

*Saddle Creek Preserve of Polk County  
Community Development District*

*Meeting Agenda*

*March 25, 2025*

# AGENDA

# *Saddle Creek Preserve of Polk County*

## *Community Development District*

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219 East Livingston Street, Orlando, Florida 32801  
Phone: 407-841-5524 – Fax: 407-839-1526

March 18, 2025

### **Board of Supervisors Meeting** **Saddle Creek Preserve of Polk County Community Development District**

Dear Board Members:

A Board of Supervisors Meeting of the **Saddle Creek Preserve of Polk County Community Development District** will be held **Tuesday, March 25, 2025 at 2:00 PM** at **The Hampton Inn—Lakeland, 4420 North Socrum Loop Road, Lakeland, FL 33809.**

**Zoom Link:** <https://us06web.zoom.us/j/85458044464>

**Call-In Information:** 1-646-876-9923

**Meeting ID:** 854 5804 4464

Following is the advance agenda for the meeting:

#### **Board of Supervisors Meeting**

1. Roll Call
2. Public Comment Period (Public Comments will be limited to three (3) minutes each)
3. Organizational Matters
  - A. Review of Resumes and Letters of Interest Received for Board Appointment Consideration
4. Approval of Minutes of the February 25, 2025 Board of Supervisors Meeting
5. Discussion Regarding Parking Rules and Signage
  - A. Consideration of Proposal for Lift Station Parking Signage
  - B. Consideration of Proposal of Installation of Parking Signage
6. Discussion of Speed Limit Signage Throughout Community
7. Discussion Regarding Wetland Mitigation Area
  - A. Presentation of Maps
  - B. Consideration of Proposals for Supplemental Planting and Signage in Wetland Mitigation Area (*originally presented at February 25, 2025 Board of Supervisors meeting*)
8. Consideration of Request for One-Time Community Clean-Up (*requested by Supervisor Morrobel*) (*originally presented at February 25, 2025 Board of Supervisors meeting*)
9. Discussion Regarding White Pipes at Entrance of Community (*requested by Supervisor Morrobel*)
10. Discussion Regarding Pool Security (**NOT A CLOSED SESSION**) (*requested by Supervisor Miro Smith*)
11. Discussion Regarding Ant Mounds (*requested by Supervisor Miro Smith*)—**ADDED**
12. Discussion Regarding Sidewalk Repair Timeline (*requested by Supervisor Miro Smith*)—**ADDED**
13. Staff Reports
  - A. Attorney

- B. Engineer
  - i. Consideration of Work Authorization from Engineer for Roadway Assessment
- C. Field Manager's Report
  - i. Consideration of Proposal for Solar Lights at Dog Park
- D. District Manager's Report
  - i. Approval of Check Register
  - ii. Balance Sheet & Income Statement
- 14. Other Business
- 15. Supervisors Requests and Audience Comments
- 16. Adjournment

### **Audit Committee Meeting**

- 1. Roll Call
- 2. Public Comment Period
- 3. Audit Services
  - A. Approval of Request for Proposals and Selection Criteria
  - B. Approval of Notice of Request for Proposals for Audit Services
  - C. Public Announcement of Opportunity to Provide Audit Services
- 4. Adjournment

# SECTION III

# SECTION A

Veronica L. Thomas  
Home: 407.620.5549 Cell: 407.205.7283 Email: msvlthomas@gmail.com

## **Career History**

### ***Substitute Teacher, Kelly Services***

### ***Cafeteria Aide/Aftercare Teacher, Discovery Education***

### ***Department Secretary/Executive Director, American Legion Auxiliary***

Coordinate and plan state conventions

Facilities Management

Produce internal financial accounting reports for management

Management and coordination of volunteers

### ***South School Administrator, Orlando Ballet***

Coordinate class schedules, studio rentals and staffing.

Facilities Management

Setup and manage student tuition accounts

Produce internal financial accounting reports for management

### ***Independent Booking and Consulting***

Full-Cycle Bookkeeping

State and Federal Tax preparation and filing

Customization and development of financial reports

Processing payroll for state and federal compliance

Bank reconciliations

Travel coordination

### ***Aesthetician, La Vie Wellness Spa***

Professional Skin care Services for skin health and maintenance.

Body wrapping for system detoxification and weight loss.

***Michael Page International***

***Bookkeeper/Accountant for American Geriatric Society***

Accounts payable

Vendor File Maintenance

Bank reconciliations

***Accounting Consultant for Heineken of the Americas***

Full Cycle Bookkeeping

Assisting in data migration

Work flow patterning

***Accounting Supervisor, SuperShuttle International***

Prepare and review billing statements for third party travel vouchers

Oversee and supervise daily cash office operations and staff

Prepare weekly, monthly and quarterly closings for receipts

Established and maintained communication with subcontractors and vendors

Prepare bank deposits and coordinated weekly collections

***Boutique Manager, Harriet's Alter Ego***

Monthly sales /budget forecasting and reporting

Full cycle accounts payable /accounts receivable

Quarterly Sales and use tax preparation and filing

Financial reporting

Payroll processing for state and federal compliance

Event planning organizing

***Senior Accountant Florida State University***

Process/oversee Accounts payable/receivable for department

Research and correct reconciliation problems campus wide

Internal auditing for accounts including fund levels of the state treasury and expenditure reimbursement program

Budget reconciliations and financial reports

Grant administration and reporting

Train and supervise accounting clerks



**Education*****South Florida Community College***

Associate of Arts

Major Accounting

***Florida State University***

Major Finance/Entrepreneurship and Small Business Management

**Military Service*****United States Marines Corps***

# Miguel Morrobel

+1 (570) 401-0491 | Lakeland, FL | m\_morrobel@hotmail.com

## EDUCATION

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**Pontificia Universidad Católica Madre y Maestra**  
*Bachelor in Business Administration & Hospitality Management*

**Santiago, D.R.**  
*June 2011*

## PROFESSIONAL EXPERIENCE

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### Rooms To Go

**Lakeland, Florida**

*Operations Manager*

*May 2024 - Current*

- Managed Inventory operations, overseeing a team of 6 salaried managers, 8 supervisors, and 150+ associates.
- Successfully worked directly with all departments to ensure teams have clear expectations of daily tasks.
- Fostered a positive and inclusive work environment promoting teamwork and motivation.
- Led strong safety protocols to ensure OSHA regulations are met in multiple Distribution Centers.
- Managed Rooms to Go community outreach, contributing to local charities and programs.

### Amazon

**Lakeland, Florida**

*Manager III, Operations*

*May 2021 – May 2024*

- Led inbound operations, overseeing a team of 6 salaried managers, 8 shift leads, and 300+ associates.
- Successfully implemented the Zappos safety shoe rollout, achieving a top 5 building performance.
- Facilitated the onboarding of 15 new managers, including the current site manager.
- Spearheaded and conducted comprehensive safety, operational, and network training sessions for the fulfillment center, ensuring adherence to industry standards and company protocols.
- Led the Latinos at Amazon affinity group, fostering community and cultural sharing
- Established and managed Amazon Career Skill classes, contributing to the development of over 100 associates.

*Manager II, Operations*

*November 2019 – May 2021*

- Led quality operations for the facility, encompassing 50 associates and 9 shift-leads spread over a 24/7 operation
- Instituted supplementary training for associates to close the knowledge gap on product recovery, increasing the damaged product recovery rate by 6% with a monthly savings of \$30k
- Identified root causes and implemented standard work coaching to decrease inventory defect rate by 44% YOY
- Evaluated sitewide standard operating procedures, partnered with operations stakeholders to identify gaps and create strategic solutions to bring building up to benchmark standards.
- Created and executed development plans, leading to the promotion of 7 associates and 3 shift leads.

*Manager I, Operations*

*January 2018 – November 2019*

- Managed a shift of 60 associates over two facility areas and increased the shift's productivity, quality, and safety KPIs from 3<sup>rd</sup> to 1<sup>st</sup> highest compared to all inbound shifts by proactively developing talent and optimizing workflow
- Improved employee satisfaction by 26% through employee engagement, professional development, and recognition.
- Analyzed facility freight forecasts and prepared labor plans for shift operations that optimized staffing levels for efficiency while still meeting volume commitments

*Shift Lead, Inbound Dock*

*May 2016 – January 2018*

- Drove workflow and daily throughput goals for one shift on the inbound receive dock with a team of 20 associates
- Identify and address safety hazards and engage team members on safety initiatives
- Support dock manager through, labor allocation, associate coaching, escalations, and team development

### Amazon

**Hazleton, Pennsylvania**

*Warehouse Associate*

*July 2013 - September 2014*

- Inspected and received incoming items from outside vendors into warehouse inventory.

### Craig/is ltd

**Jacksonville, Florida**

*Subrogation Supervisor*

*June 2011 - August 2013*

- Supervised a team of 15 analysts, processed reports, conducted audits, and addressed client escalations

**SKILLS/CERTIFICATIONS** Fluent in Spanish, English and conversational French, VBA, Autocad, Microsoft Office Suite, iOS, Android.

**INTERESTS** Cooking, traveling, volunteer work and photography.

Miguel Reyes  
1952 Red Loop  
Lakeland FL, 33801  
3/18/2025

CDD Board of Supervisors Saddle Creek

**Subject: Letter of Intent - CDD Board of Supervisors**

Dear Members of the CDD Board of Supervisors,

I am writing to express my sincere interest in serving as a member of the Saddle Creek Board of Supervisors. As a resident of Saddle Creek Community, I am committed to contributing to the continued well-being and prosperity of our district.

I believe my professional background and personal qualities align well with the responsibilities of a CDD board member. Throughout my career, I have consistently demonstrated a strong sense of **responsibility** and a proven ability to **lead** effectively. In my current role as a Corporate Support Engineer for a Global Cybersecurity Firm, Watchguard Technologies, I am tasked with resolving complex technical issues and providing critical support to clients worldwide. This experience has honed my problem-solving skills and my ability to make sound, informed decisions under pressure.

Furthermore, my previous experience in management has equipped me with the skills necessary to navigate the complexities of community governance. I am a **straightforward** communicator and believe in transparent and open dialogue. I am committed to approaching all matters with **impartiality**, ensuring that decisions are made in the best interests of the entire community.

I understand the importance of fiscal responsibility, infrastructure maintenance, and community planning within a CDD. I am eager to contribute my skills and dedication to ensuring that our district remains a desirable and well-managed place to live. I am prepared to dedicate the necessary time and effort to thoroughly understand the issues facing our CDD and to work collaboratively with fellow board members and residents to find effective solutions.

Thank you for considering my application.

Sincerely

Miguel A. Reyes

# MINUTES

**MINUTES OF MEETING  
SADDLE CREEK PRESERVE OF POLK COUNTY  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Saddle Creek Preserve of Polk County Community Development District was held **Tuesday, February 25, 2025** at 1:00 p.m. at The Hampton Inn – Lakeland, 4420 North Socrum Loop Road, Lakeland, Florida.

Present and constituting a quorum:

Lori Campagna	Chairperson
Erica Miro Smith	Vice Chairperson
Kelly Evans	Assistant Secretary
Abby Morrobel	Assistant Secretary
Sean Finotti	Assistant Secretary

Also present were:

Monica Virgen	District Manager, GMS
Grace Rinaldi	District Counsel, Kilinski Van Wyk
Allen Bailey	Field Manager, GMS

*The following is a summary of the discussions and actions taken at the February 25, 2025 Saddle Creek Preserve of Polk County Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Virgen called the meeting to order at 1:00 p.m. and called roll. Five Board members were present constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

Ms. Virgen opened the public comment period for agenda items. There being no comments, next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the January 28, 2025  
Board of Supervisors Meeting**

Ms. Virgen presented the minutes from the January 28, 2025 Board of Supervisors meeting and asked for any comments, corrections, or changes.

On MOTION by Ms. Campagna, seconded by Ms. Miro, with all in favor, the Minutes of the January 28, 2025 Board of Supervisors Meeting, were approved.

**FOURTH ORDER OF BUSINESS**

**Public Hearings**

**A. Public Hearing on the Adoption of Amended and Restated Rules Relating to Overnight Parking and Parking Enforcement**

Ms. Virgen asked for a motion to open the public hearing.

On MOTION by Ms. Evans, seconded by Ms. Miro, with all in favor, Opening the Public Hearing, was approved.

Ms. Virgen asked if there were any members of the public who would like to comment on the parking rules.

- Serrano Carven (1633 Red Loop) – commented on cul de sac parking overnight.
- Lunie Ridore – stated they would like one side of road parking.
- Aimee Porras (1897 Red Loop) – stated they would like one side of road parking.
- Marie Bestman – commented that they would like one side of road parking.

On MOTION by Ms. Campagna, seconded by Ms. Morrobel, with all in favor, Closing the Public Hearing, was approved.

**i. Consideration of Resolution 2025-06 Adopting Amended and Restated Rules Relating to Overnight Parking and Parking Enforcement**

Ms. Virgen stated this resolution is on page 16 of the agenda package. Immediately following the resolution are the rules. The map is on page 22 of the agenda. She noted this addresses oversized vehicles, abandoned vehicles, the green space, corners and lift stations. There is no overnight parking at the amenity. There are no restrictions to parking on the cul-de-sac or the roadways at any time.

On MOTION by Ms. Campagna, seconded by Ms. Miro, with all in favor, Resolution 2025-06 Adopting Amended and Restated Rules relating to Overnight Parking and Parking Enforcement, was approved.

**ii. Consideration of Proposal for Installation of Parking Signage**

Ms. Virgen reviewed the GMS signage proposal. Ms. Campagna noted 82 signs is a substantial cost and will just junk up the community. Ms. Virgen advised that the Board should consider signs to avoid issues with improper towing of vehicles. No action was taken on this item.

**B. Public Hearing on the Adoption of Amended Amenity Rates & Disciplinary Rule**

Ms. Virgen asked for a motion to open the public hearing for adoption of the amended amenity rates and disciplinary rule.

On MOTION by Ms. Campagna, seconded by Ms. Miro, with all in favor, Opening the Public Hearing, was approved.

Ms. Rinaldi noted there hasn't been any changes since this was last presented to the Board in December. Ms. Virgen opened the public comment period.

Resident – asked if there will be overnight parking at the pool.

Miguel Morrobel – asked if hover boards and electric scooters can be added to section F.

Vanessa Freitas – asked if this this just strictly for the pool area. Kids have been playing rough on fences. Ms. Virgen noted this includes all areas that are considered amenities within the District.

On MOTION by Ms. Evans, seconded by Ms. Morrobel, with all in favor, Closing the Public Hearing, was approved.

**i. Consideration of Resolution 2025-07 Adopting Amended Amenity Rates & Disciplinary Rule**

Ms. Campagna asked if the open common space area on Yellow Trail should be included in this because it is being used as an amenity. Ms. Rinaldi noted she can add in specification that the amenity policy is also applied to that open space tract.

On MOTION by Ms. Evans, seconded by Ms. Miro, with all in favor, Resolution 2025-07 Adopting Amended Amenity Rates & Disciplinary Rule, was approved as amended.

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposals for Supplemental Planting and Signage in Wetland Mitigation Area**

Ms. Virgen noted the map is on page 56 and the proposals start on page 57 of the agenda package. She presented proposals from Horner to install supplemental plantings to bring the wetland back into compliance for \$3,500 and for installation of 13 signs around mitigation areas 1-3 for \$750. This item was tabled, no action was taken.

**SIXTH ORDER OF BUSINESS**

**Update Regarding Pool Leak at Amenity Center *(requested by Supervisor Morrobel)***

Ms. Virgen noted an E-blast was sent to residents informing them that the original site contractor is working on those repairs. A second meter is being added. Updates on this will be communicated with residents through E-blast.

**SEVENTH ORDER OF BUSINESS**

**Consideration of Request for Community Road Assessment *(requested by Supervisor Morrobel)***

Ms. Morrobel suggested having the entire neighborhood evaluated. Ms. Virgen suggested contacting the District Engineer for a proposed cost to evaluate the neighborhood roads. This item was tabled for the next meeting.

**EIGHTH ORDER OF BUSINESS**

**Consideration of Request for One-Time Community Clean-Up *(requested by Supervisor Morrobel)***

Ms. Morrobel would like to have residents come together and do a one-time cleanup once construction is complete. Ms. Rinaldi noted all participants would be required to sign a waiver.

**NINTH ORDER OF BUSINESS**

**Consideration of Facility Use Agreement for Resident Requested Event in Open Space Area on Yellow Trail on April 19, 2025**

Ms. Virgen noted a resident has requested an event (neighborhood potluck) in the open space area on Yellow Trail on Saturday April 19, 2025. Ms. Campagna is okay with this as long as the form is in accordance with the new amenity policies.

On MOTION by Ms. Campagna, seconded by Ms. Miro, with all in favor, the Facility Use Agreement for Resident Requested Event in Open Space Area on Yellow Trail on April 19, 2025, was approved.



**TENTH ORDER OF BUSINESS**

**Presentation of Arbitrage Rebate Report for Series 2022 Project Bonds**

Ms. Virgen noted the Arbitrage Report is on page 66 of the agenda package. Page 4 of the report shows a negative arbitrage amount which shows the District is not earning more interest than they pay on the bonds.

On MOTION by Ms. Evans, seconded by Ms. Miro, with all in favor, the Arbitrage Rebate Report for Series 2022 Project Bonds, was approved.

**ELEVENTH ORDER OF BUSINESS**

**Ratification of Amended and Restated Engineering Services Agreement**

Ms. Virgen stated the Board approved an updated fee schedule at the last meeting. This agreement was updated with the new schedule so just needs to be ratified.

On MOTION by Ms. Campagna, seconded by Ms. Evans, with all in favor, the Amended and Restated Engineering Services Agreement, was approved.

**TWELFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Rinaldi had nothing to report but reminded the Board the portability of Sunshine Law and Public Records Law to social media and the internet.

**B. Engineer**

Ms. Virgen noted the engineer is not on the line today.

**C. Field Manager’s Report**

Mr. Bailey reviewed the Field Management Report.

**i. Presentation of Field Management Community Sidewalk Review Report**

Mr. Bailey reviewed the Field Management Community Sidewalk Review Report. Mr. Finotti noted a heavy buildup of fertilizer will cause discoloration of the sidewalks. Mr. Finotti noted that Lennar would be repairing sidewalks within the District.

**ii. Consideration of Proposal for Management of Pond Turbidity from Sitex Aquatics**

Mr. Bailey presented a proposal from Sitex to go out and evaluate and try to address turbidity of the pond for \$13,340. No action was taken at this time.

**D. District Manager’s Report**

**i. Approval of Check Register**

Ms. Virgen presented the check register from January 16, 2025 through February 12, 2025 totaling \$618,367.10. Immediately following is a detailed run summary.

On MOTION by Ms. Evans, seconded by Ms. Miro, with all in favor, the Check Register totaling \$618,367.10, was approved.

**ii. Balance Sheet and Income Statement**

Ms. Virgen stated the unaudited financials are through January 31, 2025. These financials are provided for informational purposes. No Board action required.

**THIRTEENTH ORDER OF BUSINESS**

**Other Business**

Mr. Finotti will go through the community and repair all damaged sidewalks. He will get a proposal together that is on Lennar to repair sidewalks. The curb will be done when the county comes out for the bond punch list which is when he will address any curb issues that the county suggests they address.

**FOURTEENTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

**Supervisors Comments:**

Ms. Campagna would like to request through the CDD or HOA resumes from potential Board members as they would like to resign in May. Ms. Virgen will send an eblast regarding potential vacancies coming up.

**Public Comments:**

Ms. Virgen opened public comment on anything within the community.

- **Serrano (1633 Red Loop)** asked to add a light at the dog park. Is cul-de-sac parking allowed?  
Ms. Virgen answered yes, it is allowed.

- **Veronica Thomas (1934 Red Loop)** stated that school buses causing congestion in the community. The Board reminded residents that they do not have the ability to change bus routes. Residents can request that through the transportation department of the school system.
- **Resident (1604 Red Loop)** stated that water is pooling in front of her home, water coming from her lot. Mr. Finotti will have someone come out and take a look.
- **Lachelle Webster (1928 Red Loop)** expressed concerns about excessive speeding.
- **Danielle (4215 Bridal Booster)** asked about supplemental plantings for wetlands.
- **Diane Williams (1530 Landmark)** stated they had Frontier cable issues, children have been in lakes, why is a cleanup liability form needed? What is turbidity?
- **Yahaira (2045 Old Pasture Ln.)** asked if they will sod where they destroyed residents' property when digging more holes. Asked for the Board to obtain cheaper proposals.
- **Marie Bestman** – commented about speeding, unhappy the pool isn't open, school bus congestion, memo about dog leash.
- **Miguel Morrobel** – asked to get another proposal for wetland plantings and a community billboard.

**FIFTEENTH ORDER OF BUSINESS**

**Adjournment**

Ms. Virgen adjourned the meeting.

On MOTION by Ms. Campagna, seconded by Ms. Evans, with all in favor, the meeting was adjourned.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

# SECTION V

**SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT**  
***AMENDED AND RESTATED***  
***RULES RELATING TO OVERNIGHT PARKING AND PARKING ENFORCEMENT***

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**In accordance with Chapter 190, *Florida Statutes*, and on February 25, 2025, at a duly noticed public meeting, the Board of Supervisors of the Saddle Creek Preserve of Polk County Community Development District (“District”) adopted the following policy to govern overnight parking and parking enforcement on certain District property (the “Rule or Policy”). This Policy repeals and supersedes all prior rules and/or policies governing the same subject matter.**

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**SECTION 1. INTRODUCTION.** The District finds that Oversized Vehicles, Vehicles, Vessels, Recreational Vehicles, and Abandoned/Broken-Down Vehicles (hereinafter defined) on certain of its property cause hazards and danger to the health, safety and welfare of District residents, paid users and the public. This Rule is intended to provide the District with a means to remove such Oversized Vehicles, Vehicles, Vessels, Recreational Vehicles, and Abandoned/Broken-Down Vehicles which are parked in a manner which violates this Rule. This Rule does not govern parking on private residential lots.

**SECTION 2. DEFINITIONS.**

- A.** *Oversized Vehicle.* As used herein, “Oversized Vehicle” shall mean the following:
  - a. Any Vehicle or Vessel heavier or larger in size than a one-ton, dual rear wheel pick-up truck;
  - b. Motor Vehicles with a trailer attached;
  - c. Motor coaches;
  - d. Travel trailers, camping trailers, park trailers, fifth-wheel trailers, semi-trailers, or any other kind of trailer;
  - e. Mobile homes or manufactured homes.
  
- B.** *Vehicle.* Any mobile item which normally uses wheels, whether motorized or not. This term shall include Oversized Vehicles, Recreational Vehicles, and Abandoned/Broken-Down Vehicles.
  
- C.** *Vessel.* Every description of watercraft, barge, or airboat used or capable of being used as a means of transportation on water.
  
- D.** *Recreational Vehicle.* A vehicle designed for recreational use, which includes motor homes, campers and trailers relative to same.
  
- E.** *Abandoned/Broken-Down Vehicle.* A vehicle that has no license plate, has expired registration, is visibly not operational, or has not moved for a period of seven (7) days.

- F. *Parked.* A Vehicle, Vessel or Recreational Vehicle left unattended by its owner or user or attended by its owner or user but kept stationary for a period of an hour or more.
- G. *Tow-Away Zone.* District property for which the District is authorized to initiate a towing and/or removal action.
- H. *Overnight.* Between the hours of 10:00 p.m. and 6:00 a.m. daily.

**SECTION 3. ESTABLISHMENT OF TOW-AWAY ZONES.** Those areas within the District’s boundaries identified as grass common areas, amenity parking, mailbox parking, and roadways as depicted at **Exhibit A**, which is incorporated herein by reference, are hereby established as “Tow-Away Zones” for all Oversized Vehicles, Vessels, Recreational Vehicles, and Abandoned/Broken-Down Vehicles (together, “**Tow-Away Zones**”), enforceable subject to the Rules set forth herein.

**SECTION 4. PARKING RULES.**

- A. **OVERNIGHT PARKING.** Vehicles and Vessels of any kind may not Park Overnight in District Tow-Away Zones.
- B. **DAYTIME PARKING.** Vehicles and Vessels may be Parked in Tow-Away Zones on roadways only when actively loading or unloading. Abandoned/Broken-Down Vehicles may not be Parked in Tow-Away Zones at any time. Parking on grass common areas is not permitted at any time.
- C. **MANNER OF PARKING.** Vehicles and Vessels of any kind may not be Parked such that they utilize additional spaces, block access to District property, prevent the safe and orderly flow of traffic, obstruct the ability of emergency vehicles to access roadways or property, cause damage to the District’s property, restrict the normal operation of the District’s business, or otherwise poses a danger to the District, its residents and guests, the general public, or the property of same. All Parking must comply with all state and local laws and ordinances.

**SECTION 5. TOWING/REMOVAL PROCEDURES.**

- A. **SIGNAGE AND LANGUAGE REQUIREMENTS.** Notice of the Tow-Away Zones shall be posted on District property in the manner set forth in Section 715.07, *Florida Statutes*.
- B. **TOWING/REMOVAL AUTHORITY.** The District may tow/remove any Vehicle or Vessel improperly Parked in a Tow-Away Zone at the owner’s expense. The Vehicle or Vessel shall be towed/removed by the towing service in accordance with Florida law, specifically the provisions set forth in Section 715.07, *Florida Statutes*.
- C. **AGREEMENT WITH AUTHORIZED TOWING SERVICE.** The District Manager is hereby authorized to enter into and maintain an agreement with a firm authorized

by Florida law to tow/remove unauthorized vehicles and in accordance with Florida law and with the policies set forth herein.

- D. AMENITY SUSPENSION.** The District may, in its discretion, suspend the amenity privileges of the owner or operator of any Vehicle or Vessel Parked in violation of this Rule, in accordance with the District's adopted *Suspension and Termination of Access Rule*.

**SECTION 6. PARKING AT YOUR OWN RISK.** Vehicles, Vessels or Recreational Vehicles may be Parked on District property pursuant to this Rule, provided however that the District assumes no liability for any theft, vandalism and/or damage that might occur to personal property and/or to such vehicles.

**SECTION 7. AMENDMENTS; DESIGNATION OF ADDITIONAL TOW-AWAY ZONES.** The Board in its sole discretion may amend these Rules Related to Overnight Parking and Parking Enforcement from time to time to designate new Tow-Away Zones as the District acquires additional common areas. Such designations of new Tow-Away Zones and Designated Parking Areas are subject to proper signage and notice prior to enforcement of these rules in such areas.

**EXHIBIT A – *Tow Away Zone (highlighted areas)***

Effective date: February 25, 2025

**EXHIBIT A**  
*Tow-Away Zones*



# Saddle Creek



- No Parking on corners
- No overnight parking
- Green Space

\*All corners are intended to be 30ft from stop signs/ corner edges. Minor adjustments can be made based on site conditions.

# SECTION A



Governmental  
Management Services - CF

Maintenance Services  
Phone: 407-201-1514  
Email:  
Abailey@gmscfl.com

Bill To/District Saddle Creek CDD	Prepared By: Governmental Management Services- CF, LLC 219 E. Livingston Street Orlando, FL 32801
Lift Station Sign	
Installation of 3 No Parking Signs on Lift Stations	

Qty	Description	Unit Price	Line Total
2	Labor	\$50.00	\$100.00
1	Mobilization	\$65.00	\$65.00
	Equipment		\$35.00
	Materials		\$150.00
		Total Due:	\$350.00

This Proposal is Valid for 30 days.

Client Signature: \_\_\_\_\_

**No Parking  
In Front Of  
Lift  
Station**



# SECTION B



Governmental  
Management Services - CF

Maintenance Services  
Phone: 407-201-1514  
Email:  
Abailey@gmscfl.com

Bill To/District Saddle Creek CDD	Prepared By: Governmental Management Services- CF, LLC 219 E. Livingston Street Orlando, FL 32801
No Parking Signs	
Installed 82 signs in designated locations on the map provided	

Qty	Description	Unit Price	Line Total
82	Labor	\$50.00	\$4,100.00
5	Mobilization	\$65.00	\$325.00
5	Equipment		\$175.00
	Materials		\$7,820.00
		Total Due:	\$12,420.00

This Proposal is Valid for 30 days.

Client Signature: \_\_\_\_\_

# Saddle Creek



- No Parking on corners
- No overnight parking
- Green Space

\*All corners are intended to be 30ft from stop signs/ corner edges. Minor adjustments can be made based on site conditions.

# SECTION VI



Mar 10, 2025

Good morning, Monica,

I am a resident of Saddle Creek Community, and unfortunately, as has been mentioned before, we consistently experience fast drivers. I noticed that throughout the community, there is only one-speed limit sign (at the front entrance) and no 25-mph speed limit sign on Red Loop (where I reside). We need more speed limit signs installed and posted throughout the community, especially where children are playing. The most recent email regarding this issue was insensitive and did not provide any realistic solution regarding this ongoing speeding problem. I am also requesting "children are playing" signage throughout the community.

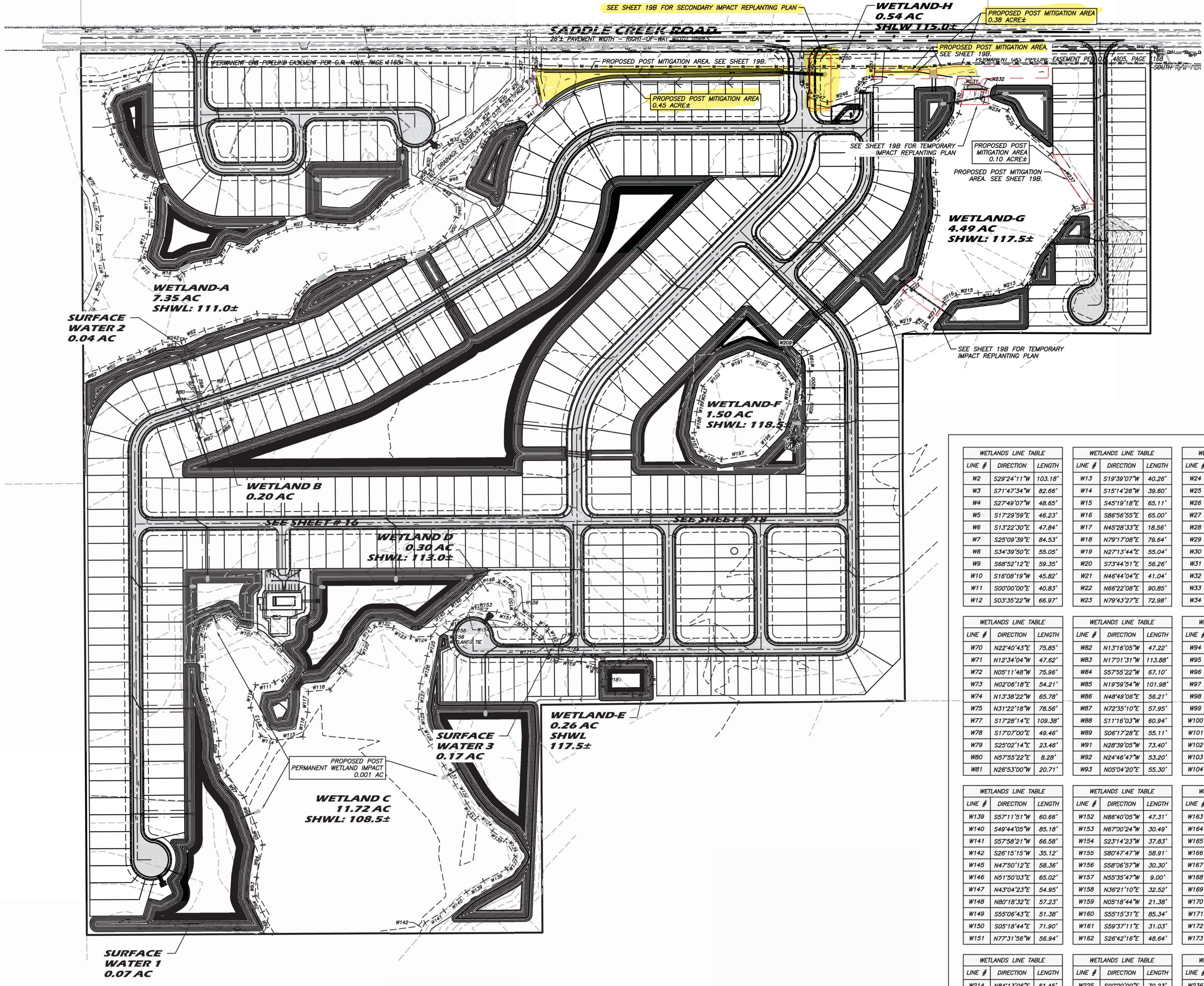
Thank You,

Lachelle Webster

# SECTION VII

# SECTION A

PERMITTED DRAWINGS SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT (SWFWMD)  
 For construction permits, the Permittees shall notify the District  
 in writing when construction begins.  
 1:4 PM, Danny Kovacs  

WETLANDS LINE TABLE			WETLANDS LINE TABLE			WETLANDS LINE TABLE			WETLANDS LINE TABLE			WETLANDS LINE TABLE			WETLANDS LINE TABLE		
LINE #	DIRECTION	LENGTH	LINE #	DIRECTION	LENGTH	LINE #	DIRECTION	LENGTH	LINE #	DIRECTION	LENGTH	LINE #	DIRECTION	LENGTH	LINE #	DIRECTION	LENGTH
W2	S29°24'11"W	103.18'	W13	S19°39'07"W	40.26'	W24	S81°41'41"E	46.82'	W35	N47°22'45"E	54.78'	W47	S45°57'14"W	31.34'	W58	S24°11'15"W	65.74'
W3	S71°47'34"W	82.66'	W14	S15°14'26"W	39.60'	W25	S89°10'37"E	89.69'	W36	N40°16'50"E	56.31'	W48	S50°38'10"E	86.07'	W59	N86°58'22"W	92.22'
W4	S27°48'07"W	48.65'	W15	S45°19'18"E	65.11'	W26	N56°12'11"E	52.66'	W37	N00°20'31"E	94.43'	W49	S00°28'58"E	38.03'	W60	S72°11'05"W	64.53'
W5	S17°29'59"E	46.23'	W16	S86°56'55"E	65.00'	W27	N43°51'28"E	87.78'	W38	N01°04'58"E	87.02'	W50	S30°12'25"W	67.97'	W61	S72°11'43"W	97.15'
W6	S13°22'30"E	47.84'	W17	N45°28'33"E	18.56'	W28	N64°03'18"E	94.19'	W39	S11°48'28"E	78.61'	W51	S51°52'04"W	51.62'	W62	S65°45'21"W	76.72'
W7	S25°09'39"E	84.53'	W18	N79°17'08"E	79.64'	W29	N38°01'44"E	45.23'	W40	S51°29'42"W	70.18'	W52	S74°59'25"W	58.62'	W63	S85°02'02"W	55.20'
W8	S34°39'50"E	55.05'	W19	N27°13'44"E	55.04'	W30	N08°25'44"E	46.98'	W41	S79°43'20"W	68.10'	W53	S78°42'28"W	66.81'	W64	S67°21'35"W	71.93'
W9	S68°52'12"E	59.35'	W20	S73°44'51"E	56.26'	W31	N56°10'45"E	56.07'	W42	S49°51'27"W	46.40'	W54	S66°33'14"W	61.07'	W65	S70°52'07"W	61.34'
W10	S16°08'19"W	45.82'	W21	N46°44'04"E	41.04'	W32	N81°21'01"E	39.02'	W43	S25°57'12"W	61.39'	W55	S86°08'11"W	103.88'	W66	S63°59'08"W	68.10'
W11	S00°00'00"E	40.83'	W22	N66°22'08"E	90.85'	W33	N50°35'06"E	63.40'	W44	S27°27'02"W	69.13'	W56	S61°13'10"W	92.00'	W67	S70°45'16"W	50.41'
W12	S03°35'22"W	66.97'	W23	N79°43'27"E	72.98'	W34	N44°45'34"E	84.30'	W45	S77°01'11"W	71.54'	W57	S41°43'41"W	45.27'	W68	S62°39'13"E	72.29'
W70	N22°40'43"E	75.85'	W82	N13°16'05"W	47.22'	W94	N11°17'24"E	97.32'	W105	N64°13'11"E	60.46'	W117	N02°05'40"E	61.12'	W128	S07°56'35"E	60.17'
W71	N12°34'04"W	47.62'	W83	N17°01'31"W	113.88'	W95	N21°02'35"W	67.87'	W106	S44°06'41"E	47.09'	W118	N85°10'54"E	64.59'	W129	S31°15'01"E	55.49'
W72	N05°11'48"W	75.96'	W84	S57°55'22"W	67.10'	W96	N21°47'25"W	62.67'	W107	S76°35'12"E	61.67'	W119	N39°24'17"E	137.48'	W130	S33°46'28"E	73.39'
W73	N02°06'18"E	54.21'	W85	N19°59'54"W	101.98'	W97	N39°38'14"W	80.18'	W108	S45°12'18"E	149.61'	W120	N22°05'21"E	39.40'	W131	S31°01'51"E	66.01'
W74	N13°38'22"W	65.78'	W86	N48°49'06"E	56.21'	W98	N23°35'50"W	63.56'	W109	S54°01'57"W	68.04'	W121	N33°55'52"E	52.71'	W132	S31°35'03"E	63.43'
W75	N31°22'18"W	78.56'	W87	N72°35'10"E	57.95'	W99	N01°35'37"E	46.45'	W110	S82°23'32"W	57.16'	W122	S85°19'43"E	54.98'	W133	S34°44'58"E	51.44'
W77	S17°28'14"E	109.38'	W88	S11°16'03"W	60.94'	W100	N09°32'39"W	87.77'	W112	S12°42'38"W	69.19'	W123	S62°16'21"E	57.95'	W134	S49°41'32"E	60.12'
W78	S17°07'00"E	49.46'	W89	S06°17'28"E	55.11'	W101	N19°39'52"W	71.33'	W113	S19°36'58"E	89.45'	W124	N87°57'58"E	59.27'	W135	S53°26'45"E	46.48'
W79	S25°02'14"E	23.46'	W91	N28°39'05"W	73.40'	W102	N00°14'24"E	66.10'	W114	S76°45'36"E	49.44'	W125	S11°18'35"W	59.24'	W136	S32°55'29"E	57.22'
W80	N57°55'22"E	8.26'	W92	N24°46'47"W	53.20'	W103	N02°54'00"W	86.51'	W115	N82°19'48"E	76.86'	W126	S13°47'37"W	83.66'	W137	S36°36'07"W	44.25'
W81	N26°53'00"W	20.71'	W93	N05°04'20"E	55.30'	W104	N16°07'51"E	35.71'	W116	N11°13'53"E	73.68'	W127	S05°39'02"W	75.34'	W138	S62°19'19"W	76.31'
W139	S57°11'51"W	60.66'	W152	N86°40'05"W	47.31'	W163	S61°52'28"E	24.92'	W174	S52°15'11"W	42.45'	W189	S11°01'55"W	35.20'	W201	N08°35'23"E	78.67'
W140	S49°44'05"W	85.18'	W153	N67°00'24"W	30.49'	W164	S78°23'19"E	62.04'	W175	S69°43'48"W	64.67'	W190	S43°34'46"W	86.91'	W202	N22°28'29"E	62.15'
W141	S57°58'21"W	66.58'	W154	S23°14'23"W	37.83'	W165	S69°21'20"E	99.58'	W176	N23°36'17"W	40.80'	W191	S88°17'49"W	80.84'	W203	N38°44'40"E	36.20'
W142	S26°15'15"W	35.12'	W155	S80°47'47"W	58.91'	W166	S52°15'11"W	20.84'	W177	N17°33'53"W	56.45'	W192	N70°06'41"W	90.57'	W204	S05°36'47"W	33.76'
W145	N47°50'12"E	58.36'	W156	S88°06'57"W	30.30'	W167	N50°16'40"W	16.31'	W178	N63°23'23"E	63.69'	W193	N37°03'56"W	69.65'	W205	S15°41'46"W	57.96'
W146	N51°50'03"E	65.02'	W157	N55°35'47"W	9.00'	W168	N76°17'56"W	71.28'	W179	S83°38'46"E	52.29'	W194	N08°20'51"E	59.54'	W206	S11°39'38"W	74.42'
W147	N43°04'23"E	54.95'	W158	N36°21'10"E	32.52'	W169	N83°54'16"W	66.79'	W180	S48°56'22"E	53.48'	W195	N18°40'21"E	78.32'	W207	S01°14'08"W	64.92'
W148	N80°18'32"E	57.23'	W159	N05°18'44"W	21.38'	W170	N65°44'40"W	31.13'	W181	S35°40'22"W	37.23'	W196	N43°08'03"E	102.23'	W208	S02°32'30"E	66.37'
W149	S55°06'43"E	51.38'	W160	S55°15'31"E	65.34'	W171	N17°56'00"W	55.04'	W186	S67°30'20"E	66.35'	W197	N81°29'44"E	104.00'	W209	S53°03'45"W	10.51'
W150	S05°16'44"E	71.90'	W161	S59°37'11"E	31.03'	W172	N54°10'26"W	30.08'	W187	S20°34'22"E	57.06'	W199	N07°49'38"W	62.94'	W210	N51°07'26"W	11.13'
W151	N77°31'56"W	56.94'	W162	S26°42'16"E	48.64'	W173	N53°01'35"W	72.40'	W188	S07°45'18"W	61.65'	W200	N00°02'31"W	67.00'	W213	N74°45'16"E	70.69'
W214	N84°13'08"E	61.45'	W225	S00°00'00"E	70.23'	W236	N50°16'42"W	123.97'	W247	N50°16'42"W	123.97'	W258	N50°16'42"W	123.97'	W269	N50°16'42"W	123.97'
W215	N84°33'42"E	64.11'	W226	S05°32'49"E	56.40'	W237	N34°27'02"W	178.89'	W248	N34°27'02"W	178.89'	W259	N34°27'02"W	178.89'	W270	N34°27'02"W	178.89'
W216	N56°10'43"E	42.35'	W227	S00°47'02"W	85.57'	W238	N75°08'31"E	32.73'	W249	N75°08'31"E	32.73'	W260	N75°08'31"E	32.73'	W271	N75°08'31"E	32.73'
W217	N36°51'50"E	92.32'	W228	S44°57'49"W	46.01'	W239	N38°14'21"E	87.32'	W250	N38°14'21"E	87.32'	W261	N38°14'21"E	87.32'	W272	N38°14'21"E	87.32'
W218	S55°33'05"E	32.69'	W229	S32°46'39"W	65.48'	W240	N37°07'36"E	86.56'	W251	N37°07'36"E	86.56'	W262	N37°07'36"E	86.56'	W273	N37°07'36"E	86.56'
W219	N77°59'37"E	62.81'	W230	S11°02'03"W	87.51'	W241	N26°55'57"E	101.93'	W252	N26°55'57"E	101.93'	W263	N26°55'57"E	101.93'	W274	N26°55'57"E	101.93'
W220	S32°24'16"E	49.09'	W231	N89°02'58"W	41.90'	W242	S65°45'21"W	11.83'	W253	S65°45'21"W	11.83'	W264	S65°45'21"W	11.83'	W275	S65°45'21"W	11.83'
W221	S40°06'22"W	80.49'	W232	N68°43'01"W	25.13'	W243	S65°45'21"W	11.83'	W254	S65°45'21"W	11.83'	W265	S65°45'21"W	11.83'	W276	S65°45'21"W	11.83'
W222	S51°23'41"W	61.91'	W233	N12°19'23"E	42.03'	W244	S65°45'21"W	11.83'	W255	S65°45'21"W	11.83'	W266	S65°45'21"W	11.83'	W277	S65°45'21"W	11.83'
W223	S14°37'06"W	110.60'	W234	N70°56'34"W	74.27'	W245	S65°45'21"W	11.83'	W256	S65°45'21"W	11.83'	W267	S65°45'21"W	11.83'	W278	S65°45'21"W	11.83'
W224	S15°06'55"W	81.10'	W235	N30°20'56"W	58.83'	W246	S65°45'21"W	11.83'	W257	S65°45'21"W	11.83'	W268	S65°45'21"W	11.83'	W279	S65°45'21"W	11.83'

DESIGNED BY: DK  
 DRAWN BY: JS  
 CHECKED BY: JCM

BY: JCM  
 DATE: 04/02/20

REVISIONS

NO	DATE	DESCRIPTION
1	12/17/19	100% PERMIT SUBMITTAL SWFWMD/CITY/COUNTY
2	03/03/20	REVISED PER SWFWMD COMMENTS
3	03/03/20	ADDED TYPICAL PAVEMENT SECTION FOR OFF-SITE TURN LANE
4	04/02/20	REVISED FLOOD COMPENSATION SECTIONS

NOT CONSIDERED FINAL UNTIL ALL AGENCY PERMITS ARE RELEASED AND APPROVED FOR CONSTRUCTION.  
 NOT VALID WITHOUT SEAL  
 This drawing has been electronically signed and sealed by the Professional Engineer. The seal and signature are required for this drawing to be used for construction.  
 Daniel P. Kovacs, P.E. #64168

DANIEL P. KOVACS, P.E. #64168

**WETLANDS & MITIGATION PLAN**

**SADDLE CREEK PRESERVE**  
 POLK COUNTY, FL.

**ECON**  
 ENGINEERING & CONSTRUCTION  
 6705 Lakeland Road, Suite 4  
 Lakeland, Florida 33813  
 (813) 968-0544 • Fax: (813) 680-1434  
 • SUFFICIENT FOR PROFESSIONAL ENGINEERING SERVICES - CA #26663

**SHEET 19A**



SEE SHEET 19B FOR SECONDARY IMPACT REPLANTING PLAN

WETLAND-H

SADDLE CREEK ROAD  
28'± PAVEMENT WIDTH - RIGHT-OF-WAY MARKINGS

PROPOSED POST MITIGATION AREA. SEE SHEET 19B.

PROPOSED POST MITIGATION AREA. SEE SHEET 19B.

SEE SHEET 19B FOR TEMPORARY IMPACT REPLANTING PLAN

PROPOSED POST MITIGATION AREA. SEE SHEET 19B.

SEE SHEET # 15

WETLAND-G

SEE SHEET # 13

WETLAND-A

SEE SHEET # 14

WETLAND-F

SEE SHEET # 16

WETLAND-D

WETLAND-F

WETLAND-C

SEE SHEET # 17

**EROSION AND SEDIMENT CONTROL BEST MANAGEMENT PRACTICES FOR POND AND SWALE RETENTION AREAS**

**DRAINAGE NOTE DURING CONSTRUCTION PERIOD EROSION/SEDIMENT CONTROL**

**E.P.A. POLLUTION PREVENTION PLAN**

- EROSION CONTROL PLAN - ANY MODIFICATIONS TO THIS PLAN MUST BE SIGNED AND SEALED BY A PROFESSIONAL ENGINEER REPRESENTING THE CONTRACTOR. THE MODIFICATIONS MUST BE APPROVED BY THE DEPARTMENT AND THE PERMITTING AGENCY. NO CONTRACT DELAYS WILL BE ALLOWED FOR SUCH MODIFICATIONS OR APPROVALS.
- OUTFALL PROTECTION - PROJECT PIPE OR DITCH DISCHARGES INTO OFF-SITE OUTFALLS SHALL BE INSPECTED DAILY FOR POSSIBLE SEDIMENT BUILDUP OR TRANSPORT. OUTFALLS SHALL BE PROTECTED THROUGH USE OF ENVIRONMENTAL CONTROL FEATURES AS NECESSARY TO CONTAIN ANY SEDIMENT LOSS TO THE IMMEDIATE AREA OF THE PROJECT. ANY SEDIMENT BUILDUP OR TRANSPORT OFF-SITE SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO REMEDY. THE CONTRACTOR SHALL USE APPROPRIATE FEATURES AS DIRECTED BY THE PROJECT ENGINEER FOR OUTFALL PROTECTION.
- SLOPE PROTECTION - ANY DISTURBED OR REWORKED SLOPES 3:1 OR GREATER SHALL BE ADEQUATELY PROTECTED FROM EROSION THROUGH THE USE OF TEMPORARY SODDING UNTIL PERMANENTLY STABILIZED. SUCH SLOPES SHALL NOT BE LEFT UNPROTECTED MORE THAN 24 HOURS OR DURING RAINFALL EVENTS.
- HAY BALES - THESE SHALL BE PLACED AT THE BASE OF ANY SLOPE WHERE A RAINFALL EVENT COULD ERODE A SLOPE AND TRANSPORT SEDIMENTS OFF-SITE. BALES SHALL BE DOUBLE STAKED IN ACCORDANCE WITH STANDARD INDEXES. IF EROSION DEPOSITS REACH THE TOP ELEVATION OF EXISTING BALES, THEN SEDIMENTS MUST BE REMOVED. ANY DAMAGED OR INEFFECTIVE BALES ARE TO BE REPLACED WITH NEW ONES. THE

- LOCATION OF HAY BALES INSTALLATION SHALL BE AS DIRECTED BY THE PROJECT ENGINEER.
- A BACK OF SIDEWALK OR MEDIAN INLETS - THESE SHALL BE PROTECTED FROM SEDIMENT INTAKE UNTIL PROJECT IS COMPLETE. ELEVATION OF GROUND OUTSIDE INLET TOP SHALL NOT BE HIGHER THAN INLET TOP. HAY BALES SHALL BE INSTALLED AROUND INLET TOP.
- SECOND ROW OF BALES SHALL BE PLACED AROUND INLET APPROXIMATELY 4" OUTSIDE FIRST ROW. BETWEEN ROWS THERE SHALL BE A DEPRESSION TO ACT AS A SEDIMENT BASIN. COMPLETED INLETS IN PAVED AREAS SHALL ALSO BE PROTECTED WITH A SINGLE LINE OF BALES TO PREVENT SEDIMENT INTAKE FROM OTHER AREAS.
- CURB INLETS - THESE INLETS SHALL BE PROTECTED FROM SEDIMENT INTAKE UNTIL THE PROJECT IS COMPLETE. A SILT FENCE (TYPE 111) SHALL BE PLACED AROUND THE PERIMETER OF THE INLET OPENING IMMEDIATELY ADJACENT TO THE EDGE OF THE INLET. ALL EXPOSED SLOPED MATERIAL ADJACENT TO INLET SHALL BE COVERED WITH EROSION CONTROL MATTING WITH OUTER LIMITS PROTECTED BY A SINGLE ROW OF HAY BALES.
- STOCKPILED MATERIALS - THIS MATERIAL SHALL NOT BE LEFT IN EROSION PRONE AREAS UNLESS PROTECTED BY COVER OR HAY BALES.
- DAILY INSPECTION - OF ALL EROSION CONTROL MEASURES AND CONDITION OF ADJACENT PROPERTIES SHALL BE PERFORMED BY THE CONTRACTOR REPRESENTATIVE AND THE PROJECT ENGINEER. DEFICIENCIES SHALL BE NOTED AND CORRECTED.

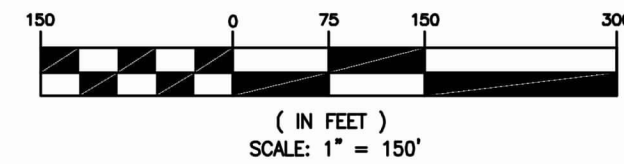
- INSPECT BANKS AND SLOPES FOR CONFORMANCE WITH DESIGN, SHAPE AND SIZE. RE-GRADE IF REQUIRED, TO MAINTAIN DESIGN CONFIGURATION.
- MOW RETENTION AREAS REGULARLY TO MAINTAIN WEED AND OVERGROWTH CONTROL. DO NOT MOW BOTTOM AREAS OF WET RETENTION SYSTEMS.
- INSPECT RETENTION AREAS PERIODICALLY FOR ACCUMULATION OF DEBRIS AND TRASH AND REMOVE SAME AS REQUIRED.
- PERIODICALLY INSPECT RETENTION AREA BOTTOMS FOR DEPOSITS OF SAND AND/OR SILT ACCUMULATION AND REMOVE SAME, IF FOUND TO EXIST.
- PERCOLATION PERFORMANCE SHALL BE EVALUATED ON AN ANNUAL BASIS WITHIN EACH DRY RETENTION AREA. DRY RETENTION AREAS SHALL PERCOLATE DRY WITHIN 36 HOURS OF THE END OF RAINFALL. IN THE EVENT OF INADEQUATE PERCOLATION, RETENTION AREAS BOTTOM MAINTENANCE SHALL BE PERFORMED BY EXERCISING THE FOLLOWING PROCEDURE:
  - REMOVE 4 TO 6 INCHES OF RETENTION AREA BOTTOM MATERIAL AND SCARIFY EXCAVATED BOTTOM.
  - REPLACE EXCAVATED MATERIAL WITH CLEAN SAND MATERIAL TO DESIGN GRADE AND SOO OR SEED AND MULCH PER ORIGINAL.

THE CONTRACTOR IS TO PROVIDE EROSION CONTROL/SEDIMENTATION BARRIER (HAY BALES OR SILTATION CURTAIN) TO PREVENT SILTATION OF ADJACENT PROPERTY. ON SITE WETLANDS, STREETS, STORM SEWERS AND WATERWAYS. IN ADDITION, CONTRACTOR SHALL PLACE STRAW, MULCH OR OTHER SUITABLE MATERIAL ON GROUND IN AREAS WHERE CONSTRUCTION RELATED TRAFFIC IS TO ENTER AND EXIT THE SITE. IF, IN THE OPINION OF THE ENGINEER AND/OR LOCAL AUTHORITIES, EXCESSIVE QUANTITIES OF EARTH ARE TRANSPORTED OFF-SITE EITHER BY NATURAL DRAINAGE OR BY VEHICULAR TRAFFIC, THE CONTRACTOR IS TO REMOVE AND CLEAN SAID EARTH TO THE SATISFACTION OF THE ENGINEER AND/OR AUTHORITIES.

**NOTE: ALL THE PONDS & SWALES WILL BE BUILT IN PHASE-1.**

**LEGEND**

- POST BASIN LINE
- PROPERTY BOUNDARY
- PROPOSED SILT FENCE
- PROPOSED STORM DRAIN LINE
- PROPOSED SANITARY SEWER LINE
- SANITARY SEWER SERVICE CLEAN OUT
- FIRE HYDRANT
- PROPOSED SPOT ELEVATION
- DIRECTIONAL FLOW ARROW
- INVERT
- CENTER LINE
- EDGE OF PAVEMENT
- TELEPHONE MARKER OR BOX AS NOTED
- SOIL BORE LOCATION
- PERCOLATION TEST LOCATION
- ROOF DRAIN CLEAN OUT
- CONCRETE
- SIGN
- 24" STOP BAR
- CONCRETE
- ASPHALT
- GRAVEL / RIP-RAP
- EXISTING CONTOUR
- EXISTING OVERHEAD UTILITY LINES
- EXISTING UNDERGROUND ELECTRIC SERVICE - VERIFY EXACT LOCATION WITH POWER COMPANY BEFORE INSTALLING
- EXISTING STORM DRAIN LINE
- EXISTING WATER MAIN LINE
- EXISTING SANITARY SEWER LINE
- EXISTING GAS MAIN (SEE NOTES)
- EXISTING UTILITY POLE
- EXISTING GUY WIRE
- EXISTING SPOT ELEVATION
- EXISTING STORM DRAIN MANHOLE
- EXISTING



**NOTICE**

CONTRACTOR TO EXERCISE EXTREME CAUTION DURING EXCAVATION IN AREA OF EXISTING GAS MAIN.

**UNSUITABLE MATERIAL NOTE**

WHERE MUCK, ROCK, CLAY, AND/OR OTHER UNSUITABLE MATERIAL IS ENCOUNTERED WITHIN THE LIMITS OF CONSTRUCTION, THAT MATERIAL SHALL BE EXCAVATED AND BACKFILLED WITH SUITABLE MATERIAL.

**DEWATERING NOTE**

PRIOR TO THE INSTALLATION OF ANY UNDERGROUND UTILITY ALL DETENTION PONDS SHALL BE CONSTRUCTED. IF ANY DEWATERING IS REQUIRED, TO INSTALL UNDERGROUND UTILITIES, SUCH AS LIFT STATION, MANHOLES, OR SANITARY SEWER PIPES, THE DEWATERING SHALL BE PIPED INTO THE DETENTION PONDS TO BE PERCOLATED BACK INTO THE GROUND. AT NO TIME SHALL WATER BE ALLOWED TO TOP OVER THE TOP OF THE PONDS.

**EXISTING GAS MAIN NOTE**

CHAPTER 553.851 OF THE FLORIDA STATUTES REQUIRES THAT AN EXCAVATOR NOTIFY ALL GAS UTILITIES A MINIMUM OF TWO WORKING DAYS PRIOR TO EXCAVATING. MAPS SHOW ONLY THE APPROXIMATE LOCATION OF GAS MAINS OR SERVICE LINES. THE ONLY SAFE AND PROPER WAY TO LOCATE GAS FACILITIES IS BY AN ON-SITE INSPECTION BY GAS SYSTEM PERSONNEL. THEREFORE, EXCAVATORS ARE INSTRUCTED TO TELEPHONE O.U.L.S. AT 1-800-432-4770 TWO WORKING DAYS BEFORE DIGGING IN A CONSTRUCTION AREA. CONTRACTOR SHALL EXERCISE EXTREME CAUTION DURING ALL EXCAVATION/INSTALLATION/CONSTRUCTION ACTIVITIES IN AREA OF GAS MAIN.

**EXISTING UTILITIES NOTES**

IT IS THE CONTRACTOR'S RESPONSIBILITY TO LOCATE ALL ABOVE GROUND AND UNDERGROUND UTILITIES, WHETHER SHOWN ON THESE PLANS OR NOT, PRIOR TO COMMENCEMENT OF WORK. THERE IS A STATEWIDE "ONE CALL" UTILITY LOCATION SERVICE. CONTRACTOR SHALL DIAL 811 48 HOURS PRIOR TO COMMENCING WORK. CONTRACTOR SHALL NOTIFY ENGINEER IMMEDIATELY IF ANY CONFLICTS OCCUR SO THAT DESIGN MAY BE ADJUSTED. ALSO BE ADVISED THAT EACH CONTRACTOR DIGGING WITHIN (AND, AS ANY PART OF) THIS DEVELOPMENT MUST OBTAIN A LOCATE FOR OTHER UTILITIES, AND MUST BE CALLED IN AND KEPT CURRENT THROUGHOUT THE CONSTRUCTION OF THIS DEVELOPMENT. FAILURE TO KEEP THE LOCATE CURRENT COULD RESULT IN A STOPPAGE OF WORK OR THE ISSUANCE OF A CITATION PER CHAPTER 556 FLORIDA STATUTE.

CALL 48 HOURS BEFORE YOU DIG  
IT'S THE LAW! DIAL 811  
Know what's below. Call before you dig.  
SUNSHINE STATE ONE CALL OF FLORIDA, INC.

DESIGNED BY: DK  
DRAWN BY: JS  
CHECKED BY: JCM

BY	DATE	NO	REVISIONS
JMG	12/17/19	1	100% PERMIT SUBMITTAL SWFWMD/CITY/COUNTY
JMG	03/03/20	2	REVISE PER SUBMITTAL COMMENTS
JMG	03/05/20	3	ADDED TYPICAL PAVEMENT SECTION FOR OFF-SITE TURN LANE
JMG	04/02/20	4	REVISED FLOOD COMPENSATION SECTIONS

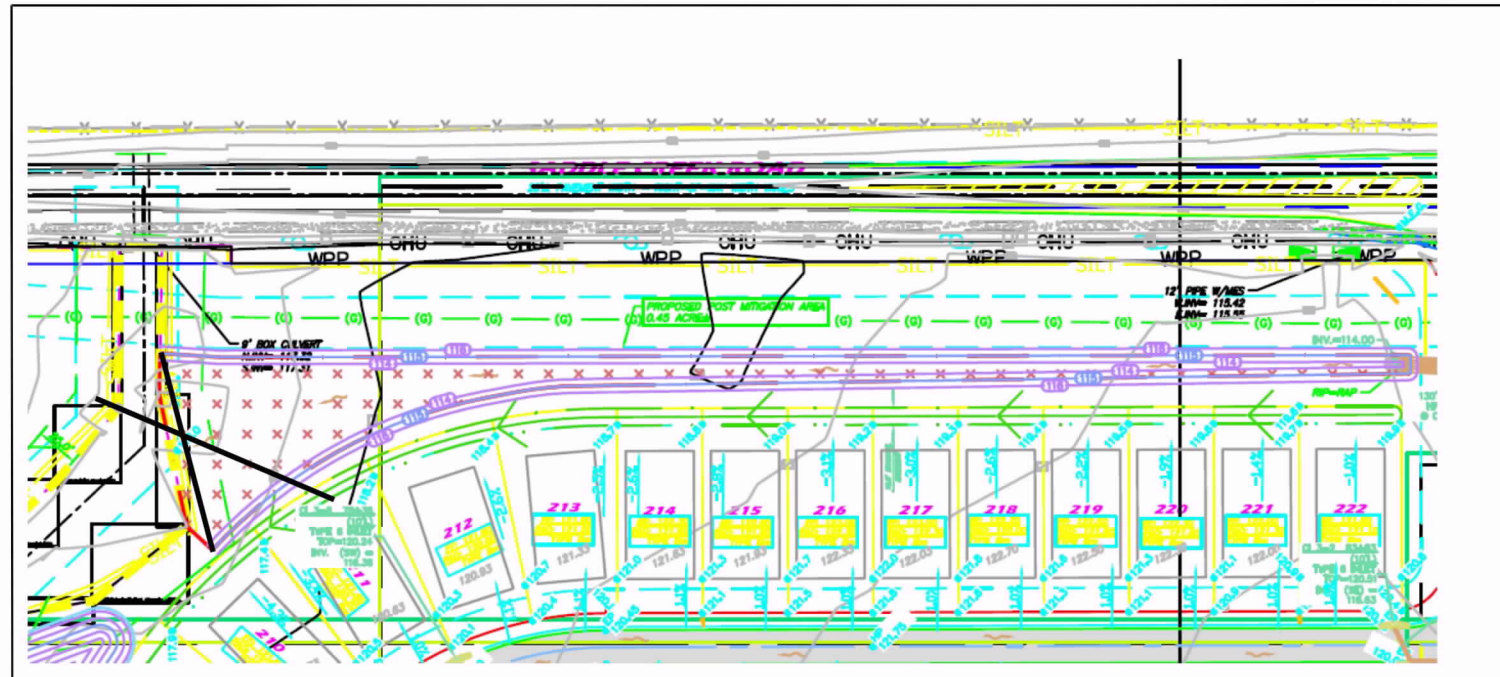
NOT CONSIDERED FINAL UNTIL ALL AGENCY PERMITS ARE RELEASED AND APPROVED FOR CONSTRUCTION  
NOT VALID WITHOUT SEAL  
This drawing has been electronically signed and sealed by the Professional Engineer. The seal number and expiration date are shown in the bottom right corner of this drawing. The seal number and expiration date are shown in the bottom right corner of this drawing.

DANIEL P. KOVACS, P.E. #654168 DATE

**OVERALL PAVING, GRADING & DRAINAGE**

**SADDLE CREEK PRESERVE POLK COUNTY, FL.**

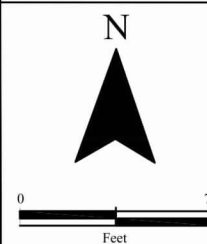
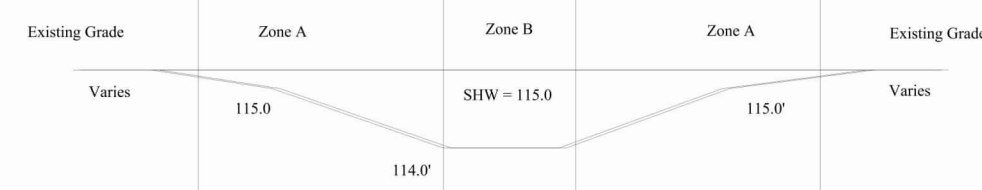
**ECON**  
ENGINEERING SERVICES  
6700 South Florida  
Suite 4, Lakeland, Florida 33813  
(863)686-0544 • Fax: (863) 680-1424  
• LICENSED PROFESSIONAL ENGINEERING SERVICES - CA#226693



\*Southern Perimeter of mitigation area will be planted with 50, 3-gal cypress as a buffer and visual enhancement

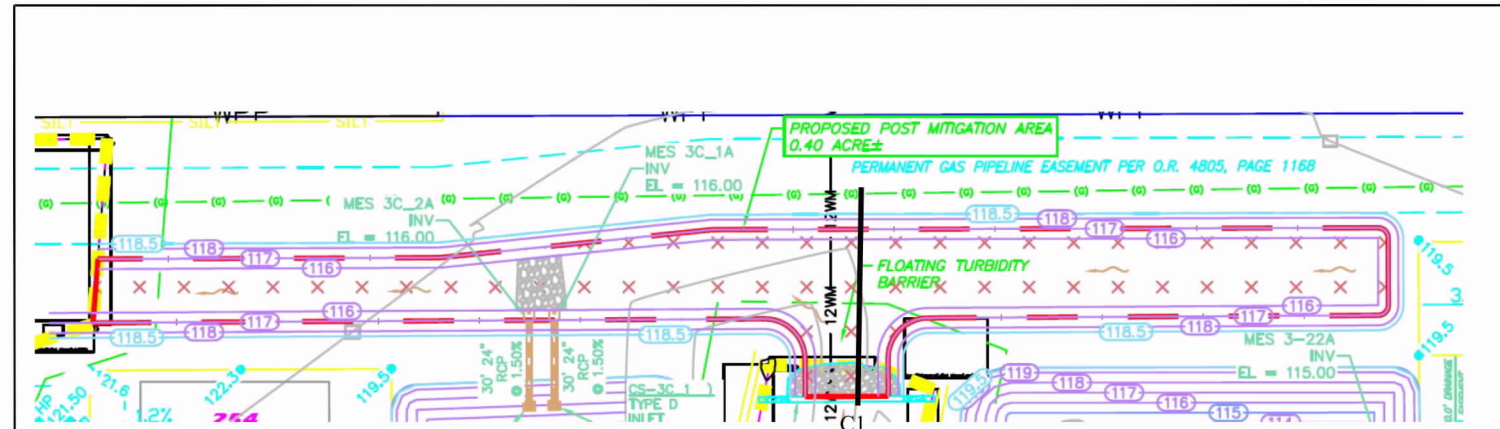
Zone	Size	Species	Common Name	Quantity	Size	Spacing
Upper	0.15	<i>Iris hexagona</i>	Dixie Iris	200	4" pot equivalent	3' o.c. (perimeter)
		<i>Canna flaccida</i>	Golden Canna	200	4" pot equivalent	3' o.c.
		<i>Eleocharis cellulosa</i>	Spikerush	200	4" pot equivalent	3' o.c.
		<i>Panicum hemetomon</i>	Maidencane	200	4" pot equivalent	3' o.c.
Lower	0.3	<i>Eleocharis cellulosa</i>	Spikerush	375	4" pot equivalent	3' o.c.
		<i>Pontederia cordata</i>	Pickereelweed	375	4" pot equivalent	3' o.c.
		<i>Sagittaria lancifolia</i>	Arrowhead	375	4" pot equivalent	3' o.c.
		<i>Scirpus validus</i>	Bulrush	375	4" pot equivalent	3' o.c. (deepest zone)
<b>TOTALS</b>	<b>0.45</b>			<b>2,300</b>		

Cross Section C1 (N.T.S.)



Date: 10/20/2016 Drawn by: **JF**  
Source:  
Prepared for:

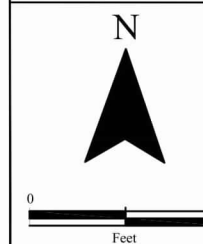
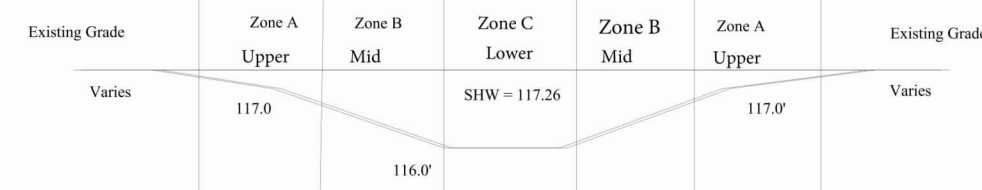
**Saddle Creek**  
Wetland Mitigation Area M1  
Section 12, Township 28 South, Range 24 East  
Polk County, Florida



\*Southern Perimeter of mitigation area will be planted with 50, 3-gal cypress as a buffer and visual enhancement

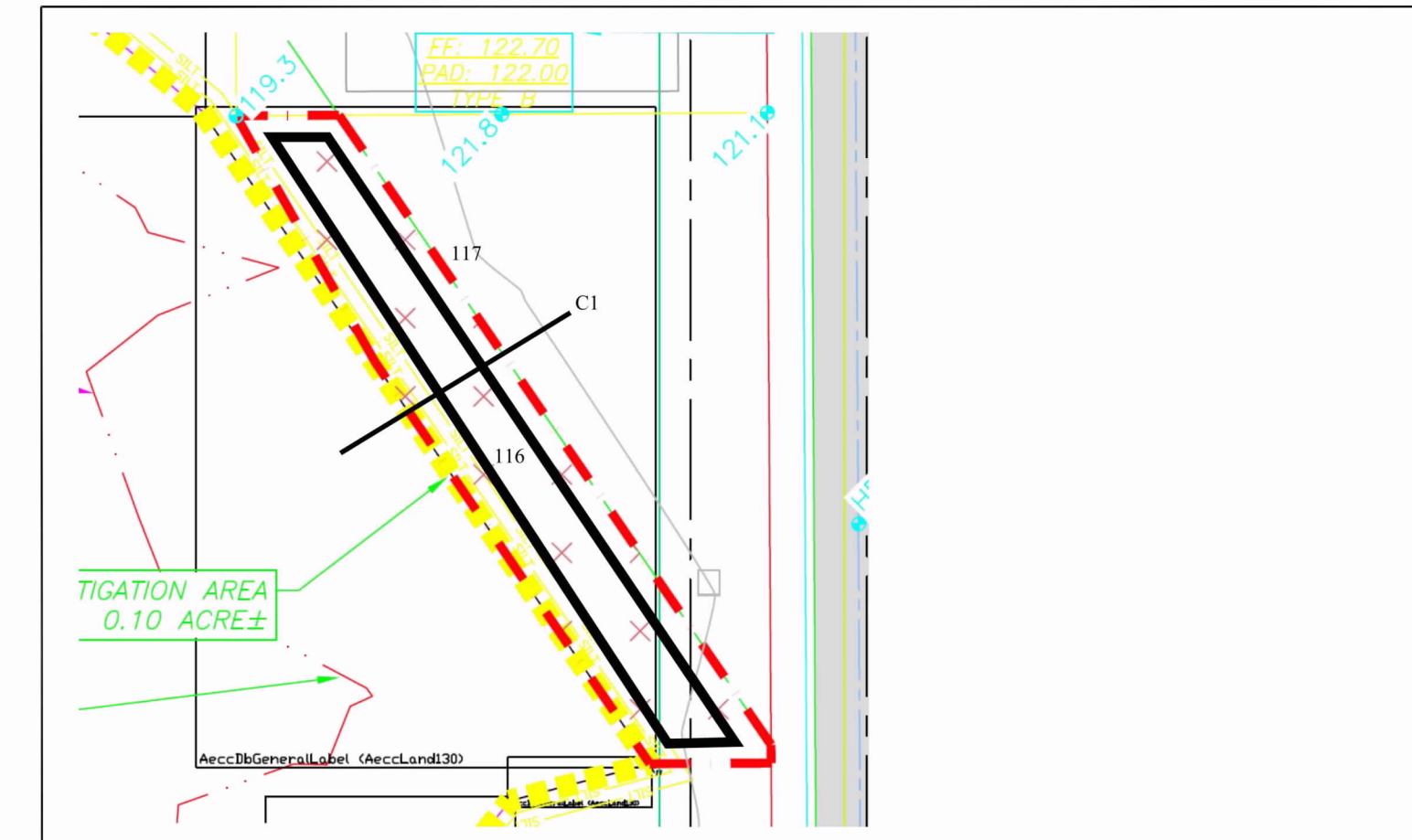
Zone	Size (ac)	Species	Common Name	Quantity	Size	Spacing
Upper	0.13	<i>Eleocharis cellulosa</i>	Spikerush	400	4" pot equivalent	3' o.c.
		<i>Panicum hemetomon</i>	Maidencane	400	4" pot equivalent	3' o.c.
Mid	0.13	<i>Sagittaria lancifolia</i>	Arrowhead	300	4" pot equivalent	3' o.c.
		<i>Pontederia cordata</i>	Pickereelweed	300	4" pot equivalent	3' o.c.
Lower	0.14	<i>Scirpus validus</i>	Bulrush	250	4" pot equivalent	3' o.c.
		<i>Thalia geniculata</i>	Alligator Flag	250	4" pot equivalent	3' o.c.
<b>TOTALS</b>	<b>0.4</b>			<b>1,900</b>		

Cross Section C1 (N.T.S.)



Date: 10/20/2016 Drawn by: **JF**  
Source:  
Prepared for:

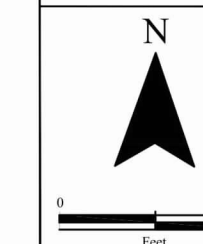
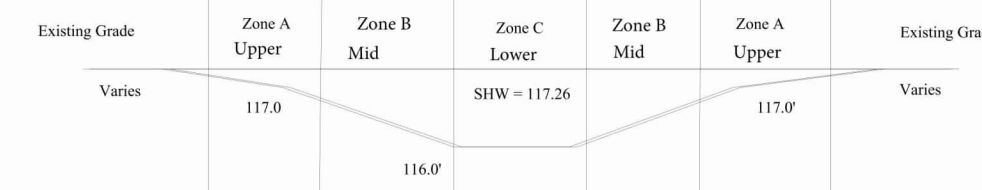
**Saddle Creek**  
Wetland Mitigation Area M2  
Section 12, Township 28 South, Range 24 East  
Polk County, Florida



\*North, East and Southern Perimeter of mitigation area will be planted with 30, 3-gal cypress as a buffer

Zone	Size (ac)	Species	Common Name	Quantity	Size	Spacing
Upper	0.03	<i>Eleocharis cellulosa</i>	Spikerush	100	4" pot equivalent	3' o.c.
		<i>Panicum hemetomon</i>	Maidencane	100	4" pot equivalent	3' o.c.
Mid	0.04	<i>Sagittaria lancifolia</i>	Arrowhead	100	4" pot equivalent	3' o.c.
		<i>Pontederia cordata</i>	Pickereelweed	100	4" pot equivalent	3' o.c.
Lower	0.03	<i>Scirpus validus</i>	Bulrush	75	4" pot equivalent	3' o.c.
		<i>Thalia geniculata</i>	Alligator Flag	75	4" pot equivalent	3' o.c.
<b>TOTALS</b>	<b>0.1</b>			<b>550</b>		

Cross Section C1 (N.T.S.)



Date: 10/20/2016 Drawn by: **JF**  
Source:  
Prepared for:

**Saddle Creek**  
Wetland Mitigation Area M3  
Section 12, Township 28 South, Range 24 East  
Polk County, Florida

Temporary Impact Planting/Replanting Wetland G (2 locations- p lnats to be divided between north and south temp impacts)

Zone	Size (ac)	Species	Common Name	Quantity	Size	Spacing
Temp	0.14	<i>Eleocharis cellulosa</i>	Spikerush	400	4" pot equivalent	3' o.c.
		<i>Panicum hemetomon</i>	Maidencane	400	4" pot equivalent	3' o.c.
		<i>Taxodium spp.</i>	Cypress	60	3-gallon	10' o.c.
<b>TOTALS</b>	<b>0.14</b>			<b>860</b>		

Secondary Impact Planting adjacent to Wetland H

Zone	Size (ac)	Species	Common Name	Quantity	Size	Spacing
Temp	0.04	<i>Myrica cerifera</i>	Wax Myrtle	70	1-Gallon	5' o.c.
		<i>Panicum hemetomon</i>	Maidencane	100	4" pot equivalent	3' o.c.
<b>TOTALS</b>	<b>0.04</b>			<b>170</b>		

DESIGNED BY: DK  
DRAWN BY: JS  
CHECKED BY: JCM

BY	NO	DATE	REVISIONS
JMG	1	12/17/19	100% PERMIT SUBMITTAL SWFWMD/CITY/COUNTY
JMG	2	03/03/20	REVISE PER SWFWMD COMMENTS
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NOT CONSIDERED FINAL UNTIL ALL AGENCY PERMITS ARE RECEIVED AND APPROVED FOR CONSTRUCTION. NOT VALID WITHOUT SEAL. This drawing has been electronically signed and sealed. The seal is a digital signature and is not a physical seal. It is not a guarantee of accuracy or completeness. It is a statement of approval by the signatory. The signatory is responsible for the accuracy and completeness of the information provided. The signatory is not responsible for the accuracy or completeness of the information provided by others. The signatory is not responsible for the accuracy or completeness of the information provided by others. The signatory is not responsible for the accuracy or completeness of the information provided by others.

DANIEL P. KOVACS, P.E. #64168 DATE

**WETLANDS & MITIGATION PLAN**

**SADDLE CREEK PRESERVE POLK COUNTY, FL.**

**ECON**  
ENGINEERING & CONSULTING SERVICES  
6700 South Florida Avenue  
Suite 4, Lakeland, Florida 33813  
(863) 686-0544 • Fax: (863) 680-1424  
• SUTHERLAND ENGINEERING SERVICES - CA#26463  
• PROFESSIONAL ENGINEERING SERVICES - CA#26463



# Southwest Florida Water Management District

2379 Broad Street, Brooksville, Florida 34604-6899  
(352) 796-7211 or 1-800-423-1476 (FL only)  
SUNCOM 628-4150 TDD only 1-800-231-6103 (FL only)  
On the Internet at: [WaterMatters.org](http://WaterMatters.org)

An Equal  
Opportunity  
Employer

**Bartow Service Office**  
170 Century Boulevard  
Bartow, Florida 33830-7700  
(863) 534-1448 or  
1-800-492-7862 (FL only)

**Sarasota Service Office**  
78 Sarasota Center Boulevard  
Sarasota, Florida 34240-9770  
(941) 377-3722 or  
1-800-320-3503 (FL only)

**Tampa Service Office**  
7601 Highway 301 North  
Tampa, Florida 33637-6759  
(813) 985-7481 or  
1-800-836-0797 (FL only)

April 21, 2020

Brooklane Development, LLC  
Attn: Scott Shapiro  
301 W. Platt Street, Suite 671  
Tampa, FL 33606

Subject: **Notice of Intended Agency Action - Approval  
ERP Individual Construction**

Project Name: Saddle Creek Preserve  
App ID/Permit No: 795913 / 43044474.000  
County: Polk  
Sec/Twp/Rge: S02/T28S/R24E, S11/T28S/R24E, S12/T28S/R24E,  
S01/T28S/R24E

Dear Permittee(s):

The Southwest Florida Water Management District (District) has completed its review of the application for Environmental Resource Permit. Based upon a review of the information you have submitted, the District hereby gives notice of its intended approval of the application.

The File of Record associated with this application can be viewed at <http://www18.swfwmd.state.fl.us/erp/erp/search/ERPSearch.aspx> and is also available for inspection Monday through Friday, except for District holidays, from 8:00 a.m. through 5:00 p.m. at the District's Tampa Service Office, 7601 U.S. Highway 301 North, Tampa, Florida 33637.

If you have any questions or concerns regarding the application or any other information, please contact the Environmental Resource Permit Bureau in the Tampa Service Office.

Sincerely,

David Kramer, P.E.  
Bureau Chief  
Environmental Resource Permit Bureau  
Regulation Division

cc: Daniel Kovacs, P.E., ECON South, LLC



# Southwest Florida Water Management District

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Sec/Twp/Rge: S02/T28S/R24E, S11/T28S/R24E, S12/T28S/R24E,  
S01/T28S/R24E

Dear Permittee(s):

The Southwest Florida Water Management District (District) is in receipt of your application for the Environmental Resource Permit. Based upon a review of the information you submitted, the application is approved.

Please refer to the attached Notice of Rights to determine any legal rights you may have concerning the District's agency action on the permit application described in this letter.

If approved construction plans are part of the permit, construction must be in accordance with these plans. These drawings are available for viewing or downloading through the District's Application and Permit Search Tools located at [www.WaterMatters.org/permits](http://www.WaterMatters.org/permits).

The District's action in this matter only becomes closed to future legal challenges from members of the public if such persons have been properly notified of the District's action and no person objects to the District's action within the prescribed period of time following the notification. The District does not publish notices of agency action. If you wish to limit the time within which a person who does not receive actual written notice from the District may request an administrative hearing regarding this action, you are strongly encouraged to publish, at your own expense, a notice of agency action in the legal advertisement section of a newspaper of general circulation in the county or counties where the activity will occur. Publishing notice of agency action will close the window for filing a petition for hearing. Legal requirements and instructions for publishing notices of agency action, as well as a noticing form that can be used, are available from the District's website at [www.WaterMatters.org/permits/noticing](http://www.WaterMatters.org/permits/noticing). If you publish notice of agency action, a copy of the affidavit of publication provided by the newspaper should be sent to the District's Tampa Service Office for retention in this permit's File of Record.



If you have any questions or concerns regarding your permit or any other information, please contact the Environmental Resource Permit Bureau in the Tampa Service Office.

Sincerely,

David Kramer, P.E.  
Bureau Chief  
Environmental Resource Permit Bureau  
Regulation Division

Enclosures:   Approved Permit w/Conditions Attached  
                  [As-Built Certification and Request for Conversion to Operation Phase](#)  
                  Notice of Authorization to Commence Construction  
                  Notice of Rights

cc:             Daniel Kovacs, P.E., ECON South, LLC

**SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
ENVIRONMENTAL RESOURCE  
INDIVIDUAL CONSTRUCTION  
PERMIT NO. 43044474.000**

**EXPIRATION DATE:** April 21, 2025

**PERMIT ISSUE DATE:** April 21, 2020

This permit is issued under the provisions of Chapter 373, Florida Statutes, (F.S.), and the Rules contained in Chapter 62-330, Florida Administrative Code, (F.A.C.). The permit authorizes the Permittee to proceed with the construction of a surface water management system in accordance with the information outlined herein and shown by the application, approved drawings, plans, specifications, and other documents, attached hereto and kept on file at the Southwest Florida Water Management District (District). Unless otherwise stated by permit specific condition, permit issuance constitutes certification of compliance with state water quality standards under Section 401 of the Clean Water Act, 33 U.S.C. 1341. All construction, operation and maintenance of the surface water management system authorized by this permit shall occur in compliance with Florida Statutes and Administrative Code and the conditions of this permit.

**PROJECT NAME:** Saddle Creek Preserve  
**GRANTED TO:** Brooklane Development, LLC  
Attn: Scott Shapiro  
301 W. Platt Street, Suite 671  
Tampa, FL 33606

**OTHER PERMITTEES:** N/A

**ABSTRACT:** This permit authorization is for the construction of a stormwater management system serving a 141.80-acre residential project. The proposed activities include the construction of lots, associated roads, and infrastructure. Fourteen new wet detention ponds and one attenuation-only system will provide treatment and attenuation for runoff from the site. The project is located on the south side of Saddle Creek Road, approximately two miles west of its intersection with Polk Parkway, in Polk County.

**OP. & MAIN. ENTITY:** Saddle Creek Preserve of Polk County Homeowners Association, Inc

**OTHER OP. & MAIN. ENTITY:** N/A

**COUNTY:** Polk

**SEC/TWP/RGE:** S02/T28S/R24E, S11/T28S/R24E, S12/T28S/R24E, S01/T28S/R24E

**TOTAL ACRES OWNED  
OR UNDER CONTROL:** 141.80

**PROJECT SIZE:** 141.80 Acres

**LAND USE:** Residential

**DATE APPLICATION FILED:** December 18, 2019

**AMENDED DATE:** N/A

## I. Water Quantity/Quality

POND No.	Area Acres @ Top of Bank	Treatment Type
Pond 1A	0.63	MAN-MADE WET DETENTION
Pond 1B	1.14	MAN-MADE WET DETENTION
Pond 1C	1.07	MAN-MADE WET DETENTION
Pond 2	1.32	MAN-MADE WET DETENTION
Pond 2A	0.53	MAN-MADE WET DETENTION
Pond 3A	8.17	MAN-MADE WET DETENTION
Pond 3B	2.68	MAN-MADE WET DETENTION
Pond 3C	1.58	MAN-MADE WET DETENTION
Pond 3D	0.91	MAN-MADE WET DETENTION
Pond 3E	0.46	MAN-MADE WET DETENTION
Wetland G	4.33	NO TREATMENT SPECIFIED
Pond 4	2.84	MAN-MADE WET DETENTION
Pond 5	2.64	MAN-MADE WET DETENTION
Pond 6A	0.90	MAN-MADE WET DETENTION
Pond 6B	3.05	MAN-MADE WET DETENTION
	<b>Total: 32.25</b>	

Water Quantity/Quality Comments: The proposed ponds provide treatment for runoff from the site via wet detention. The system provides attenuation of the post-development 25-year, 24-hour peak discharge rate to the pre-development 25-year, 24-hour peak discharge rate. The plans and calculations reflect the North American Vertical Datum of 1988 (NAVD 88).

A mixing zone is not required.

A variance is not required.

## II. 100-Year Floodplain

Encroachment (Acre-Feet of fill)	Compensation (Acre-Feet of excavation)	Compensation Type	Encroachment Result* (feet)
17.29	0.00	Storage Modeling	N/A

Floodplain Comments: Onsite floodplain elevations have been established by the Lake Hancock Watershed Model. Encroachment into the 100-year floodplain has been demonstrated to have no adverse impacts on offsite locations by dynamic stormwater modeling.

\*Depth of change in flood stage (level) over existing receiving water stage resulting from floodplain encroachment caused by a project that claims Minimal Impact type of compensation.

## III. Environmental Considerations

### Wetland/Other Surface Water Information

Wetland/Other Surface Water Name	Total Acres	Not Impacted Acres	Permanent Impacts		Temporary Impacts	
			Acres	Functional Loss*	Acres	Functional Loss*
Wetland A	7.35	7.35	0.00	0.00	0.00	0.00
Wetland B	0.20	0.00	0.20	0.07	0.00	0.00
Wetland C	11.72	11.71	0.01	0.00	0.00	0.00
Wetland D	0.30	0.30	0.00	0.00	0.00	0.00
Wetland E	0.26	0.00	0.26	0.11	0.00	0.00
Wetland F	1.50	1.50	0.00	0.00	0.00	0.00
Wetland G	4.49	4.40	0.02	0.01	0.07	0.00
Wetland H	0.54	0.43	0.11	0.11	0.00	0.00
OSW 1	0.07	0.00	0.07	0.00	0.00	0.00
OSW 2	0.04	0.00	0.04	0.00	0.00	0.00
OSW 3	0.17	0.00	0.17	0.00	0.00	0.00
<b>Total:</b>	<b>26.64</b>	<b>25.69</b>	<b>0.88</b>	<b>0.30</b>	<b>0.07</b>	<b>0.00</b>

\* For impacts that do not require mitigation, their functional loss is not included.

Wetland/Other Surface Water Comments:

There are 26.36 acres of wetlands (FLUCCS 641, 617, and 621) located within the project area for this ERP. Permanent filling/dredging impacts to 0.60 acre of Wetlands B, C, E, G, and H (FLUCCS 641, 617, and 621) will occur for construction of A residential subdivision. Permanent filling/dredging impacts to 0.59 acre of qualifying wetlands were evaluated using the Uniform Mitigation Assessment Method (UMAM) as required pursuant to Chapter 62-345, F.A.C. The results of the UMAM analysis indicate a functional loss of 0.30 units due to the permanent impacts proposed. Temporary filling/dredging impacts to 0.07 acres of Wetland G will occur for construction of stormwater pipes. There are 0.28 acre of other surface waters features (FLUCCS 510), consisting of 0.28 acre of upland-cut ditches, located within the project area. Permanent filling impacts to 0.28 acre of the project surface waters will occur for construction of a residential subdivision.

**Mitigation Information**

Name	Creation		Enhancement		Preservation		Restoration		Enhancement +Preservation		Other	
	Acres	Functional Gain	Acres	Functional Gain	Acres	Functional Gain	Acres	Functional Gain	Acres	Functional Gain	Acres	Functional Gain
M-1	0.45	0.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
M-2	0.40	0.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
M-3	0.10	0.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total:</b>	<b>0.95</b>	<b>0.31</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Mitigation Comments:

Wetland mitigation for permanent filling/dredging impacts will be provided by the onsite creation of 0.95 acre of wetlands (FLUCCS 641), totaling 0.95 acre of combined wetland mitigation. The results of the UMAM analysis indicate a functional gain of 0.31 units which offsets the 0.30 units of functional loss proposed to wetland habitat.

Wetland mitigation will not be required for permanent filling/dredging impacts to 0.01 acre of wetlands pursuant to Subsection 10.2.2 of the ERP Applicant's Handbook Vol. I. Under this Section, wetland mitigation is not required for impacts that have been determined to be de minimis to fish, wildlife and listed species.

Wetland mitigation is not required for permanent filling impacts to the upland cut ditches pursuant to Subsection 10.2.2.2 of the ERP Applicant's Handbook Vol. I. Under this Subsection, wetland mitigation is not required for impacts to drainage ditches that were constructed in uplands and do not provide significant habitat for threatened or endangered species and were not constructed to divert natural stream flow.

Re-vegetation of the temporarily impacted wetland areas is to occur in accordance with the specific conditions of this permit.

In order to provide reasonable assurance that the project will not cause adverse secondary impacts to wetlands, as described in Subsection 10.2.7 of the Applicant's Handbook Volume I, wetland buffer plantings are required in this permit as shown on Sheet 19B of the permitted construction plans. The supplemental wetland buffer plantings will provide the District with reasonable assurance that the project will not have adverse secondary impacts to the adjacent wetlands.

The Uniform Mitigation Assessment Method analysis resulted in an excess of 0.01 functional gain units which may be used by Brooklane Development, LLC. within the Peace River Basin.

## Specific Conditions

1. If the ownership of the project area covered by the subject permit is divided, with someone other than the Permittee becoming the owner of part of the project area, this permit may be terminated, unless the terms of the permit are modified by the District or the permit is transferred pursuant to Rule 40D-1.6105, F.A.C. In such situations, each land owner shall obtain a permit (which may be a modification of this permit) for the land owned by that person. This condition shall not apply to the division and sale of lots or units in residential subdivisions or condominiums.
2. The Permittee shall retain the design professional registered or licensed in Florida, to conduct on-site observations of construction and assist with the as-built certification requirements of this project. The Permittee shall inform the District in writing of the name, address and phone number of the design professional so employed. This information shall be submitted prior to construction.

### 3. **WETLAND MITIGATION SUCCESS CRITERIA MITIGATION AREAS M-1 (0.45 ac.)**

Mitigation is expected to offset adverse impacts to wetlands and other surface waters caused by regulated activities and to achieve viable, sustainable ecological and hydrological wetland functions. Wetlands constructed for mitigation purposes will be considered successful and will be released from monitoring and reporting requirements when the following criteria are met continuously for a period of at least one year without intervention in the form of irrigation or the addition or removal of vegetation.

- a. The mitigation area can reasonably be expected to develop into a Freshwater Marsh (FLUCCS 641) as determined by the Florida Land Use and Cover and Forms Classification System (third edition; January 1999).
- b. Topography, water depth and water level fluctuation in the mitigation area are characteristic of the wetlands/surface water type specified in criterion "a."
- c. Planted or recruited herbaceous or shrub species (or plant species providing the same function) shall meet the criteria specified:

**Zone:** Upper

**Percent Cover:** 80 percent

**Species:** *Iris hexagona*, *Canna flaccida*, *Eleocharis cellulosa*, *Panicum hemitomon*

**Zone:** Lower

**Percent Cover:** 80 percent

**Species:** *Eleocharis cellulosa*, *Pontederia cordata*, *Sagittaria lancifolia*, *Scirpus validus*

- d. Species composition of recruiting wetland vegetation is indicative of the wetland type specified in criterion "a."
- e. Coverage by nuisance or exotic species does not exceed 5 percent at any area within the mitigation site and 5 percent for the entire mitigation site.
- f. The wetland mitigation area can be determined to be a wetland or other surface water according to Chapter 62-340, F.A.C.

The mitigation area may be released from monitoring and reporting requirements and be deemed successful at any time during the monitoring period if the Permittee demonstrates that the conditions in the mitigation area have adequately replaced the wetland and surface water functions affected by the regulated activity and that the site conditions are sustainable.

### 4. **WETLAND MITIGATION SUCCESS CRITERIA MITIGATION AREA M-2 and M-3 (0.40 ac., 0.10 ac.)**

Mitigation is expected to offset adverse impacts to wetlands and other surface waters caused by regulated

activities and to achieve viable, sustainable ecological and hydrological wetland functions. Wetlands constructed for mitigation purposes will be considered successful and will be released from monitoring and reporting requirements when the following criteria are met continuously for a period of at least one year without intervention in the form of irrigation or the addition or removal of vegetation.

a. The mitigation area can reasonably be expected to develop into a freshwater marsh (FLUCCS 641) as determined by the Florida Land Use and Cover and Forms Classification System (third edition; January 1999).

b. Topography, water depth and water level fluctuation in the mitigation area are characteristic of the wetlands/surface water type specified in criterion "a."

c. Planted or recruited herbaceous or shrub species (or plant species providing the same function) shall meet the criteria specified:

**Zone:** Upper

**Percent Cover:** 80

**Species:** *Eleocharis cellulosa*, *Panicum hemitomon*

**Zone:** Mid

**Percent Cover:** 80

**Species:** *Sagittaria lancifolia*, *pontederia cordata*

**Zone:** Lower

**Percent Cover:** 80

**Species:** *Scirpus validus*, *Thalia geniculata*

d. Species composition of recruiting wetland vegetation is indicative of the wetland type specified in criterion "a."

e. Coverage by nuisance or exotic species does not exceed 5 percent at any area within the mitigation site and 5 percent for the entire mitigation site.

f. The wetland mitigation area can be determined to be a wetland or other surface water according to Chapter 62-340, F.A.C.

The mitigation area may be released from monitoring and reporting requirements and be deemed successful at any time during the monitoring period if the Permittee demonstrates that the conditions in the mitigation area have adequately replaced the wetland and surface water functions affected by the regulated activity and that the site conditions are sustainable.

5. The Permittee shall monitor and maintain the wetland mitigation areas until the criteria set forth in the Wetland Mitigation Success Criteria Conditions above are met. The Permittee shall perform corrective actions identified by the District if the District identifies a wetland mitigation deficiency.
6. The Permittee shall undertake required maintenance activities within the wetland mitigation areas as needed at any time between mitigation area construction and termination of monitoring, with the exception of the final year. Maintenance shall include the manual removal of all nuisance and exotic species, with sufficient frequency that their combined coverage at no time exceeds the Wetland Mitigation Success Criteria Conditions above. Herbicides shall not be used without the prior written approval of the District.
7. The permittee, prior to beneficial use of the site must submit an as-built survey of the wetland mitigation areas certified by a registered surveyor or professional engineer showing dimensions, grades, ground elevations, water surface elevations, and species composition, numbers and densities. Upon District inspection and approval of the mitigation areas, the monitoring program shall be initiated with the date of the District field inspection being the construction completion date of the mitigation areas. Monitoring events shall occur between March 1 and November 30 of each year. An Annual Wetland Monitoring Report shall be submitted upon the anniversary date of District approval to initiate monitoring.

Annual reports shall provide documentation that a sufficient number of maintenance inspection/activities were conducted to maintain the mitigation areas in compliance according to the Wetland Mitigation Success Criteria Conditions above. Note that the performance of maintenance inspections and maintenance activities will normally need to be conducted more frequently than the collection of other monitoring data to maintain the mitigation areas in compliance with the Wetland Mitigation Success Criteria Conditions above. Monitoring Data shall be collected semi-annually.

8. Termination of monitoring for the wetland mitigation areas shall be coordinated with the District by:
  - a. notifying the District in writing when the criteria set forth in the Wetland Mitigation Success Criteria Conditions have been achieved;
  - b. submitting documentation, including the date, that all maintenance activities in the wetland mitigation areas have been suspended including, but not limited to, irrigation and addition or removal of vegetation; and
  - c. submitting a monitoring report to the District one year following the written notification and suspension of maintenance activities.

Upon receipt of the monitoring report, the District will evaluate the wetland mitigation site(s) to determine if the Mitigation Success Criteria Conditions have been met and maintained. The District will notify the Permittee in writing of the evaluation results. The Permittee shall perform corrective actions for any portions of the wetland mitigation areas that fail to maintain the criteria set forth in the Wetland Mitigation Success Criteria Conditions.

9. Following the District's determination that the wetland mitigation has been successfully completed, the Permittee shall operate and maintain the wetland mitigation areas such that they remain in their current or intended condition for the life of the system. The Permittee must perform corrective actions for any portions of the wetland mitigation areas where conditions no longer meet the criteria set forth in the Wetland Mitigation Success Criteria Conditions.
10. The Permittee shall, prior to beneficial use of the site, complete all aspects of the mitigation plan, including the grading, mulching, and planting, in accordance with the design details in the final approved construction drawings.
11. The Permittee shall commence construction of the mitigation areas within 30 days of wetland impacts, if wetland impacts occur between February 1 and August 31. If wetland impacts occur between September 1 and January 31, construction of the mitigation area(s) shall commence by March 1. In either case, construction of the mitigation areas shall be completed within 120 days of the commencement date unless a time extension is approved in writing by the District.
12. Wetland buffers shall remain in an undisturbed condition except for approved drainage facility construction/maintenance. No owner of property within the subdivision may perform any work, construction, maintenance, clearing, filling or any other type of activities within the wetlands, wetland mitigation areas, wetland buffers, or buffer compensation areas, described in the approved permit and recorded plat of the subdivision, unless prior approval is received from the Southwest Florida Water Management District.
13. The following boundaries, as shown on the approved construction drawings, shall be clearly delineated on the site prior to initial clearing or grading activities:
  - a. wetland and surface water areas
  - b. wetland buffers
  - c. limits of approved wetland impacts
  - d. construction access for mitigation areas



The delineation shall endure throughout the construction period and be readily discernible to construction and District personnel.

14. The following language shall be included as part of the deed restrictions for each lot:

"No owner of property within the subdivision may construct or maintain any building, residence, or structure, or undertake or perform any activity in the wetlands, wetland mitigation areas, or buffer areas, described in the approved permit and recorded plat of the subdivision, unless prior approval is received from the Southwest Florida Water Management District."

15. Rights-of-way and easement locations necessary to construct, operate and maintain all facilities, which constitute the permitted stormwater management system, and the locations and limits of all wetlands, wetland buffers, upland buffers for water quality treatment, 100-year floodplain areas and floodplain compensation areas, shall be shown on the final plat recorded in the County Public Records. Documentation of this plat recording shall be submitted to the District with the As-Built Certification and Request for Conversion to Operational Phase Form, and prior to beneficial occupancy or use of the site.

16. Copies of the following documents in final form, as appropriate for the project, shall be submitted to the Regulation Division:

- a. homeowners, property owners, master association or condominium association articles of incorporation, and
- b. declaration of protective covenants, deed restrictions or declaration of condominium

The Permittee shall submit these documents with the submittal of the Request for Transfer of Environmental Resource Permit to the Perpetual Operation Entity form.

17. The following language shall be included as part of the deed restrictions for each lot:

"Each property owner within the subdivision at the time of construction of a building, residence, or structure shall comply with the construction plans for the stormwater management system approved and on file with the Southwest Florida Water Management District."

18. If limestone bedrock is encountered during construction of the stormwater management system, the District must be notified and construction in the affected area shall cease.

19. The Permittee shall notify the District of any sinkhole development in the stormwater management system within 48 hours of discovery and must submit a detailed sinkhole evaluation and repair plan for approval by the District within 30 days of discovery.

20. The Permittee has entered into a contract to purchase the property covered by this permit. Failure to transfer ownership of the project site to Permittee will render this permit null and void.

21. The Permitted Plan Set for this project includes the set received by the District on April 20, 2020.

22. The operation and maintenance entity shall provide for the inspection of the permitted project after conversion of the permit to the operation and maintenance phase. For systems utilizing retention or wet detention, the inspections shall be performed five (5) years after operation is authorized and every five (5) years thereafter.

The operation and maintenance entity must maintain a record of each inspection, including the date of inspection, the name and contact information of the inspector, whether the system was functioning as designed and permitted, and make such record available upon request of the District.

Within 30 days of any failure of a stormwater management system or deviation from the permit, an inspection report shall be submitted using Form 62-330.311(1), "Operation and Maintenance Inspection Certification" describing the remedial actions taken to resolve the failure or deviation.

23. District staff must be notified in advance of any proposed construction dewatering. If the dewatering activity is likely to result in offsite discharge or sediment transport into wetlands or surface waters, a written dewatering plan must either have been submitted and approved with the permit application or submitted to the District as a permit prior to the dewatering event as a permit modification. A water use permit may be required prior to any use exceeding the thresholds in Chapter 40D-2, F.A.C.

24. Off-site discharges during construction and development shall be made only through the facilities authorized by this permit. Water discharged from the project shall be through structures having a mechanism suitable for regulating upstream stages. Stages may be subject to operating schedules satisfactory to the District.
25. The permittee shall complete construction of all aspects of the stormwater management system, including wetland compensation (grading, mulching, planting), water quality treatment features, and discharge control facilities prior to beneficial occupancy or use of the development being served by this system.
26. The following shall be properly abandoned and/or removed in accordance with the applicable regulations:
  - a. Any existing wells in the path of construction shall be properly plugged and abandoned by a licensed well contractor.
  - b. Any existing septic tanks on site shall be abandoned at the beginning of construction.
  - c. Any existing fuel storage tanks and fuel pumps shall be removed at the beginning of construction.
27. All stormwater management systems shall be operated to conserve water in order to maintain environmental quality and resource protection; to increase the efficiency of transport, application and use; to decrease waste; to minimize unnatural runoff from the property and to minimize dewatering of offsite property.
28. Each phase or independent portion of the permitted system must be completed in accordance with the permitted plans and permit conditions prior to the occupation of the site or operation of site infrastructure located within the area served by that portion or phase of the system. Each phase or independent portion of the system must be completed in accordance with the permitted plans and permit conditions prior to transfer of responsibility for operation and maintenance of that phase or portion of the system to a local government or other responsible entity.
29. This permit is valid only for the specific processes, operations and designs indicated on the approved drawings or exhibits submitted in support of the permit application. Any substantial deviation from the approved drawings, exhibits, specifications or permit conditions, including construction within the total land area but outside the approved project area(s), may constitute grounds for revocation or enforcement action by the District, unless a modification has been applied for and approved. Examples of substantial deviations include excavation of ponds, ditches or sump areas deeper than shown on the approved plans.
30. This permit does not authorize the Permittee to cause any adverse impact to or "take" of state listed species and other regulated species of fish and wildlife. Compliance with state laws regulating the take of fish and wildlife is the responsibility of the owner or applicant associated with this project. Please refer to Chapter 68A-27 of the Florida Administrative Code for definitions of "take" and a list of fish and wildlife species. If listed species are observed onsite, FWC staff are available to provide decision support information or assist in obtaining the appropriate FWC permits. Most marine endangered and threatened species are statutorily protected and a "take" permit cannot be issued. Requests for further information or review can be sent to [FWCConservationPlanningServices@MyFWC.com](mailto:FWCConservationPlanningServices@MyFWC.com).
31. A "Recorded notice of Environmental Resource Permit," Form No. 62-330.090(1), shall be recorded in the public records of the County(s) where the project is located.
32. The approved wetland buffer plantings, as shown on Sheet 19B of the construction plans, are required in order to provide the District with reasonable assurance that the project will not have adverse secondary impacts to the adjacent wetlands, as described in Subsection 10.2.7 of the Applicant's Handbook Volume I. The buffer plantings shall be completed prior to the transfer to operation of the facility. The buffer plantings shall meet a success criteria of 80 percent survival and shall be maintained such that they remain in their intended condition for the life of the system.
33. The permittee shall restore the temporary impact areas, as shown on Sheet 19B of the construction plans. The plantings shall be completed prior to the transfer to operation of the facility. The restoration areas shall meet a success criteria of 80 percent survival and shall be maintained such that they remain in their intended condition for the life of the system.

**GENERAL CONDITIONS**

1. The general conditions attached hereto as Exhibit "A" are hereby incorporated into this permit by reference and the Permittee shall comply with them.

**David Kramer, P.E.**

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Authorized Signature

## EXHIBIT A

### GENERAL CONDITIONS:

- 1 The following general conditions are binding on all individual permits issued under this chapter, except where the conditions are not applicable to the authorized activity, or where the conditions must be modified to accommodate, project-specific conditions.
  - a. All activities shall be implemented following the plans, specifications and performance criteria approved by this permit. Any deviations must be authorized in a permit modification in accordance with Rule 62-330.315, F.A.C., or the permit may be revoked and the permittee may be subject to enforcement action.
  - b. A complete copy of this permit shall be kept at the work site of the permitted activity during the construction phase, and shall be available for review at the work site upon request by the Agency staff. The permittee shall require the contractor to review the complete permit prior to beginning construction.
  - c. Activities shall be conducted in a manner that does not cause or contribute to violations of state water quality standards. Performance-based erosion and sediment control best management practices shall be installed immediately prior to, and be maintained during and after construction as needed, to prevent adverse impacts to the water resources and adjacent lands. Such practices shall be in accordance with the *State of Florida Erosion and Sediment Control Designer and Reviewer Manual (Florida Department of Environmental Protection and Florida Department of Transportation June 2007)*, and the *Florida Stormwater Erosion and Sedimentation Control Inspector's Manual (Florida Department of Environmental Protection, Nonpoint Source Management Section, Tallahassee, Florida, July 2008)*, which are both incorporated by reference in subparagraph 62-330.050(8)(b)5, F.A.C., unless a project-specific erosion and sediment control plan is approved or other water quality control measures are required as part of the permit.
  - d. At least 48 hours prior to beginning the authorized activities, the permittee shall submit to the Agency a fully executed Form 62-330.350(1), "Construction Commencement Notice,"[effective date], incorporated by reference herein (<http://www.flrules.org/Gateway/reference.asp?No=Ref-02505> ), indicating the expected start and completion dates. A copy of this form may be obtained from the Agency, as described in subsection 62-330.010(5),F.A.C. However, for activities involving more than one acre of construction that also require a NPDES stormwater construction general permit, submittal of the Notice of Intent to Use Generic Permit for Stormwater Discharge from Large and Small Construction Activities, DEP Form 62-621.300(4)(b), shall also serve as notice of commencement of construction under this chapter and, in such a case, submittal of Form 62-330.350(1) is not required.
  - e. Unless the permit is transferred under Rule 62-330.340, F.A.C., or transferred to an operating entity under Rule 62-330.310, F.A.C., the permittee is liable to comply with the plans, terms and conditions of the permit for the life of the project or activity.
  - f. Within 30 days after completing construction of the entire project, or any independent portion of the project, the permittee shall provide the following to the Agency, as applicable:
    1. For an individual, private single-family residential dwelling unit, duplex, triplex, or quadruplex - "Construction Completion and Inspection Certification for Activities Associated with a Private Single-Family Dwelling Unit" [Form 62-330.310(3)]; or
    2. For all other activities - "As-Built Certification and Request for Conversion to Operation Phase" [Form 62-330.310(1)].
    3. If available, an Agency website that fulfills this certification requirement may be used in lieu of the form.
  - g. If the final operation and maintenance entity is a third party:

1. Prior to sales of any lot or unit served by the activity and within one year of permit issuance, or within 30 days of as- built certification, whichever comes first, the permittee shall submit, as applicable, a copy of the operation and maintenance documents (see sections 12.3 thru 12.3.4 of Volume I) as filed with the Department of State, Division of Corporations and a copy of any easement, plat, or deed restriction needed to operate or maintain the project, as recorded with the Clerk of the Court in the County in which the activity is located.
  2. Within 30 days of submittal of the as- built certification, the permittee shall submit "Request for Transfer of Environmental Resource Permit to the Perpetual Operation and Maintenance Entity" [Form 62-330.310 (2)] to transfer the permit to the operation and maintenance entity, along with the documentation requested in the form. If available, an Agency website that fulfills this transfer requirement may be used in lieu of the form.
- h. The permittee shall notify the Agency in writing of changes required by any other regulatory agency that require changes to the permitted activity, and any required modification of this permit must be obtained prior to implementing the changes.
- i. This permit does not:
1. Convey to the permittee any property rights or privileges, or any other rights or privileges other than those specified herein or in Chapter 62-330, F.A.C.;
  2. Convey to the permittee or create in the permittee any interest in real property;
  3. Relieve the permittee from the need to obtain and comply with any other required federal, state, and local authorization, law, rule, or ordinance; or
  4. Authorize any entrance upon or work on property that is not owned, held in easement, or controlled by the permittee.
- j. Prior to conducting any activities on state-owned submerged lands or other lands of the state, title to which is vested in the Board of Trustees of the Internal Improvement Trust Fund, the permittee must receive all necessary approvals and authorizations under Chapters 253 and 258, F.S. Written authorization that requires formal execution by the Board of Trustees of the Internal Improvement Trust Fund shall not be considered received until it has been fully executed.
- k. The permittee shall hold and save the Agency harmless from any and all damages, claims, or liabilities that may arise by reason of the construction, alteration, operation, maintenance, removal, abandonment or use of any project authorized by the permit.
- l. The permittee shall notify the Agency in writing:
1. Immediately if any previously submitted information is discovered to be inaccurate; and
  2. Within 30 days of any conveyance or division of ownership or control of the property or the system, other than conveyance via a long-term lease, and the new owner shall request transfer of the permit in accordance with Rule 62-330.340, F.A.C. This does not apply to the sale of lots or units in residential or commercial subdivisions or condominiums where the stormwater management system has been completed and converted to the operation phase.
- m. Upon reasonable notice to the permittee, Agency staff with proper identification shall have permission to enter, inspect, sample and test the project or activities to ensure conformity with the plans and specifications authorized in the permit.
- n. If any prehistoric or historic artifacts, such as pottery or ceramics, stone tools or metal implements, dugout canoes, or any other physical remains that could be associated with Native American cultures, or early colonial or American settlement are encountered at any time within the project site area, work involving

subsurface disturbance in the immediate vicinity of such discoveries shall cease. The permittee or other designee shall contact the Florida Department of State, Division of Historical Resources, Compliance and Review Section, at (850) 245-6333 or (800) 847-7278, as well as the appropriate permitting agency office. Such subsurface work shall not resume without verbal or written authorization from the Division of Historical Resources. If unmarked human remains are encountered, all work shall stop immediately and notification shall be provided in accordance with Section 872.05, F.S. (2012).

- o. Any delineation of the extent of a wetland or other surface water submitted as part of the permit application, including plans or other supporting documentation, shall not be considered binding unless a specific condition of this permit or a formal determination under Rule 62-330.201, F.A.C., provides otherwise.
  - p. The permittee shall provide routine maintenance of all components of the stormwater management system to remove trapped sediments and debris. Removed materials shall be disposed of in a landfill or other uplands in a manner that does not require a permit under Chapter 62-330, F.A.C., or cause violations of state water quality standards.
  - q. This permit is issued based on the applicant's submitted information that reasonably demonstrates that adverse water resource-related impacts will not be caused by the completed permit activity. If any adverse impacts result, the Agency will require the permittee to eliminate the cause, obtain any necessary permit modification, and take any necessary corrective actions to resolve the adverse impacts.
  - r. A Recorded Notice of Environmental Resource Permit may be recorded in the county public records in accordance with Rule 62-330.090(7), F.A.C. Such notice is not an encumbrance upon the property.
2. In addition to those general conditions in subsection (1) above, the Agency shall impose any additional project-specific special conditions necessary to assure the permitted activities will not be harmful to the water resources, as set forth in Rules 62-330.301 and 62-330.302, F.A.C., Volumes I and II, as applicable, and the rules incorporated by reference in this chapter.

SOUTHWEST FLORIDA  
WATER MANAGEMENT DISTRICT

**NOTICE OF  
AUTHORIZATION  
TO COMMENCE CONSTRUCTION**

Saddle Creek Preserve

PROJECT NAME

Residential

PROJECT TYPE

Polk

COUNTY

S02/T28S/R24E...

See Permit for additional STR listings

SEC(S)/TWP(S)/RGE(S)

Brooklane Development, LLC

PERMITTEE

See permit for additional permittees

APPLICATION ID/PERMIT NO: 795913 / 43044474.000

DATE ISSUED: April 21, 2020



David Kramer, P.E.

Issuing Authority

**THIS NOTICE SHOULD BE CONSPICUOUSLY  
DISPLAYED AT THE SITE OF THE WORK**

## Notice of Rights

### ADMINISTRATIVE HEARING

1. You or any person whose substantial interests are or may be affected by the District's intended or proposed action may request an administrative hearing on that action by filing a written petition in accordance with Sections 120.569 and 120.57, Florida Statutes (F.S.), Uniform Rules of Procedure Chapter 28-106, Florida Administrative Code (F.A.C.) and District Rule 40D-1.1010, F.A.C. Unless otherwise provided by law, a petition for administrative hearing must be filed with (received by) the District within 21 days of receipt of written notice of agency action. "Written notice" means either actual written notice, or newspaper publication of notice, that the District has taken or intends to take agency action. "Receipt of written notice" is deemed to be the fifth day after the date on which actual notice is deposited in the United States mail, if notice is mailed to you, or the date that actual notice is issued, if sent to you by electronic mail or delivered to you, or the date that notice is published in a newspaper, for those persons to whom the District does not provide actual notice.
2. Pursuant to Subsection 373.427(2)(c), F.S., for notices of intended or proposed agency action on a consolidated application for an environmental resource permit and use of state-owned submerged lands concurrently reviewed by the District, a petition for administrative hearing must be filed with (received by) the District within 14 days of receipt of written notice.
3. Pursuant to Rule 62-532.430, F.A.C., for notices of intent to deny a well construction permit, a petition for administrative hearing must be filed with (received by) the District within 30 days of receipt of written notice of intent to deny.
4. Any person who receives written notice of an agency decision and who fails to file a written request for a hearing within 21 days of receipt or other period as required by law waives the right to request a hearing on such matters.
5. Mediation pursuant to Section 120.573, F.S., to settle an administrative dispute regarding District intended or proposed action is not available prior to the filing of a petition for hearing.
6. A request or petition for administrative hearing must comply with the requirements set forth in Chapter 28-106, F.A.C. A request or petition for a hearing must: (1) explain how the substantial interests of each person requesting the hearing will be affected by the District's intended action or proposed action, (2) state all material facts disputed by the person requesting the hearing or state that there are no material facts in dispute, and (3) otherwise comply with Rules 28-106.201 and 28-106.301, F.A.C. Chapter 28-106, F.A.C. can be viewed at [www.flrules.org](http://www.flrules.org) or at the District's website at [www.WaterMatters.org/permits/rules](http://www.WaterMatters.org/permits/rules).
7. A petition for administrative hearing is deemed filed upon receipt of the complete petition by the District Agency Clerk at the District's Tampa Service Office during normal business hours, which are 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding District holidays. Filings with the District Agency Clerk may be made by mail, hand-delivery or facsimile transfer (fax). The District does not accept petitions for administrative hearing by electronic mail. Mailed filings must be addressed to, and hand-delivered filings must be delivered to, the Agency Clerk, Southwest Florida Water Management District, 7601 Highway 301 North, Tampa, FL 33637-6759. Faxed filings must be transmitted to the District Agency Clerk at (813) 367-9776. Any petition not received during normal business hours shall be filed as of 8:00 a.m. on the next business day. The District's acceptance of faxed petitions for filing is subject to certain conditions set forth in the District's Statement of Agency Organization and Operation, available for viewing at [www.WaterMatters.org/about](http://www.WaterMatters.org/about).



## **JUDICIAL REVIEW**

1. Pursuant to Sections 120.60(3) and 120.68, F.S., a party who is adversely affected by District action may seek judicial review of the District's action. Judicial review shall be sought in the Fifth District Court of Appeal or in the appellate district where a party resides or as otherwise provided by law.
2. All proceedings shall be instituted by filing an original notice of appeal with the District Agency Clerk within 30 days after the rendition of the order being appealed, and a copy of the notice of appeal, accompanied by any filing fees prescribed by law, with the clerk of the court, in accordance with Rules 9.110 and 9.190 of the Florida Rules of Appellate Procedure (Fla. R. App. P.). Pursuant to Fla. R. App. P. 9.020(h), an order is rendered when a signed written order is filed with the clerk of the lower tribunal.



# SECTION B



Saddle Creek Rd

546

1

2

Red Loop Rd



December 5, 2024

Allen Bailey  
Field Manager  
GMS- Central Florida  
219 E. Livingston St  
Orlando Florida 32801

**Re: Proposal for Environmental Consulting Services  
Saddle Creek  
Proposal #24-0245**

Dear Mr. Bailey:

Horner Environmental Professionals, Inc. (HEP) herein submits this proposal to perform environmental consulting services for the referenced project. Specifically, HEP will perform the following tasks:

- **Installation of thirteen (13) signs around mitigation areas 1-3**

**The cost for the above services ..... \$750.00**

Invoices will be prepared monthly as a percent complete. If any additional services for unexpected events become necessary, they will be discussed with the Client and added under a separate proposal. This proposal is valid for a period of 30 days from the date of this correspondence. Acceptance of this proposal is acknowledged by your signature below and the return of one signed copy. Please note: this proposal does not include agency/permitting fees.

Please review this information and do not hesitate to contact us if you have any questions.

Sincerely,

**HORNER ENVIRONMENTAL PROFESSIONALS, INC.**

W. Perry Horner  
President

**Proposal Approval:**

Date: \_\_\_\_\_

Approved By (Print Name): \_\_\_\_\_

Signature: \_\_\_\_\_

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

**Billing Information:**

Contact Person: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_



December 5, 2024

Allen Bailey  
Field Manager  
GMS- Central Florida  
219 E. Livingston St  
Orlando Florida 32801

**Re: Proposal for Environmental Consulting Services  
Saddle Creek  
Proposal #24-0246**

Dear Mr. Bailey:

Horner Environmental Professionals, Inc. (HEP) herein submits this proposal to perform environmental consulting services for the referenced project. Specifically, HEP will perform the following tasks:

- **Supplemental Planting of impacted mitigation areas M1 and M2**

**The cost for the above services ..... \$3500.00**

Invoices will be prepared monthly as a percent complete. If any additional services for unexpected events become necessary, they will be discussed with the Client and added under a separate proposal. This proposal is valid for a period of 30 days from the date of this correspondence. Acceptance of this proposal is acknowledged by your signature below and the return of one signed copy. Please note: this proposal does not include agency/permitting fees.

Please review this information and do not hesitate to contact us if you have any questions.

Sincerely,

**HORNER ENVIRONMENTAL PROFESSIONALS, INC.**

W. Perry Horner  
President

**Proposal Approval:**

Date: \_\_\_\_\_

Approved By (Print Name): \_\_\_\_\_

Signature: \_\_\_\_\_

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

**Billing Information:**

Contact Person: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_



# SECTION XIII

# SECTION B

# SECTION 1

March 20, 2025

Ms. Monica Virgen, District Manager  
Saddle Creek Preserve CDD  
[MVirgen@gmscfl.com](mailto:MVirgen@gmscfl.com)

Re: **SADDLE CREEK PRESERVE CDD – ROADWAY ASSESSMENT**  
*Polk County, Florida*  
*LESC # 2210014*

Ms. Virgen:

Landmark Engineering & Surveying Corporation (Landmark) is pleased to present this proposal for engineering services for the above-referenced property.

The scope of services includes the following:

- 5.1-RA: Walk All Roadways, Document Deficiencies with Pictures, and Prepare Report with Areas of Concern.

**Total Fee:** \$ 7,500

Landmark thanks you for the opportunity to present this proposal and looks forward to your favorable response. You may expedite the approval by emailing the signed *Authorization to Proceed* to my attention.

If you should have any questions or comments, please do not hesitate to contact our office.

Sincerely,  
LANDMARK ENGINEERING &  
SURVEYING CORPORATION



Todd C. Amaden, P.E., EMBA  
President

**2025 FEE SCHEDULE**

<b><u>SERVICE</u></b>	<b><u>RATE/HOUR</u></b>
Expert Witness .....	\$ 385
Principal .....	\$ 275
Senior Professional Engineer / Surveyor.....	\$ 220
Professional Engineer / Surveyor .....	\$ 165
Field Engineer .....	\$ 165
Project Coordinator .....	\$ 140
Designer .....	\$ 140
CADD / Drafting .....	\$ 120
Engineering Technician.....	\$ 120
Survey Technician.....	\$ 120
Administrative .....	\$ 90
Survey Field Crew.....	\$ 185
Per Diem/Person.....	\$ 110
Copies & Printing.....	COST
Outside Professional Services, Materials, Photographic Reproductions, Agency Fees, etc. ....	Cost + 15%

**AUTHORIZATION TO PROCEED**  
**SADDLE CREEK PRESERVE CDD – ROADWAY ASSESSMENT**

Signature: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

Company: \_\_\_\_\_



# SECTION C

# Saddle Creek Preserve CDD

## Field Management Report



March 25<sup>th</sup>, 2025

Allen Bailey

Field Manager

GMS

# Completed

## Amenity Erosion



- ✚ There was erosion around a few spots of the amenity
- ✚ These areas have been filled in and should see less erosion.

## Drain Erosion



- ✚ The drain coming from the amenity was causing erosion into the pond.
- ✚ This has been filled in, and stones have been used to slow the progress of water.



# Completed

## Red Loop Erosion



- ✚ The erosion on Red Loop kept persisting.
- ✚ The installation of a drain should prevent continued erosion.

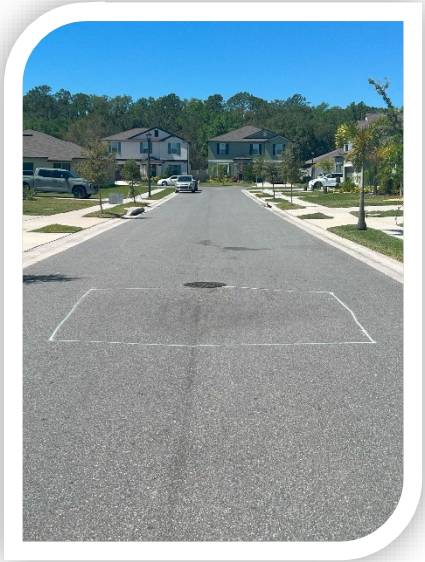
## Wetlands Erosion



- ✚ The wetland was causing erosion to the stormwater pond on Tract C
- ✚ This area has been filled in and secured.

# In-Progress

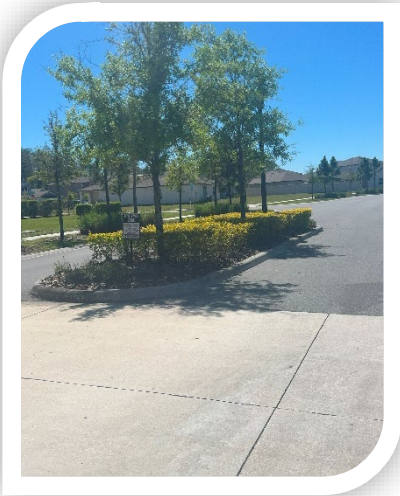
## Trotters Way Depression



✚ Tucker Paving has received the contract and they are expected to start on 3/25/25

# Review

## Landscape



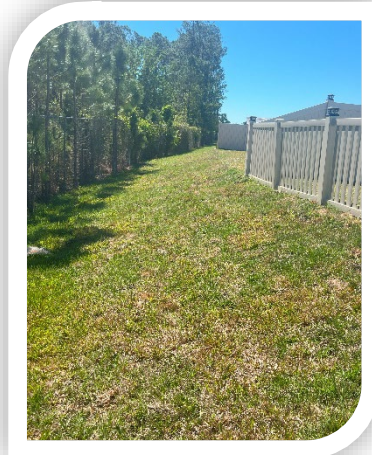
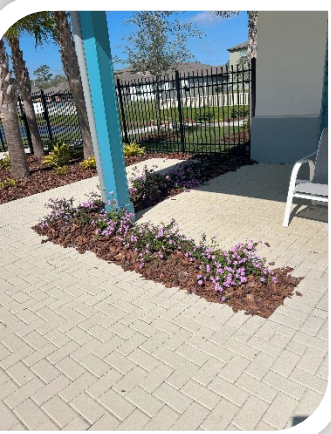
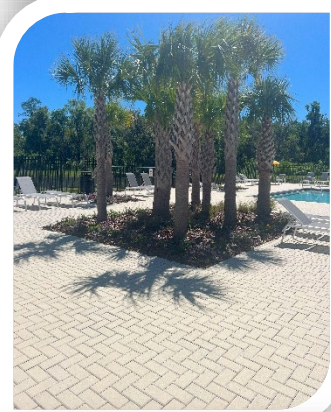
✚ The landscape throughout the district is coming back in strongly the more we move into Spring.

✚ The bushes along the road have been trimmed to a respectable height.



# Review

## Landscape Cont.



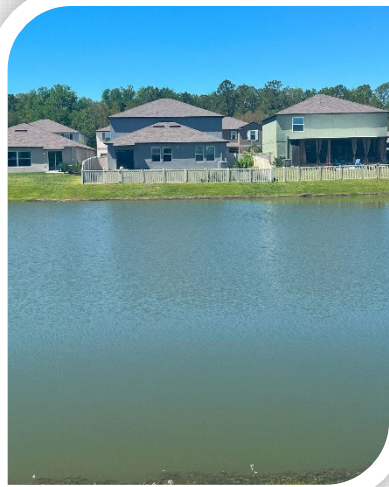
- ✚ The landscape around the amenity is in healthy condition as we move into Spring.
- ✚ The area behind the homes and open space on Yellow Trail is greening. We expect any brown areas to come back with more rainfall.

# Review

## Ponds



✚ The ponds overall look to be in a healthy state. All vegetation is being treated.



# Conclusion

For any questions or comments regarding the above information, please contact me by phone at 407-460-4424 or by email at [abailey@gmscfl.com](mailto:abailey@gmscfl.com). Thank you.

Respectfully,  
Allen Bailey

# SECTION 1



Governmental  
Management Services - CF

Maintenance Services  
Phone: 407-201-1514  
Email:  
Abailey@gmscfl.com

Bill To/District Saddle CreekCDD	Prepared By: Governmental Management Services- CF, LLC 219 E. Livingston Street Orlando, FL 32801
Solar lights for the dog park	
Installation of 2 solar lights at the dog park. See attached map.	

Qty	Description	Unit Price	Line Total
8	Labor	\$50.00	\$400.00
1	Mobilization	\$65.00	\$65.00
	Equipment		\$35.00
	Materials		\$550.00
		Total Due:	\$1,050.00

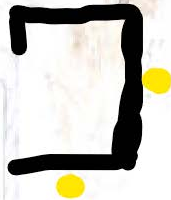
This Proposal is Valid for 30 days.

Client Signature: \_\_\_\_\_



003960 242812

TRACT G



# SECTION D

# SECTION 1

# Saddle Creek Preserve Community Development District

## Summary of Check Register

February 13, 2025 to March 12, 2025

Fund	Date	Check No.'s	Amount
General Fund	2/21/25	513-516	\$ 13,185.86
	2/26/25	517-518	\$ 3,940.08
	3/12/25	519-524	\$ 19,726.73
			\$ 36,852.67
	<u>Supervisors March 2025</u>		
	Erica F Miro Smith	50000	\$ 184.70
	Erica F Miro Smith	50002	\$ 184.70
	Abby M Morrobel	50001	\$ 184.70
	Abby M Morrobel	50003	\$ 184.70
			\$ 738.80
		<b>Total Amount</b>	<b>\$ 36,852.67</b>

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
2/21/25	00043	2/14/25 7379-02-	202502 310-51300-31200	ARBITRAGE S2022- FEB25	*	450.00	
				AMTEC			450.00 000513
2/21/25	00002	12/31/24 132	202412 320-53800-48000	GENERAL MAINT- DEC24	*	929.88	
		12/31/24 133	202412 320-53800-48000	RED LOOP EROSION- DEC24	*	704.75	
		12/31/24 134	202412 320-53800-48000	PAINT TOUCHUP- DEC24	*	714.99	
		12/31/24 135	202412 320-53800-48000	PIPE REMOVAL- DEC24	*	150.00	
				GOVERNMENTAL MANAGEMENT SERVICES-CF			2,499.62 000514
2/21/25	00044	2/21/25 02212025	202502 300-20700-10200	ASSESSMENT TRNSFR- S2020	*	4,545.47	
		2/21/25 02212025	202502 300-20700-10200	ASSESSMENT TRNSFR- S2022	*	4,175.77	
				SADDLE CREEK PRESERVE C/O USBANK			8,721.24 000515
2/21/25	00028	2/01/25 9500-B	202502 320-53800-46000	LAKE MAINTENANCE- FEB25	*	1,515.00	
				SITEX AQUATICS LLC			1,515.00 000516
2/26/25	00022	2/24/25 11419	202501 310-51300-31500		*	3,820.08	
				KILINSKI VAN WYK PLLC			3,820.08 000517
2/26/25	00059	1/29/25 4524-383	202501 330-57200-48100	PEST CONTROL- JAN25	*	120.00	
				LANDSCAPE WORKSHOP, LLC			120.00 000518
3/12/25	00048	2/25/25 I266006	202502 320-53800-47500	L/S- 1624 YELLOW TRL	*	100.00	
		2/25/25 I266007	202502 320-53800-47500	L/S- 4283 BRIDLE BOOSTER	*	75.00	
		2/25/25 I267021	202502 320-53800-47500	L/S- SADDLE CREEK CDD 1	*	100.00	
				AVERETT SEPTIC TANKS			275.00 000519
3/12/25	00040	2/27/25 14417	202502 330-57200-48200	MTHLY CLEANING SVC- FEB25	*	695.00	
				CLEAN STAR SERVICES OF CENTRAL FL			695.00 000520
3/12/25	00002	3/01/25 138	202503 310-51300-34000	MANAGEMENT FEES- MAR25	*	3,750.00	

SCPP SAD CREEK PRES CWRIGHT

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
3/01/25		138		202503	310	51300	35200			*	105.00		
			WEBSITE ADMIN-	MAR25									
3/01/25		138		202503	310	51300	35100			*	157.50		
			INFO TECH-	MAR25									
3/01/25		138		202503	310	51300	31300			*	656.25		
			DISSEM. AGNT SVC-	MAR25									
3/01/25		138		202503	330	57200	48300			*	833.33		
			AMENITY ACCESS-	MAR25									
3/01/25		138		202503	310	51300	51000			*	2.77		
			OFFICE SUPPLIES-	MAR25									
3/01/25		138		202503	310	51300	42000			*	85.10		
			POSTAGE-	MAR25									
3/01/25		138		202503	310	51300	42500			*	3.45		
			COPIES-	MAR25									
3/01/25		139		202503	320	53800	34000			*	1,460.83		
			FIELD MANAGEMENT-	MAR25									
3/01/25		139		202503	310	51300	49000			*	160.50		
			MTG ROOM RENTAL-	MAR25									
GOVERNMENTAL MANAGEMENT SERVICES-CF											7,214.73	000521	
3/12/25	00036	3/01/25	26690	202503	330	57200	48500			*	1,415.00		
			POOL MAINTENANCE-	MAR25									
MCDONNELL CORPORATION DBA											1,415.00	000522	
3/12/25	00023	3/01/25	16698	202503	320	53800	46200			*	8,612.00		
			LANDSCAPE MAINT-	MAR25									
PRINCE & SONS INC.											8,612.00	000523	
3/12/25	00028	3/01/25	9608-B	202503	320	53800	46200			*	1,515.00		
			LAKE MAINTENANCE-	MAR25									
SITEX AQUATICS LLC											1,515.00	000524	
TOTAL FOR BANK A											36,852.67		
TOTAL FOR REGISTER											36,852.67		

SCPP SAD CREEK PRES CWRIGHT

# SECTION 2

***Saddle Creek Preserve***  
***Community Development District***

***Unaudited Financial Reporting***  
***February 28, 2025***





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# Saddle Creek Preserve

## Community Development District

### Combined Balance Sheet

February 28, 2025

	General Fund	Debt Service Fund	Capital Reserve	Capital Projects Fund	Totals Governmental Funds
<b>Assets:</b>					
<b>Cash:</b>					
Operating Account - Truist	\$ 511,966	\$ -	\$ -	\$ -	\$ 511,966
Money Market - Bank United	\$ 254,645	\$ -	\$ -	\$ -	\$ 254,645
Capital Projects Account	\$ -	\$ -	\$ -	\$ 26	\$ 26
State Board Assessment	\$ -	\$ -	\$ 92,651	\$ -	\$ 92,651
<b>Series 2020</b>					
Reserve	\$ -	\$ 156,750	\$ -	\$ -	\$ 156,750
Revenue	\$ -	\$ 351,429	\$ -	\$ -	\$ 351,429
Construction	\$ -	\$ -	\$ -	\$ 2	\$ 2
<b>Series 2022</b>					
Reserve	\$ -	\$ 143,826	\$ -	\$ -	\$ 143,826
Revenue	\$ -	\$ 299,928	\$ -	\$ -	\$ 299,928
Prepaid Expenses	\$ 337	\$ -	\$ -	\$ -	\$ 337
<b>Total Assets</b>	<b>\$ 766,948</b>	<b>\$ 951,934</b>	<b>\$ 92,651</b>	<b>\$ 28</b>	<b>\$ 1,811,561</b>
<b>Liabilities:</b>					
Accounts Payable	\$ 970	\$ -	\$ -	\$ -	\$ 970
<b>Total Liabilities</b>	<b>\$ 970</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 970</b>
<b>Fund Balances:</b>					
Assigned for:					
Capital Reserves	\$ -	\$ -	\$ 92,651	\$ -	\$ 92,651
Nonspendable					
Deposits & Prepaid Items	\$ 337	\$ -	\$ -	\$ -	\$ 337
Restricted for:					
Debt Service - Series 2020	\$ -	\$ 504,004	\$ -	\$ -	\$ 504,004
Debt Service - Series 2022	\$ -	\$ 447,930	\$ -	\$ -	\$ 447,930
Capital Projects - Series 2020	\$ -	\$ -	\$ -	\$ 28	\$ 28
Unassigned	\$ 765,641	\$ -	\$ -	\$ -	\$ 765,641
<b>Total Fund Balances</b>	<b>\$ 765,978</b>	<b>\$ 951,934</b>	<b>\$ 92,651</b>	<b>\$ 28</b>	<b>\$ 1,810,591</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 766,948</b>	<b>\$ 951,934</b>	<b>\$ 92,651</b>	<b>\$ 28</b>	<b>\$ 1,811,561</b>

# Saddle Creek Preserve

## Community Development District

### General Fund

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending February 28, 2025

	Adopted Budget	Prorated Budget Thru 02/28/25	Actual Thru 02/28/25	Variance
<b>Revenues</b>				
Assessments - On Roll	\$ 604,543	\$ 567,609	\$ 567,609	\$ -
Interest Income	\$ -	\$ -	\$ 4,422	\$ 4,422
<b>Total Revenues</b>	<b>\$ 604,543</b>	<b>\$ 567,609</b>	<b>\$ 572,031</b>	<b>\$ 4,422</b>
<b>Expenditures:</b>				
<b><u>General &amp; Administrative:</u></b>				
Supervisor Fees	\$ 12,000	\$ 5,000	\$ 2,200	\$ 2,800
Engineer Fees	\$ 15,000	\$ 6,250	\$ 600	\$ 5,650
Dissemination Fees	\$ 7,875	\$ 3,281	\$ 3,281	\$ -
Assessment Administration	\$ 5,565	\$ 5,565	\$ 5,565	\$ -
Arbitrage	\$ 900	\$ 900	\$ 900	\$ -
Attorney Fees	\$ 25,000	\$ 10,417	\$ 16,778	\$ (6,361)
Audit Fees	\$ 7,500	\$ -	\$ -	\$ -
Trustee Fees	\$ 8,082	\$ 5,388	\$ 5,388	\$ -
Management Fees	\$ 45,000	\$ 18,750	\$ 18,750	\$ -
Information Technology	\$ 1,890	\$ 788	\$ 788	\$ -
Website Maintenance	\$ 1,260	\$ 525	\$ 525	\$ -
Postage & Delivery	\$ 500	\$ 208	\$ 348	\$ (140)
Insurance	\$ 6,500	\$ 6,500	\$ 6,161	\$ 339
Copies	\$ 500	\$ 208	\$ 16	\$ 192
Legal Advertising	\$ 2,500	\$ 1,042	\$ 2,236	\$ (1,195)
Other Current Charges	\$ 1,000	\$ 851	\$ 851	\$ -
Office Supplies	\$ 100	\$ 42	\$ 14	\$ 27
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
<b>Subtotal General &amp; Administrative:</b>	<b>\$ 141,347</b>	<b>\$ 65,889</b>	<b>\$ 64,576</b>	<b>\$ 1,313</b>

# Saddle Creek Preserve

## Community Development District

### General Fund

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending February 28, 2025

	Adopted Budget	Prorated Budget Thru 02/28/25	Actual Thru 02/28/25	Variance
<b><i>Operations and Maintenance</i></b>				
<b>Field Expenditures</b>				
Property Insurance	\$ 16,000	\$ 16,000	\$ 12,114	\$ 3,886
Field Management	\$ 17,530	\$ 7,304	\$ 7,304	\$ (0)
Landscape Maintenance	\$ 107,400	\$ 44,750	\$ 43,060	\$ 1,690
Landscape Replacement	\$ 25,000	\$ 10,417	\$ 410	\$ 10,007
Mitigation Monitoring	\$ 4,600	\$ 1,917	\$ -	\$ 1,917
Lake Maintenance	\$ 18,180	\$ 7,575	\$ 7,575	\$ -
Streetlights	\$ 49,500	\$ 20,625	\$ 8,892	\$ 11,733
Electric	\$ 5,500	\$ 2,292	\$ 1,593	\$ 698
Water & Sewer	\$ 1,500	\$ 625	\$ 591	\$ 34
Sidewalk & Asphalt Maintenance	\$ 2,500	\$ 1,042	\$ -	\$ 1,042
Irrigation Repairs	\$ 7,500	\$ 3,125	\$ 552	\$ 2,573
Lift Station Maintenance	\$ 20,000	\$ 8,333	\$ 14,021	\$ (5,688)
General Repairs & Maintenance	\$ 10,000	\$ 4,167	\$ 4,629	\$ (462)
Contingency	\$ 7,000	\$ 2,917	\$ 1,950	\$ 967
<b>Subtotal Field Expenditures</b>	<b>\$ 292,210</b>	<b>\$ 131,087</b>	<b>\$ 102,690</b>	<b>\$ 28,397</b>
<b>Amenity Expenditures</b>				
Amenity - Electric	\$ 14,400	\$ 6,000	\$ 3,116	\$ 2,884
Amenity - Water	\$ 5,000	\$ 2,083	\$ -	\$ 2,083
Internet	\$ 1,650	\$ 688	\$ 646	\$ 42
Pest Control	\$ 1,440	\$ 600	\$ 480	\$ 120
Janitorial Service	\$ 10,200	\$ 4,250	\$ 3,405	\$ 845
Security Services	\$ 30,000	\$ 12,500	\$ -	\$ 12,500
Pool Maintenance	\$ 19,200	\$ 8,000	\$ 5,660	\$ 2,340
Amenity Repairs & Maintenance	\$ 10,000	\$ 4,167	\$ 850	\$ 3,317
Amenity Management	\$ 10,000	\$ 4,167	\$ 4,167	\$ 0
Contingency	\$ 10,000	\$ 4,167	\$ 250	\$ 3,917
<b>Subtotal Amenity Expenditures</b>	<b>\$ 111,890</b>	<b>\$ 46,621</b>	<b>\$ 18,574</b>	<b>\$ 28,047</b>
<b>Total Expenditures</b>	<b>\$ 545,447</b>	<b>\$ 243,597</b>	<b>\$ 185,840</b>	<b>\$ 57,757</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 59,096</b>		<b>\$ 386,191</b>	
<b><i>Other Financing Sources / (Uses)</i></b>				
Transfer In (Out)	\$ (59,096)	\$ -	\$ -	\$ -
<b>Total Other Financing Sources / (Uses)</b>	<b>\$ (59,096)</b>		<b>\$ -</b>	
<b>Net Change in Fund Balance</b>	<b>\$ -</b>		<b>\$ 386,191</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 379,787</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 765,978</b>	

# Saddle Creek Preserve

## Community Development District

### Debt Service Fund - Series 2020

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending February 28, 2025

	Adopted Budget	Prorated Budget Thru 02/28/25	Actual Thru 02/28/25	Variance
<b>Revenues</b>				
Assessments - Tax Roll	\$ 313,500	\$ 294,469	\$ 294,469	\$ -
Interest	\$ 3,460	\$ 5,103	\$ 5,103	\$ -
<b>Total Revenues</b>	<b>\$ 316,960</b>	<b>\$ 299,572</b>	<b>\$ 299,572</b>	<b>\$ -</b>
<b>Expenditures:</b>				
Interest Expense - 12/15	\$ 96,950	\$ 96,950	\$ 96,950	\$ -
Principal Expense - 6/15	\$ 120,000	\$ -	\$ -	\$ -
Interest Expense - 6/15	\$ 96,950	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 313,900</b>	<b>\$ 96,950</b>	<b>\$ 96,950</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 3,060</b>		<b>\$ 202,622</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 132,904</b>		<b>\$ 301,382</b>	
<b>Fund Balance - Ending</b>	<b>\$ 135,963</b>		<b>\$ 504,004</b>	

# Saddle Creek Preserve

## Community Development District

### Debt Service Fund - Series 2022

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending February 28, 2025

	Adopted Budget	Prorated Budget Thru 02/28/25	Actual Thru 02/28/25	Variance
<b>Revenues</b>				
Assessments - Tax Roll	\$ 287,653	\$ 270,519	\$ 270,519	\$ -
Interest	\$ 2,650	\$ 2,650	\$ 5,803	\$ 3,153
<b>Total Revenues</b>	<b>\$ 290,303</b>	<b>\$ 273,169</b>	<b>\$ 276,322</b>	<b>\$ 3,153</b>
<b>Expenditures:</b>				
Interest Expense - 12/15	\$ 87,364	\$ 87,364	\$ 87,364	\$ -
Principal Expense - 12/15	\$ 115,000	\$ 115,000	\$ 110,000	\$ (5,000)
Interest Expense - 6/15	\$ 85,920	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 288,284</b>	<b>\$ 202,364</b>	<b>\$ 197,364</b>	<b>\$ (5,000)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ 2,019</b>	<b>\$ -</b>	<b>\$ 78,958</b>	<b>\$ 8,153</b>
<b>Fund Balance - Beginning</b>	<b>\$ 213,549</b>	<b>\$ -</b>	<b>\$ 368,972</b>	<b>\$ -</b>
<b>Fund Balance - Ending</b>	<b>\$ 215,568</b>	<b>\$ -</b>	<b>\$ 447,930</b>	<b>\$ -</b>

# Saddle Creek Preserve

## Community Development District

### Capital Projects Fund - Series 2020

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending February 28, 2025

	Adopted Budget	Prorated Budget Thru 02/28/25	Actual Thru 02/28/25	Variance
<b>Revenues</b>				
Interest	\$ -	\$ -	\$ 0	\$ 0
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Expenditures:</b>				
Miscellaneous Expense	\$ -	\$ -	\$ 203	\$ (203)
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 203</b>	<b>\$ (203)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (203)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>		<b>\$ 231</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 28</b>	

# Saddle Creek Preserve

## Community Development District

### Capital Projects Fund - Series 2022

#### Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending February 28, 2025

	Adopted Budget	Prorated Budget Thru 02/28/25	Actual Thru 02/28/25	Variance
<b>Revenues</b>				
Interest	\$ -	\$ -	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 193</b>	<b>\$ 193</b>
<b>Expenditures:</b>				
Capital Outlay	\$ -	\$ -	\$ 193	\$ (193)
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 193</b>	<b>\$ (193)</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Net Change in Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Fund Balance - Beginning</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	



# Saddle Creek Preserve

## Community Development District Capital Reserve

### Statement of Revenues, Expenditures, and Changes in Fund Balance For The Period Ending February 28, 2025

	Adopted Budget	Prorated Budget Thru 02/28/25	Actual Thru 02/28/25	Variance
<b>Revenues</b>				
Interest Income	\$ -	\$ -	\$ 1,798	\$ 1,798
<b>Total Revenues</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,798</b>	<b>\$ 1,798</b>
<b>Other Financing Sources/(Uses)</b>				
Transfer In/(Out)	\$ 59,096	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ 59,096</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ 59,096</b>		<b>\$ 1,798</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 56,726</b>		<b>\$ 90,854</b>	
<b>Fund Balance - Ending</b>	<b>\$ 115,821</b>		<b>\$ 92,651</b>	

# Saddle Creek Preserve

## Community Development District

### Month to Month

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
<b>Revenues</b>													
Assessments - On Roll	\$ -	\$ 12,243	\$ 546,604	\$ 3,347	\$ 5,415	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 567,609
Interest Income	\$ 988	\$ 902	\$ 894	\$ 859	\$ 779	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,422
<b>Total Revenues</b>	<b>\$ 988</b>	<b>\$ 13,146</b>	<b>\$ 547,498</b>	<b>\$ 4,206</b>	<b>\$ 6,194</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 572,031</b>
<b>Expenditures:</b>													
<b><i>General &amp; Administrative:</i></b>													
Supervisor Fees	\$ 800	\$ 600	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,200
Engineer Fees	\$ 350	\$ -	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600
Dissemination Fees	\$ 656	\$ 656	\$ 656	\$ 656	\$ 656	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,281
Assessment Administration	\$ 5,565	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,565
Arbitrage	\$ -	\$ -	\$ -	\$ 450	\$ 450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 900
Attorney Fees	\$ 3,053	\$ 4,253	\$ 5,652	\$ 3,820	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,778
Audit Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trustee Fees	\$ 1,684	\$ 3,704	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,388
Management Fees	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ 3,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,750
Information Technology	\$ 158	\$ 158	\$ 158	\$ 158	\$ 158	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 788
Website Maintenance	\$ 105	\$ 105	\$ 105	\$ 105	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525
Postage & Delivery	\$ 19	\$ 44	\$ 31	\$ 202	\$ 51	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 348
Insurance	\$ 6,161	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,161
Copies	\$ -	\$ 3	\$ -	\$ 14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16
Legal Advertising	\$ -	\$ 983	\$ -	\$ 1,253	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,236
Other Current Charges	\$ 202	\$ 41	\$ 202	\$ 202	\$ 205	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 851
Office Supplies	\$ 2	\$ 3	\$ 3	\$ 3	\$ 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14
Dues, Licenses & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
<b>Subtotal General &amp; Administrative:</b>	<b>\$ 22,680</b>	<b>\$ 14,300</b>	<b>\$ 11,607</b>	<b>\$ 10,612</b>	<b>\$ 5,378</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 64,576</b>

# Saddle Creek Preserve

## Community Development District

### Month to Month

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
<b>Operations and Maintenance</b>													
<b>Field Expenditures</b>													
Property Insurance	\$ 12,114	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,114
Field Management	\$ 1,461	\$ 1,461	\$ 1,461	\$ 1,461	\$ 1,461	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,304
Landscape Maintenance	\$ 8,612	\$ 8,612	\$ 8,612	\$ 8,612	\$ 8,612	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 43,060
Landscape Replacement	\$ -	\$ -	\$ -	\$ 410	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 410
Mitigation Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lake Maintenance	\$ 1,515	\$ 1,515	\$ 1,515	\$ 1,515	\$ 1,515	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,575
Streetlights	\$ 1,737	\$ 1,789	\$ 1,789	\$ 1,789	\$ 1,788	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,892
Electric	\$ 334	\$ 302	\$ 294	\$ 262	\$ 401	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,593
Water & Sewer	\$ 119	\$ 121	\$ 121	\$ 125	\$ 105	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 591
Sidewalk & Asphalt Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Irrigation Repairs	\$ -	\$ 129	\$ -	\$ 423	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 552
Lift Station Maintenance	\$ 200	\$ 2,810	\$ 10,262	\$ 475	\$ 275	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,021
General Repairs & Maintenance	\$ 375	\$ 1,074	\$ 2,500	\$ 680	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,629
Contingency	\$ -	\$ -	\$ 1,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,950
<b>Subtotal Field Expenditures</b>	<b>\$ 26,467</b>	<b>\$ 17,812</b>	<b>\$ 28,503</b>	<b>\$ 15,752</b>	<b>\$ 14,157</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 102,690</b>
<b>Amenity Expenditures</b>													
Amenity - Electric	\$ 612	\$ 590	\$ 648	\$ 1,267	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,116
Amenity - Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Internet	\$ 130	\$ 126	\$ 130	\$ 130	\$ 130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 646
Pest Control	\$ 120	\$ 120	\$ 120	\$ 120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 480
Janitorial Service	\$ 675	\$ 685	\$ 675	\$ 675	\$ 695	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,405
Amenity Access	\$ 833	\$ 833	\$ 833	\$ 833	\$ 833	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,167
Security Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pool Maintenance	\$ 1,415	\$ 1,415	\$ -	\$ 1,415	\$ 1,415	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,660
Amenity Repairs & Maintenance	\$ 200	\$ -	\$ 650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850
Contingency	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250
<b>Subtotal Amenity Expenditures</b>	<b>\$ 4,235</b>	<b>\$ 3,769</b>	<b>\$ 3,056</b>	<b>\$ 4,441</b>	<b>\$ 3,073</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,574</b>
<b>Total Expenditures</b>	<b>\$ 53,382</b>	<b>\$ 35,880</b>	<b>\$ 43,166</b>	<b>\$ 30,804</b>	<b>\$ 22,608</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 185,840</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (52,394)</b>	<b>\$ (22,734)</b>	<b>\$ 504,332</b>	<b>\$ (26,598)</b>	<b>\$ (16,414)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 386,191</b>
<b>Other Financing Sources/(Uses)</b>													
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Other Financing Sources/(Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ (52,394)</b>	<b>\$ (22,734)</b>	<b>\$ 504,332</b>	<b>\$ (26,598)</b>	<b>\$ (16,414)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 386,191</b>

# Saddle Creek Preserve

## Community Development District

### Long Term Debt Report

<b>Series 2020, Special Assessment Revenue Bonds</b>	
Interest Rate:	2.500%, 3.000%, 4.000%, 4.000%
Maturity Date:	6/15/2050
Reserve Fund Definition	50% Maximum Annual Debt Service
Reserve Fund Requirement	\$156,750
Reserve Fund Balance	\$156,750
Bonds Outstanding - 10/06/2020	\$5,500,000
Less: Principal Payment - 6/15/21	(\$105,000)
Less: Principal Payment - 6/15/22	(\$110,000)
Less: Principal Payment - 6/15/23	(\$115,000)
Less: Principal Payment - 6/15/24	(\$115,000)
<b>Current Bonds Outstanding</b>	<b>\$5,055,000</b>

<b>Series 2022, Special Assessment Revenue Bonds</b>	
Interest Rate:	2.625%, 3.100%, 3.350%, 4.000%
Maturity Date:	12/15/2051
Reserve Fund Definition	50% Maximum Annual Debt Service
Reserve Fund Requirement	\$143,826
Reserve Fund Balance	\$143,826
Bonds Outstanding - 02/10/2022	\$5,155,000
Less: Principal Payment - 12/15/22	(\$130,000)
Less: Principal Payment - 12/15/23	(\$110,000)
Less: Principal Payment - 12/15/24	(\$110,000)
<b>Current Bonds Outstanding</b>	<b>\$4,805,000</b>

**Saddle Creek Preserve**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**Special Assessment Receipts**  
**Fiscal Year 2025**

**ON ROLL ASSESSMENTS**

Gross Assessments \$ 650,046.00 \$ 337,236.00 \$ 309,808.00 \$ 1,297,090.00  
 Net Assessments \$ 604,542.78 \$ 313,629.48 \$ 288,121.44 \$ 1,206,293.70

50.12%      26.00%      23.88%      100.00%

Date	Distribution	Gross Amount	Discount/Penalty	Commission	Interest	Net Receipts	General Fund	2020 Debt Service	2022 Debt Service	Total
11/12/24	10/21/24	\$649.91	(\$34.12)	(\$12.32)	\$0.00	\$603.47	\$302.43	\$156.90	\$144.14	\$603.47
11/12/24	10/21/24	\$739.64	(\$38.83)	(\$14.02)	\$0.00	\$686.79	\$344.19	\$178.56	\$164.04	\$686.79
11/19/24	11/01-11/07/24	\$1,344.00	(\$53.76)	(\$25.80)	\$0.00	\$1,264.44	\$633.68	\$328.75	\$302.01	\$1,264.44
11/19/24	11/01-11/07/24	\$1,529.52	(\$61.17)	(\$29.37)	\$0.00	\$1,438.98	\$721.15	\$374.13	\$343.70	\$1,438.98
11/26/24	11/08-11/15/24	\$10,706.64	(\$428.27)	(\$205.57)	\$0.00	\$10,072.80	\$5,048.06	\$2,618.87	\$2,405.87	\$10,072.80
11/26/24	11/08-11/15/24	\$11,016.00	(\$440.62)	(\$211.51)	\$0.00	\$10,363.87	\$5,193.93	\$2,694.55	\$2,475.39	\$10,363.87
12/06/24	11/16-11/26/24	\$24,452.00	(\$978.02)	(\$469.48)	\$0.00	\$23,004.50	\$11,528.87	\$5,981.04	\$5,494.59	\$23,004.50
12/06/24	11/16-11/26/24	\$24,472.32	(\$978.88)	(\$469.87)	\$0.00	\$23,023.57	\$11,538.42	\$5,986.00	\$5,499.15	\$23,023.57
12/20/24	11/27-11/30/24	\$550,584.00	(\$22,022.26)	(\$10,571.23)	\$0.00	\$517,990.51	\$259,594.67	\$134,674.58	\$123,721.26	\$517,990.51
12/20/24	11/27-11/30/24	\$555,215.76	(\$22,207.85)	(\$10,660.16)	\$0.00	\$522,347.75	\$261,778.34	\$135,807.43	\$124,761.98	\$522,347.75
12/27/24	12/01-12/15/24	\$9,136.00	(\$335.87)	(\$176.00)	\$0.00	\$8,624.13	\$4,322.05	\$2,242.22	\$2,059.86	\$8,624.13
12/27/24	12/01-12/15/24	\$9,177.12	(\$336.49)	(\$176.81)	\$0.00	\$8,663.82	\$4,341.94	\$2,252.54	\$2,069.34	\$8,663.82
10/15/24	1%Admin Fee	(\$12,970.90)	\$0.00	\$0.00	\$0.00	(\$12,970.90)	(\$6,500.46)	(\$3,372.36)	(\$3,098.08)	(\$12,970.90)
01/10/25	12/16-12/31/24	\$3,453.98	(\$103.62)	(\$67.01)	\$0.00	\$3,283.35	\$1,645.47	\$853.65	\$784.22	\$3,283.34
01/10/25	12/16-12/31/24	\$3,571.04	(\$107.12)	(\$69.28)	\$0.00	\$3,394.64	\$1,701.25	\$882.59	\$810.80	\$3,394.64
02/03/25	10/1-12/31/24	\$0.00	\$0.00	\$0.00	\$880.11	\$880.11	\$441.07	\$228.82	\$210.21	\$880.10
02/03/25	10/1-12/31/24	\$0.00	\$0.00	\$0.00	\$873.51	\$873.51	\$437.77	\$227.11	\$208.64	\$873.52
02/10/25	1/1-1/31/25	\$4,836.00	(\$96.72)	(\$94.79)	\$0.00	\$4,644.49	\$2,327.62	\$1,207.54	\$1,109.33	\$4,644.49
02/10/25	1/1-1/31/25	\$4,588.56	(\$91.77)	(\$89.94)	\$0.00	\$4,406.85	\$2,208.52	\$1,145.76	\$1,052.57	\$4,406.85
<b>TOTAL</b>		<b>\$ 1,202,501.59</b>	<b>\$ (48,315.37)</b>	<b>\$ (23,343.16)</b>	<b>\$ 1,753.62</b>	<b>\$ 1,132,596.68</b>	<b>\$ 567,608.97</b>	<b>\$ 294,468.68</b>	<b>\$ 270,519.02</b>	<b>\$ 1,132,596.67</b>

<b>94%</b>	<b>Net Percent Collected</b>
<b>\$73,697.02</b>	<b>Balance Remaining to Collect</b>

# Audit Committee Meeting

# SECTION III

# SECTION A



**SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2025  
Polk County, Florida**

**INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than **Monday, April 14, 2025 at 5:00 p.m.**, at the offices of Governmental Management Services – Central Florida, LLC, Attn: Monica Virgen/Samantha Ham, District Manager, 219 East Livingston Street, Orlando, Florida 32801.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified, and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit one (1) original hard copy and one (1) electronic copy of the Proposal Documents, and other requested attachments, at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title “**Auditing Services – Saddle Creek Preserve of Polk County Community Development District**” on the face of it.

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the “Proposal Documents”).

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in Section 768.28, *Florida Statutes*, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include résumés for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including résumés with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The cost of the provision of the services under the proposal for Fiscal Year 2025, plus the cost of four (4) annual renewals.
- E. Provide a proposed schedule for performance of the audit.

**SECTION 13. PROTESTS.** In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.



# SECTION B

**SADDLE CREEK PRESERVE OF POLK COUNTY COMMUNITY DEVELOPMENT  
DISTRICT  
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Saddle Creek Preserve of Polk County Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2025, with an option for four (4) additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Polk County, Florida. The District currently has an operating budget of approximately \$604,543. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2025, be completed no later than June 1, 2026.

Each auditing entity submitting a proposal must be authorized to do business in Florida; hold all applicable state and federal professional licenses in good standing, including but not limited to a license under Chapter 473, *Florida Statutes*, and be qualified to conduct audits in accordance with "Government Auditing Standards", as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida law and particularly section 218.39, *Florida Statutes*, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide one (1) original hard copy and one (1) electronic copy of their proposal to Governmental Management Services – Central Florida, LLC Attn: Monica Virgen/Samantha Ham, District Manager/Staff, 219 East Livingston Street, Orlando, Florida 32801, in an envelope marked on the outside "**Auditing Services – Saddle Creek Preserve of Polk County Community Development District.**"

Proposals must be received by **5:00 PM on Monday, April 14, 2025**, at the office address listed above. Proposals received after this time will not be eligible for consideration. Please direct all questions regarding this Notice to the District Manager who can be reached at (407) 841-5524.

Monica Virgen, District Manager  
Governmental Management Services – Central Florida, LLC

Run Date: **Monday, March 31, 2025**