



Rizzetta & Company

Alta Lakes Community Development District

**Board of Supervisors' Meeting
July 28, 2021**

**District Office:
2806 N. Fifth Street
Unit 403
St. Augustine, FL 32084**

**ALTA LAKES
COMMUNITY DEVELOPMENT DISTRICT**

Rizzetta & Company, Inc., 2806 North Fifth Street, Unit 403, St. Augustine, FL 32084

Board of Supervisors	Robert Porter Mark Dearing John Gislason Anthony Sharp Cassidy Hardison	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Lesley Gallagher	Rizzetta & Company, Inc.
District Counsel	Katie Buchanan	Hopping Green & Sams, P.A.
District Engineer	Vincent Dunn	Dunn & Associates, Inc.

All cellular phones must be placed on mute while in the meeting room.

The first section of the meeting is called Audience Comments, which is the portion of the agenda where individuals may make comments on Agenda Items. The final section of the meeting will provide an additional opportunity for Audience Comments on other matters of concern that were not addressed during the meeting. Individuals are limited to a total of three (3) minutes to make comments during these times.

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 (904) 436-6270. 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.

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

District Office · St. Augustine, Florida · (904) 436-6270

Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
altalakescdd.org

July 21, 2021

**Board of Supervisors
Alta Lakes Community
Development District**

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors' of the Alta Lakes Community Development District will be held on **Wednesday, July 28, 2021 at 6:00 p.m.** at the Alta Lakes Amenity Center located at 3108 Alta Lakes Blvd., Jacksonville, FL 32226. Following is the agenda for the meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ADMINISTRATION**
 - A. *Consideration of Minutes of Meeting of the Board of Supervisors' Regular Meeting held April 28, 2021 (Under Separate Cover)*
 - B. *Ratification of Operations & Maintenance Expenditures for April 2021 (Under Separate Cover)*
 - C. Ratification of Approval of Financial Statement for Period Ending September 30, 2020.....Tab 1
- 4. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. Landscape and Maintenance
 - 1.) BrightView Landscape Report, July 20, 2021.....Tab 2
 - 2.) *Consideration of BrightView Proposal for Repairs from Engineer's Report (Under Separate Cover)*
 - D. Amenity Manager
 - 1.) *First Coast CMS, Amenity Manager Report, July 2021 (Under Separate Cover)*
 - E. District Manager
 - 1.) Presentation of Registered Voter Count.....Tab 3
 - 2.) SOLitude Lake Management Report, July 8, 2021.....Tab 4
- 5. BUSINESS ITEMS**
 - A. Consideration of Fencing Proposals.....Tab 5
 - B. Consideration of Proposal(s) for Pool Repairs.....Tab 6
 - C. Public Hearing on Fiscal Year 2021-2022 Final Budget
 - 1.) Consideration of Resolution 2021-05, Approving Fiscal Year 2021-2022 Final Budget.....Tab 7
 - D. Public Hearing on Special Assessments
 - 1.) Consideration of Resolution 2021-06 Imposing Special Assessments.....Tab 8
 - E. Discussion Regarding Transition of CDD Board
- 6. Supervisor Requests and Audience Comments**
- 7. Adjournment**

CALL TO ORDER / ROLL CALL

**AUDIENCE COMMENTS
ON AGENDA ITEMS**

BUSINESS ADMINISTRATION

*Consideration of Minutes of Meeting of the
Board of Supervisors' Regular Meeting
held April 28, 2021
(Under Separate Cover)*

*Ratification of Operations & Maintenance
Expenditures for April 2021
(Under Separate Cover)*

Tab 1

**Alta Lakes Community
Development District**

ANNUAL FINANCIAL REPORT

September 30, 2020

Alta Lakes Community Development District

ANNUAL FINANCIAL REPORT

September 30, 2020

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Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

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REPORT OF INDEPENDENT AUDITORS

To the Board of Supervisors
Alta Lakes Community Development District
Jacksonville, Florida

Report on the Financial Statements

We have audited the accompanying basic financial statements of Alta Lakes Community Development District as of and for the year ended September 30, 2020, and the related notes to financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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 fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Accounting Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Fort Pierce / Stuart

To the Board of Supervisors
Alta Lakes Community Development District

Opinion

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the financial position of the governmental activities, and each major fund of Alta Lakes Community Development District as of September 30, 2020, and the respective changes in financial position and the budgetary comparison for the General Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Governmental Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements is required by the *Governmental Accounting Standards Board* who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's response to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued a report dated June 25, 2021 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations and contracts.

The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Alta Lakes Community Development District's internal control over financial reporting and compliance.



Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

June 25, 2021

**Alta Lakes Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2020**

Management's discussion and analysis of Alta Lakes Community Development District's (the "District") financial performance provides an objective and easily readable analysis of the District's financial activities. The analysis provides summary financial information for the District and should be read in conjunction with the District's financial statements.

OVERVIEW OF THE FINANCIAL STATEMENTS

The District's basic financial statements comprise three components; 1) *Government-wide financial statements*, 2) *Fund financial statements*, and 3) *Notes to financial statements*. The *Government-wide financial statements* present an overall picture of the District's financial position and results of operations. The *Fund financial statements* present financial information for the District's major funds. The *Notes to financial statements* provide additional information concerning the District's finances.

The *Government-wide financial statements* are the **statement of net position** and the **statement of activities**. These statements use accounting methods similar to those used by private-sector companies. Emphasis is placed on the net position of governmental activities and the change in net position. Governmental activities are primarily supported by special assessments.

The **statement of net position** presents information on all assets and liabilities of the District, with the difference between assets and liabilities reported as net position. Net position is reported in three categories; 1) net investment in capital assets, 2) restricted, and 3) unrestricted. Assets, liabilities, and net position are reported for all Governmental activities.

The **statement of activities** presents information on all revenues and expenses of the District and the change in net position. Expenses are reported by major function and program revenues relating to those functions are reported, providing the net cost of all functions provided by the District. To assist in understanding the District's operations, expenses have been reported as governmental activities. Governmental activities financed by the District include general government, physical environment and debt service.

Fund financial statements present financial information for governmental funds. These statements provide financial information for the major funds of the District. Governmental fund financial statements provide information on the current assets and liabilities of the funds, changes in current financial resources (revenues and expenditures), and current available resources.

**Alta Lakes Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2020**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Fund financial statements include a **balance sheet** and a **statement of revenues, expenditures and changes in fund balances** for all governmental funds. A **statement of revenues, expenditures, and changes in fund balances – budget and actual** is provided for the District's General Fund. *Fund financial statements* provide more detailed information about the District's activities. Individual funds are established by the District to track revenues that are restricted to certain uses or to comply with legal requirements.

The *government-wide financial statements* and the *fund financial statements* provide different pictures of the District. The *government-wide financial statements* provide an overall picture of the District's financial standing. These statements are comparable to private-sector companies and give a good understanding of the District's overall financial health and how the District paid for the various activities, or functions, provided by the District. All assets of the District, including capital assets are reported in the **statement of net position**. All liabilities, including principal outstanding on bonds are included. The **statement of activities** includes depreciation on all long-lived assets of the District, but transactions between the different functions of the District have been eliminated in order to avoid "doubling up" the revenues and expenses. The *fund financial statements* provide a picture of the major funds of the District. In the case of governmental activities, outlays for long lived assets are reported as expenditures and long-term liabilities, such as general obligation bonds, are not included in the fund financial statements. To provide a link from the *fund financial statements* to the *government-wide financial statements*, reconciliations are provided from the *fund financial statements* to the *government-wide financial statements*.

Notes to financial statements provide additional detail concerning the financial activities and financial balances of the District. Additional information about the accounting practices of the District, investments of the District, capital assets and long-term debt are some of the items included in the *notes to financial statements*.

Financial Highlights

The following are the highlights of financial activity for the year ended September 30, 2020.

- ◆ The District's total assets exceeded total liabilities by \$655,206 (net position). Net investment in capital assets was \$515,329. Restricted net position was \$60,739. Unrestricted net position was \$79,138.
- ◆ Governmental activities revenues totaled \$7,833,391 while governmental activities expenses and conveyances totaled \$7,125,788.

**Alta Lakes Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2020**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Financial Analysis of the District

The following schedule provides a summary of the assets, liabilities and net position of the District and is presented by category for comparison purposes.

Net Position

	Governmental Activities	
	2020	2019
Current assets	\$ 88,855	\$ 24,385
Restricted assets	622,723	3,430,385
Capital assets	9,904,007	7,035,908
Total Assets	10,615,585	10,490,678
Current liabilities	449,426	817,963
Non-current liabilities	9,510,953	9,725,112
Total Liabilities	9,960,379	10,543,075
 Net Position		
Net investment in capital assets	515,329	-
Restricted	60,739	279,939
Unrestricted	79,138	(332,336)
Total Net Position	\$ 655,206	\$ (52,397)

The decrease in restricted assets is related to the capital projects and debt service activity in the current year.

The increase in capital assets is related to the capital contribution received at the completion of the capital project net of the conveyances to other governments in the current year.

The decrease in current liabilities is related to the decrease in retainage payable in the current year.

The decrease in non-current liabilities is the result of the principal payments made in the current year.

The increase in net position is related to revenues exceeding expenses in the current year.

**Alta Lakes Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2020**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Financial Analysis of the District (Continued)

The following schedule provides a summary of the changes in net position of the District and is presented by category for comparison purposes.

Change In Net Position

	Governmental Activities	
	2020	2019
Program Revenues		
Special assessments	\$ 502,261	\$ -
Operating contributions	171,773	494,520
Capital contributions	7,134,836	-
General Revenues		
Miscellaneous revenues	175	-
Investment earnings	24,346	22,229
Total Revenues	<u>7,833,391</u>	<u>516,749</u>
Expenses		
General government	98,308	74,694
Physical environment	154,905	28,762
Culture/recreation	92,693	90
Interest and other charges	436,694	465,600
Total Expenses	<u>782,600</u>	<u>569,146</u>
Conveyances to other governments	(6,343,188)	-
Change in Net Position	707,603	(52,397)
Net Position - Beginning of Year	<u>(52,397)</u>	<u>-</u>
Net Position - End of Year	<u>\$ 655,206</u>	<u>\$ (52,397)</u>

The increase in charges for services is related to the District implementing special assessments in the current year.

The capital contribution was related to the contribution received to complete the capital project in the current year.

The increases in physical environment and culture/recreation are related to the completion of the capital project and placing the capital assets in service.

The conveyance to other governments is related to the legal transfer of certain assets to other governments at the completion of the capital project in the current year.

**Alta Lakes Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2020**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Capital Assets Activity

The following schedule provides a summary of the District's capital assets as of September 30, 2020 and 2019:

Description	Governmental Activities	
	2019	2019
Construction in progress	\$ 946,154	\$ 7,035,908
Buildings and improvements	2,722,020	-
Infrastructure	6,235,833	-
Total Capital Assets	\$ 9,904,007	\$ 7,035,908

The activity for the year consisted of additions to construction in progress, \$9,211,287, transfers to buildings and improvements, \$2,722,020 and infrastructure, \$6,235,833, and conveyances to other governments, \$6,343,188.

General Fund Budgetary Highlights

The final budget exceeded actual expenditures in the current year because streetlight and contingency expenditures were less than anticipated.

There were no amendments to the General Fund budget in the current year.

Debt Management

Governmental Activities debt includes the following:

- ◆ In June 2019, the District issued \$9,925,000 Series 2019 Special Assessment Bonds. These bonds were issued to finance a portion of the cost of acquisition, construction, installation, and equipping of the Series 2019 Project. The balance outstanding on the Series 2019 Bonds at September 30, 2020 was \$9,715,000.

**Alta Lakes Community Development District
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Year Ended September 30, 2020**

OVERVIEW OF THE FINANCIAL STATEMENTS (CONTINUED)

Economic Factors and Next Year's Budget

Alta Lakes Community Development District expects to complete the capital projects and convey certain assets to another governmental entity in the fiscal year ended September 30, 2021.

Request for Information

The financial report is designed to provide a general overview of Alta Lakes Community Development District's finances for all those with an interest. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Alta Lakes Community Development District's Finance Department at 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614.

Alta Lakes Community Development District
STATEMENT OF NET POSITION
September 30, 2020

	Governmental Activities
ASSETS	
Current Assets	
Cash	\$ 63,263
Prepaid expenses	25,592
Total Current Assets	88,855
Non-Current Assets	
Restricted Assets	
Investments	622,723
Capital Assets, Not Being Depreciated	
Construction in progress	946,154
Capital Assets, Being Depreciated	
Buildings and improvements	2,722,020
Infrastructure	6,235,833
Total Non-Current Assets	10,526,730
Total Assets	10,615,585
LIABILITIES	
Current Liabilities	
Accounts payable and accrued expenses	13,548
Retainage payable	78,451
Bonds payable	180,000
Accrued interest	177,427
Total Current Liabilities	449,426
Non-Current Liabilities	
Bonds payable, net	9,510,953
Total Liabilities	9,960,379
NET POSITION	
Net investment in capital assets	515,329
Restricted for debt service	60,739
Unrestricted	79,138
Total Net Position	\$ 655,206

See accompanying notes to financial statements.

Alta Lakes Community Development District
STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2020

Functions/Programs	Expenses	Program Revenues			Net (Expenses) Revenues and Change in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Governmental Activities
Governmental Activities					
General government	\$ (98,308)	\$ 120,745	\$ -	\$ -	\$ 22,437
Physical environment	(154,905)	190,259	-	7,134,836	7,170,190
Culture/recreation	(92,693)	113,848	-	-	21,155
Interest and other charges	(436,694)	77,409	171,773	-	(187,512)
Total Governmental Activities	\$ (782,600)	\$ 502,261	\$ 171,773	\$ 7,134,836	7,026,270
 General Revenues					
					175
					24,346
					24,521
Conveyances of capital assets					(6,343,188)
Change in Net Position					707,603
Net Position - Beginning of Year					(52,397)
Net Position - End of Year					\$ 655,206

See accompanying notes to financial statements.

**Alta Lakes Community Development District
BALANCE SHEET –
GOVERNMENTAL FUNDS
September 30, 2020**

	General	Debt Service	Capital Projects	Total Governmental Funds
ASSETS				
Cash	\$ 63,263	\$ -	\$ -	\$ 63,263
Prepaid expenses	25,592	-	-	25,592
Restricted assets				
Investments, at fair value	-	540,441	82,282	622,723
Total Assets	<u>\$ 88,855</u>	<u>\$ 540,441</u>	<u>\$ 82,282</u>	<u>\$ 711,578</u>
LIABILITIES AND FUND BALANCES				
LIABILITIES				
Accounts payable and accrued expenses	\$ 9,734	\$ -	\$ 3,814	\$ 13,548
Retainage payable	-	-	78,451	78,451
Total Liabilities	<u>9,734</u>	<u>-</u>	<u>82,265</u>	<u>91,999</u>
FUND BALANCES				
Nonspendable:				
Prepaid expenses	25,592	-	-	25,592
Restricted:				
Debt service	-	540,441	-	540,441
Capital projects	-	-	17	17
Unassigned	53,529	-	-	53,529
Total Fund Balances	<u>79,121</u>	<u>540,441</u>	<u>17</u>	<u>619,579</u>
Total Liabilities and Fund Balances	<u>\$ 88,855</u>	<u>\$ 540,441</u>	<u>\$ 82,282</u>	<u>\$ 711,578</u>

See accompanying notes to financial statements.

Alta Lakes Community Development District
RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES
TO NET POSITION OF GOVERNMENTAL ACTIVITIES
September 30, 2020

Total Governmental Fund Balances	\$ 619,579
Amounts reported for governmental activities in the Statement of Net Position are different because:	
Capital assets, construction in progress, \$946,154, infrastructure, \$6,235,833, and buildings and improvements, \$2,722,020, used in governmental activities are current financial resources, and therefore, are not reported at the fund level.	9,904,007
Long-term liabilities, bonds payable, are not due and payable in the current period, and therefore, are not reported at the fund level.	(9,715,000)
Bond discount being amortized, net of accumulated amortization, used in governmental activities are not current financial resources and, therefore, are not reported at the fund level.	24,047
Accrued interest expense for long-term debt is not a current financial use, and therefore, is not reported at the fund level.	<u>(177,427)</u>
Net Position of Governmental Activities	<u><u>\$ 655,206</u></u>

See accompanying notes to financial statements.

Alta Lakes Community Development District
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES
IN FUND BALANCES – GOVERNMENTAL FUNDS
For the Year Ended September 30, 2020

	General	Debt Service	Capital Projects	Total Governmental Funds
REVENUES				
Special assessments	\$ 424,852	\$ 77,409	\$ -	\$ 502,261
Developer contributions	-	171,773	3,814	175,587
Miscellaneous revenues	175	-	-	175
Investment income	-	6,215	18,131	24,346
Total Revenues	<u>425,027</u>	<u>255,397</u>	<u>21,945</u>	<u>702,369</u>
EXPENDITURES				
Current				
General government	98,308	-	-	98,308
Physical environment	154,905	-	-	154,905
Culture/recreation	92,693	-	-	92,693
Capital outlay	-	-	2,080,265	2,080,265
Debt service				
Principal	-	210,000	-	210,000
Interest	-	385,537	-	385,537
Other debt service costs	-	-	4,873	4,873
Total Expenditures	<u>345,906</u>	<u>595,537</u>	<u>2,085,138</u>	<u>3,026,581</u>
Excess of revenues over/(under) expenditures	<u>79,121</u>	<u>(340,140)</u>	<u>(2,063,193)</u>	<u>(2,324,212)</u>
OTHER FINANCING SOURCES/(USES)				
Transfers in	-	15,684	-	15,684
Transfers out	-	-	(15,684)	(15,684)
Total Other Financing Sources/(Uses)	<u>-</u>	<u>15,684</u>	<u>(15,684)</u>	<u>-</u>
Net Change in Fund Balance	79,121	(324,456)	(2,078,877)	(2,324,212)
Fund Balances - Beginning of Year	<u>-</u>	<u>864,897</u>	<u>2,078,894</u>	<u>2,943,791</u>
Fund Balances - End of Year	<u>\$ 79,121</u>	<u>\$ 540,441</u>	<u>\$ 17</u>	<u>\$ 619,579</u>

See accompanying notes to financial statements.

Alta Lakes Community Development District
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
For the Year Ended September 30, 2020

Net Change in Fund Balances - Total Governmental Funds \$ (2,324,212)

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlay as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount that capital outlay, \$2,080,265, was exceeded by conveyances, \$(6,343,188), in the current period. (4,262,923)

The contribution of capital assets does not affect current financial resources and therefore is not reflected at the fund level. This is the amount of capital assets contributed in the current period. 7,131,022

Repayment of bond principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position. 210,000

Governmental funds report bond discounts as expenditures. However, in the Statement of Activities, the cost is allocated as amortization expense. (45,443)

In the Statement of Activities, interest is accrued on outstanding bonds; whereas in the governmental funds, interest expenditures are reported when due. This is the change in accrued interest in the current period. (841)

Change in Net Position of Governmental Activities \$ 707,603

See accompanying notes to financial statements.

Alta Lakes Community Development District
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES – BUDGET AND ACTUAL – GENERAL FUND
For the Year Ended September 30, 2020

	Original Budget	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Revenues				
Special assessments	\$ 449,250	\$ 449,250	\$ 424,852	\$ (24,398)
Miscellaneous revenues	-	-	175	175
Total Revenues	<u>449,250</u>	<u>449,250</u>	<u>425,027</u>	<u>(24,223)</u>
Expenditures				
Current				
General government	115,600	115,600	98,308	17,292
Physical environment	219,000	219,000	154,905	64,095
Culture/recreation	114,650	114,650	92,693	21,957
Total Expenditures	<u>449,250</u>	<u>449,250</u>	<u>345,906</u>	<u>103,344</u>
Net Change in Fund Balances	-	-	79,121	79,121
Fund Balances - Beginning of Year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balances - End of Year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 79,121</u>	<u>\$ 79,121</u>

See accompanying notes to financial statements.

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2020

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the District have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The District's more significant accounting policies are described below.

1. Reporting Entity

The District was established on November 13, 2018, pursuant to the Uniform Community Development District Act of 1980, Chapter 190, Florida Statutes, as amended (the "Act"), by the City of Jacksonville Ordinance #2018-660-E as a Community Development District. The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of the infrastructure necessary for community development within its jurisdiction. The District is authorized to issue bonds for the purpose, among others, of financing, funding, planning, establishing, acquiring, constructing district roads, landscaping, and other basic infrastructure projects within or outside the boundaries of the Alta Lakes Community Development District. The District is governed by a five member Board of Supervisors who are elected on an at large basis by landowners of the District. The District operates within the criteria established by Chapter 190, Florida Statutes.

As required by GAAP, these financial statements present the Alta Lakes Community Development District (the primary government) as a stand-alone government. The reporting entity for the District includes all functions of government in which the District's Board exercises oversight responsibility including, but not limited to, financial interdependency, selection of governing authority, designation of management, significant ability to influence operations and accountability for fiscal matters.

Based upon the application of the above-mentioned criteria as set forth by the Governmental Accounting Standards Board, the District has identified no component units.

2. Measurement Focus and Basis of Accounting

The basic financial statements of the District are composed of the following:

- Government-wide financial statements
- Fund financial statements
- Notes to financial statements

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2020

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

a. Government-wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Government-wide financial statements report all non-fiduciary information about the reporting government as a whole. These statements include all the governmental activities of the primary government. The effect of interfund activity has been removed from these statements.

Governmental activities are supported by special assessments, developer contributions and interest. Program revenues are netted with program expenses in the statement of activities to present the net cost of each program.

Amounts paid to acquire capital assets are capitalized as assets, rather than reported as an expenditure. Proceeds of long-term debt are recorded as liabilities in the government-wide financial statements, rather than as an other financing source.

Amounts paid to reduce long-term indebtedness of the reporting government are reported as a reduction of the related liability, rather than as an expenditure.

b. Fund Financial Statements

The underlying accounting system of the District is organized and operated on the basis of separate funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Fund financial statements for the primary government's governmental funds are presented after the government-wide financial statements. These statements display information about major funds individually.

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2020

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

b. Fund Financial Statements (Continued)

Governmental Funds

The District classifies fund balance according to Governmental Accounting Standards Board Statement 54 – Fund Balance Reporting and Governmental Fund Type Definitions. The Statement requires the fund balance for governmental funds to be reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

The District has various policies governing the fund balance classifications.

Nonspendable Fund Balance – This classification consists of amounts that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact.

Restricted Fund Balance – This classification includes amounts that can be spent only for specific purposes stipulated by constitution, external resource providers, or through enabling legislation.

Assigned Fund Balance – This classification consists of the Board of Supervisors' intent to be used for specific purposes, but are neither restricted nor committed. The assigned fund balances can also be assigned by the District's management company.

Unassigned Fund Balance – This classification is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications. Unassigned fund balance is considered to be utilized first when an expenditure is incurred for purposes for which amounts in any of those unrestricted fund balance classifications could be used.

Fund Balance Spending Hierarchy – For all governmental funds except special revenue funds, when restricted, committed, assigned, and unassigned fund balances are combined in a fund, qualified expenditures are paid first from restricted or committed fund balance, as appropriate, then assigned and finally unassigned fund balances.

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2020

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

2. Measurement Focus and Basis of Accounting (Continued)

b. Fund Financial Statements (Continued)

Governmental Funds (Continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are considered to be available when they are collected within the current period or soon thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. Interest associated with the current fiscal period is considered to be an accrual item and so has been recognized as revenue of the current fiscal period.

Under the current financial resources measurement focus, only current assets and current liabilities are generally included on the balance sheet. The reported fund balance is considered to be a measure of “available spendable resources”.

Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Accordingly, they are said to present a summary of sources and uses of “available spendable resources” during a period.

Because of their spending measurement focus, expenditure recognition for governmental fund types excludes amounts represented by non-current liabilities. Since they do not affect net current assets, such long-term amounts are not recognized as governmental fund type expenditures or fund liabilities.

Amounts expended to acquire capital assets are recorded as expenditures in the year that resources are expended, rather than as fund assets. The proceeds of long-term debt are recorded as an other financing source rather than as a fund liability.

Debt service expenditures are recorded only when payment is due.

3. Basis of Presentation

a. Governmental Major Funds

General Fund – The General Fund is the District’s primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
For the Year Ended September 30, 2020

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

3. Basis of Presentation (Continued)

a. Governmental Major Funds (Continued)

Debt Service Fund – Accounts for the accumulation of resources for the annual payment of principal and interest on long-term general obligation debt.

Capital Projects Fund – The Capital Projects Funds account for the construction of infrastructure improvements within the boundaries of the District.

b. Non-current Governmental Assets/Liabilities

GASB Statement 34 requires that non-current governmental assets, such as construction in progress, and non-current governmental liabilities, such as general obligation bonds be reported in the governmental activities column in the government-wide Statement of Net Position.

4. Assets, Liabilities, and Net Position or Equity

a. Cash and Investments

Florida Statutes require state and local governmental units to deposit monies with financial institutions classified as "Qualified Public Depositories," a multiple financial institution pool whereby groups of securities pledged by the various financial institutions provide common collateral from their deposits of public funds. This pool is provided as additional insurance to the federal depository insurance and allows for additional assessments against the member institutions, providing full insurance for public deposits.

The District is authorized to invest in those financial instruments as established by Section 218.415, Florida Statutes. The authorized investments consist of:

1. Direct obligations of the United States Treasury;
2. The Local Government Surplus Funds Trust or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperative Act of 1969;
3. Interest-bearing time deposits or savings accounts in authorized qualified public depositories;
4. Securities and Exchange Commission, registered money market funds with the highest credit quality rating from a nationally recognized rating agency.

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2020

NOTE A – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

4. Assets, Liabilities, and Net Position or Equity (Continued)

b. Restricted Net Position

Certain net position of the District is classified as restricted on the Statement of Net Position because their use is limited either by law through constitutional provisions or enabling legislation; or by restrictions imposed externally by creditors. In a fund with both restricted and unrestricted net position, qualified expenses are considered to be paid first from restricted net position and then from unrestricted net position.

c. Capital Assets

Capital assets, which include construction in progress, buildings and improvements and infrastructure are reported in the governmental activities column.

The District defines capital assets as assets with an initial, individual cost of \$5,000 or more and an estimated useful life in excess of two years. The valuation basis for all assets is historical cost.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend its useful life are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Depreciation of capital assets is computed and recorded by utilizing the straight-line method.

d. Budgets

Budgets are prepared and adopted after public hearings for the governmental funds, pursuant to Chapter 190, Florida Statutes. The District utilizes the same basis of accounting for budgets as it does for revenues and expenditures in its various funds. The legal level of budgetary control is at the fund level. All budgeted appropriations lapse at year end. Formal budgets are adopted for the general and debt service funds. As a result, deficits in the budget columns of the accompanying financial statements may occur.

e. Unamortized Bond Discount

Bond discounts are presented on the government-wide financial statements. The costs are amortized over the life of the bonds using the method of accounting. For financial reporting, the unamortized bond discount is netted against the applicable long-term debt.

**Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2020**

NOTE B – CASH AND INVESTMENTS

All deposits are held in qualified public depositories and are included on the accompanying balance sheet as cash and investments.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a formal deposit policy for custodial credit risk; however, they follow the provisions of Chapter 280, Florida Statutes regarding deposits and investments. As of September 30, 2020, the District's bank balance was \$70,026 and the carrying value was \$63,263. Exposure to custodial credit risk was as follows. The District maintains all deposits in a qualified public depository in accordance with the provisions of Chapter 280, Florida Statutes, which means that all deposits are fully insured by Federal Depositors Insurance or collateralized under Chapter 280, Florida Statutes.

As of September 30, 2020, the District had the following investments and maturities:

Investment	Maturities	Fair Value
First American Treasury Obligation Fund	46 Days*	\$ 622,723

*Weighted Average Maturity

The District categorizes its fair value measurements within the fair value hierarchy recently established by generally accepted accounting principles. The fair value is the price that would be received to sell an asset, or paid to transfer a liability, in an orderly transaction between market participants at the measurement date. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. The District uses a market approach in measuring fair value that uses prices and other relevant information generated by market transactions involving identical or similar assets, liabilities, or groups of assets and liabilities.

Assets or liabilities are classified into one of three levels. Level 1 is the most reliable and is based on quoted price for identical assets, or liabilities, in an active market. Level 2 uses significant other observable inputs when obtaining quoted prices for identical or similar assets, or liabilities, in markets that are not active. Level 3 is the least reliable and uses significant unobservable inputs that use the best information available under the circumstances, which includes the District's own data in measuring unobservable inputs.

Based on the criteria in the preceding paragraph, the investments listed above are Level 1 assets.

Interest Rate Risk

The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2020

NOTE B – CASH AND INVESTMENTS (CONTINUED)

Credit Risk

The District's investments are limited by state statutory requirements and bond compliance. The District has no investment policy that would further limit its investment choices. As of September 30, 2020, the District's investment in both investments were rated AAAM by Standard and Poor's.

Concentration of Credit Risk

The District places no limit on the amount it may invest in any one fund. The District's investment in the First American Treasury Obligation represents 100% of the District's total investments.

The types of deposits and investments and their level of risk exposure as of September 30, 2020 were typical of these items during the period then ended. The District considers any decline in fair value to be temporary.

NOTE C – CAPITAL ASSETS

Capital Asset activity for the period ended September 30, 2020 was as follows:

	Balance October 1, 2019	Additions	Deletions	Balance September 30, 2020
<u>Governmental activities:</u>				
Capital assets, not being depreciated:				
Construction in progress	\$ 7,035,908	\$ 9,211,287	\$ (15,301,041)	\$ 946,154
Capital assets, being depreciated:				
Buildings and improvements	-	2,722,020	-	2,722,020
Infrastructure	-	6,235,833	-	6,235,833
Total Capital Assets, depreciated	-	8,957,853	-	8,957,853
Total Capital Assets	<u>\$ 7,035,908</u>	<u>\$ 18,169,140</u>	<u>\$ (15,301,041)</u>	<u>\$ 9,904,007</u>

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2020

NOTE D – LONG-TERM DEBT

The following is a summary of activity for long-term debt of the Governmental Activities for the year ended September 30, 2020:

Long-term debt at October 1, 2019	\$ 9,925,000
Principal payments	<u>(210,000)</u>
Long-term debt at September 30, 2020	<u>\$ 9,715,000</u>

Long-term debt is comprised of the following:

Special Assessment Revenue Bonds

\$9,925,000 Series 2019 Bonds are due in annual principal installments beginning May 2020, maturing May 2049. Interest is due semi-annually on May 1 and November 1, beginning November 1, 2019, at variable rates of 3.500% to 4.625%. Current portion is \$180,000.

	\$ 9,715,000
Bond discount, net	<u>(24,047)</u>
Bonds Payable, net	<u>\$ 9,690,953</u>

The annual requirements to amortize the principal and interest of bonded debt outstanding as of September 30, 2020 are as follows:

Year Ending September 30,	Principal	Interest	Total
2021	\$ 180,000	\$ 424,295	\$ 604,295
2022	185,000	417,995	602,995
2023	190,000	411,520	601,520
2024	195,000	404,870	599,870
2025	205,000	398,045	603,045
2026-2030	1,155,000	1,868,538	3,023,538
2031-2035	1,430,000	1,606,760	3,036,760
2036-2040	1,765,000	1,263,560	3,028,560
2041-2045	2,230,000	823,250	3,053,250
2046-2049	<u>2,180,000</u>	<u>257,150</u>	<u>2,437,150</u>
Totals	<u>\$ 9,715,000</u>	<u>\$ 7,875,983</u>	<u>\$ 17,590,983</u>

**Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2020**

NOTE D – LONG-TERM DEBT (CONTINUED)

Summary of Significant Bond Resolution Terms and Covenants

Significant Bond Provisions

The Series 2019 Bonds, maturing on or after May 1, 2039, are subject to redemption at the option of the District prior to their maturity, in whole or in part, at any time after May 1, 2029 at a redemption price equal to the principal amount of the Series 2019 Bonds to be redeemed, plus accrued interest to the date of redemption. The Series 2019 Bonds are subject to extraordinary mandatory redemption prior to maturity in the manner determined by the Bond Registrar if certain events occurred as outlined in the Trust Indenture.

The Trust Indenture established certain amounts be maintained in a reserve account. In addition, the Trust Indenture has certain restrictions and requirements relating principally to the use of proceeds to pay for the infrastructure improvements and the procedures to be followed by the District on assessments to property owners. The District agrees to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements.

Depository Funds

The bond resolution establishes certain funds and determines the order in which revenues are to be deposited into these funds. A description of the significant funds, including their purposes, is as follows:

1. Reserve Fund – The 2019 Reserve Account is funded from the proceeds of the Series 2019 Bonds in an amount equal to the fifty percent of the maximum annual debt service with respect to the Series 2019 Bonds. Monies held in the reserve accounts will be used only for the purposes established in the Trust Indenture.

	Special Assessment Bonds	
	Reserve Balance	Reserve Requirement
Series 2019 Special Assessment Bonds	\$ 302,275	\$ 301,943

NOTE E – INTERFUND ACTIVITY

Interfund transfers for the year ended September 30, 2020, consisted of the following:

	Transfers In
	Debt Service Fund
Transfers Out Capital Projects Fund	\$ 15,684

Transfers are the result of the Capital Projects Fund Series 2019 Cost of Issuance Account closing in December 2019.

Alta Lakes Community Development District
NOTES TO FINANCIAL STATEMENTS
September 30, 2020

NOTE F – ECONOMIC DEPENDENCY AND RELATED PARTIES

A substantial portion of the District's activity is dependent upon the continued involvement of the developers, the loss of which could have a materially adverse effect on the District. At September 30, 2020, the developers owned or controlled a large portion of the assessable property located within District boundaries. All Board of Supervisors were employed by the developer or its affiliates at September 30, 2020.

NOTE G – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. There were no claims or settled claims from these risks and claims have not exceeded commercial insurance coverage since inception.

NOTE H – SUBSEQUENT EVENT

In October 2020, the District conveyed \$863,889 in roadways to another governmental entity.



Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

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FAX: 772/468-9278

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Supervisors
Alta Lakes Community Development District
Jacksonville, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Alta Lakes Community Development District, as of and for the year ended September 30, 2020, and the related notes to the financial statements, and have issued our report thereon dated June 25, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered Alta Lakes Community Development District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Alta Lakes Community Development District's internal control. Accordingly, we do not express an opinion on the effectiveness of Alta Lakes Community Development District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Board of Supervisors
Alta Lakes Community Development District

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Alta Lakes Community Development District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

June 25, 2021



Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

MANAGEMENT LETTER

To the Board of Supervisors
Alta Lakes Community Development District
Jacksonville, Florida

Report on the Financial Statements

We have audited the financial statements of the Alta Lakes Community Development District as of and for the year ended September 30, 2020, and have issued our report thereon dated June 25, 2021.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and Chapter 10.550, Rules of the Florida Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* and our Independent Auditor's Report on an examination conducted in accordance with *AICPA Professionals Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated June 25, 2021, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding financial audit report. There were no findings in previous audits.

Financial Condition and Management

Section 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and communicate the results of our determination as to whether or not Alta Lakes Community Development District has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and to identify the specific conditions met. In connection with our audit, we determined that Alta Lakes Community Development District did not meet any of the conditions described in Section 218.503(1) Florida Statutes.

To the Board of Supervisors
Alta Lakes Community Development District

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures for Alta Lakes Community Development District. It is management's responsibility to monitor the Alta Lakes Community Development District's financial condition; our financial condition assessment was based in part on the representations made by management and the review of the financial information provided by the same as of September 30, 2020.

Section 10.554(1)(i)2., Rules of the Auditor General, requires that we communicate any recommendations to improve financial management. In connection with our audit, we did not have any such recommendations.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to communicate noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but warrants the attention of those charged with governance. In connection with our audit, we did not note any such findings.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, the Board of Supervisors, and applicable management, and is not intended to be and should not be used by anyone other than these specified parties.

*Berger Toombs Elam
Gaines + Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

June 25, 2021



**Berger, Toombs, Elam,
Gaines & Frank**

Certified Public Accountants PL

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Fort Pierce, Florida 34950

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FAX: 772/468-9278

**INDEPENDENT ACCOUNTANTS' REPORT/COMPLIANCE WITH
SECTION 218.415, FLORIDA STATUTES**

To the Board of Supervisors
Alta Lakes Community Development District
Jacksonville, Florida

We have examined Alta Lakes Community Development District's compliance with Section 218.415, Florida Statutes during the year ended September 30, 2020. Management is responsible for Alta Lakes Community Development District's compliance with those requirements. Our responsibility is to express an opinion on Alta Lakes Community Development District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence about Alta Lakes Community Development District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on Alta Lakes Community Development District's compliance with the specified requirements.

In our opinion, Alta Lakes Community Development District complied, in all material respects, with the aforementioned requirements during the year ended September 30, 2020.

*Berger Toombs Elam
Gaines & Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

June 25, 2021

STAFF REPORTS

District Counsel

District Engineer

Landscape and Maintenance

Tab 2



11530 Davis Creek Court - Jacksonville, Florida 32256
(904) 292-0716 / Fax: (904) 292-1014

MEMORANDUM

DATE: July 20, 2021
TO: Alta Lakes
ATTN: Board of Directors
FROM: Chris Ernst
RE: Landscape Report

Grounds Maintenance

Weekly grounds maintenance

Apply herbicide to pavers and sidewalk cracks.

Apply herbicide to landscape beds

Trimming entrances and amenity center

Picking up trash from construction

Hand weeding landscape beds

Irrigation

Inspections are up to date

Agronomics

The turf was treated for weeds and fertilized on 07/13/21. It was also treated with an insecticide.

Enhancements

No new news to report

Arbor Care

No new news to report

*Consideration of BrightView Proposal for
Repairs from Engineers Report
(Under Separate Cover)*

Amenity Manager

*First Coast CMS, Amenity
Manager Report, July 2021
(Under Separate Cover)*

District Manager

Tab 3



OFFICE OF THE SUPERVISOR OF ELECTIONS

MIKE HOGAN
SUPERVISOR OF ELECTIONS
OFFICE: (904) 255-3444
CELL: (904) 219-8924

105 EAST MONROE STREET
JACKSONVILLE, FLORIDA 32202
FAX: (904) 255-3434
E-MAIL: MHOGAN@COJ.NET

May 17, 2021

Lesley Gallagher
Alta Lakes CDD
2806 North Fifth Street, Unit 403
St. Augustine, Florida 32084
Dear Lesley,

The information you requested on April 13, 2021 appears below:

Alta Lakes Community Development District

544 Registered Voters

If you have any questions or need additional assistance, please contact Robert Phillips at 904-255-3436 or phillips@coj.net.

Sincerely,

Lana Self
Director of Candidate and Records

Tab 4



Service History Report

July 8, 2021
50097

Alta Lakes CDD

Date Range: 06/01/21..06/30/21

Toll Free: (888) 480-5253
Fax: (888) 358-0088
www.solitudelakemanagement.com

Service Date 6/7/2021 7107
No. PI-A00617060
Order No. SMOR-468583
Contract No. SVR51511
Technician Name and State License #s
William R. Ashwell (Bill)

Table with 4 columns: Service Item #, Description, Lake No., Lake Name. Row 1: 7107-LAKE-ALL, Alta Lakes Cdd-Lake-ALL, 13. Includes Technician's and General Comments.

Service Date 6/8/2021 7107
No. PI-A00623894
Order No. SMOR-475873
Contract No. SVR51511
Technician Name and State License #s
William R. Ashwell (Bill)

Table with 4 columns: Service Item #, Description, Lake No., Lake Name. Row 1: 7107-LAKE-ALL, Alta Lakes Cdd-Lake-ALL, 13. Includes Technician's and General Comments.

Service Date 6/29/2021 7107
No. PI-A00625620
Order No. SMOR-479985
Contract No. SVR51511
Technician Name and State License #s
Derek R. Byrnes
William R. Ashwell (Bill)

Table with 4 columns: Service Item #, Description, Lake No., Lake Name. Row 1: 7107-LAKE-ALL, Alta Lakes Cdd-Lake-ALL, 13. Includes Technician's and General Comments.

Inspected for Aquatic Weeds

=====

Service Date	6/30/2021	7107
No.	PI-A00626807	
Order No.	SMOR-480405	
Contract No.	SVR51511	

Technician Name and State License #s
William R. Ashwell (Bill)

Service Item #	Description	Lake No.	Lake Name
7107-LAKE-ALL	Alta Lakes Cdd-Lake-ALL	13	

Technician's Comments: Today ponds 6&7 were heavily treated for algae and submerged weed control, shoreline weeds were also treated on ponds 6&1. no other treatments were deemed necessary on this service visit.

General Comments: Inspected Lake

Inspected for algae

Inspected for Aquatic Weeds

BUSINESS ITEMS

Tab 5





DUVAL FENCE, INC.

DUVAL FENCE, INC.
Jacksonville, FL 32257
www.duvalfence.com

5151 Sunbeam Road, Suite 13
904-260-4747

PROPOSAL/CONTRACT

Page 1
06/30/2021

Customer Information:

ALTA LAKES
Dan Walker (904) 362.0618
3108 ALTA LAKES BLVD
Jacksonville, FL 32226

Job Information:

Josh L
dan@firstcoastcms.com

Notes:

- FURNISH AND INSTALL:

600' OF 4' HIGH VINYL RAIL FENCE

STYLE: 3-RAIL
COLOR: WHITE
POST: 5" X 5" WITH PYRAMID POST CAP
RAIL: 1.5" X 5.5" X 16'

ALL POST ARE SET IN CONCRETE FOOTINGS

PRICE INCLUDES MATERIALS & INSTALLATION
TERMS: 50% DOWN BALANCE ON COMPLETION
*PRICE VALID FOR 5 DAYS
*SITE INSPECTION REQUIRED TO CONFIRM PRICE



DUVAL FENCE, INC. agrees to guarantee above fence to be free from defects in materials and workmanship for one year.

DUVAL FENCE, INC. shall advise the customer as to local zoning regulations but responsibility for complying with said regulations and obtaining any required permits shall rest with the customer. DUVAL FENCE, INC. will assist the customer, upon request, in determining where the fence is to be erected, but under no circumstance does DUVAL FENCE, INC. assume any responsibility concerning property lines or in any way guarantee their accuracy. If property pins cannot be located it is recommended that the customer have the property surveyed.

DUVAL FENCE, INC. will assume the responsibility for having underground public utilities located and marked. However, DUVAL FENCE, INC. assumes no responsibility for unmarked sprinkler lines, or any other unmarked buried lines or objects. The customer will assume all liability for any damage caused by directing DUVAL FENCE, INC. to dig in the immediate vicinity of known utilities.

The final billing will be based on the actual footage of fencing built and the work performed. Partial billing for materials delivered to the job site and work completed may be sent at weekly

intervals. Adjustments for material used on this job and adjustments for labor will be charged or credited at the currently established rates. Additional charges for any extra work not covered in this contract that was requested by the customer will also be added. The full amount of this contract along with any additional charges will become payable upon completion of all work whether or not it has been invoiced.

A finance charge of 1 1/2% per month (or a minimum of \$1.00), which is an annual percentage rate of 18%, shall be applied to accounts that are not paid within 10 days after completion of any work invoiced. All materials will remain the property of DUVAL FENCE, INC. until all invoices pertaining to this job are paid in full. The customer agrees to pay all interest and any costs incurred in the collection of this debt.

Contract Amount: \$ 8367.20
Down Payment: \$ _____
Balance Due: \$ 8367.20

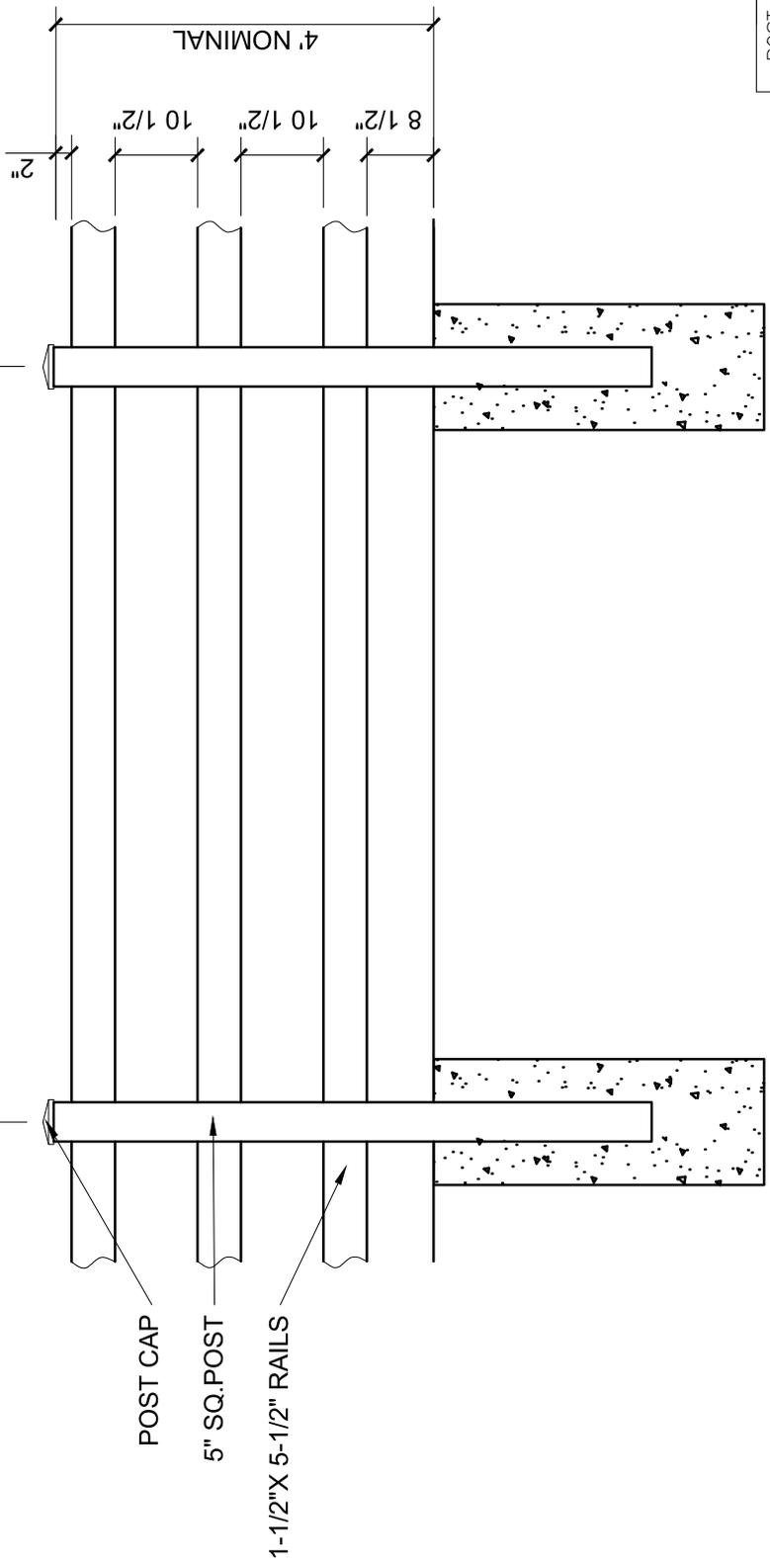
Approved & Accepted for Customer:

Customer Date

Accepted for DUVAL FENCE, INC.:

Salesperson Date

8' CENTER LINE POST TO POST



POST CAP
5" SQ. POST
1-1/2"X 5-1/2" RAILS

POST CAP OPTIONS	
NEW ENGLAND	
GOTHIC	
INSIDE PYRAMID	
OUTSIDE PYRAMID	

NOTES:
DESIGN AND SPECIFICATIONS SUBJECT TO CHANGE BY MANUFACTURE.
POST AND FOOTING - AS REQUIRED BY SITE CONDITIONS AND CODES.



Merchants Metals[®]
the first name in fence solutions

EverGuard[®] Ranch Three Rail
8' Nominal Panel - Elevation / Section

DATE: 08.28.13

SCALE: 1/2" = 1'-0"

BY: DDD

DWG #: EG.RR.3R

COPYRIGHT ©

BID

Date: 06/28/2021

Superior Fence & Rail
5470 Highway Avenue
Jacksonville, FL 32254
Office: (904) 683-6349
Fax: (904) 683-6408
Project Manager: Matt Harkin
Cell: (904) 238-1101
Email: Matthew.Harkin@fencingjacksonville.com

Company: First Coast CMS
Address: 352 Predido St. St. Johns Fl 32259
Office Number: 904 537 9034
Contact: Dan Walker
Cell: 904 362 0618
Email: dan@firstcoastcms.com

Project Name:	Project Location:	Bid Scope(s):
Alta Lakes Fencing	3108 Alta Lakes Blvd Jacksonville Fl	Fence

QTY	Unit	Scope Specifications	Unit Price	Total
3-Rail Ranch Rail				
648	LF	4' 3-Rail Ranch Rail w/ (2) 8' wide openings for mover and pedestrian access - 4"x4"x6' Posts (Set 8' OC) - 2"x6"x16' Ribbed Rails - All Posts Set In Concrete	\$29.57	\$19,161.36
648	LF	4' 3-Rail Ranch Rail w/ (2) 8' wide openings for mover and pedestrian access - 4"x4"x6' Posts (Set 8' OC) - 2"x6"x16' Hollow Rails - All Posts Set In Concrete	\$28.22	\$18,286.56
4-Rail Crossbuck				
648	LF	4' 4-Rail Crossbuck w/ (2) 8' wide openings for mover and pedestrian access - 4"x4"x6' Posts (Set 7'8" OC) - 2"x6"x16' Ribbed Rails - All Posts Set In Concrete	\$37.02	\$23,988.96
648	LF	4' 4-Rail Crossbuck w/ (2) 8' wide openings for mover and pedestrian access - 4"x4"x6' Posts (Set 7'8" OC) - 2"x6"x16' Hollow Rails - All Posts Set In Concrete	\$35.26	\$22,848.48
In Our Scope		- All mobilizations in continuous sequence - All Equipment - All Supervision for Scopes listed - Labor		
Not In Our Scope		- Permits - Disposal of Soil- Will be Spread out onsite - Bonding - Conduit & Electrical		
Work Schedule		2 Days		
Total:		TBD		

This is a quotation on the goods named, subject to the conditions noted below:

Price is valid for 30 days

RESPONSIBILITIES OF SUPERIOR FENCE & RAIL:

To perform those items listed in the aforementioned scope of work

RESPONSIBILITIES OF GC OR OWNER:

Work area to be made accessible for fence crews, equipment and material suppliers prior to mobilization and maintained throughout the project
Superior Fence & Rail not responsible for damage incurred to site due to accessing the job
Work area to be cleared, graded and staked prior to mobilization and maintained throughout the project
Provide a lay down area (if needed) for material stockpiled/stored on project
SUPERIOR FENCE & RAIL not responsible for damaged, missing or stolen material stockpiled/stored on project
Provide dumpsters as needed for removed, non-salvageable or refuse material
Haul away and dispose of removed, non-salvageable or refuse material
When installation requires attachment to concrete structure (i.e.: sidewalks, c.m.u. walls, etc.), all required concrete work by Owner
All permits and licenses by Owner

THIS PROPOSAL IS BASED ON THE FOLLOWING CONDITIONS:

All fence work to be performed under one mobilization with access to all sites without delay. Additional mobilizations will be billed at \$500.00 US/occurrence if caused by Contractor/Owner
Job is done in sequence without interruption, normal working hour and days, with one crew
This proposal is based on "normal" digging conditions. Any change in digging conditions (rock, landfill rubble, concrete, etc.) will require a change order to the base contract.
All change orders will reflect all scope of work and conditions of this proposal.
SUPERIOR FENCE & RAIL is not a design/engineering firm. All installations are designed and approved by Owner
SUPERIOR FENCE & RAIL will contact underground utility notification. It shall be the responsibility of the contractor for all protection, relocation, or damage to any utilities.
All material and quality control testing by others
SUPERIOR FENCE & RAIL shall be paid for all equipment and labor employed on this project for any delays for which we are not responsible
Contractor/Owner agrees to pay for stored materials

SCHEDULE - Work will progress in a mutually agreed sequence beginning no sooner than two weeks from receipt of a fully executed subcontract agreement signed by both parties; and approval in writing, by the owner or his representative of all required SUPERIOR FENCE & RAIL submittals

CONDITIONS OF CONTRACT:

Changed Conditions - Our proposal is based on information provided by the Contractor and/or Owner. Should actual conditions vary from those represented we reserve the right to claim for additional compensation and/or extension of time.
All additional work will be done after a CHANGE ORDER agreement has been reached and executed between the Owner/Contractor and SUPERIOR FENCE & RAIL.
Unless agreed to in writing we object to any terms and conditions relating to: LIQUIDATED DAMAGES, WARRANTIES, and LIMITATIONS OF LIABILITY, INDEMNIFICATION and SEIZURE OF EQUIPMENT.
No retainage is to be withheld from SUPERIOR FENCE & RAIL's payments.
Invoice balance is due and payable upon completion.
Any claims against the Owner or Owners Agent, shall be pursued by the Contractor on our behalf.
Any claim, dispute or other matter in question between the Contractor/Owner and SUPERIOR FENCE & RAIL relating to or arising out of this Agreement shall be governed by the laws of the State of Florida.
This proposal must be made part of any subsequent contract with which we would agree.

To accept this quotation, sign here and return: _____ Date: _____

THANK YOU FOR YOUR BUSINESS!





Tab 6



CPC 1457304

PROPOSAL# 109662021

**FRANK'S POOL SERVICES INC.
2771-29 MONUMENT ROAD SUITE 328
JACKSONVILLE, FL 32225
(904) 642-2583**

Customer: Alta Lakes
Job Address: 3108 Alta Lakes Blvd
Contact #: 904-362-0618

Date: 06-16-21

EXHIBIT B

This proposal is for the following:

DRAIN POOL:

Drain pool and control hydrostatic pressure.

RELIEF JOINTS:

To remove old material and fill in joints with Sica Flex.

TILE:

Replace 4 tiles on the relief joint and one tile on the gutter.

OPTION 1: To do 1 relief joint.	Total \$6500.00
OPTION 2: To do all relief joints.	Total \$9500.00

- This bid is based on a draw payment schedule that will be provided in the contract.
- This proposal is only valid for 90 days!
- Please sign and date the bottom of this contract and return to us the original copy.
- This bid does not include any hidden conditions.
- Due to the way of the product applications of the aggregate finish, the pool could show lighter or darker color variations in the aggregate.
- NOTE: during inspection we noticed a large crack in the plaster that could get worse after the pool is drained from the surface dehydrating. Since it is cracked water has gotten under the surface and will be hollow.



CPC 1457304

PROPOSAL# 109662021

**FRANK'S POOL SERVICES INC.
2771-29 MONUMENT ROAD SUITE 328
JACKSONVILLE, FL 32225
(904) 642-2583**

Customer: Alta Lakes
Job Address: 3108 Alta Lakes Blvd
Contact #: 904-362-0618

Date: 06-16-21

EXHIBIT B

This proposal is based upon the parties entering into Frank's Pool Services contract and the terms contained therein. A copy of contract is available upon request.

SIGNATURE _____ DATE _____

**Public Hearing on
Fiscal Year
2021-2022 Final Budget**

Tab 7

RESOLUTION 2021-05

THE ANNUAL APPROPRIATION RESOLUTION OF THE ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June 2021, submitted to the Board of Supervisors (“**Board**”) of the Alta Lakes Community Development District (“**District**”) proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2021 and ending September 30, 2022 (“**Fiscal Year 2021/2022**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

WHEREAS, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

WHEREAS, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1st of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

WHEREAS, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- c. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 28th day of July, 2021.

ATTEST:

**ALTA LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A



Rizzetta & Company

Alta Lakes Community Development District

altalakescdd.org

Proposed Budget for Fiscal Year 2021-2022

Presented by: Rizzetta & Company, Inc.

2806 N. Fifth Street
Suite 403
St. Augustine, Florida 32084
Phone: 904-436-6270

rizzetta.com

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Debt Service Fund Budget Account Category Descriptions	15



Rizzetta & Company

Proposed Budget
Alta Lakes Community Development District
General Fund
Fiscal Year 2021/2022

	Chart of Accounts Classification	Actual YTD through 06/30/21	Projected Annual Totals 2020/2021	Annual Budget for 2020/2021	Projected Budget variance for 2020/2021	Budget for 2021/2022	Budget Increase (Decrease) vs 2020/2021	Comments
39	EXPENDITURES - FIELD OPERATIONS							
40								
41	Electric Utility Services							
42	Utility Services	\$ 26,266	\$ 35,021	\$ 38,400	\$ 3,379	\$ 38,400	\$ -	Added Two New Meters in April
43	Garbage/Solid Waste Control							
44	Garbage - Recreation	\$ 1,041	\$ 2,652	\$ 2,050	\$ (602)	\$ 2,750	\$ 700	
45	Water-Sewer Combination							
46	Utility Services	\$ 16,194	\$ 26,592	\$ 35,000	\$ 8,408	\$ 35,000	\$ -	Added Irrigation Meter in April
47	Stormwater Control							
48	Aquatic Maintenance	\$ 11,049	\$ 17,112	\$ 17,112	\$ -	\$ 21,000	\$ 3,888	Based on 19 Ponds
49	Fountain Service Repairs & Maintenance	\$ 2,736	\$ 2,736	\$ 2,500	\$ (236)	\$ 2,500	\$ -	To Include Preventative Maintenance
50	Miscellaneous Expense	\$ -	\$ 820	\$ 2,500	\$ 1,680	\$ 2,500	\$ -	Carp Barriers FY 20/21
51	Other Physical Environment							
52	General Liability/Property Insurance	\$ 21,002	\$ 21,002	\$ 36,502	\$ 15,500	\$ 23,186	\$ (13,316)	Based on Estimate Provided. Second Entry and Dog Park Added FY 20/21
53	Entry & Walls Maintenance	\$ 4,258	\$ 12,860	\$ 7,500	\$ (5,360)	\$ 7,500	\$ -	Includes Entry Fountain Maintenance Contract, Service Twice Monthly . FY 20/21 Included One Time Heavy Duty Fountain Cleaning and Replacement of Chlorinators.
54	Landscape and Irrigation Maintenance Contract	\$ 68,314	\$ 98,100	\$ 96,600	\$ (1,500)	\$ 100,100	\$ 3,500	Additional Entry Added in FY 20/21. Proposed to Include Additional Annuals, and One Mulch Rotation.
55	Holiday Decorations	\$ 340	\$ 500	\$ 3,000	\$ 2,500		\$ (3,000)	To Be Combined With Special Events Line For FY 21/22
56	Irrigation Repairs	\$ 2,029	\$ 6,500	\$ 8,500	\$ 2,000	\$ 5,000	\$ (3,500)	
57	Landscape Replacement	\$ 1,544	\$ 8,500	\$ 8,500	\$ -	\$ 8,500	\$ -	
58	Miscellaneous Expense	\$ 1,873	\$ 3,714	\$ 2,000	\$ (1,714)	\$ 4,332	\$ 2,332	Dog Waste Stations
59	Parks & Recreation							
60	Amenity Management Contract	\$ 23,281	\$ 31,000	\$ 39,000	\$ 8,000	\$ 39,000	\$ -	Proposed to Include Additional Seasonal Staffing
61	Pool Permits		\$ 400	\$ 400	\$ -	\$ 400	\$ -	
62	Amenity Maintenance Contract & Repair	\$ 2,859	\$ 8,750	\$ 11,000	\$ 2,250	\$ 11,000	\$ -	Includes Approximately \$8000 in Repairs as Proposed

Proposed Budget
Alta Lakes Community Development District
General Fund
Fiscal Year 2021/2022

	Chart of Accounts Classification	Actual YTD through 06/30/21	Projected Annual Totals 2020/2021	Annual Budget for 2020/2021	Projected Budget variance for 2020/2021	Budget for 2021/2022	Budget Increase (Decrease) vs 2020/2021	Comments
63	Amenity Facility Supplies	\$ 199	\$ 1,250	\$ 1,000	\$ (250)	\$ 1,000	\$ -	
64	Pest Control & Termite	\$ 1,761	\$ 1,761	\$ 2,500	\$ 739	\$ 2,500	\$ -	
65	Amenity Facility Janitorial Contract & Supplies	\$ 6,844	\$ 9,172	\$ 7,000	\$ (2,172)	\$ 10,000	\$ 3,000	FY 20/21 Includes Limited Additional Staff and Supplies Due to COVID. FY 21/22 Includes Additional Staff and Approximately \$1800 in Supplies
66	Fitness Equipment Maintenance & Repairs	\$ 165	\$ 1,000	\$ 3,000	\$ 2,000	\$ 2,000	\$ (1,000)	To Include PM Agreement
67	Pool Maintenance Contract	\$ 14,769	\$ 19,692	\$ 12,750	\$ (6,942)	\$ 10,000	\$ (2,750)	FY 21/22 has Maintenance and Chemicals Moved to Separate Line(68).
68	Pool Maintenance Chemicals				\$ -	\$ 13,000	\$ 13,000	NEW LINE - Chemicals Previously Included With Line #67 . Chlorine Cost Anticipated to Increase by 3.38%.
69	Security Camera System Maintenance & Repairs	\$ -	\$ 1,500	\$ 3,000	\$ 1,500	\$ 3,000	\$ -	
70	Pressure Washing	\$ -	\$ 2,900	\$ 2,900	\$ -	\$ 2,900	\$ -	Entry and Facility Per Existing Agreement
71	Playground Equipment and Maintenance	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -	Certified Playground Mulch? Access Control ?
72	Athletic/Park/Court/Field Maintenance & Repairs	\$ 484	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -	Lighting
73	Access Control Maintenance & Repairs	\$ 720	\$ 1,450	\$ 1,500	\$ 50	\$ 1,500	\$ -	Includes Monthly Cloud Storage. Access Cards
74	Cable Television, Internet, Phone	\$ 2,691	\$ 3,588	\$ 4,000	\$ 412	\$ 4,000	\$ -	Included Initial Set Up FY 20/21
75	Amenity Miscellaneous Expense	\$ 958	\$ 958	\$ 500	\$ (458)	\$ 500	\$ -	Included Weight Bench FY 20/21. Backflow Testing.
76	Special Events							
77	Special Events	\$ 855	\$ 2,200	\$ 2,500	\$ 300	\$ 5,000	\$ 2,500	To Also Include Holiday Decorations Previously on Line #55
78	Contingency							
79	Capital Outlay					\$ 25,000		NEW LINE FY 21/22. To Possibly Include Seasonal Security or Additional Security Cameras

**Alta Lakes Community Development District
Debt Service
Fiscal Year 2021/2022**

Chart of Accounts Classification	Series 2019	Budget for 2021/2022
REVENUES		
Special Assessments		
Net Special Assessments ⁽¹⁾	\$601,877.45	\$601,877.45
TOTAL REVENUES	\$601,877.45	\$601,877.45
EXPENDITURES		
Administrative		
Financial & Administrative		
Debt Service Obligation	\$601,877.45	\$601,877.45
Administrative Subtotal	\$601,877.45	\$601,877.45
TOTAL EXPENDITURES	\$601,877.45	\$601,877.45
EXCESS OF REVENUES OVER EXPENDITURES	\$0.00	\$0.00

NET assessments

\$601,877.45

Notes:

⁽¹⁾ Maximum Annual Debt Service less prepaid assessments.

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2021/2022 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

2021/2022 O&M Net Assessment		\$515,285.00
Duval County Collection Cost @	3.5%	\$19,497.27
Early Payment Discount @	4.0%	\$22,282.59
2021/2022 Total:		<u>\$557,064.86</u>

2020/2021 O&M Budget	\$479,240.00
2021/2022 O&M Budget	\$515,285.00

Total Difference:	<u>\$36,045.00</u>
-------------------	--------------------

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2020/2021	2021/2022	\$	%
Debt Service - Single Family 50	\$1,299.39	\$1,299.39	\$0.00	0.00%
Operations/Maintenance - Single Family 50	\$1,036.19	\$1,114.13	\$77.94	7.52%
Total	\$2,335.58	\$2,413.52	\$77.94	3.34%
Debt Service - Single Family 60	\$1,299.39	\$1,299.39	\$0.00	0.00%
Operations/Maintenance - Single Family 60	\$1,036.19	\$1,114.13	\$77.94	7.52%
Total	\$2,335.58	\$2,413.52	\$77.94	3.34%
Debt Service - Single Family 70	\$1,299.39	\$1,299.39	\$0.00	0.00%
Operations/Maintenance - Single Family 70	\$1,036.19	\$1,114.13	\$77.94	7.52%
Total	\$2,335.58	\$2,413.52	\$77.94	3.34%

ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2021/2022 O&M and DEBT SERVICE ASSESSMENT SCHEDULE

NET O&M ASSESSMENT		\$515,285.00
COLLECTION COSTS @	3.5%	\$19,497.27
EARLY PAYMENT DISCOUNT @	4.0%	\$22,282.59
TOTAL O&M ASSESSMENT		\$557,064.86

<u>LOT SIZE</u>	<u>UNITS ASSESSED</u>		<u>ALLOCATION OF O&M ASSESSMENT</u>		
	<u>O&M</u>	<u>SERIES 2019 DEBT SERVICE ⁽¹⁾</u>	<u>TOTAL EAU's</u>	<u>% TOTAL EAU's</u>	<u>TOTAL O&M BUDGET</u>
Single Family 50	335	335	335.00	67.00%	\$373,233.46
Single Family 60	148	148	148.00	29.60%	\$164,891.20
Single Family 70	17	17	17.00	3.40%	\$18,940.21
Total Community	500	500	500.00	100.00%	\$557,064.86

<u>PER LOT ANNUAL ASSESSMENT</u>		
<u>O&M</u>	<u>SERIES 2019 DEBT SERVICE ⁽²⁾</u>	<u>TOTAL ⁽³⁾</u>
\$1,114.13	\$1,299.39	\$2,413.52
\$1,114.13	\$1,299.39	\$2,413.52
\$1,114.13	\$1,299.39	\$2,413.52

LESS Duval County Collection Costs (3.5%) and Early Payment Discounts (4%):

(\$41,779.86)

\$515,285.00

⁽¹⁾ Reflects the number of total lots with Series 2019 debt outstanding.

⁽²⁾ Annual debt service assessment per lot adopted in connection with the Series 2019 bond issue. Annual assessment includes principal, interest, Duval County collection costs and early payment discounts.

⁽³⁾ Annual assessment that will appear on November 2021 Duval County property tax bill. Amount shown includes all applicable county collection costs and early payment discounts (up to 4% if paid early).

GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Interest Earnings: The District may earn interest on its monies in the various operating accounts.

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Off Roll: For lands not on the tax roll and that is by way of a direct bill from the District to the appropriate property owner.

Developer Contributions: The District may enter into a funding agreement and receive certain prescribed dollars from the Developer to off-set expenditures of the District.

Event Rental: The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

Facilities Rentals: The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.



EXPENDITURES – ADMINISTRATIVE:

Supervisor Fees: The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

Administrative Services: The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

District Management: The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These services include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

District Engineer: The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

Disclosure Report: The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

Trustee's Fees: The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

Assessment Roll: The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

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



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

Auditing Services: The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

Arbitrage Rebate Calculation: The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

Travel: Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

Public Officials Liability Insurance: The District will incur expenditures for public officials' liability insurance for the Board and Staff.

Legal Advertising: The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

Bank Fees: The District will incur bank service charges during the year.

Dues, Licenses & Fees: The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

Miscellaneous Fees: The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

Website Hosting, Maintenance and Email: The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

District Counsel: The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.



EXPENDITURES - FIELD OPERATIONS:

Deputy Services: The District may wish to contract with the local police agency to provide security for the District.

Security Services and Patrols: The District may wish to contract with a private company to provide security for the District.

Electric Utility Services: The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

Streetlights: The District may have expenditures relating to streetlights throughout the community. These may be restricted to main arterial roads or in some cases to all streetlights within the District's boundaries.

Utility - Recreation Facility: The District may budget separately for its recreation and or amenity electric separately.

Gas Utility Services: The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

Garbage - Recreation Facility: The District will incur expenditures related to the removal of garbage and solid waste.

Solid Waste Assessment Fee: The District may have an assessment levied by another local government for solid waste, etc.

Water-Sewer Utility Services: The District will incur water/sewer utility expenditures related to district operations.

Utility - Reclaimed: The District may incur expenses related to the use of reclaimed water for irrigation.

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

Fountain Service Repairs & Maintenance: The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

Lake/Pond Bank Maintenance: The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.



Wetland Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

Mitigation Area Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.

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

General Liability Insurance: The District will incur fees to insure items owned by the District for its general liability needs

Property Insurance: The District will incur fees to insure items owned by the District for its property needs

Entry and Walls Maintenance: The District will incur expenditures to maintain the entry monuments and the fencing.

Landscape Maintenance: The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

Irrigation Maintenance: The District will incur expenditures related to the maintenance of the irrigation systems.

Irrigation Repairs: The District will incur expenditures related to repairs of the irrigation systems.

Landscape Replacement: Expenditures related to replacement of turf, trees, shrubs etc.

Field Services: The District may contract for field management services to provide landscape maintenance oversight.

Miscellaneous Fees: The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

Gate Phone: The District will incur telephone expenses if the District has gates that are to be opened and closed.

Street/Parking Lot Sweeping: The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.



Gate Facility Maintenance: Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

Sidewalk Repair & Maintenance: Expenses related to sidewalks located in the right of way of streets the District may own if any.

Roadway Repair & Maintenance: Expenses related to the repair and maintenance of roadways owned by the District if any.

Employees - Salaries: The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

Employees - P/R Taxes: This is the employer's portion of employment taxes such as FICA etc.

Employee - Workers' Comp: Fees related to obtaining workers compensation insurance.

Management Contract: The District may contract with a firm to provide for the oversight of its recreation facilities.

Maintenance & Repair: The District may incur expenses to maintain its recreation facilities.

Facility Supplies: The District may have facilities that required various supplies to operate.

Gate Maintenance & Repairs: Any ongoing gate repairs and maintenance would be included in this line item.

Telephone, Fax, Internet: The District may incur telephone, fax and internet expenses related to the recreational facilities.

Office Supplies: The District may have an office in its facilities which require various office related supplies.

Clubhouse - Facility Janitorial Service: Expenses related to the cleaning of the facility and related supplies.

Pool Service Contract: Expenses related to the maintenance of swimming pools and other water features.

Pool Repairs: Expenses related to the repair of swimming pools and other water features.

Security System Monitoring & Maintenance: The District may wish to install a security system for the clubhouse



Clubhouse Miscellaneous Expense: Expenses which may not fit into a defined category in this section of the budget

Athletic/Park Court/Field Repairs: Expense related to any facilities such as tennis, basketball etc.

Trail/Bike Path Maintenance: Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

Special Events: Expenses related to functions such as holiday events for the public enjoyment

Miscellaneous Fees: Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

Miscellaneous Contingency: Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.



DEBT SERVICE BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Special Assessments: The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

EXPENDITURES – ADMINISTRATIVE:

Bank Fees: The District may incur bank service charges during the year.

Debt Service Obligation: This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.



Public Hearing on Special Assessments

Tab 8

RESOLUTION 2021-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF ALTA LAKES COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2021/2022; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Alta Lakes Community Development District ("**District**") is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

WHEREAS, the District is located in City of Jacksonville, Duval County, Florida ("**County**"); and

WHEREAS, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

WHEREAS, the Board of Supervisors ("**Board**") of the District hereby determines to undertake various operations and maintenance and other activities described in the District's budget ("**Adopted Budget**") for the fiscal year beginning October 1, 2021 and ending September 30, 2022 ("**Fiscal Year 2021/2022**"), attached hereto as **Exhibit "A"**, and incorporated by reference herein; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

WHEREAS, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2021/2022; and

WHEREAS, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector ("**Uniform Method**"), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

WHEREAS, it is in the best interests of the District to adopt the Assessment Roll of the Alta Lakes Community Development District ("**Assessment Roll**") attached to this Resolution as **Exhibit "B"** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

WHEREAS, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

SECTION 1. BENEFIT & ALLOCATION FINDINGS. The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit "A"** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibits "A" and "B,"** is hereby found to be fair and reasonable.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits "A" and "B."** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the "maximum rate" authorized by law for operation and maintenance assessments.

SECTION 3. COLLECTION. The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits "A" and "B."** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select

collection methods in any given year, regardless of past practices.

SECTION 4. ASSESSMENT ROLL. The Assessment Roll, attached to this Resolution as **Exhibit “B,”** is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the County property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates in the District records.

SECTION 6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this 28th day of July, 2021.

ATTEST:

**ALTA LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: FY 2022 Budget

Exhibit B: FY 2022 Assessment Roll

Exhibit A
will be attached as Fiscal
Year 2021-2022 Final Budget

Exhibit B
on file with the
District Office
upon Request

Discussion Regarding Transition of CDD Board

**SUPERVISOR REQUESTS
AND AUDIENCE
COMMENTS**

ADJOURNMENT