maintenance, I am asking SSLM to **Install and Invoice** the cutout and replacement of a rectangle of new St. Augustine turf. (Pic 25)



26. First reported a couple months ago, the Dw. Firebush were hard pruned on Field Brook cul-de-sac. I am still not seeing much new growth emerge. We will continue to monitor these plants. (Pic 26)



27. **There are more defoliated Gold Dust Crotons on the WLBlvd. medians between Discovery and the roundabout.** (Pic 27a & b>)

28. Diagnose and treat accordingly a small patch of turf on the roundabout. (Pic 28>)



Roundabout, Whooping Crane, Maritime, Rainbow

29. Item 28, previous page, is also documenting the condition of the Ribbon Palm on the roundabout. This palm was blown over during a hurricane and re-staked.

30. This is the second planting of annuals on the Winding Stream after the Sandhill Cranes “unplanted” the first round. They’ve hit again. (Pic 30)



31. Reportedly completed by AT, the Split-Leaf Philodendrons were not cleared away from the solar collector on the irrigation controller on the Whooping Crane cul-de-sac. (Pic 31)



32. Remove any water shoots as well as properly prune all blunt cuts from the Tree Ligustrum on the Maritime sideyard buffers.



33. We should replace this turf once we have determined the irrigation is properly designed and providing full coverage on the Winding Stream ROW approaching Rainbow from the west. (Pic 33)



34. This newly planted Magnolia (by AT) on the Winding Stream berm is showing some stress. A water saucer should be constructed surrounding the rootball which would allow water to be held in place on a slope. It should also have a dedicated flood bubbler. (Pic 34)




35. Make sure we do not have an irrigation leak on the north side of the sidewalk along the Winding Stream berm. (Pic 35>)



36. The Palm on the Rainbow Ct. median was never pruned by AT. This was not a special request. This palm was skipped during the normal palm trimming. (Pic 36>)



Rainbow, Golf Club Parking Lot, Fish Hook Side of Roundabout

37. Spot treat turf weeds in front of the last house on the outbound lanes of Rainbow Ct. 

38. Not all Sweet Viburnum along the south wall were pruned as previously reported by AT. SSLM has gone in and pruned some that were below the top of the wall for height consistency. However, those that were above the wall have not been pruned by SSLM and these are what is included in their proposal to correct deficiencies.

39. The Washington Palms in the golf club parking lot were not pruned. These were first reported in the November report, therefore are not included in the “deficiency” list for AT. (Pic 39>)



40. For several months, I reported the weedy condition of the lower portion of the roundabout on the Fish Hook side where Bougainvillea are planted. Dates were provided by AT, but not met. It was expressed on several occasions AT was working on a way to perform the task, but never completed it. However, they were once paid to clean it up ... which they did. The Landscape Committee has decided to allow these Bougainvillea to grow while keeping the ground plane maintained until the Bougainvillea are large enough to help suppress weed growth. This cost is included in SSLM 's proposal. (Pic 40)



Proposals

1. SSL to provide a proposal to cut the leaning Cedar overhanging the sidewalk past the guardhouse several feet behind the retaining wall and haul it away. (Pic 1)



2. SSLM to provide a proposal to install one (1) Mammy Croton and five (5) Gold Dust Crotons to fill in the outbound lanes on the median at Mossy Branch. Use 3 Gal., FULL plants. (If this area will soon be re-designed and landscaped, I will forego implementation of this proposal.) (Pic 2)



Tab 3



NOVEMBER FINANCIAL NOTES

REVENUE:

Month: Up \$38,610 (12%) to budget
Year-to-Date: Up \$27,744 (4%) to budget
Prior Year: Up \$12,499 (4%) to prior year

COST OF GOODS SOLD:

Month: Down \$6,825 (32%) to budget
Year-To-Date: Down \$9,006 (22%) to budget
Prior Year: Down \$27,910 (66%) to prior year

GROSS PROFIT:

Month: Up \$45,435 (15%) to budget
Year-to-Date: Up \$36,750 (6%) to budget
Prior Year: Up \$40,409 (13%) to prior year

PAYROLL:

Month: Up \$3,914 (4%) to budget
Year-to-Date: Up \$2,729 (1%) to budget
Prior Year: Up \$9,338 (9%) to prior year

COMBINED EXPENSES:

Month: Up \$2,522 (2%) to budget
Year-to-Date: Up \$31,528 (12%) to budget
Prior Year: Up \$1,895 (2%) to prior year

NET INCOME:

Month: Up \$39,946 to budget
Year-To-Date: Up \$4,416 to budget
Prior Year: Up \$30,123 to prior year

PUBLIC ROUNDS:

Month: Up 556 to budget while the per round average was \$1 more to budget
Year-to-Date: Up 640 to budget while the per round average was \$6 more to budget
Prior Year: Up 104 to prior year while the per round average was \$4 more to prior year

TOTAL ROUNDS:

Month: Up 100 to budget while the per round average was \$7 more to budget
Year-to-Date: Up 64 to budget while the per round average was \$6 more to budget
Prior Year: Up 280 to prior year while the per round average was \$7 more to prior year

Waterlefe Income Statement
Actual vs. Budget as of November 30, 2023

	November Actual	November Budget	MTD Budget Variance FAV / (UNFAV)	YTD Actual	YTD Budget	YTD Budget Variance FAV / (UNFAV)
Combined Revenue						
Pro Shop	330,987	294,622	36,365	616,319	592,661	23,658
Restaurant	28,951	26,706	2,245	55,833	51,747	4,086
Admin	30	30	-	60	60	-
Total Revenues	359,968	321,358	38,610	672,212	644,468	27,744
Combined COGS						
Pro Shop	2,340	9,873	7,533	6,979	19,130	12,151
Restaurant	12,112	11,404	(708)	25,242	22,097	(3,145)
Total COGS	14,452	21,277	6,825	32,221	41,227	9,006
Gross Profit	345,516	300,081	45,435	639,991	603,241	36,750
Combined Salaries						
Pro Shop	30,520	33,705	3,185	57,600	67,410	9,810
Restaurant	12,738	11,005	(1,733)	24,224	22,010	(2,214)
Maintenance	50,064	43,743	(6,321)	99,966	87,486	(12,480)
G&A	18,390	19,345	955	36,535	38,690	2,155
Total Payroll	111,712	107,798	(3,914)	218,325	215,596	(2,729)
Combined Expenses						
Pro Shop	7,663	10,720	3,057	30,710	26,740	(3,970)
Restaurant	1,991	3,290	1,299	7,465	6,680	(785)
Maintenance	31,370	32,310	940	94,704	79,681	(15,023)
G&A (Add Other Expenses)	74,960	67,142	(7,818)	155,166	143,416	(11,750)
Total Expenses	115,984	113,462	(2,522)	288,045	256,517	(31,528)
Other Income						
Interest Income	947	-	947	1,923	-	1,923
Other Income	-	-	-	-	-	-
Total Other Income	947	-	947	1,923	-	1,923
Net Income / (Loss)	118,767	78,821	39,946	135,544	131,128	4,416

Round Information	ACTUAL MTD	BUDGET MTD	VARIANCE	ACTUAL YTD	BUDGET YTD	VARIANCE
Outings & Events Rounds	0	0	-	0	0	-
Outings & Events \$'s/Round	#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	#DIV/0!
Passport & Trail Fee Rounds	2,329	2,795	(466)	4,503	5,079	(576)
Passport & Trail Fees\$/Rounds	64	55	\$ 9	65	60	\$ 5
Public Rounds	1,990	1,424	566	3,736	3,096	640
Green Fees & Cart Rental \$/Round	71	70	\$ 1	68	62	\$ 6
Total Rounds	4,319	4,219	100	8,239	8,175	64
Passport & Public Revenue/Round	\$ 67	60	\$ 7	\$ 67	61	\$ 6
Total \$/Round	\$ 77	70	\$ 7	\$ 75	72	\$ 3

	RESIDENT			NON RESIDENT		
Passport Members	ACTUAL MTD	BUDGET MTD		ACTUAL MTD	BUDGET MTD	
Executive Family	51	44	7	16	14	2
Executive Single	52	60	(8)	58	57	1
Tenured Family	32	32	-	16	15	1
Tenured Single	23	23	-	16	18	(2)
Junior Executive Family	3	3	-	4	4	-
Junior Executive Single	1	1	-	14	13	1
Young Professional	1	1	-	14	12	2
Medallion Family	0	0	-	0	0	-
Medallion Single	0	0	-	0	0	-
Total	163	164	(1)	138	133	5
Combniend Total	301	297				

Waterlefe Income Statement
Actual vs. Prior Year as of November 30, 2023

	November Actual	November Prior Year	MTD PY Variance FAV / (UNFAV)	YTD Actual	YTD Prior Year	YTD PY Variance FAV / (UNFAV)
Combined Revenue						
Pro Shop	330,987	309,876	21,111	616,319	594,040	22,279
Restaurant	28,951	37,563	(8,612)	55,833	73,684	(17,851)
Admin	30	30	-	60	60	-
Total Revenues	359,968	347,469	12,499	672,212	667,784	4,428
Combined COGS						
Pro Shop	2,340	21,354	19,014	6,979	35,230	28,251
Restaurant	12,112	21,008	8,896	25,242	37,212	11,970
Total COGS	14,452	42,362	27,910	32,221	72,442	40,221
Gross Profit	345,516	305,107	40,409	639,991	595,342	44,649
Combined Salaries						
Pro Shop	30,520	25,551	(4,969)	57,600	46,878	(10,722)
Restaurant	12,738	12,731	(7)	24,224	24,066	(158)
Maintenance	50,064	45,198	(4,866)	99,966	86,307	(13,659)
G&A	18,390	18,894	504	36,535	37,530	995
Total Payroll	111,712	102,374	(9,338)	218,325	194,781	(23,544)
Combined Expenses						
Pro Shop	7,663	11,753	4,090	30,710	35,335	4,625
Restaurant	1,991	3,948	1,957	7,465	9,195	1,730
Maintenance	31,370	38,310	6,940	94,704	77,277	(17,427)
G&A (Add Other Expenses)	74,960	60,078	(14,882)	155,166	133,045	(22,121)
Total Expenses	115,984	114,089	(1,895)	288,045	254,852	(33,193)
Other Income						
Interest Income	947	-	947	1,923	-	1,923
Other Income	-	-	-	-	-	-
Total Other Income	947	-	947	1,923	-	1,923
Net Income / (Loss)	118,767	88,644	30,123	135,544	145,709	(10,165)

Round Information	ACTUAL MTD	PRIOR YEAR	VARIANCE	ACTUAL YTD	PRIOR YEAR	VARIANCE
Outings & Events Rounds	0	0	-	0	180	(180)
Outings & Events \$'s/Round	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-	#DIV/0!
Passport & Trail Fee Rounds	2,329	2,153	176	4,503	3,895	608
Passport & Trail Fees\$/Rounds	64	54	\$ 10	65	57	\$ 8
Public Rounds	1,990	1,886	104	3,736	4,079	(343)
Green Fees & Cart Rental \$/Round	71	67	\$ 4	68	60	\$ 8
Total Rounds	4,319	4,039	280	8,239	8,154	85
Passport & Public Revenue/Round	\$ 67	60	\$ 7	\$ 67	59	\$ 8
Total \$/Round	\$ 77	77	\$ -	\$ 75	73	\$ 2

	RESIDENT			NON RESIDENT		
Passport Members	ACTUAL MTD	PRIOR YEAR		ACTUAL MTD	PRIOR YEAR	
Executive Family	51	44	7	16	7	9
Executive Single	52	37	15	58	36	22
Tenured Family	32	27	5	16	13	3
Tenured Single	23	17	6	16	13	3
Junior Executive Family	3	3	-	4	4	-
Junior Executive Single	1	1	-	14	11	3
Young Professional	1	1	-	14	5	9
Medallion Family	0	0	-	0	0	-
Medallion Single	0	0	-	0	0	-
Total	163	130	33	138	89	49
Combniend Total	301	219				

	ACTUAL	ACTUAL	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	2023-2024 Forecast
Combined Revenue													
Pro Shop	285,332	330,987	329,966	367,469	364,763	372,012	351,103	342,160	254,575	266,168	262,289	270,425	3,797,249
Restaurant	26,882	28,951	29,422	31,315	27,941	30,954	31,030	71,893	56,906	50,087	50,996	58,847	495,224
Admin	30	30	30	30	30	30	30	30	30	30	30	30	360
Total Revenue	312,244	359,968	359,418	398,814	392,734	402,996	382,163	414,083	311,511	316,285	313,315	329,302	4,292,833
Combined COGS													
Pro Shop	4,639	2,340	10,876	11,576	10,329	11,443	11,471	21,161	14,059	15,159	14,919	18,786	146,758
Restaurant	13,130	12,112	12,563	13,371	11,931	13,217	13,249	28,734	24,027	19,821	20,426	22,822	205,403
Total COGS	17,769	14,452	23,439	24,947	22,260	24,660	24,720	49,895	38,086	34,980	35,345	41,608	352,161
Gross Profit	294,475	345,516	335,979	373,867	370,474	378,336	357,443	364,188	273,425	281,305	277,970	287,694	3,940,672
Combined Payroll													
Pro Shop	27,080	30,520	33,705	33,705	33,705	47,282	33,730	33,730	33,730	33,730	47,320	33,730	421,967
F&B	11,486	12,738	11,005	11,005	11,005	16,507	11,030	30,013	30,013	30,013	42,891	30,013	247,719
Maintenance	49,902	50,064	43,743	43,743	43,743	63,339	46,379	46,379	46,379	46,379	67,294	46,379	593,723
G&A	18,145	18,390	19,345	35,605	19,345	26,942	19,370	21,953	21,953	27,373	30,627	21,953	281,001
Total Payroll	106,613	111,712	107,798	124,058	107,798	154,070	110,509	132,075	132,075	137,495	188,132	132,075	1,544,410
Combined Expenses													
Pro Shop	23,047	7,663	11,570	8,670	20,520	10,955	8,220	11,820	8,970	8,970	9,005	9,570	138,980
Restaurant	5,474	1,991	2,790	4,890	3,290	12,140	4,490	4,500	4,000	3,900	3,900	3,900	55,265
Maintenance	63,334	31,370	44,822	29,824	32,665	30,862	49,246	85,829	32,937	52,764	41,784	63,664	559,101
G&A	80,206	74,960	80,039	76,978	67,960	71,652	69,830	70,214	66,081	71,419	71,266	67,820	868,425
Total Expenses	172,061	115,984	139,221	120,362	124,435	125,609	131,786	172,363	111,988	137,053	125,955	144,954	1,621,771
Other Income													
Interest Income	976	947	-	-	-	-	-	-	-	-	-	-	1,923
Other Income	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Income	976	947	-	-	-	-	-	-	-	-	-	-	1,923
All Expenses (including COGS)	296,443	242,148	270,458	269,367	254,493	304,339	267,015	354,333	282,149	309,528	349,432	318,637	3,518,342
Net Income From Operations	16,777	118,767	88,960	129,447	138,241	98,657	115,148	59,750	29,362	6,757	(36,117)	10,665	776,414

Calculated Data

Round Information	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	2023-2024 Budget
Outings & Events Rounds	-	-	-	-	-	-	-	-	-	-	-	-	-
Outings & Events \$\$/Round	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
Passport & Trail Fee Rounds	2,174	2,329	2,840	3,094	2,516	2,788	3,230	2,380	1,530	1,564	1,598	2,720	28,763
Passport & Trail Fees\$/Rounds	67	64	57	56	67	61	54	70	103	101	99	62	77
Public Play Rounds	1,746	1,990	1,808	1,853	1,898	2,102	1,672	2,644	1,808	2,035	1,944	1,740	23,240
Green Fees & Cart Rental \$/Round	65	71	70	85	85	85	75	45	40	40	40	40	61
Total Rounds	3,920	4,319	4,648	4,947	4,414	4,890	4,902	5,024	3,338	3,599	3,542	4,460	52,003
Passport & Public Revenue/Round	66	67	62	67	75	71	61	57	69	67	67	54	65
Total \$/Round	73	77	71	74	83	76	72	68	76	74	74	61	73

Tab 4

CDD Maintenance Log

Date	Time in	Time out	Work completed
Work Orders			
28-Dec	12:00	1:00	Changed out solar lights on discovery end caps
Projects			
Regular Maintenance			
2-Sep			blow off nature walks
9-Sep			blow off nature walks
21-Sep			trim and blow off nature walks
			blow off nature walks

Waterlefe CDD

Date M-Y: Dec-23

All Expenditures must be supported by receipts in order to be eligible for reimbursement. Attach all receipts to this form.

Date	Vendor Name	Reason for Expenditure	Total Amount Charged	Maint	Maint	Maint.	Golf Course	Golf Course
				Maint Salaries	Maint Supplies	R&M Equipment	If not listed, amount	If not listed, code to charge to
				400-52700-3301	400-52700-3222	400-52700-6402		
			0.00					52300-4420
			0.00					
			0.00					
			0.00					
			0.00					
			0.00					
			0.00					
			0.00					
			0.00					
			0.00					
			0.00					
			0.00					
			0.00					
			0.00					
			0.00					
TOTAL			0.00	0.00	0.00	0.00	0.00	

Tab 5

Exhibit "A"

Waterlefe Asphalt Repairs

Bid Tabulation Form 1.5.24

				Superior Asphalt		Gator Grading & Paving		Anderson Asphalt	
Bid Item	Description	Quantity	Unit	Unit Price	Price	Unit Price	Price	Unit Price	Price
1	Mill approximately 4"	680	SY	14.20	9,656.00	30.00	20,400.00		
2	Mill approximately 2"	102	SY	34.40	3,508.80	60.00	6,120.00		
3	Mill 1" for SP-9.5 Areas	5,110	SY	4.80	24,528.00	6.00	30,660.00	7.72	39,449.20
4	ABC Base Course	150	TON	206.63	30,994.50	350.00	52,500.00		
5	SP-9.5	5,890	SY	11.60	68,324.00	14.75	86,877.50	26.00	153,140.00
6*	Traffic Paint Pavement Markings	1	LS	2,585.00	2,585.00	3,000.00	3,000.00		
7	Miscellaneous cleanup and work	1	LS	2,670.00	2,670.00	2,000.00	2,000.00		
				\$142,266.30		\$201,557.50		\$192,589.20	

**Item 6 includes 1 crosswalk (120' of 12" line), 3 stop bars (13' of 24" line), and hydrant reflectors*

Tab 6



December 22, 2023

Waterlefe CDD
c/o Rizzetta and Company
2700 S Faulkenberg Rd, Suite 2745
Riverview, FL 33578

RE: Reserve Study Update with Site Inspection
Waterlefe CDD
1022 Fish Hook Cove
Bradenton, FL 34212

Dear Board of Supervisors:

We are very appreciative for the opportunity to perform a reserve study update with site inspection and recommendations for Waterlefe Community Development District. We are a team of knowledgeable reserve analysts with extensive experience and take pride in performing reserve studies. The reserve study will project costs and funding for a 30 year time frame for all common areas and improvements.

Waterlefe CDD is comprised of 588 homes on approximately 500 acres. Construction in the community started in approximately 2000 and continued through build-out in 2006. The CDD also now owns the golf course and the golf course would be excluded from this analysis, but the District can supply us with golf course reserves if they choose. The District is located in Bradenton, Manatee County, Florida. The following reserve items will be included in the reserve study:

- **Golf Clubhouse**
- **Golf Storage Buildings**
- **Maintenance Building**
- **Golf Restroom Buildings**
- **Boardwalks**
- **Bridge Culvert**
- **Stormwater Drainage**
- **Streets and Sidewalks**
- **Guardhouse and Entry Areas**
- **Streets Signs and Monuments**
- **Ponds and Wells**
- **Retaining Walls**
- **Any Other Items Specified by You**

The physical analysis portion of the study will include a reserve item component list, remaining life, useful life, current cost, future cost of all reserve items as well as any site recommendations. The financial analysis portion of the study will include allowances for your interest income, taxes and projected changes in building costs. The pooled method and component method (if applicable) will be used and presented to derive the funding schedules.



Scope of Service

Our scope of service for a reserve study with site inspection that includes all expenses consists of:

- Site inspection of common areas and improvements with both a Certified General Contractor and a CAI-designated Reserve Specialist (Both are degreed engineers).
- Our user-friendly reserve study report that includes narrative, photographs, pooled method cash flow plan, component method plan (if applicable), reserve item component cost, remaining life, and useful life inventory. The report projects costs and funding for 30 years using localized costs.
- Percent Funded Analysis. This compares what you have in reserve funds to what the ideal amount should be, something many reserve studies do not include.
- One site meeting with management or the board on the first day of inspection if requested.
- Electronic copies of the report. Electronic copies can also be requested any time in the future by email. A hard copy is available free of charge upon request.
- Revisions or amendments of reports for up to 90 days from the first submission of the report. We welcome all feedback. (It is not uncommon for there to be one or two refinements of the report to meet your specific requirements).
- Accessibility. Call, write, or email us any time and you will receive prompt follow-up. We aim to exceed expectations and consider customer service our top priority.
- 30 year cash flow plan in the report.
- Review of subdivision plats and site aerials.



Qualifications

Paul Gallizzi and Steven Swartz are professionals in the business of preparing reserve studies and insurance appraisals for community associations. We both inspect all properties and have provided detailed analysis of over 300,000 single family, apartment, villa, townhome, and condominium units. Our high repeat customer rate indicates high customer satisfaction. We have prepared reserve studies and insurance appraisals for all types of community associations including high rise condominiums, mid-rise condominiums, garden-style condominiums, office condominiums, medical condominiums, townhouse developments, single family residential homeowners associations, community development districts, and special use facilities.

We both hold engineering degrees from fully accredited universities. Paul is a State Certified General Real Estate Appraiser License Number RZ 110 and a State Certified General Contractor License Number CGC 019465 with over 30 years of experience in each. Steven is one of approximately only 200 people nationwide that have earned the designation of Reserve Specialist (RS) from the Community Associations Institute and is a State Certified General Real Estate Appraiser License Number RZ 3479. He has also been a speaker at CAI functions discussing reserves and budgeting. To learn more, please visit us on the web at www.reservestudyfl.com and visit our articles section for more than 50 articles about reserves, funding, and budgeting.

A partial list of our clients include:

- Greenacre Properties
- Standard Pacific Homes
- Leland Management
- M/I Homes
- Associa Gulf Coast
- Sentry Management
- Starwood Land Ventures
- Management & Associates
- Resource Property Management
- Condominium Associates
- Insurance Office of America
- Argus Property Management
- Creative Management
- Many Other Individually Managed Associations
- The Mahaffey Apartment Company
- Rizzetta & Company
- First Service Residential
- Brown & Brown Insurance
- Taylor Morrison Homes
- Vanguard Management Group
- Lennar Homes
- McNeil Management Services
- Development Planning and Financing Group
- Qualified Property Management
- Avid Property Management
- Southshore Property Management
- Terra Management Services



Experience

Here is a short list of communities we have conducted reserve studies for, showing experience with various construction types, building systems, and community amenities:

Heritage Harbour South CDD, Bradenton, Florida

Heritage Harbour South CDD is comprised of single family residential and multifamily residences. The community started construction in 2002 and construction finished in 2006. Overall, there are 1,523 units. The CDD maintains the baseball field and recreation area. The District also maintains the streets, ponds, stormwater drainage, and the entry areas. The CDD encompasses a total site size of 980.79 acres in Bradenton, Florida.

Venetian CDD, Venice, FL

Venetian CDD commenced operations in September 2002. The Venetian Golf and River Club has 1,377 lots planned primarily for single family residential development as well as a small amount of multi-family development. The River Club recreation area was built in 2004 and includes a clubhouse, kitchen and banquet facilities, fitness center, pool area, tennis courts, as well as other amenities. The District also maintains the streets, ponds, stormwater drainage, and the entry areas. The CDD encompasses a total site size of 964 acres.

Riverwood CDD, Port Charlotte, FL

Riverwood CDD started development in the mid 1990s and most of the construction was complete over the next decade. The District maintains an amenity campus with a clubhouse/athletic center, pool area, tennis, and shuffleboard courts. The district also owns an off-site Beach Club on Manasota Key in Englewood. The Beach Club was built in 2003 and acquired in 2014. Additionally, the District also maintains the streets, potable water system, reclaimed water system, sewer system (and plant), and stormwater drainage.

Two Creeks CDD, Middleburg, FL

Two Creeks has 624 platted lots planned for single family residential development and encompasses 625 acres. The community was platted in June 2007. Within the district, there is a recreation comprised of a clubhouse, pool area, 2 tennis courts, a basketball court, playgrounds, and a volleyball court. The community also maintains the ponds, stormwater drainage, and the entry areas.

Hawthorne Residents Cooperative, Leesburg, Florida

Hawthorne Residents Cooperative is a manufactured home community on 450 acres that was constructed in 1973. Common areas include: a 20,000 square foot clubhouse with a grand hall and kitchen, pool area, sales building, EMS building, laundry building, water treatment building, maintenance building, cable building, administration building, guardhouse, recreation facilities, marina, and community-owned streets.



Services

The fee schedule for the current assignment is as follows, please sign below to confirm your acceptance:

Reserve Study Update with Site Inspection (Level-2)

\$4,800

We will provide you with electronic copies of the report. Payment will be due at the first submission of the report. The report will be completed within ten weeks of our firm receiving this engagement letter signed and faxed or emailed to our office.

Thank you again for the opportunity to present our proposal to you.

Sincerely,

Paul Gallizzi
Florida General Contractor #CGC-019465
State-Certified General Appraiser RZ110

Steven Swartz, RS
Reserve Specialist Designation No. 214
State-Certified General Appraiser RZ3479

Accepted by Signature:

Date

Accepted by Printed Name:

Tab 7

Waterlefe Community Development District
Golf Committee Minutes
November 16th, 2023

Present: Tony Maddaloni, Barbie Brand, Scott Smith, Bill Vernal, Bruce Ambrose, Bob Buchanan

A quorum was established.

Absent: Ted Cole, Barbie Brand, Joel Ambrose, and Don Snowden

Other Attendees: Steve Dietz (CDD GM & Golf Club GM), Mark Trotter (Director of Golf), Mary Paige Huisman (Executive Assistant), Sasha Jarquin (Director of Marketing & Membership), and Jessica Kaufman (F&B Manager)

Call to Order: Meeting was called to order @ 12:08pm.

Public Comments: No public was present but committee members reported on feedback received from the recent ladies' events.

Business Administration:

Consideration of the Meeting Minutes from October 12th, 2023:

- There was a motion by T. Maddaloni to accept the minutes with a second by B. Vernal; this was unanimously approved.

Financial Review:

- Steve reported on the fiscal year end financials as well as the October and November month to date financials.

Business Items:

Driving Range & Fish Hook Cove Review: Steve reviewed with the committee the driving range and actions that have been and are continued to be taken to help with errant golf balls going onto Fish Hook Cove. Steve reported that he does still receive comments on additional netting and has reached out to netting companies for information if the club was to ever decide to add additional netting. During committee discussion it was noted that staff does their best to continue to keep the oak trees along the roadway healthy to create coverage.

Staff Reports

Golf Course Maintenance: Steve reported on recent staffing changes in the maintenance team and also reported on recent and upcoming maintenance work. The first needle tinning of the season was completed and went smoothly, a new "gate" system has been implemented on the fairways for golfers to use when entering and exiting the fairway. Staff is continuing to work on the smoothness of the course as the course is continuing to grow in and mature. There was also committee discussion on possibly adding sand boxes to the tees to help encourage filling divots.

Marketing Report: Sasha reported on the current membership count as well as the recent annual letter that was sent out which included the pricing for 2024 dues. Sasha also updated on current membership inquiries and expected resignations for 2024. It was also reported that for the upcoming holidays as people are traveling into town marketing has been increased on google and Facebook.

Waterlefe Community Development District
Golf Committee Minutes
November 16th, 2023

Pro Shop: Mark updated on the “Don’t be a Trotter” educational series that was started and receiving positive feedback. Staff is working on getting the next video for the series completed. Mark also reported on the new cap patrol for

Grille Room: Jessica updated on the shank shack and seeing continued support from both membership and the public golfers. The recent 9 & wine went very well and Jessica received a lot of positive feedback.

Fact Finding Subcommittee: Steve gave a brief update on the cart barn restroom & clubhouse building renovations.

Operations Subcommittee:

- No report.

Communications:

- No report.

WMGA:

- No report.

WWGA:

- No report.

WYGP Update: B. Buchanan updated the committee the youth program and upcoming fundraising.

Liaison Comments:

- No report.

Adjournment:

- Motion by S. Smith and a second by B. Buchanan to adjourn.
Meeting adjourned at 1:34pm.

Tab 8

MINUTES OF MEETING

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

**WATERLEFE
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Waterlefe Community Development District was held on **Monday, December 18, 2023, at 2:01 p.m.** at the Waterlefe River Club located at 1022 Fish Hook Cove, Bradenton, FL 34212

Present and constituting a quorum were:

Ken Bumgarner	Board Supervisor, Chair
Ruth Harenchar	Board Supervisor, Vice Chair
Tom Tosi	Board Supervisor, Assistant Secretary
Sydney Xinos	Board Supervisor, Assistant Secretary
Richard Carroll	Board Supervisor, Assistant Secretary

Also present were:

Ruben Durand	District Manager, Rizzetta & Company, Inc.
Rick Schappacher	District Engineer, Schappacher Eng. Steve Dietz General Manager, Waterlefe Golf Club
Scott Laballister	Representative, Solitude
Liz Rocque	Representative, Solitude
Andrew Cohen	District Counsel, Persson, Cohen & Mooney, P.A.
John Toborg	Rizzetta, Field Service Manager Mary Paige Huisman Waterlefe Golf Club
Juan Castillo	Representative, Sunstate
Rick Clark	Representative, Water IQ

Audience	Present
----------	----------------

FIRST ORDER OF BUSINESS

Call to Order

Mr. Durand called the meeting to order and conducted roll call.

SECOND ORDER OF BUSINESS

Public Comments

Audience Present.

An audience member made a comment that the petunias at Winding Stream are being pulled out.

THIRD ORDER OF BUSINESS

**Aquatic Maintenance
Report and Update**

1. Presentation of Waterway Inspection Report

Mr. Laballister presented report.

2. Presentation of Water IQ

Mr. Clark made a presentation on an experimental technology to help reduce algae.. They would like to do a three-month test, at no cost to the CDD, on pond 18.

On a motion by Ms. Harenchar, seconded by Mr. Bumgarner, the Board of Supervisors approved Solitude to prepare a proposal at zero cost for Water IQ technologies experimental treatment, and for Mr. Bumgarner to execute outside of the meeting, for the Waterlefe Community Development District.

FOURTH ORDER OF BUSINESS

**Landscape and
Irrigation Update**

1. Landscape Committee Update

Mr. Dietz provided updates on the landscape committee meeting and provided kudos to Sunstate on their work.

On a motion by Mr. Carroll, seconded by Mr. Xinos, the Board of Supervisors approved two proposals in the amounts of **\$1,400** and **\$400** for landscape lighting, for the Waterlefe Community Development District.

2. Field Inspection Report

Mr. Toborg presented the Field Inspection Report to the Board. Mr. Toborg discussed with the Board, the walk through that occurred in October, with ArtisTree, Waterlefe staff members and landscape committee members. Another landscape inspection occurred in November and a lot of items were not addressed by Artistree.

The discussion on ArtisTree's deficiencies ensued. District Counsel will look further into the contract to determine how to proceed.

District Counsel will prepare a letter to send to ArtisTree concerning deficiencies, Mr. Tosi and Mr. Toborg will collaborate with District Counsel on letter.

3. Landscape Contractor Report

Mr. Castillo presented the report.

On a motion by Mr. Bumgarner, seconded by Mr. Xinos, the Board of Supervisors approved a proposal for irrigation in the amount of **\$5,825.24**, for the Waterlefe Community Development District.

FIFTH ORDER OF BUSINESS

Golf Course Update

1. Director of Golf Course Operations Update

Mr. Dietz presented the Golf Course Operations Update to the Board.

SIXTH ORDER OF BUSINESS

Safety Committee

1. Safety Committee Update

Mr. Dietz provided updates to the Board.

On a motion by Ms. Harenchar, seconded by Mr. Xinos, the Board of Supervisors approved to remove Dom Paturno from the safety committee, for the Waterlefe Community Development District.

SEVENTH ORDER OF BUSINESS

Capital Projects Committee

Mr. Dietz provided updates on the acoustic ceilings, change orders and building renovations.

EIGHTH ORDER OF BUSINESS

Property Management Update

1. CDD Completed Work Orders Maintenance Report

Mr. Dietz provided updates on the FEMA claim.

NINTH ORDER OF BUSINESS

MPOA Liaison Update

Not present. No update.

TENTH ORDER OF BUSINESS

District Counsel

Mr. Cohen provided updates on deed reformation, Mossy Branch project and conveyance of property.

ELEVENTH ORDER OF BUSINESS

District Engineer

Mr. Schappacher provided further updates on mossy branch project.

1. Unauthorized Fish Hook Cove Wall Penetrations

The Board asked questions regarding the wall penetrations and CDD easements along the wall.

2. Boardwalk Deficiencies

Mr. Schappacher provided updates and will work with Mr. Dietz to address boardwalk deficiencies.

3. Retaining Wall Deficiencies

Mr. Dietz to assign retaining wall deficiencies to staff members for corrections.

4. Sidewalk Repair Bid Package

Mr. Schappacher provided bid package to a few vendors. Only one vendor responded with a bid for a total cost of **\$4,635.00**. District Engineer will discuss other options with a CDD resident who has a suggestion.

5. Signage Repair Bid Package

Bids for signage repair are due by Friday, December 22, 2023.

Mr. Schappacher explained that the stop sign and the requirements for the information below the stop sign have changed and the signs will be updated over time to meet new requirements.

6. Striping Repair Bid Package

Mr. Schappacher provided updates. He will be reaching out to vendors for bid packages.

7. Roadway Repair Bid Package

Mr. Schappacher mentioned bids are due on Friday, January 5, 2024.

8. Guardrail Post Deficiencies

Mr. Schappacher is collaborating with Mr. Dietz on these deficiencies. Staff will take care of this.

9. Updated Roadway Life Expectancy Map

Mr. Tosi requested an update to the Funding Reserve Analysis.

TWELFTH ORDER OF BUSINESS

District Manager

Mr. Durand reminded the board that the next regularly scheduled meeting will be held on Monday, January 15, 2024, at 2:00 p.m. at the Waterlefe River Club.

THIRTEENTH ORDER OF BUSINESS

**Acceptance of the Capital Project
Committee Meeting Minutes from
October 12, 2023**

On a motion by Xinos, seconded by Mr. Tosi, the Board of Supervisors unanimously accepted the Capital Project Committee Meeting Minutes from October 12, 2023, for the Waterlefe Community Development District.

FOURTEENTH ORDER OF BUSINESS

**Acceptance of Landscape Committee
Minutes from October 13, 2023 &
November 10, 2023**

On a motion by Mr. Xinos, seconded by Mr. Tosi, the Board of Supervisors unanimously accepted the Landscape Committee Minutes from October 13, 2023, and November 10, 2023 for the Waterlefe Community Development District.

FIFTEENTH ORDER OF BUSINESS

**Approval of the Regular Meeting
Minutes from November 20, 2023**

On a motion by Mr. Xinos, seconded by Mr. Tosi, the Board of Supervisors unanimously approved the Capital Project Committee Meeting Minutes from November 20, 2023, for the Waterlefe Community Development District.

SIXTEENTH ORDER OF BUSINESS

**Consideration of Operations
& Maintenance Expenditures for
November 2023**

November 2023 - \$53,989.95

On a motion by Mr. Xinos, seconded by Mr. Tosi, the Board of Supervisors unanimously ratified the Operations & Maintenance Expenditures for November 2023 (**\$53,989.95**), for the Waterlefe Community Development District.

SEVENTEENTH ORDER OF BUSINESS

Supervisor Requests and Comments

No Supervisor Requests / Comments.

EIGHTEENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Xinos, seconded by Mr. Bumgarner, the Board of Supervisors, unanimously approved to adjourn the meeting at 4:58 p.m., for the Waterlefe Community Development District.
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Secretary / Assistant Secretary

Chairman / Vice Chairman