



Carrollwood Recreation District

Board of Trustees

Mark Snellgrove
President

Michael Jaap
Vice President
Recreation Center/
Tennis Chairman

Ryan Maas
Treasurer

Joe Costa
Secretary

Michael Carelli
Community
Development
Chairman

Bill Lais
Grounds Chairman

David O'Donnell
Scotty Cooper Park
Chairman

Paul Siddall
Original Carrollwood
Park Chairman

Kevin Shidler
White Sands Beach
Chairman

Regular Meeting Agenda December 14, 2015 6:30 P.M.

1. Call to Order

2. Roll Call

3. Determination of Quorum

4. Public Comment

5. Approve Consent Agenda

- Approval of November 2015 Treasurer's Report
- Approval of November 9, 2015 Executive Committee Meeting Minutes
- Approval of November 9, 2015 Regular Meeting Minutes

6. Regular Agenda

Treasurer Matters:

- Update on Progression of the Audit
- Engagement Letter for 2016 Accounting Services

President:

- Motion to approve the Carrollwood Recreation District's schedule of meetings for 2016; to be held at the Carrollwood Recreation Center, 3515 McFarland Road, Tampa, FL 33618; and authorize Secretary Costa to publish in a local newspaper of general circulation in Hillsborough County as soon as possible:
 - Annual Organizational Session, 6:00pm, Monday, January 11, 2016
 - Monthly Executive Committee Meeting, 6:05pm, Monday, January 11, 2016
 - Regular Monthly Board of Trustees Meeting, 6:30pm, Monday, January 11, 2016
 - Monthly Committee Meeting, 10:00am, Saturday, January 16, 2016
 - Monthly Executive Committee Meeting, 6:00pm, Monday, February 8, 2016
 - Regular Monthly Board of Trustees Meeting, 6:30pm, Monday, February 8, 2016
 - Monthly Committee Meeting, 10:00am, Saturday, February 20, 2016
 - Monthly Executive Committee Meeting, 6:00pm, Monday, March 14, 2016
 - Regular Monthly Board of Trustees Meeting, 6:30pm, Monday, March 14, 2016
 - Monthly Committee Meeting, 10:00am, Saturday, March 19, 2016
 - Monthly Executive Committee Meeting, 6:00pm, Monday, April 11, 2016
 - Regular Monthly Board of Trustees Meeting, 6:30pm, Monday, April 11, 2016
 - Monthly Committee Meeting, 10:00am, Saturday, April 16, 2016
 - Monthly Executive Committee Meeting, 6:00pm, Monday, May 9, 2016



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Chairman

- Regular Monthly Board of Trustees Meeting, 6:30pm, Monday, May 9, 2016
- Monthly Committee Meeting, 10:00am, Saturday, May 21, 2016
- Monthly Executive Committee Meeting, 6:00pm, Monday, June 13, 2016
- Public Hearing for the 2017 Fiscal Year Ending Budget, 6:30pm, Monday, June 13, 2016
- Regular Monthly Board of Trustees Meeting, 6:45, Monday, June 13, 2016
- Monthly Committee Meeting, 10:00am, Saturday, June 18, 2016
- Monthly Executive Committee Meeting, 6:00pm, Monday, July 11, 2016
- Regular Monthly Board of Trustees Meeting, 6:30pm, Monday, July 11, 2016
- Monthly Committee Meeting, 10:00am, Saturday, July 16, 2016
- Monthly Executive Committee Meeting, 6:00pm, Monday, August 8, 2016
- Regular Monthly Board of Trustees Meeting, 6:30pm, Monday, August 8, 2016
- Monthly Committee Meeting, 10:00am, Saturday, August 20, 2016
- Monthly Executive Committee Meeting, 6:00pm, Monday, September 12, 2016
- Regular Monthly Board of Trustees Meeting, 6:30pm, Monday, September 12, 2016
- Monthly Committee Meeting, 10:00am, Saturday, September 17, 2016
- Monthly Executive Committee Meeting, 6:00pm, Monday, October 10, 2016
- Regular Monthly Board of Trustees Meeting, 6:30pm, Monday, October 10, 2016
- Monthly Committee Meeting, 10:00am, Saturday, October 15, 2016
- Monthly Executive Committee Meeting, 6:00pm, Monday, November 14, 2016
- Regular Monthly Board of Trustees Meeting, 6:30pm, Monday, November 14, 2016
- Monthly Committee Meeting, 10:00am, Saturday, November 19, 2016
- Monthly Executive Committee Meeting, 6:00pm, Monday, December 12, 2016
- Regular Monthly Board of Trustees Meeting, 6:30pm, Monday, December 12, 2016
- Monthly Committee Meeting, 10:00am, Saturday, December 17, 2016

- New Office PC
- Health E Scape Services invoice: \$385.00 monthly cost
- New Trustee Handbook for 2016
- Block Wall Repair is Complete
- Personnel Matters

Vice President:

Rec Center/Tennis Chairman:

Original Carrollwood Park Chairman:

White Sands Beach Chairman:

Scotty Cooper Park Chairman:



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Grounds Chairman:

- Update on Grounds Bid:
 - Pre-bid meeting held November 18, attendee list attached:
 - Two "notice to bidders" have been issued both attached: the first to extend due dates, the second to issue a revised scope of work based on feedback received at the pre-bid meeting.
- Update on Tree Trimming:
 - Jogging path in OCP
 - SCP
 - Propose motion to authorize Davey to trim palms at a cost of \$3,075

Community Development Chairman:

- Update on Roof Structure at WSB
- Carelli Review Update: State Board of Administration Local Government Surplus Financial Audit

CCA Liaison:

7. Other Business

8. Adjourn

Not yet Approved
Carrollwood Recreation District
Executive Committee Meeting Minutes

Executive Committee Meeting – November 9, 2015

Order of business:

1. Mark Snellgrove Calls The Meeting To Order: 06:10

Members present:

Mike Carelli	Community Development	Present
Joe Costa	Secretary	Not Present
Michael "Mickey" J. Jaap	Vice President & Rec Center Chair	Present
Bill Lais	Grounds Chair	Present
Ryan Maas	Treasurer	Present
David O'Donnell	Scotty Cooper Park Chair	Not Present
Kevin Shidler	White Sands Chair	Not Present
Paul G. Siddall	Original Carrollwood Park Chair	Not Present
Mark Snellgrove	President	Present

- **Board Members Reviewed October 15 Meeting Minutes:** Trustee Maas gathered corrections from members to deliver to Trustee Costa.

Meeting adjourned at 06:29 pm.

Executive meeting notes submitted by Trustee Ryan Maas, November 9, 2015

Not yet Approved
Carrollwood Recreation Regular Board Meeting Minutes
taken by Trustee Ryan Maas

Carrollwood Recreation District Meeting – November 9, 2015

1. Call To Order

President Mark Snellgrove Calls The Meeting To Order: 6:30 p.m.

2. Roll Call

Members present:

Mike Carelli	Community Development	Present
Joe Costa	Secretary	Not Present
Michael "Mickey" J. Jaap	Vice President & Rec Center Chair	Present
Bill Lais	Grounds Chair	Present
Ryan Maas	Treasurer	Present
David O'Donnell	Scotty Cooper Park Chair	Present
Kevin Shidler	White Sands Chair	Present
Paul G. Siddall	Original Carrollwood Park Chair	Present
Mark Snellgrove	President	Present

3. Determination of Quorum — requiring a minimum of 6 CRD members. Yes.

4. Public Comment

- **Resident Shelley Stewart:** Public Comment- Shelley Stewart-Discussed turnout for Woofstock. Raised over \$8800.00 and over a dozen animals were adopted. Stated that Chuck Kim found the park clean after the event was completed. Cars were parked on the field; however tire ruts were not an issue. It was mentioned that had there been rain and the ground been wet, cars may have been more likely to create tire ruts. She praised the CRD board and stated she is "happy with the progress under the new board and sees things getting done."
- **Public Comment Closed: 6.35**

5. Approve Consent Agenda

- **Motion from Trustee Jaap:** To: Approve the consent agenda.
- **Seconded by Trustee Shidler**

- Vote: 8 in favor, 0 against

6. Regular Agenda

Ryan Maas — Treasurer Matters

- **Trustee Maas:**
 - Audit is progressing as expected. Auditor has appointment with bookkeeper on 11/12/15. Auditor will also be coming by CRD office to gather other items.

Mark Snellgrove — President's Agenda

- **President-Trustee Snellgrove:** Commented that **Trustee Jaap** mentioned last December that we have to advertise our meeting agenda in the newspaper.
- **Trustee Japp** made comment that committee meeting should be posted and that the law says we have to give notice at least 7 days prior.
- Board members discussed having the 3rd Monday of every month set aside for committee meetings and leaving the CRD meetings for the 2nd Monday of every month.
- **Trustee Snellgrove** informed the members that office coverage may be needed at times and that Shelley Stewart may be able to assist.

Vice President Mickey Jaap — Tennis & Recreation Center Chair

- **Trustee Jaap** — VP- Trustee Jaap informed the board that the A/C units have been replaced

Paul G. Siddall — Original Carrollwood Park Chair

- **Trustee Snellgrove:** OCP-Trustee Snellgrove shared a photo of the park during Woofstock where there were a number of cars parked on the field. It did not appear that much overflow parking was utilized nor was there anyone manning the OCP gate. If weather had been poor, parking on the field could have been problematic and caused damage due to tire ruts. Board members discussed maybe adding something to the Woofstock contract for the future regarding alternative parking and wet weather either prior to the event or forecasted on the day of the event.
- **Trustee Siddall:** No news other than his plans to ask John to check the lights at park and the pavilion and make sure all are properly working/good bulbs.

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Kevin Shidler — White Sands Beach Chair

- **Trustee Shidler:** Discussed the need for looking into whether or not a filtration pump at the beach will be necessary for irrigation purposes.
- **Trustee Siddall:** Brought up concerns surrounding the main roof beam at the pier and the fact that the ends are showing damage from water intrusion. The area being affected is where the pillars support and attach to the wooden beam. An engineer would cost ~\$1700 just to inspect and provide a report.
- **Trustee Shidler:** Another option is to just have a builder come out and give a free estimate and we make a decision from there. Possibly just replace the wooden beam with another wooden beam since it has lasted this long and would be cost friendly.
-
- **Trustee Siddall:** Brought up erosion of swim area.
- **Trustee Siddall:** Has been informed that a sea wall will not help but KC Horner mentioned that installing a drain field or a French drain could reduce the amount of erosion going forward

David O'Donnell — Scotty Cooper Park Chair

- **Trustee O'Donnell** – Trees need to be trimmed in the park. Will coordinate with Bill and would like to be present when tree trimmers are there. Asked that weeds at the shoreline need to be included in the monthly plan.
- **Trustee Snellgrove** — The area has already been assigned to be treated for weeds.

Bill Lais — Grounds Chair

- **Trustee Lais:** Review of tree trimming summary. Omega was hired last month and did tree trimming at the rec center
- **Trustee Lais:** Review of Prospective Bidder list for Landscape contracting 2016. Discussed that bidder may need to provide references with submission of bid. Public notice is not required in order to show bidders the prospective areas to be maintained.
- **Trustees Siddall and Shidler**—inquired about fire ant control (pests). **Trustee Lais** informed that those are not “foliage destroying organisms” and are not part of the scope, but that the ants/pests could be treated as an a la cart service.
- **Trustee Lais** – will finalize timeline regarding cutoff date for bidders to ask all questions and due date for bids to be submitted. Bill would like the attorney to review the invitation letter (3 pages). Term of contract was discussed-board members deliberated between a flat 5-year contract, versus a 3 year with 2 automatic renewals, or a 3+3+3

contract.

Michael Carelli — Community Development

- **Trustee Carelli:** Will assist **Trustee Shidler** with dock and wall projects during the next few months. **Trustee Shidler** Would like wall by volley ball court improved or removed and will look into options.

CCA Liaison – no liaison present.

Other Business

No other business.

Motion from **Trustee Carelli:** **To:** Adjourn.

- 2nd by Trustee Shidler
- Vote: 8 in favor, 0 against

Meeting adjourned at 07:51 pm.

Meeting notes submitted by Trustee Maas, November 9, 2015

As Approved November 9, 2015
Carrollwood Recreation District
Executive Committee Meeting Minutes

Executive Committee Meeting – October 12, 2015

Order of business:

1. Mark Snellgrove Calls The Meeting To Order: 06:10

Members present:

Mike Carelli	Community Development	Present
Joe Costa	Secretary	Present
Michael "Mickey" J. Jaap	Vice President & Rec Center Chair	Not Present
Bill Lais	Grounds Chair	Not Present
Ryan Maas	Treasurer	Present
David O'Donnell	Scotty Cooper Park Chair	Not Present
Kevin Shidler	White Sands Chair	Not Present
Paul G. Siddall	Original Carrollwood Park Chair	Present
Mark Snellgrove	President	Present

- **Board Members Reviewed July Meeting Minutes:** Trustee Costa made corrections to the August minutes.

Meeting adjourned at 06:30 pm.

Executive meeting notes submitted by Trustee Joe Costa, October 12, 2015

As Approved November 9, 2015
Carrollwood Recreation Regular Board Meeting Minutes
taken by Trustee Joe Costa

Carrollwood Recreation District Meeting – October 12, 2015

1. Call To Order

President Mark Snellgrove Calls The Meeting To Order: 6:31 p.m.

2. Roll Call

Members present:

Mike Carelli	Community Development	Present
Joe Costa	Secretary	Present
Michael "Mickey" J. Jaap	Vice President & Rec Center Chair	Arrived: 7:24 Present
Bill Lais	Grounds Chair	Arrived: 6:51 Present
Ryan Maas	Treasurer	Present
David O'Donnell	Scotty Cooper Park Chair	Not Present
Kevin Shidler	White Sands Chair	Present
Paul G. Siddall	Original Carrollwood Park Chair	Present
Mark Snellgrove	President	Present

3. Determination of Quorum — requiring a minimum of 6 CRD members. Yes.

4. Public Comment

- **Resident Shelley Stewart:** Brought the board up to date on Woofstock.

Public Comment Closed: 6.35

5. Approve Consent Agenda

- **Motion from Trustee Maas:** To: Approve the consent agenda.
- **Seconded by Trustee Carelli**
- **Vote:** 6 in favor, 0 against
 - Approval of September 2015 Treasurer's Report
 - Approval of September 14, 2015 Executive Committee Meeting Minutes
 - Approval of September 14, 2015 Regular Meeting Minutes

6. Regular Agenda

Ryan Maas — Treasurer Matters

- **Trustee Maas:** Discussed fiscal year.
 - Progression of Audit: It is going well.
 - CCA rent payment: **Trustee Snellgrove** explained that the agreement for rent was approved in the budget. He also read the agreement to the board and residents in attendance.

Mark Snellgrove — President's Agenda

- **Trustee Snellgrove:**
 - Discussed the fallen wall behind the Recreation Center. If board desires we will vote to award contract for repair. If not, then determine next course of action. Quotes requested from the following contractors refer to quotes in the agenda.
 - ❖ G.D Burger / L.E. Pennington: \$16,950
 - ❖ Exterior Escapes: \$12,492
 - ❖ Veranda Homes: \$12,700
- **Trustee Snellgrove** stated that the board would need to have our attorney draw up an agreement with the contractor who fixes the wall.
- **Trustee Shidler** explained that a PVC fence would not work. It likely would not hold up. More so, the wall, for many residents, is part of their back yards. One home has a pool deck that abuts the wall. **The Trustee** also added that if we replace this wall, we will have to replace all the walls in the neighborhood. We should look into fixing the wall case-by-case. And if we hire an attorney, the agreement should be generic enough to work for all cases.
- **Trustee Lais** explained that in our agreement with contractors, the contractor takes on all the liability.
- **Trustee Costa** brought up the issue of liability and culpability should someone be injured by the wall.
- **Trustee Shidler** did not think that the entire wall should be inspected because a contractor might just say replace the entire wall.
- Each board member voiced their opinion on the wall repair.

**Carrollwood Recreation District Board Meeting Minutes
October 12, 2015**

- Trespass authorizations were updated with the Sheriff's Office for the Recreation Center, Scotty Cooper Park, Original Carrollwood Park, White Sands Beach
- **Resident Suzy Giunta** commented that a wall in her Father's neighborhood fell over and the neighborhood replaced it.

Motion from Trustee Siddall: To award the contract to repair a section of wall behind the home at 3421 Lacewood drive, subject to the homeowner signing an access agreement.

- **Seconded by Trustee Lais**
- Vote: 6 in favor, 0 against
- **Trustee Shidler** recused himself from the vote on the wall repair because the wall runs behind his home and the vote directly effects his property. Trustee Jaap was not present.
- **Trustee Snellgrove:** Laura asked for Thursday and Friday off. Shelley Stewart will fill in for her.

Vice President Mickey Jaap — Tennis & Recreation Center Chair

- **Trustee Jaap** —No updates

Paul G. Siddall — Original Carrollwood Park Chair

- **Trustee Costa:** Discussed the Woofstock agreement. The Board made minor changes. Trustee Costa would work with resident Shelley Stewart on the agreement changes.
- **Trustee Siddall:** Davey stated that they would only cut the grass at OCP once every two weeks. If it needs cutting, can we use Chuck Kim for \$300. This rate equals Davey's estimate for the cutting the OCP grass.
- **Trustee Snellgrove:** Said that he is having Laura Allegri put the lake results in the monthly agenda.

Kevin Shidler — White Sands Beach Chair

- **Trustee Snellgrove:** The codes at WSB are programmed.

David O'Donnell — Scotty Cooper Park Chair

- **Trustee O'Donnell** – nothing to report.

Bill Lais — Grounds Chair

- **Trustee Lais:** Met with an arborist and a resident in regard to Trees on the Rec Center property. The Trustee got quotes for individual areas within the neighborhood e.g., The Rec Center, Scotty Cooper Park, White Sands Beach etc. The bids were similar, however, the Trustee is leaning toward Omega, because they were extremely thorough and knowledgeable.
- **Motion from Trustee Lais:** Motion to approve hiring Omega Tree Service to trim trees around Rec Center, east parking lot, and along McFarland for a total cost of \$3,600.
- **Seconded by Trustee Shidler**
 - Vote: 8 in favor, 0 against

Michael Carelli — Community Development

- **Trustee Carelli: Subject:** Duck Island is complete.

CCA Liaison – no liaison present.

Other Business

Motion from **Trustee Costa: To:** Adjourn.

- 2nd by Trustee Lais
- Vote: 9 in favor, 0 against

Meeting adjourned at 07:42 pm.

Meeting notes submitted by Trustee Costa, October 12, 2015

ACCOUNTING & CONSULTING PROFESSIONALS, L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS

EDWIN A. PINZÓN, C.P.A.

2004 WEST BUSCH BOULEVARD
TAMPA, FLORIDA 33612-7568

TELEPHONE (813) 932-2338
FACSIMILE (813) 932-6172

MEMBERS
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

FLORIDA INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

To the Board of Directors
Carrollwood Recreation District
Attn: Mark Snellgrove, President
3515 McFarland Road
Tampa, FL 33618-3921

This letter is to confirm our understanding of the terms and objectives of our engagement for accounting services required by Carrollwood Recreation District for the fiscal year ending September 30, 2016 and the nature and limitations of the services we will provide.

We will compile from information you provide, the annual and month-end statements listed below as of the period end date and for the periods then ended prepared on the modified cash basis and issue an accountant's report thereon in accordance with Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

- a) Statement of Assets, Liabilities, and Fund Balances-Arising from Modified Cash Transactions
- b) Statement of Revenues and Expenses-Arising from Modified Cash Transactions with budget to actual
- c) Budget Analysis schedule by Committee

The objective of a compilation is to assist you in presenting financial information in the form of financial statements. We will utilize information that is your representation without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in conformity with accounting principles generally accepted in the United States of America.

You are responsible for:

- The preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- Designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.
- Preventing and detecting fraud.
- Identifying and ensuring that the organization complies with the laws and regulations applicable to its activities.
- The selection and application of accounting principles.
- Making all financial records and related information available to us and for the accuracy and completeness of that information.

We will conduct our compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation differs significantly from a review or an audit of financial statements. A compilation does not contemplate performing inquiry, analytical procedures, or other procedures performed in a review. Additionally, a compilation does not contemplate obtaining an understanding of the organization's internal control; assessing fraud risk; testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents or other procedures ordinarily performed in an audit. Accordingly, we will not express an opinion or provide any assurance regarding the financial statements being compiled.

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts. However, we will inform the appropriate level of management of any material errors, and of any evidence or information that comes to my attention during the performance of my compilation procedures that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of the compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

If, for any reason, we are unable to complete the compilations of your financial statements, we will not issue reports on such statements as a result of this engagement.

We will perform computerized accounting services on a monthly basis, which will include the following:

- 1) Record all financial transaction for Carrollwood Recreation District. Records you are to furnish our office will include the following:
 - a) State Board of Administration Statement
 - b) Deposits coded by your manager
 - c) Checks coded by your treasurer
 - d) Hillsborough County Tax Collector's Statement(s)
 - e) Board approved copy of budget for fiscal year ended 9/30/16.
- 2) Prepare compiled monthly management reports to include:
 - a) Statement of Assets, Liabilities, and Fund Balances-Arising from Modified Cash Transactions
 - b) Statement of Revenues and Expenses-Arising from Modified Cash Transactions with budget to actual
 - c) Budget Analysis schedule by Committee
- 3) Review monthly Board minutes and make any necessary changes to the budget as approved by the Board
- 4) Hand delivery of all records picked up and financial statements to the CRD office no later than 10 days after receipts of financial information.
- 5) Enter annual auditor adjustments.
- 6) Assist auditor with any reasonable information requests.

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Engagement Letter
Carrollwood Recreation District

- 7) Prepare periodic payroll tax deposits calculation for Form 941
- 8) Prepare all quarterly payroll tax forms
 - a) Form 941 \$40 additional charge
 - b) Form RT-6 \$40 additional charge
- 9) Prepare all yearly forms
 - a) Form W-3 \$40 additional charge
 - b) Form W-2's \$25 each additional charge
 - c) Form 1096 \$40 additional charge
 - d) Form 1099's \$25 each additional charge
- 10) Prepare necessary information for you to file Florida Sales Tax return on-line.

You are responsible for making all management decisions and performing all management functions and for designating an individual who possesses suitable skill, knowledge, or experience to oversee any bookkeeping services, tax services, or other services we provide. In addition, you are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Edwin Pinzon, CPA is responsible for supervising the engagement and signing the report. Our fees for these services are \$ 300.00 per month provided we are furnished with all necessary information in timely manner.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,



Edwin A. Pinzon, CPA
Tampa, Florida
November 4, 2015

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Engagement Letter
Carrollwood Recreation District

RESPONSE:

Terms of engagement accepted by Carrollwood Recreation District

Mark Snellgrove, President
Carrollwood Recreation District

Date

Solicitation for Annual Landscape Maintenance Contract

Carrollwood Recreation District

November 18, 2015

[illegible]



Bill Lais <crdlais@gmail.com>

Notice to Bidders Nov 30, 2015, Carrollwood Recreation District

Bill Lais <crdlais@gmail.com>

Mon, Nov 30, 2015 at 8:26 PM

To: "disclosure@originalcarrollwood.com" <disclosure@originalcarrollwood.com>

Bcc: "Kitchie, Joe" <joe.kitchie@davey.com>, Jim Potantus <Jpotantus@sunriselandscape.com>, debbs@greenviewfl.com, dan@synergyscapesfl.com, Beau@flcgreen.com, Bill.Leavens@lmppro.com, ron delfavero <rondelfavero2664@gmail.com>, joecermak@sunriselandscape.com

Attention bidders, the Carrollwood Recreation District (CRD) intends to revise specifications in the bid package based on issues raised at the pre-bid meeting held November 18, 2015. The CRD intends to issue revisions by December 7, 2015 or sooner. Therefore, due dates for all submittals associated with this bid have been revised as follows:

Original Due Date:	Item:	Revised Due Date
9:00 AM EST, November 18, 2015	Pre-bid meeting	No Change
6:30 PM EST, November 23, 2015	Return cover letter and acknowledgement of critical scope items	6:30 PM EST, December 7, 2015
6:30 PM EST, November 30, 2015	Deadline for submission of questions	6:30 PM EST, December 14, 2015
6:30 PM EST, December 11, 2015	Bids due	6:30 PM EST, December 23, 2015

If you have not done so already, please return the signed cover letter at your earliest convenience to: Office@OriginalCarrollwoodCRD.com.

Thank you
Bill Lais, CRD



Bill Lais <crdlais@gmail.com>

Notice to Bidders December 7, 2015, Carrollwood Recreation District

Bill Lais <crdlais@gmail.com>

Mon, Dec 7, 2015 at 7:49 PM

To: "disclosure@originalcarrollwood.com" <disclosure@originalcarrollwood.com>

Bcc: "Kitchie, Joe" <joe.kitchie@davey.com>, Jim Potantus <Jpotantus@sunriselandscape.com>, debbs@greenviewfl.com, dan@synergyscapesfl.com, Beau@flcgreen.com, Bill.Leavens@Imppro.com, ron delfavero <rondelfavero2664@gmail.com>, joecermak@sunriselandscape.com

Attention bidders, the Carrollwood Recreation District (CRD) is issuing revisions to Schedules A, B, and C for Grounds maintenance services and is revising the due date for submission of the signed cover letter. Please print the attachment and incorporate this revised version into your bid package, and execute the cover letter and return by **December 9, 2015** as shown below if you intend to participate in the bid.

The changes to Schedules A, B, and C reflect items discussed at the pre-bid meeting held November 18, 2015.

Some questions have been received by the CRD however, answers to those and any subsequent questions will be provided once the deadline for submission of questions has passed.

Note that a pre-award walk-through meeting with the selected contractor will be scheduled upon award.

Original Due Date:	Item:	Revised Due Date
9:00 AM EST, November 18, 2015	Pre-bid meeting	No Change
6:30 PM EST, November 23, 2015	Return cover letter and acknowledgement of critical scope items	6:30 PM EST, December 9, 2015
6:30 PM EST, November 30, 2015	Deadline for submission of questions	6:30 PM EST, December 14, 2015
6:30 PM EST, December 11, 2015	Bids due	6:30 PM EST, December 23, 2015

Thank you
Bill Lais, CRD

SCHEDULE A
PROPERTY TO BE MAINTAINED

An estimated 18 acres of non-contiguous property, plus 26 roadway median islands and 3 planting beds, located in the Original Carrollwood Subdivision, Tampa, Florida, is to be maintained for a period of three years; with the option to renew for up to three additional one year contracts. Maintenance of these areas is the responsibility of the Carrollwood Recreation District (CRD) and its Contractor(s). The areas to be maintained are summarized in Table 1.

Area	Approximate Total Acreage to be Maintained	Estimated Mowing Acreage	Ownership
Recreation Center	6.5	4	Carrollwood Civic Association
Original Carrollwood Park	9	9	Carrollwood Recreation District
Scotty Cooper Park	1	0.25	Carrollwood Civic Association
White Sands Beach	1.5	0.5	Carrollwood Civic Association
Total	18	13.75	

Other Areas			
Roadway median islands (26)	<i>not measured</i>	<i>not measured</i>	Hillsborough County
Planting beds (2 areas):			
Rec Center (1 <u>2</u>)	<i>not measured</i>	<i>not measured</i>	Carrollwood Civic Association
Main Entrance (2 <u>3</u>)	<i>not measured</i>	<i>not measured</i>	Hillsborough County

Table 1: Property to be Maintained

Mowing and edging activities shall take place weekly from May 15 through October 15 each year, then every other week thereafter or at an alternate frequency as agreed to by both parties. Contractor shall provide budget for a minimum of 45 cuts annually, including weekly visits to conduct other maintenance activities as specified herein.

Required maintenance activities:

1. Carrollwood Recreation Center and parking areas

- a. Grounds – mowing, pruning, weed control, trimming, mulching of shrub and tree beds in accordance with SCHEDULE B and C
- b. Monthly maintenance of all plant bed areas
- c. Ditch, and bridge to tennis courts - maintained as necessary to minimize erosion, promote visibility and adequate drainage
- d. Tennis courts – trees, and shrubs kept from protruding onto courts as needed
- e. Welcome sign: replace flowers on or about November 15 and April 15 each year
 - i. November 15: (15) 6" red and green poinsettias, (~~6.60~~) red, white and pink begonias with soil amendments as appropriate to maintain healthy growth and appearance
 - ii. April 15: (90) annuals in two existing flower beds with soil amendments as appropriate to maintain healthy growth and appearance
 - iii. Additional flower plantings may be requested throughout the year for an additional fee
- f. Maintain irrigation system in accordance with SCHEDULE B
- g. Pest control for turf and foliage-destroying organisms including fungi (nuisance pests treated by others)

2. White Sands Beach

- a. Grounds – mowing, pruning, weed control, trimming, mulching of shrub and tree beds in accordance with SCHEDULE B and C
- b. Monthly maintenance of all plant bed areas
- c. Removal and disposal of weeds from beach and boat ramp area every Friday, including removal of lake grasses that wash up on the beach¹
- d. Spraying of weeds growing on beach sand areas as needed²
- e. Raking of volleyball court sand every Friday
- f. Removal of organic debris from volleyball court, sidewalk, parking area and picnic area every Friday
- g. Maintain irrigation system in accordance with SCHEDULE B
- h. Pest control for turf and foliage-destroying organisms including fungi (nuisance pests treated by others)

3. Scotty Cooper Park

- a. Grounds – mowing, pruning, weed control, trimming, mulching of shrub and tree beds in accordance with SCHEDULE B and C
- b. Monthly maintenance of all plant bed areas

¹ Lake grasses will be raked into piles by the CRD for Contractor to dispose. Contractor to assume approximately 5 cubic yards of wet debris to be hauled off and disposed per trip.

² Weeds growing in water will be maintained by others

- c. Maintenance of playgrounds and swing set area - placing one 3" (or as otherwise specified by CRD) new top dressing of mulch annually, approximately 20 cubic yards. Playground mulch shall meet the performance specification and invoicing schedule specified in SCHEDULE C.
 - d. Maintain irrigation system in accordance with SCHEDULE B
 - e. Pest control for turf and foliage-destroying organisms including fungi (nuisance pests treated by others)
4. Twenty-six (26) Roadway Median Islands
- a. Grounds – mowing, pruning, weed control, trimming, mulching of shrub and tree beds in accordance with SCHEDULE B and C
 - b. Pest control for turf and foliage-destroying organisms including fungi (nuisance pests treated by others)
5. ~~Two (2)~~ Three planting beds, two (2) on either side of our at entry signs at Main Entrance near Dale Mabry Highway and Lake Carroll Way, and the third in the median.
- a. Grounds – mowing, pruning, weed control, trimming, mulching of shrub and tree beds in accordance with SCHEDULE B and C
 - b. Replace seasonal flowers on or about November 15 and April 15 each year
 - i. November 15: (21) 6" red and green poinsettias, (240) red, white and pink begonias, with soil amendments as appropriate to maintain healthy growth and appearance
 - ii. April 15: (~~90~~ 300) annuals in ~~two~~ three existing flower beds with soil amendments as appropriate to maintain healthy growth and appearance
 - ~~ii-iii.~~ Additional flower plantings may be requested throughout the year for an additional fee
 - c. Pest control for turf and foliage-destroying organisms including fungi (nuisance pests treated by others)
6. Property located around cul-de-sac near west end of Butia Place, including the sidewalk between the District property and the bank property
- a. February 1 through May 15: Blow leaves and clippings weekly. Remove and properly dispose of blown debris at a permitted municipal landfill.
 - b. May 16 through January 31: Blow leaves and clippings each cut. Debris may be blown into planters or grass areas owned by the District.
7. Original Carrollwood Park
- a. Grounds – mowing, pruning, weed control, trimming, mulching of shrub and tree beds in accordance with SCHEDULE B and C
 - b. Monthly maintenance of all plant bed areas
 - c. Maintenance of playgrounds and swing set area - placing one 3" (or as otherwise specified by CRD) new top dressing of mulch annually, approximately

20 cubic yards. Playground mulch shall meet the performance specification and invoicing schedule specified in SCHEDULE C.

- d. Application of a legal, non-selective herbicide to all clay areas to eliminate unwanted growth as needed
 - e. Raking and leveling all clay areas twice a month, with edging around baseball diamond
 - f. Pest control for turf and foliage-destroying organisms including fungi (nuisance pests treated by others)
 - g. Contractor shall ensure that fences in the Park are kept free from grass, weeds, vines, and trees. Maintenance may be performed by using a non-selective herbicide, hand pulling, or a wire edger in accordance with SCHEDULES B and C. The fence will be routinely inspected by CRD for damage caused by mowing or trimming. During the award walk-through meeting, Contractor and CRD will itemize any existing damage to fence and identify these areas on an aerial. Repair of any new damage occurring to fence from mowing or trimming is the responsibility of the contractor.
8. Inspections: The District reserves the right to inspect work performed by Contractor and to direct Contractor to make minor changes in work schedule and or workmanship. Contractor shall name a point of contact that must be an officer, owner, manager, or principal of the company; available by cell phone during normal business hours.
9. Schedule: Contractor will provide the District with a detailed schedule of how the work will be accomplished along with a statement of anticipated labor forces. The schedule is to include target dates for all cycle and periodic work, time estimates for task completion, staffing requirements, labor and personnel, equipment, and supplies.

SCHEDULE B
GROUNDS MAINTENANCE SPECIFICATIONS

1. Mowing and Edging

- a. All grass areas shall be mowed weekly on Thursdays from April 15 to October 15 and no less than twice a month for the balance of the year, totaling at least 45 mowings per year. At no time shall more than one-third (1/3) of the length of the leaf surface be removed in one mowing.
- b. All areas maintained shall have a finished appearance (weather permitting) at the end of the workday. Removal of grass clippings is encouraged, as the District reserves the right to direct Contractor to remove clippings if they become readily visible in clumps or windrows. Removal of all other trimmings or fallen debris is required during mowing.
- c. All lawn areas shall be mowed to a height appropriate for maintaining healthy sod at all times of the year, free of scalping. Rotary-type mowers designed for commercial should be used where possible. Small mowers may be used for difficult or tight areas where commercial mowers cannot maneuver. The entire extent of lawn areas shall be mowed in one operation if possible. Mowing patterns shall be changed frequently to avoid wear. Clippings, mulch, or other plant debris must be prevented from entering ponds, lakes, water features, and drains; in the event that this occurs, the material shall be removed immediately. Mower blades shall be sharp at all times to provide a quality cut.
- d. Edging shall be performed at every mowing and will include parking edge, walks, and beds around trees. Endeavors will be made to insure that all shapes and configurations of plant beds are kept free of imperfections. Sprinkler heads, trunks of trees, and shrubs shall not be damaged by edging.
 - i. Use of a blade edger is required where grass meets concrete
 - ii. Wire edging may be used where grass abuts planting beds or asphalt
- e. The areas around all plant beds, curbs, walks, streets, trees, plants, and buildings will be neatly edged and trimmed. Mechanical edgers or weed cutters with monofilament line for edging shall be used. The shapes and configurations of plant beds as installed will be maintained as well as a clean, trenched edge between grass and mulch areas. Care will be exercised not to injure tree trunks or plant materials during edging operations.
- f. Contractor will clean all clippings from sidewalks, curbs, and roadways immediately after mowing and edging. Clippings will not be swept, blown, or otherwise disposed of in gutters or sewer drains. At no time shall debris be blown into neighboring properties.

2. Policing: All foreign materials are to be removed from lawn and bed areas upon each mowing. All debris and litter collected during the policing operation shall be removed from site and properly disposed at a permitted municipal landfill.

3. Weeds

- a. All planting areas except grassed areas shall be weeded often enough to maintain a clean, neat, and finished appearance free of invasive plant species. Entire site shall be weeded no less than once every two (2) weeks.
- b. Herbicide Use
 - i. Pre-emergence herbicide and post-emergence herbicide may be used along building edges, fence lines, tree wells, and bed areas as long as the appearance of dead vegetation is not apparent from ten (10) feet away. Any damage to existing turf or plant material due to herbicide shall be the responsibility of Contractor.
 - ii. Pre-emergence and/or post-emergence herbicides shall be applied to optimize control of turfgrass weeds.
 - iii. All herbicide activity will be monitored by a licensed Pest (herbicide) Control Operator on a full-time basis who must be a principal of the prime contractor. All licenses required by the State of Florida will be available for inspection and shall be qualified, updated, and renewed as needed.
 - iv. All applications of herbicide are to be in strict compliance with local, state, and federal laws. Application to be consistent with manufacturer recommendations.
 - v. Weed and lake grass removal from the beach areas at White Sands Beach shall include all labor, hauling, and dump fees.
 - vi. At no time shall post-emergent herbicides be permitted when weeds have established themselves as to dominate planting beds.
 - vii. All paved areas shall be kept weed free. This may be accomplished by using a wire edger or application of post-emergent herbicide. Weeds greater than two inches must be pulled and not sprayed.

4. Turfgrass and Shrub Conditioning

- a. Contractor to assume full responsibility for meeting the nutritional requirements of maintained areas to prevent over-fertilization, strongly acidic soil conditions, and strongly alkaline soil conditions. The District reserves the right to direct Contractor (or hire a third party) to collect and analyze soil samples from maintained areas at any time during the term of this contract.
- b. All turf areas shall be fertilized in accordance with local, state, and federal laws. Fertilization of St. Augustine and related varieties shall occur at least ~~twice-four times~~ per year. ~~(March and September).~~ Fertilization of Bahia and related varieties shall occur at least twice per year (March and September). Any turf area killed or damaged as a result of over-fertilization will be the responsibility of the Contractor. Contractor will reestablish those areas or materials to the original undamaged condition.
- c. Conditioning of shrubs and ground covers should be in accordance with rates stipulated in fertilizer summary SCHEDULE C. Contractor shall apply fertilizer away from stem of plant on bare ground and reestablish mulch at end of operation. Contractor shall assume responsibility for cleaning or repairing any staining damage to the property due to foliar spray.

5. Pruning "Specific" Requirements

- a. Foundation Plantings: 24-36" height, allowing plant life to assume its own contours without forcing any shape. Plants should be cut back again gently during March or April. No pruning or trimming will occur past May, or else flowering in the subsequent season may be impaired.
- b. General Hedge Row: 24-36" height, removing excessively long branching to encourage fullness. Contractor will trim hedges squarely with the top more narrow than the bottom to facilitate exposure to the sun and prevent shading of lower foliage. Contractor will avoid rounding except as the hedge forms the edge of serpentine beds, and then only round vertical faces of hedge.
- c. Sculptured Shrubs: Trimmed to maintain natural and uniform form. Contractor will remove colonial shoots between plants.

6. Pest Control

- a. The Contractor will inspect lawn areas, shrubs, and trees each visit for indications of pest problems and advise the District of such problems. Contractor is responsible for identification and eradication/control of disease and insect damage including but not limited to: scale, mites, fungus, chinch bugs, grubs, nematodes, mole crickets (nuisance pests including but not limited to fire ants, wasps, bees, will be by others). Upon confirmation of a specific problem requiring treatment, Contractor will apply pesticides as needed on a spot treatment basis, whenever possible using the least toxic yet effective pesticide. All spraying of pesticides will be performed when temperatures are below 90 degrees Fahrenheit and wind drift is negligible.
- b. Pesticide applications will be made in accordance with the rules and regulations governing use of pesticides in Florida and in accordance with the Federal Insecticide, Fungicide, and Rodenticide Act. All pest control activity will be monitored by a Pest Control Operator on a full-time basis. All licenses required by the State of Florida will be available for inspection and shall be qualified, updated, and renewed as needed.
- c. Contractor to control insects and diseases on and around perennials, ground covers, shrubs and trees. This will include monitoring and spot treatment (as necessary) using the least toxic methods. First choice will be insecticidal soaps and horticultural oils. No pesticides will be applied without first contacting the District. Records will be kept on pests identified and treatment(s) rendered for control.

7. Ground cover will be confined to perimeter of the bed with minimal pruning, if any.

8. Shrubs

- a. Contractor shall remove dead or discolored foliage from individual shrubs.
- b. Contractor shall selectively prune shrubs once a year just before new growth in the spring. Contractor will thin the mass no more than one-third at optimal pruning time by pruning off one arm of a forked branch. Some cuts should be deep into the plant while other cuts should be towards the outer edge. The concept is to thin out the plant so as to allow in sunlight to stimulate activity of the dormant nodes resting as scales on branch surfaces while new growth fills in

these voids. After this pruning, typical hedge shearing may be resumed (without cutting off all that is new week after week.) One year later, Contractor will proceed the same way but trim off only half of the old and woody branches skipped the year before. The third year's pruning will thereby finish the renewal process, and all branches will be no older than three years.

- c. Contractor shall maintain shrubs around landscape lighting to promote visibility at dark.
9. Tree Maintenance: Contractor will remove sprouts, damaged or weak limbs, and suckers from all ilex, crepe myrtle, wax myrtle, and ligustrum. Sanitize pruning tools between trees. Remove debris.
10. Irrigation
- a. Contractor will visually inspect the irrigation system weekly to determine if any sprinklers are broken or missing, any nozzles are absent, any areas have been washed out due to broken lines or sprinklers, and that all pop-up sprinklers are in the down (retracted) position and set to grade. Contractor will verify that valve box covers are in place and that all items are in order. Repairs of damaged sprinkler heads will be made at contractor's expense prior to the next scheduled operation of the system. For major repairs, e.g., timers, valves, below ground piping, other than those caused by Contractor, the District will reimburse the Contractor for materials at a rate of cost plus 20%, and labor at pre-negotiated rate(s). If requested in advance, estimates of the cost of such repairs will be provided. Those items which are defective and broken will be returned to the District, if desired.
 - b. At least once a month, Contractor will monitor the operation of the irrigation system to make sure the system automatically starts and completes the watering cycle as programmed. Proper automatic operation of all pop-up rotor spray heads and valves will be verified. Proper coverage of the turf and planting beds as well as for the proper relationship between the riser heights and plant material will be checked. Contractor will adjust riser valve box, valves, and apparatus as required to keep the sprinkler system in proper working order.
 - c. The Contractor shall flush, clean, and maintain the entire irrigation system (including pumps and motors) to maintain reliable operation. In the event of a potential *hard freeze* condition, the Contractor shall drain all above-ground pump casings and suction lines and then discharge lines to prevent any damage from the freezing temperatures. Contractor shall adjust each irrigation system on the medians and islands (on Florida Cities Water Company Supply) to drip, blanket the backflow preventers, or use another approved method to prevent freeze damage from occurring to the irrigation system.
 - d. The Contractor is responsible for damages if procedures are not followed. The Contractor will monitor weather conditions independently and take the proper actions necessary to prevent damage to the irrigation systems. Any damage to the irrigation system caused by the Contractor's activities or faulty material or workmanship shall be immediately repaired at no cost to the District.

- e. Watering Frequency: Contractor will comply with the more stringent of laws set forth by SWFWMD and Hillsborough County on watering restrictions, minimizing the District's exposure to fine or penalty.
 - i. In December, January, and February, Contractor will adjust timers to irrigate once a week.
 - ii. In March through November, Contractor will reset irrigation to operate twice weekly or an alternate frequency as directed by CRD.

SCHEDULE C STANDARD LANDSCAPE SPECIFICATIONS

1. Guarantee of Plant Material
 - a. Contractor shall guarantee and replace (at no additional cost to the District) plants which, in the opinion of the Grounds Committee Chairman, fail to maintain a healthy, vigorous condition regardless of the Contractor responsible for the initial installation, except for plants damaged by severe weather or vandalism. Replacement plant material shall meet all specifications as listed in the Landscape Development Specifications and Plant List in regards to species, variety, color, and quality. Size of replacement plant material shall equal that of the plant which is being replaced and the size of existing adjacent like specimens.
 - b. Contractor shall be responsible for "treating" problem plant material and shall make recommendations to the District as to what steps are necessary to correct problems or improve performance of the plant. Contractor will use chemicals in strict accordance with the federal, state, and county directives on environmental control. Chemicals must have an EPA approval number, and the Contractor must maintain a current applicator's license.
2. Fertilizing
 - a. Contractor will fertilize entire lawn area using a granulated grade of fertilizer with weed control recommended for use on St. Augustine (and/or Bahia) lawns according to soil test results, soil type, and time of year. Fertilization shall be performed in accordance with University of Florida Institute for Agricultural Sciences (IFAS) Extension guidelines.
 - b. One month prior to fertilizing, Contractor will obtain soil samples from all areas of the soil for analysis and additional samples as required in problem areas. Contractor will follow fertilizing and timing recommendations from testing laboratory.
3. Pruning
 - a. Evergreen shrubs (used as massed-type plants like India Hawthorne): Not pruned into individual shrubs but instead allowed to form a dense mass of plants at height determined by the District.
 - b. ~~Virburnum~~Viburnum Hedge: Pruned as necessary to maintain "tight" full hedge keeping clean edges free of wild branching and shoots. Allowed to form a dense mass of plants at height determined by the District.
 - c. Asiatic Jasmine: Pruned to keep in bounds. Fertilized with 13-13-13 twice a year.
 - d. Liriope, Daylily: Pruned only as necessary to maintain full planting mass. Dead leaves and tips will be removed as they occur without forming "flat top" appearance to mass.
4. Mulch (excluding playgrounds): Contractor will maintain a layer of mulch which is 3-4" in depth around all trees and shrubs in order to preserve moisture around the feeder root system. Primary mulching to be done in December or as directed by CRD. Contractor will assess mulch level and adjust to approximately 3". Mulch will not be

included in the monthly contract amount and shall be invoiced separately the month after services are rendered. Contractor shall provide a unit price for placement of mulch per cubic yard, based on a one-time annual application of approximately ~~200~~175 cubic yards. Additional mulch will be paid by CRD at the negotiated unit rate. CRD reserves the right to subcontract out any and all mulching events.

5. Mulch for playgrounds: Playground mulch must meet ASTM Standard F1292 impact attenuation testing and not contain chromated copper arsenate (CCA). Playground mulch will not be included in the contract amount and shall be invoiced separately the month after services are rendered. Contractor shall provide a unit price for placement of mulch per cubic yard, based on a one-time annual application of approximately 40 cubic yards (20 cubic yards each for Scotty Cooper Park and Original Carrollwood Park). Additional mulch will be paid by CRD at the negotiated unit rate. CRD reserves the right to subcontract out any and all mulching events.

Tree Trimming Quotes Summary
Updated Dec 9, 2015

Area	Contractor		Comments
	DAVEY	Omega	
Rec Enter	\$ 2,400	\$ 2,500	Done, Omega
WSB		\$ 1,350	quote from DAVEY not provided
SCP	\$ 800	\$ 2,150	Done, Davey
McFarland Oaks Sidewalk		\$ 1,100	Done, Omega
OCP	\$ 550		Done, Davey
Palm Pruning	\$ 3,075		quote from Omega not requested
Lake Carroll Way	\$ 500		DAVEY given auth to proceed 11/04/15
Islands 5, 6, 7, 9, 10, 18, 19	\$ 2,300		quote from Omega not requested

Amount Requested to be authorized: \$ 3,075

Remaining work: \$ 2,800 \$ 1,350 Schedule TBD



13720 McCormick Drive
Tampa, FL 33626
Phone: 813.854.2383
Fax: 813.855.9658

September 30, 2015

Carrollwood Recreation District
Attn: Bruce Montgomery
3515 McFarland Rd.
Tampa, Fl. 33618

Re: Palm pruning proposal.

Common Ground Palm Pruning:

Prune all palm trees on the common ground islands, Scotty Cooper Park, Original Carrollwood Park, White Sands Beach, and Recreation Center to remove seed pods and brown mature branching.

Cost: \$3,075.00

Should you have any questions regarding this proposal I can be reached at (727) 423-6422.
If you would like to place an order please sign and return a copy to our office via facsimile.
Thank you,

Joe Kitchie

Approved: _____

Joe Kitchie
Branch Manager
Davey CLS
Tampa, Florida

Date: _____

Reuben//Clarson CONSULTING

December 3, 2015

Carrollwood HOA
2821 Samara Drive
Tampa, FL 33618

Attn: Dan Carrelli
Re: Roof damage on White Sands Beach pavilion

Gentlemen:

On November 18, 2015, I met John Probst on site and looked at the large roof where the ends of the 7" wide x 18" high glulam timbers are deteriorating. The roof itself is aluminum cladding with an inverted V so the water runs off into the valley and is supposed to run off at each end. What is happening is the roofer did not tar or caulk the overlaps of the aluminum roofing panels at the valley and the edge stripping at the ends so the water runs down onto the cantilevered ends of the glulams instead off the ends of the roof. There is an aluminum end cap on each end of the glulam which appears to have dubious value for protecting the glulams as the water can get into the end caps.

The other building with just a sloping roof does not have the above problem.

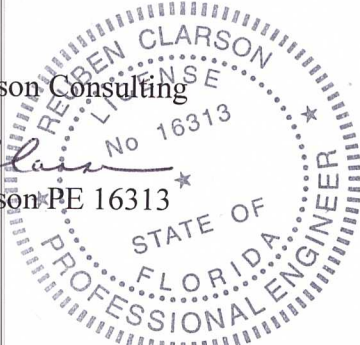
RECOMMENDATION

A roofing contractor needs to seal the roof panel overlaps in the valley and ends of the large roof so water cannot get onto the glulams and will run off the ends of the valley. The damaged ends of the glulams should be able to be cut back 6" +/- and the ends epoxy coated. Unless there is some reason for the end caps after they are removed and the ends of the glulams are inspected, I would not reinstall them.

If there are any questions please call. Thank you for the opportunity to be of service.

Sincerely,
Reuben Clarson Consulting


Reuben Clarson PE 16313



750 94th Avenue North, Suite 213, St. Petersburg, FL 33702
T: 727.895.4717 E: Info@ReubenClarsonConsulting.com W: ReubenClarsonConsulting.com

MARINE ENGINEERING

ASSESS. ADVISE. DESIGN.

Invoice

Date	Invoice #
12/3/2015	8917

Bill To	
Carrollwood HOA 2821 Samara Drive Tampa, Fl. 33618 Attn: Dan Carrelli	

Reuben Clarson Consulting, Inc.
St. Petersburg, Fl. 33702
Suite 213
750 94th Avenue N.

Item	Description	Amount
Consulting Fees	Professional Services: Inspection and report on roof glulam issue at White Sands Beach pavillion	700.00
PLEASE WRITE INVOICE NUMBER ON YOUR CHECK. THANK YOU.		
Please pay within 15 days. Thank you.		
Reuben Clarson, P.E. Florida Licensed Engineer #16313 Certificate of Authorization #9206		Total \$700.00

**STATE OF FLORIDA
STATE BOARD OF ADMINISTRATION
LOCAL GOVERNMENT SURPLUS
FUNDS TRUST FUND
(FLORIDA PRIME)**

(An External Investment Pool)

For the Fiscal Years Ended
June 30, 2015, and 2014



Sherrill F. Norman, CPA
Auditor General

ACCOUNTING & CONSULTING PROFESSIONALS, L.L.C.

CERTIFIED PUBLIC ACCOUNTANTS

EDWIN A. PINZÓN, C.P.A.

2004 WEST BUSCH BOULEVARD
TAMPA, FLORIDA 33612-7568

TELEPHONE (813) 932-2338
FACSIMILE (813) 932-6172

MEMBERS
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

FLORIDA INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

ACCOUNTANT'S COMPILATION REPORT

To the Board of Trustees
Carrollwood Recreation District
3515 McFarland Road
Tampa, FL 33618-3921

We have compiled the accompanying modified cash basis statement of assets, liabilities and fund balances of Carrollwood Recreation District (a governmental entity) as of November 30, 2015 and the related modified cash basis statement of revenues and expenditures for the one month and two months then ended, and the accompanying supplementary information in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. We have not audited or reviewed the accompanying modified cash basis financial statements and supplementary schedules and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with the modified cash basis of accounting.


Management is responsible for the preparation and fair presentation of the financial statements in accordance with the modified cash basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with the modified cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the organization's assets, liabilities, fund balances, revenues, and expenditures. Accordingly, these financial statements are not designed for those who are not informed about such matters.

The accompanying annual budget of Carrollwood Recreation District for the year ending September 30, 2015 has not been compiled or examined by us, and accordingly, we do not express an opinion or any other form of assurance on it.

We are not independent with regards to these financial statements.



Edwin A. Pinzon, C.P.A.
Tampa, Florida
December 4, 2015

Carrollwood Recreation District
Statement of Assets, Liabilities and Fund Balances
As of November 30, 2015

	<u>Nov 30, '15</u>
ASSETS	
Current Assets	
Checking/Savings	
10101 · Cash and Cash Equivalents	
10106 · Bank of Tampa 3584	\$ 260,708.16
10110 · Petty Cash on Hand	100.00
15100 · Cash with Fiscal Agent - SBA	201,738.28
15110 · Accumulated appre(depr)	633.31
Total 10101 · Cash and Cash Equivalents	<u>463,179.75</u>
 Total Checking/Savings	 463,179.75
 Other Current Assets	
13300 · Due from Accounts Receivable	3,525.00
15900 · Prepaid Items	18,110.00
16500 · Receivables-Other	
16520 · Deposits Receivable	250.00
Total 16500 · Receivables-Other	<u>250.00</u>
 Total Other Current Assets	 <u>21,885.00</u>
 Total Current Assets	 485,064.75
 Fixed Assets	
18000 · Assets-Capitalized	
18500 · Land	678,357.07
18550 · Land Improvements	503,324.93
18600 · Buildings	2,271,171.19
18650 · Accumulated Deprec-Building	(680,000.00)
18800 · Equipment and Furniture	267,638.60
18850 · Accumulated Depr-Eqpt and Furn	(99,306.96)
Total 18000 · Assets-Capitalized	<u>2,941,184.83</u>
 Total Fixed Assets	 <u>2,941,184.83</u>
 TOTAL ASSETS	 <u><u>\$ 3,426,249.58</u></u>

Carrollwood Recreation District
Statement of Assets, Liabilities and Fund Balances
As of November 30, 2015

	<u>Nov 30, '15</u>
LIABILITIES & FUND BALANCES	
Liabilities	
Current Liabilities	
Other Current Liabilities	
20300 · Accrued Liabilities	
20325 · Payroll Taxes Payable	
24000 · Payroll Liabilities	\$ 720.58
Total 20325 · Payroll Taxes Payable	<u>720.58</u>
20330 · Sales Tax Payable	171.04
20335 · Deposits Payable	3,805.50
Total 20300 · Accrued Liabilities	<u>4,697.12</u>
Total Other Current Liabilities	<u>4,697.12</u>
Total Current Liabilities	4,697.12
Long Term Liabilities	
22000 · Paid from Restricted Assets	
22005 · Construction Line of Credit	1,439,129.52
Total 22000 · Paid from Restricted Assets	<u>1,439,129.52</u>
Total Long Term Liabilities	<u>1,439,129.52</u>
Total Liabilities	1,443,826.64
Fund Balances	
30000 · Undesignated Fund Balance	419,279.36
30010 · Fund Balance-Construction LOC	(1,598,877.52)
30020 · Fund Balance-Capital Assets	3,006,723.83
32000 · Retained Fund Balance	101,600.36
Current Undesignated Fund Balance	53,696.91
Total Fund Balances	<u>1,982,422.94</u>
TOTAL LIABILITIES & FUND BALANCES	<u><u>\$ 3,426,249.58</u></u>

Carrollwood Recreation District
Revenue and Expenses Budget Performance
for the one month and two months ended November 30, 2015

	<u>Nov '15</u>	<u>Oct - Nov '15</u>	<u>Annual Budget</u>	<u>Remaining</u>
Revenue and Support				
GENERAL				
605 · Rec Center Room Charges	\$ 2,255.00	\$ 2,580.50	\$ 16,000.00	\$ 13,419.50
610 · Interest	44.13	89.85	447.00	357.15
615 · Special Assessments	157,939.07	160,380.39	520,000.00	359,619.61
620 · Other	88.52	228.72	14,000.00	13,771.28
625 · Accumulated Funds	-	-	40,234.00	40,234.00
Total GENERAL	<u>160,326.72</u>	<u>163,279.46</u>	<u>590,681.00</u>	<u>427,401.54</u>
Total Revenue and Support	160,326.72	163,279.46	590,681.00	427,401.54
Expenses				
03 PRESIDENT				
820 · Contingency & Other President	-	-	10,000.00	10,000.00
825 · Gatekeeper Service	300.00	610.00	3,650.00	3,040.00
830 · Insurance - Bonds	157.50	157.50	500.00	342.50
835 · Insurance - Officer D&O	-	-	4,000.00	4,000.00
845 · Insurance - Prop/Liab/Umbrella	-	-	34,000.00	34,000.00
850 · Insurance - Workers Comp	(258.32)	(258.32)	1,800.00	2,058.32
870 · Operating Supplies	77.98	627.43	5,000.00	4,372.57
900 · Professional Services	1,077.00	1,171.50	10,000.00	8,828.50
960 · Utilities - TECO	-	938.20	12,285.00	11,346.80
970 · Utilities - Water	383.73	940.29	10,000.00	9,059.71
Total 03 PRESIDENT	<u>1,737.89</u>	<u>4,186.60</u>	<u>91,235.00</u>	<u>87,048.40</u>
05 TREASURER				
805 · Accounting-Bookkeeper	356.25	436.25	4,500.00	4,063.75
810 · Accounting - Auditing	-	-	12,000.00	12,000.00
815 · Accounting - Bank Charges/Fees	(1,257.60)	38.07	200.00	161.93
875 · Board Fee - State	-	175.00	225.00	50.00
910 · Property Taxes - Non-Ad Valorem	322.45	322.45	500.00	177.55
920 · Rent/Leases - CCA	-	28,000.00	28,000.00	-
977 · Debt Service - Principal	12,777.50	25,623.35	150,312.00	124,688.65
979 · Debt Service - Interest	3,134.19	6,200.03	40,629.00	34,428.97
Total 05 TREASURER	<u>15,332.79</u>	<u>60,795.15</u>	<u>236,366.00</u>	<u>175,570.85</u>
07 WHITE SANDS BEACH				
821 · Contingency & other WS Beach	-	-	15.00	15.00
855 · Lake Testing	60.00	370.00	1,000.00	630.00
924 · Repairs & Maint WSB	-	293.11	10,500.00	10,206.89
940 · Guard Service WSB	1,064.67	1,064.67	22,500.00	21,435.33
985 · Capital Improvements WSB	-	-	16,000.00	16,000.00
Total 07 WHITE SANDS BEACH	<u>1,124.67</u>	<u>1,727.78</u>	<u>50,015.00</u>	<u>48,287.22</u>
09 SCOTTY COOPER PARK				
925 · Repairs & Maint SCP	100.54	174.29	4,000.00	3,825.71
986 · Capital Improvements SCP	-	-	7,000.00	7,000.00
Total 09 SCOTTY COOPER PARK	<u>100.54</u>	<u>174.29</u>	<u>11,000.00</u>	<u>10,825.71</u>

Carrollwood Recreation District
Revenue and Expenses Budget Performance
for the one month and two months ended November 30, 2015

	<u>Nov '15</u>	<u>Oct - Nov '15</u>	<u>Annual Budget</u>	<u>Remaining</u>
11 Original Carrollwood Park				
926 · Repairs & Maint OCP	530.00	2,338.50	12,000.00	9,661.50
987 · Capital Improvements OCP	-	-	5,000.00	5,000.00
Total 11 Original Carrollwood Park	<u>530.00</u>	<u>2,338.50</u>	<u>17,000.00</u>	<u>14,661.50</u>
13 TENNIS				
927 · Repairs & Maint Tennis	-	-	2,500.00	2,500.00
Total 13 TENNIS	<u>-</u>	<u>-</u>	<u>2,500.00</u>	<u>2,500.00</u>
15 RECREATION CENTER				
822 · Contingency & other Rec Center	-	-	59.99	59.99
865 · Office Supplies Rec Center	-	72.27	1,700.00	1,627.73
885 · Payroll Taxes	194.31	478.50	2,500.00	2,021.50
890 · Pest Control Rec Center	88.00	88.00	340.00	252.00
895 · Postage	-	-	400.00	400.00
915 · Recreation Center Cleaning	450.00	950.00	2,800.00	1,850.00
928 · Repairs & Maint Rec Center	144.99	1,267.62	7,500.00	6,232.38
930 · Salary - Maintenance	1,551.00	3,859.65	19,000.00	15,140.35
935 · Salary - Office	892.50	2,086.00	15,540.00	13,454.00
941 · Security Monitoring Rec Center	-	-	2,000.00	2,000.00
950 · Telephone	190.71	381.42	2,400.00	2,018.58
965 · Utilities - Trash	209.50	344.00	2,400.00	2,056.00
988 · Capital Improvements Rec Ctr	-	15,448.00	15,000.00	(448.00)
Total 15 RECREATION CENTER	<u>3,721.01</u>	<u>24,975.46</u>	<u>71,639.99</u>	<u>46,664.53</u>
17 GROUNDS				
860 · Landscaping Monthly	4,890.00	9,780.00	66,000.00	56,220.00
929 · Repairs & Maint Grounds	-	1,340.80	25,000.00	23,659.20
955 · Tree Trimming	-	3,950.00	7,000.00	3,050.00
Total 17 GROUNDS	<u>4,890.00</u>	<u>15,070.80</u>	<u>98,000.00</u>	<u>82,929.20</u>
19 COMMUNITY DEVELOPMENT				
989 · Capital Improvements Comm Dev	313.97	313.97	13,000.00	12,686.03
Total 19 COMMUNITY DEVELOPMENT	<u>313.97</u>	<u>313.97</u>	<u>13,000.00</u>	<u>12,686.03</u>
Total Expenses	<u>27,750.87</u>	<u>109,582.55</u>	<u>590,755.99</u>	<u>481,173.44</u>
Excess of Revenue and Support over Expenses	<u><u>\$ 132,575.85</u></u>	<u><u>\$ 53,696.91</u></u>	<u><u>\$ (74.99)</u></u>	<u><u>\$ (53,771.90)</u></u>

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**Carrollwood Recreation District
Journal
November 2015**

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Carrollwood Recreation District
Journal
November 2015

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
1884	Bill	11/30/2015	5324	C & S Pump ... C & S Pump ...	INVOICE# 5324 INVOICE# 5324	20200 · Accounts ... 928 · Repairs & M...	85.00	85.00
							85.00	85.00
1885	Bill	11/30/2015	11/20...	Shelley Stewart Shelley Stewart	NOVEMBER 20, 23, 24 NOVEMBER 20, 23, 24	20200 · Accounts ... 915 · Recreation C...	150.00	150.00
							150.00	150.00
1886	Paycheck	11/30/2015	11349	John E Probst John E Probst John E Probst John E Probst John E Probst John E Probst		10106 · Bank of Ta... 930 · Salary - Main... 20325 · Payroll Ta... 24000 · Payroll Lia... 885 · Payroll Taxes 24000 · Payroll Lia... 66000 · Payroll Ex...	510.59 652.50 0.00 191.82 49.91 0.00 0.00	
							702.41	702.41
1887	Paycheck	11/30/2015	11350	Laura A Allegri Laura A Allegri Laura A Allegri Laura A Allegri Laura A Allegri Laura A Allegri Laura A Allegri		10106 · Bank of Ta... 935 · Salary - Office 915 · Recreation C... 20325 · Payroll Ta... 24000 · Payroll Lia... 885 · Payroll Taxes 24000 · Payroll Lia... 66000 · Payroll Ex...	487.30 451.50 100.00 0.00 106.40 42.20 0.00 0.00	
							593.70	593.70
1888	Bill Pmt -Ch...	11/30/2015	11351	Bureau of Labs Bureau of Labs	INVOICE #TPA.CARR_0211... INVOICE #TPA.CARR_0211...	10106 · Bank of Ta... 20200 · Accounts ...	60.00 60.00	60.00 60.00
1889	Bill Pmt -Ch...	11/30/2015	11352	C & S Pump ... C & S Pump ...	INVOICE# 5324 INVOICE# 5324	10106 · Bank of Ta... 20200 · Accounts ...	85.00 85.00	85.00 85.00
1890	Bill Pmt -Ch...	11/30/2015	11353	Carla C. Miniet Carla C. Miniet	NOVEMBER 2015 NOVEMBER 2015	10106 · Bank of Ta... 20200 · Accounts ...	300.00 300.00	300.00 300.00
1891	Bill Pmt -Ch...	11/30/2015	11354	CNA Surety CNA Surety	POLICY # 61538411 POLICY # 61538411	10106 · Bank of Ta... 20200 · Accounts ...	157.50 157.50	157.50 157.50
1892	Bill Pmt -Ch...	11/30/2015	11355	Health E Scape Health E Scape	INVOICE # 2580 INVOICE # 2580	10106 · Bank of Ta... 20200 · Accounts ...	75.00 75.00	75.00 75.00
1893	Bill Pmt -Ch...	11/30/2015	11356	Overhead Do... Overhead Do...	WORK ORDER #110115 WORK ORDER #110115	10106 · Bank of Ta... 20200 · Accounts ...	155.00 155.00	155.00 155.00
1894	Bill Pmt -Ch...	11/30/2015	11357	Quill Quill	INVOICE # 9484563 INVOICE # 9484563	10106 · Bank of Ta... 20200 · Accounts ...	77.98 77.98	77.98 77.98
1895	Bill Pmt -Ch...	11/30/2015	11358	Republic Was... Republic Was...	INVOICE # 0696-000547634 INVOICE # 0696-000547634	10106 · Bank of Ta... 20200 · Accounts ...	209.50 209.50	209.50 209.50
1896	Bill Pmt -Ch...	11/30/2015	11359	Shelley Stewart Shelley Stewart	NOVEMBER 20, 23, 24 NOVEMBER 20, 23, 24	10106 · Bank of Ta... 20200 · Accounts ...	150.00 150.00	150.00 150.00
1897	Bill Pmt -Ch...	11/30/2015	11360	Terminex Terminex	INVOICE #349703792 INVOICE #349703792	10106 · Bank of Ta... 20200 · Accounts ...	88.00 88.00	88.00 88.00
1898	Check	11/30/2015	11361	Don Roberts Don Roberts	DEPOSIT RETURN DEPOSIT RETURN	10106 · Bank of Ta... 20335 · Deposits P...	50.00 50.00	50.00 50.00

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Carrollwood Recreation District
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November 2015

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
1899	Check	11/30/2015	11362	Kristine Hawley Kristine Hawley	DEPOSIT RETURN DEPOSIT RETURN	10106 · Bank of Ta... 20335 · Deposits P...	50.00	50.00
							50.00	50.00
1900	Check	11/30/2015	11363	Michael Carelli Michael Carelli	DEPOSIT RETURN DEPOSIT RETURN	10106 · Bank of Ta... 20335 · Deposits P...	50.00	50.00
							50.00	50.00
1901	Check	11/30/2015	11364	Tiffany Kemp Tiffany Kemp	DEPOSIT RETURN DEPOSIT RETURN	10106 · Bank of Ta... 20335 · Deposits P...	50.00	50.00
							50.00	50.00
1902	Check	11/30/2015	11365	Kristi Greene Kristi Greene	DEPOSIT RETURN DEPOSIT RETURN	10106 · Bank of Ta... 20335 · Deposits P...	400.00	400.00
							400.00	400.00
1903	Check	11/30/2015	11366	Laura Fucarino Laura Fucarino	DEPOSIT RETURN DEPOSIT RETURN	10106 · Bank of Ta... 20335 · Deposits P...	400.00	400.00
							400.00	400.00
1904	Check	11/30/2015	11367	Joshua Thom... Joshua Thom...	DEPOSIT RETURN DEPOSIT RETURN	10106 · Bank of Ta... 20335 · Deposits P...	50.00	50.00
							50.00	50.00
1905	Check	11/30/2015	11368	Terri Arcuri Terri Arcuri	DEPOSIT RETURN DEPOSIT RETURN	10106 · Bank of Ta... 20335 · Deposits P...	300.00	300.00
							300.00	300.00
1906	Check	11/30/2015	11369	BHAUNA MO... BHAUNA MO...	DEPOSIT RETURN DEPOSIT RETURN	10106 · Bank of Ta... 20335 · Deposits P...	400.00	400.00
							400.00	400.00
1907	Deposit	11/30/2015		Miscellaneous Room Charges -MULTIPLE- -MULTIPLE- Deposits Pay... Miscellaneous Miscellaneous	Deposit KEY SALES -MULTIPLE- -MULTIPLE- RETURN OF EXCESS FEE... RETURN OF OVERPAYME...	10106 · Bank of Ta... 620 · Other 605 · Rec Center ... 20330 · Sales Tax ... 20335 · Deposits P... 615 · Special Asse... 850 · Insurance - ...	2,283.42	28.04 1,050.00 75.46 750.00 121.60 258.32
							2,283.42	2,283.42
1908	Deposit	11/30/2015			Deposit INTEREST INCOME	15100 · Cash with ... 610 · Interest	44.13	44.13
							44.13	44.13
1909	Check	11/30/2015	DEBIT	Bank of Tampa Bank of Tampa Bank of Tampa		10106 · Bank of Ta... 977 · Debt Service ... 979 · Debt Service ...	12,777.50 3,134.19	15,911.69
							15,911.69	15,911.69
1910	Deposit	11/12/2015			Deposit Deposit	10106 · Bank of Ta... 615 · Special Asse...	13,310.59	13,310.59
							13,310.59	13,310.59
1911	Deposit	11/06/2015			Deposit REFUND OF SERVICE CHA...	10106 · Bank of Ta... 815 · Accounting - ...	1,000.00	1,000.00
							1,000.00	1,000.00
1912	Deposit	11/12/2015			Deposit REFUND OF SERVICE CHA...	10106 · Bank of Ta... 815 · Accounting - ...	295.67	295.67
							295.67	295.67
1913	Deposit	11/19/2015			Deposit Deposit	10106 · Bank of Ta... 615 · Special Asse...	55,319.04	55,319.04
							55,319.04	55,319.04
1914	Deposit	11/30/2015			Deposit Deposit	10106 · Bank of Ta... 615 · Special Asse...	89,187.84	89,187.84
							89,187.84	89,187.84

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Carrollwood Recreation District
Journal
November 2015

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
1915	Check	11/23/2015	DEBIT	Verizon		10106 · Bank of Ta...		190.71
				Verizon		950 · Telephone	190.71	
							190.71	190.71
1916	Check	11/30/2015	DEBIT	Bank of Tampa		10106 · Bank of Ta...		38.07
				Bank of Tampa		815 · Accounting - ...	38.07	
							38.07	38.07
TOTAL							207,570.10	207,570.10

As of November 30, 2015

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
10101 · Cash and Cash Equivalents								
10106 · Bank of Tampa 3584								
Liability Check	11/03/2015	EFTPS	Dept of Treasury	59-1492638	-SPLIT-		933.38	331,894.27
Check	11/03/2015	DEBIT	FL Dept of Revenue	OCTOBER SALES T...	20335 · Sales Tax ...		57.34	129,466.81
Deposit	11/06/2015			Deposit	815 · Accounting - ...	1,000.00		128,533.43
Deposit	11/12/2015			Deposit	-SPLIT-	2,453.75		128,476.09
Deposit	11/12/2015			Deposit	615 · Special Asse...	13,310.59		129,476.09
Deposit	11/12/2015			Deposit	815 · Accounting - ...	295.67		145,240.43
Check	11/13/2015	11326	GARY NELSON	DEPOSIT RETURN	20335 · Deposits P...		400.00	145,536.10
Check	11/13/2015	11327	Melissa Walters	DEPOSIT RETURN	20335 · Deposits P...		50.00	145,136.10
Check	11/13/2015	11328	Tiffany Higgins	DEPOSIT RETURN	20335 · Deposits P...		50.00	145,086.10
Check	11/13/2015	11329	Deborah Larcomb	DEPOSIT RETURN	20335 · Deposits P...		400.00	145,036.10
Check	11/13/2015	11330	Tracy Karekos	VOID: DEPOSIT RET...	20335 · Deposits P...	0.00		144,636.10
Bill Pmt -Check	11/13/2015	11331	AAA Professional S...	INVOICE # 8833	20200 · Accounts ...		1,054.67	144,636.10
Bill Pmt -Check	11/13/2015	11332	Accounting & Consul...		20200 · Accounts ...		356.25	143,571.43
Bill Pmt -Check	11/13/2015	11333	Betty Owen	REIMBURSEMENT F...	20200 · Accounts ...		121.97	143,215.18
Bill Pmt -Check	11/13/2015	11334	BOCC	ACCOUNT NUMBER...	20200 · Accounts ...		383.73	143,093.21
Bill Pmt -Check	11/13/2015	11335	Carlton Fields	INVOICE #865797	20200 · Accounts ...		1,077.00	142,709.48
Bill Pmt -Check	11/13/2015	11336	Chuck Klm	INVOICE #151	20200 · Accounts ...		300.00	141,632.48
Bill Pmt -Check	11/13/2015	11337	Davey	INVOICE # 909556867	20200 · Accounts ...		4,890.00	141,332.48
Bill Pmt -Check	11/13/2015	11338	David O'Donnell	REIMBURSEMENT F...	20200 · Accounts ...		100.54	136,442.48
Bill Pmt -Check	11/13/2015	11339	Doug Belden, Tax C...	ACCOUNT NUMBER...	20200 · Accounts ...		49.85	136,341.94
Bill Pmt -Check	11/13/2015	11340	John E. Probst	REIMBURSEMENT F...	20200 · Accounts ...		103.50	136,292.09
Bill Pmt -Check	11/13/2015	11341	Mark Snellgrove	REIMBURSEMENT F...	20200 · Accounts ...		59.99	136,188.59
Bill Pmt -Check	11/13/2015	11342	Prime Environmenta...	INVOICE #5977	20200 · Accounts ...		192.00	136,128.60
Bill Pmt -Check	11/13/2015	11343	Shelley Stewart	NOV 6 & NOV 13	20200 · Accounts ...		100.00	135,936.60
Bill Pmt -Check	11/13/2015	11344	Doug Belden, Tax C...	ACCOUNT NUMBER...	20200 · Accounts ...		272.60	135,836.60
Check	11/13/2015	11345	Tracy Karekos	DEPOSIT RETURN	20335 · Deposits P...		300.00	135,564.00
Paycheck	11/13/2015	11346	John E Probst		-SPLIT-		621.18	135,264.00
Paycheck	11/13/2015	11347	Laura A Allegri	VOID:	-SPLIT-	0.00		134,642.82
Paycheck	11/13/2015	11348	Laura A Allegri		-SPLIT-		478.62	134,164.20
Deposit	11/19/2015			Deposit	615 · Special Asse...	55,319.04		134,164.20
Check	11/23/2015	DEBIT	Verizon		950 · Telephone		190.71	189,483.24
Paycheck	11/30/2015	11349	John E Probst		-SPLIT-		510.59	189,292.53
Paycheck	11/30/2015	11350	Laura A Allegri		-SPLIT-		487.30	188,781.94
Bill Pmt -Check	11/30/2015	11351	Bureau of Labs	INVOICE #TPA.CAR...	20200 · Accounts ...		60.00	188,294.64
Bill Pmt -Check	11/30/2015	11352	C & S Pump Service	INVOICE# 5324	20200 · Accounts ...		85.00	188,234.64
Bill Pmt -Check	11/30/2015	11353	Carla C. Miniet	NOVEMBER 2015	20200 · Accounts ...		300.00	188,149.64
Bill Pmt -Check	11/30/2015	11354	CNA Surety	POLICY # 61538411	20200 · Accounts ...		157.50	187,849.64
Bill Pmt -Check	11/30/2015	11355	Health E Scape	INVOICE # 2580	20200 · Accounts ...		75.00	187,692.14
Bill Pmt -Check	11/30/2015	11356	Overhead Door Co. ...	WORK ORDER #110...	20200 · Accounts ...		155.00	187,617.14
Bill Pmt -Check	11/30/2015	11357	Quill	INVOICE # 9484563	20200 · Accounts ...		77.98	187,462.14
Bill Pmt -Check	11/30/2015	11358	Republic Waste Ser...	INVOICE # 0696-000...	20200 · Accounts ...		209.50	187,384.16
Bill Pmt -Check	11/30/2015	11359	Shelley Stewart	NOVEMBER 20, 23, 24	20200 · Accounts ...		150.00	187,174.66
Bill Pmt -Check	11/30/2015	11360	Terminex	INVOICE #349703792	20200 · Accounts ...		88.00	187,024.66
Check	11/30/2015	11361	Don Roberts	DEPOSIT RETURN	20335 · Deposits P...		50.00	186,936.66
Check	11/30/2015	11362	Kristine Hawley	DEPOSIT RETURN	20335 · Deposits P...		50.00	186,886.66
Check	11/30/2015	11363	Michael Carelli	DEPOSIT RETURN	20335 · Deposits P...		50.00	186,836.66
Check	11/30/2015	11364	Tiffany Kemp	DEPOSIT RETURN	20335 · Deposits P...		50.00	186,786.66
Check	11/30/2015	11365	Krisli Greene	DEPOSIT RETURN	20335 · Deposits P...		400.00	186,736.66
Check	11/30/2015	11366	Laura Fucarino	DEPOSIT RETURN	20335 · Deposits P...		400.00	186,336.66
Check	11/30/2015	11367	Joshua Thompson	DEPOSIT RETURN	20335 · Deposits P...		50.00	185,936.66
Check	11/30/2015	11368	Terri Arcuri	DEPOSIT RETURN	20335 · Deposits P...		300.00	185,886.66
Check	11/30/2015	11369	BHAUNA MODH	DEPOSIT RETURN	20335 · Deposits P...		400.00	185,586.66
Deposit	11/30/2015			Deposit	-SPLIT-	2,283.42		185,186.66
Check	11/30/2015	DEBIT	Bank of Tampa		-SPLIT-		15,911.69	187,470.08
Deposit	11/30/2015			Deposit	615 · Special Asse...	89,187.84		171,558.39
Check	11/30/2015	DEBIT	Bank of Tampa		815 · Accounting - ...		38.07	260,746.23
Total 10106 · Bank of Tampa 3584						163,850.31	32,608.96	260,708.16
10110 · Petty Cash on Hand								
Total 10110 · Petty Cash on Hand								
15100 · Cash with Fiscal Agent - SBA								
Deposit	11/30/2015			Deposit	610 · Interest	44.13		100.00
Total 15100 · Cash with Fiscal Agent - SBA						44.13	0.00	201,738.28
15110 · Accumulated appre(depr)								
Total 15110 · Accumulated appre(depr)								
Total 10101 · Cash and Cash Equivalents						163,894.44	32,608.96	633.31
13300 · Due from Accounts Receivable								
Total 13300 · Due from Accounts Receivable								
15900 · Prepaid Items								
Total 15900 · Prepaid Items								

Carrollwood Recreation District

General Ledger

As of November 30, 2015

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
16500 · Receivables-Other								250.00
16520 · Deposits Receivable								250.00
Total 16520 · Deposits Receivable								250.00
Total 16500 · Receivables-Other								250.00
18000 · Assets-Capitalized								2,941,184.83
18500 · Land								678,357.07
Total 18500 · Land								678,357.07
18550 · Land Improvements								503,324.93
Total 18550 · Land Improvements								503,324.93
18600 · Buildings								2,271,171.19
Total 18600 · Buildings								2,271,171.19
18650 · Accumulated Deprec-Building								-680,000.00
Total 18650 · Accumulated Deprec-Building								-680,000.00
18800 · Equipment and Furniture								267,638.60
Total 18800 · Equipment and Furniture								267,638.60
18850 · Accumulated Depr-Eqpt and Furn								-99,306.96
Total 18850 · Accumulated Depr-Eqpt and Furn								-99,306.96
Total 18000 · Assets-Capitalized								2,941,184.83
20200 · Accounts Payable								0.00
Bill	11/13/2015	151	Chuck Kim	INVOICE #151	926 · Repairs & Ma...		300.00	-300.00
Bill	11/13/2015	11-6 ...	Shelley Stewart	NOV 6 & NOV 13	915 · Recreation C...		100.00	-400.00
Bill	11/13/2015	REIM...	Mark Snellgrove	REIMBURSEMENT F...	928 · Repairs & Ma...		58.99	-459.99
Bill	11/13/2015	OCT...	John E. Probst	REIMBURSEMENT F...	930 · Salary - Maint...		103.50	-563.49
Bill	11/13/2015	A023...	Doug Belden, Tax C...	ACCOUNT NUMBER...	910 · Property Tax...		49.85	-613.34
Bill	11/13/2015	A022...	Doug Belden, Tax C...	ACCOUNT NUMBER...	910 · Property Tax...		272.60	-885.94
Bill	11/13/2015	865797	Carlton Fields	INVOICE #865797	900 · Professional ...		1,077.00	-1,962.94
Bill	11/13/2015	8833	AAA Professional S...	INVOICE # 8833	940 · Guard Servic...		1,064.67	-3,027.61
Bill	11/13/2015	90955...	Davey	INVOICE # 909556867	860 · Landscaping ...		4,890.00	-7,917.61
Bill	11/13/2015		Betty Owen	REIMBURSEMENT F...	989 · Capital Impro...		121.97	-8,039.58
Bill	11/13/2015	5977	Prime Environmental...	INVOICE #5977	989 · Capital Impro...		192.00	-8,231.58
Bill	11/13/2015		David O'Donnell	REIMBURSEMENT F...	925 · Repairs & Ma...		100.54	-8,332.12
Bill	11/13/2015	1852	Accounting & Consul...	INVOICE #1852	805 · Accounting-B...		56.25	-8,388.37
Bill	11/13/2015	1856	Accounting & Consul...	INVOICE #1856	805 · Accounting-B...		300.00	-8,688.37
Bill	11/13/2015	01826...	BOCC	ACCOUNT NUMBER...	970 · Utilities - Water		383.73	-9,072.10
Bill Pmt -Check	11/13/2015	11331	AAA Professional S...	INVOICE # 8833	10106 · Bank of Ta...	1,064.67		-8,007.43
Bill Pmt -Check	11/13/2015	11332	Accounting & Consul...		10106 · Bank of Ta...	356.25		-7,651.18
Bill Pmt -Check	11/13/2015	11333	Betty Owen	REIMBURSEMENT F...	10106 · Bank of Ta...	121.97		-7,529.21
Bill Pmt -Check	11/13/2015	11334	BOCC	ACCOUNT NUMBER...	10106 · Bank of Ta...	383.73		-7,145.48
Bill Pmt -Check	11/13/2015	11335	Carlton Fields	INVOICE #865797	10106 · Bank of Ta...	1,077.00		-6,068.48
Bill Pmt -Check	11/13/2015	11336	Chuck Kim	INVOICE #151	10106 · Bank of Ta...	300.00		-5,768.48
Bill Pmt -Check	11/13/2015	11337	Davey	INVOICE # 909556867	10106 · Bank of Ta...	4,890.00		-878.48
Bill Pmt -Check	11/13/2015	11338	David O'Donnell	REIMBURSEMENT F...	10106 · Bank of Ta...	100.54		-777.94
Bill Pmt -Check	11/13/2015	11339	Doug Belden, Tax C...	ACCOUNT NUMBER...	10106 · Bank of Ta...	49.85		-728.09
Bill Pmt -Check	11/13/2015	11340	John E. Probst	REIMBURSEMENT F...	10106 · Bank of Ta...	103.50		-624.59
Bill Pmt -Check	11/13/2015	11341	Mark Snellgrove	REIMBURSEMENT F...	10106 · Bank of Ta...	58.99		-564.60
Bill Pmt -Check	11/13/2015	11342	Prime Environmental...	INVOICE #5977	10106 · Bank of Ta...	192.00		-372.60
Bill Pmt -Check	11/13/2015	11343	Shelley Stewart	NOV 6 & NOV 13	10106 · Bank of Ta...	100.00		-272.60
Bill Pmt -Check	11/13/2015	11344	Doug Belden, Tax C...	ACCOUNT NUMBER...	10106 · Bank of Ta...	272.60		0.00
Bill	11/30/2015	0696...	Republic Waste Ser...	INVOICE # 0696-000...	965 · Utilities - Trash		209.50	-209.50
Bill	11/30/2015	110115	Overhead Door Co. ...	WORK ORDER #110...	926 · Repairs & Ma...		155.00	-364.50
Bill	11/30/2015	61568...	CNA Surety	POLICY # 61538411	830 · Insurance - B...		157.50	-522.00
Bill	11/30/2015	NOV ...	Carla C. Miniet	NOVEMBER 2015	825 · Gatekeeper ...		300.00	-822.00
Bill	11/30/2015	2580	Health E Scape	INVOICE # 2580	926 · Repairs & Ma...		75.00	-897.00
Bill	11/30/2015	34970...	Terminex	INVOICE #349703792	890 · Pest Control ...		88.00	-985.00
Bill	11/30/2015	TPA...	Bureau of Labs	INVOICE #TPA.CAR...	855 · Lake Testing		60.00	-1,045.00
Bill	11/30/2015	94845...	Quill	INVOICE # 9484563	870 · Operating Su...		77.98	-1,122.98
Bill	11/30/2015	5324	C & S Pump Service	INVOICE# 5324	928 · Repairs & Ma...		85.00	-1,207.98
Bill	11/30/2015	11/20,...	Shelley Stewart	NOVEMBER 20, 23, 24	915 · Recreation C...		150.00	-1,357.98
Bill Pmt -Check	11/30/2015	11351	Bureau of Labs	INVOICE #TPA.CAR...	10106 · Bank of Ta...	60.00		-1,297.98
Bill Pmt -Check	11/30/2015	11352	C & S Pump Service	INVOICE# 5324	10106 · Bank of Ta...	85.00		-1,212.98
Bill Pmt -Check	11/30/2015	11353	Carla C. Miniet	NOVEMBER 2015	10106 · Bank of Ta...	300.00		-912.98
Bill Pmt -Check	11/30/2015	11354	CNA Surety	POLICY # 61538411	10106 · Bank of Ta...	157.50		-755.48
Bill Pmt -Check	11/30/2015	11355	Health E Scape	INVOICE # 2580	10106 · Bank of Ta...	75.00		-680.48
Bill Pmt -Check	11/30/2015	11356	Overhead Door Co. ...	WORK ORDER #110...	10106 · Bank of Ta...	155.00		-525.48
Bill Pmt -Check	11/30/2015	11357	Quill	INVOICE # 9484563	10106 · Bank of Ta...	77.98		-447.50
Bill Pmt -Check	11/30/2015	11358	Republic Waste Ser...	INVOICE # 0696-000...	10106 · Bank of Ta...	209.50		-238.00
Bill Pmt -Check	11/30/2015	11359	Shelley Stewart	NOVEMBER 20, 23, 24	10106 · Bank of Ta...	150.00		-88.00
Bill Pmt -Check	11/30/2015	11360	Terminex	INVOICE #349703792	10106 · Bank of Ta...	88.00		0.00
Total 20200 · Accounts Payable						10,430.08	10,430.08	0.00

Carrollwood Recreation District

General Ledger

As of November 30, 2015

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
20300 · Accrued Liabilities								-5,987.49
20325 · Payroll Taxes Payable								-1,017.34
24000 · Payroll Liabilities								-1,017.34
Liability Check	11/03/2015	EFTPS	Dept of Treasury	59-1492638	10106 · Bank of Ta...	933.38		-83.96
Paycheck	11/13/2015	11346	John E Probst		10106 · Bank of Ta...		234.64	-318.60
Paycheck	11/13/2015	11346	John E Probst		10106 · Bank of Ta...	0.00		-318.60
Paycheck	11/13/2015	11347	Laura A Allegri	VOID:	10106 · Bank of Ta...	0.00		-318.60
Paycheck	11/13/2015	11348	Laura A Allegri		10106 · Bank of Ta...		103.76	-422.36
Paycheck	11/13/2015	11348	Laura A Allegri		10106 · Bank of Ta...	0.00		-422.36
Paycheck	11/30/2015	11349	John E Probst		10106 · Bank of Ta...		191.82	-614.18
Paycheck	11/30/2015	11349	John E Probst		10106 · Bank of Ta...	0.00		-614.18
Paycheck	11/30/2015	11350	Laura A Allegri		10106 · Bank of Ta...		106.40	-720.58
Paycheck	11/30/2015	11350	Laura A Allegri		10106 · Bank of Ta...	0.00		-720.58
Total 24000 · Payroll Liabilities						933.38	636.62	-720.58
20325 · Payroll Taxes Payable - Other								0.00
Paycheck	11/13/2015	11346	John E Probst		10106 · Bank of Ta...	0.00		0.00
Paycheck	11/13/2015	11347	Laura A Allegri	VOID:	10106 · Bank of Ta...	0.00		0.00
Paycheck	11/13/2015	11348	Laura A Allegri		10106 · Bank of Ta...	0.00		0.00
Paycheck	11/30/2015	11349	John E Probst		10106 · Bank of Ta...	0.00		0.00
Paycheck	11/30/2015	11350	Laura A Allegri		10106 · Bank of Ta...	0.00		0.00
Total 20325 · Payroll Taxes Payable - Other						0.00	0.00	0.00
Total 20325 · Payroll Taxes Payable						933.38	636.62	-720.58
20330 · Sales Tax Payable								-64.65
Check	11/03/2015	DEBIT	FL Dept of Revenue	OCTOBER SALES T...	10106 · Bank of Ta...	57.34		-7.31
Deposit	11/12/2015		-MULTIPLE-	-MULTIPLE-	10106 · Bank of Ta...		88.27	-95.58
Deposit	11/30/2015		-MULTIPLE-	-MULTIPLE-	10106 · Bank of Ta...		75.46	-171.04
Total 20330 · Sales Tax Payable						57.34	163.73	-171.04
20335 · Deposits Payable								-4,905.50
Deposit	11/12/2015		Deposits Payable	-MULTIPLE-	10106 · Bank of Ta...		1,100.00	-6,005.50
Check	11/13/2015	11326	GARY NELSON	DEPOSIT RETURN	10106 · Bank of Ta...	400.00		-5,605.50
Check	11/13/2015	11327	Melissa Walters	DEPOSIT RETURN	10106 · Bank of Ta...	50.00		-5,555.50
Check	11/13/2015	11328	Tiffany Higgins	DEPOSIT RETURN	10106 · Bank of Ta...	50.00		-5,505.50
Check	11/13/2015	11329	Deborah Larcomb	DEPOSIT RETURN	10106 · Bank of Ta...	400.00		-5,105.50
Check	11/13/2015	11330	Tracy Karekos	DEPOSIT RETURN	10106 · Bank of Ta...	0.00		-5,105.50
Check	11/13/2015	11345	Tracy Karekos	DEPOSIT RETURN	10106 · Bank of Ta...	300.00		-4,805.50
Check	11/30/2015	11361	Don Roberts	DEPOSIT RETURN	10106 · Bank of Ta...	50.00		-4,755.50
Check	11/30/2015	11362	Kristine Hawley	DEPOSIT RETURN	10106 · Bank of Ta...	50.00		-4,705.50
Check	11/30/2015	11363	Michael Carelli	DEPOSIT RETURN	10106 · Bank of Ta...	50.00		-4,655.50
Check	11/30/2015	11364	Tiffany Kemp	DEPOSIT RETURN	10106 · Bank of Ta...	50.00		-4,605.50
Check	11/30/2015	11365	Kristi Greene	DEPOSIT RETURN	10106 · Bank of Ta...	400.00		-4,205.50
Check	11/30/2015	11366	Laura Fucarino	DEPOSIT RETURN	10106 · Bank of Ta...	400.00		-3,805.50
Check	11/30/2015	11367	Joshua Thompson	DEPOSIT RETURN	10106 · Bank of Ta...	50.00		-3,755.50
Check	11/30/2015	11368	Terri Arcuri	DEPOSIT RETURN	10106 · Bank of Ta...	300.00		-3,455.50
Check	11/30/2015	11369	BHAUNA MODH	DEPOSIT RETURN	10106 · Bank of Ta...	400.00		-3,055.50
Deposit	11/30/2015		Deposits Payable	-MULTIPLE-	10106 · Bank of Ta...		750.00	-3,805.50
Total 20335 · Deposits Payable						2,950.00	1,850.00	-3,805.50
Total 20300 · Accrued Liabilities						3,940.72	2,650.35	-4,697.12
22000 · Paid from Restricted Assets								-1,439,129.52
22005 · Construction Line of Credit								-1,439,129.52
Total 22005 · Construction Line of Credit								-1,439,129.52
Total 22000 · Paid from Restricted Assets								-1,439,129.52
30000 · Undesignated Fund Balance								-419,279.36
Total 30000 · Undesignated Fund Balance								-419,279.36
30010 · Fund Balance-Construction LOC								1,598,877.52
Total 30010 · Fund Balance-Construction LOC								1,598,877.52
30020 · Fund Balance-Capital Assets								-3,006,723.83
Total 30020 · Fund Balance-Capital Assets								-3,006,723.83
32000 · Retained Fund Balance								-101,600.36
Total 32000 · Retained Fund Balance								-101,600.36
GENERAL								-2,952.74
605 · Rec Center Room Charges								-325.50
Deposit	11/12/2015		Room Charges	-MULTIPLE-	10106 · Bank of Ta...		1,205.00	-1,530.50
Deposit	11/30/2015		Room Charges	-MULTIPLE-	10106 · Bank of Ta...		1,050.00	-2,580.50
Total 605 · Rec Center Room Charges						0.00	2,255.00	-2,580.50
610 · Interest								-45.72
Deposit	11/30/2015			INTEREST INCOME	15100 · Cash with ...		44.13	-89.85
Total 610 · Interest						0.00	44.13	-89.85

Carrollwood Recreation District

General Ledger

As of November 30, 2015

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
615 · Special Assessments								-2,441.32
Deposit	11/12/2015			Deposit	10106 · Bank of Ta...		13,310.59	-15,751.91
Deposit	11/19/2015			Deposit	10106 · Bank of Ta...		55,319.04	-71,070.95
Deposit	11/30/2015		Miscellaneous	RETURN OF EXCES...	10106 · Bank of Ta...		121.60	-71,192.55
Deposit	11/30/2015			Deposit	10106 · Bank of Ta...		89,187.84	-160,380.39
Total 615 · Special Assessments						0.00	157,939.07	-160,380.39
620 · Other								-140.20
Deposit	11/12/2015		Miscellaneous	-MULTIPLE-	10106 · Bank of Ta...		60.48	-200.68
Deposit	11/30/2015		Miscellaneous	KEY SALES	10106 · Bank of Ta...		28.04	-228.72
Total 620 · Other						0.00	88.52	-228.72
Total GENERAL						0.00	160,326.72	-163,279.46
03 PRESIDENT								2,448.71
825 · Gatekeeper Service								310.00
Bill	11/30/2015	NOV ...	Carla C. Miniet	NOVEMBER 2015	20200 · Accounts ...	300.00		610.00
Total 825 · Gatekeeper Service						300.00	0.00	610.00
830 · Insurance - Bonds								0.00
Bill	11/30/2015	61568...	CNA Surety	POLICY # 61568411	20200 · Accounts ...	157.50		157.50
Total 830 · Insurance - Bonds						157.50	0.00	157.50
850 · Insurance - Workers Comp								0.00
Deposit	11/30/2015		Miscellaneous	RETURN OF OVERP...	10106 · Bank of Ta...		258.32	-258.32
Total 850 · Insurance - Workers Comp						0.00	258.32	-258.32
870 · Operating Supplies								549.45
Bill	11/30/2015	94845...	Quill	INVOICE # 9484563	20200 · Accounts ...	77.98		627.43
Total 870 · Operating Supplies						77.98	0.00	627.43
900 · Professional Services								94.50
Bill	11/13/2015	865797	Carlton Fields	INVOICE #865797	20200 · Accounts ...	1,077.00		1,171.50
Total 900 · Professional Services						1,077.00	0.00	1,171.50
960 · Utilities - TECO								938.20
Total 960 · Utilities - TECO								938.20
970 · Utilities - Water								556.56
Bill	11/13/2015	01826...	BOCC	ACCOUNT NUMBER...	20200 · Accounts ...	383.73		940.29
Total 970 · Utilities - Water						383.73	0.00	940.29
Total 03 PRESIDENT						1,996.21	258.32	4,186.60
05 TREASURER								45,462.36
805 · Accounting-Bookkeeper								80.00
Bill	11/13/2015	1852	Accounting & Consul...	INVOICE # 1852	20200 · Accounts ...	56.25		136.25
Bill	11/13/2015	1856	Accounting & Consul...	INVOICE # 1856	20200 · Accounts ...	300.00		436.25
Total 805 · Accounting-Bookkeeper						356.25	0.00	436.25
815 · Accounting - Bank Charges/Fees								1,295.67
Deposit	11/08/2015			REFUND OF SERVI...	10106 · Bank of Ta...		1,000.00	295.67
Deposit	11/12/2015			REFUND OF SERVI...	10106 · Bank of Ta...		295.67	0.00
Check	11/30/2015	DEBIT	Bank of Tampa		10106 · Bank of Ta...	38.07		38.07
Total 815 · Accounting - Bank Charges/Fees						38.07	1,295.67	38.07
875 · Board Fee - State								175.00
Total 875 · Board Fee - State								175.00
910 · Property Taxes - Non-Ad Valorem								0.00
Bill	11/13/2015	A023...	Doug Belden, Tax C...	ACCOUNT NUMBER...	20200 · Accounts ...	49.85		49.85
Bill	11/13/2015	A022...	Doug Belden, Tax C...	ACCOUNT NUMBER...	20200 · Accounts ...	272.60		322.45
Total 910 · Property Taxes - Non-Ad Valorem						322.45	0.00	322.45
920 · Rent/Leases - CCA								28,000.00
Total 920 · Rent/Leases - CCA								28,000.00
977 · Debt Service - Principal								12,845.85
Check	11/30/2015	DEBIT	Bank of Tampa		10106 · Bank of Ta...	12,777.50		25,623.35
Total 977 · Debt Service - Principal						12,777.50	0.00	25,623.35
979 · Debt Service - Interest								3,065.84
Check	11/30/2015	DEBIT	Bank of Tampa		10106 · Bank of Ta...	3,134.19		6,200.03
Total 979 · Debt Service - Interest						3,134.19	0.00	6,200.03
Total 05 TREASURER						16,628.46	1,295.67	60,795.15
07 WHITE SANDS BEACH								603.11
855 · Lake Testing								310.00
Bill	11/30/2015	TPA....	Bureau of Labs	INVOICE #TPA.CAR...	20200 · Accounts ...	60.00		370.00
Total 855 · Lake Testing						60.00	0.00	370.00

Carrollwood Recreation District
General Ledger
As of November 30, 2015

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
924 · Repairs & Maint WSB								293.11
Total 924 · Repairs & Maint WSB								293.11
940 · Guard Service WSB								0.00
Bill	11/13/2015	8833	AAA Professional S...	INVOICE # 8833	20200 · Accounts ...	1,064.67		1,064.67
Total 940 · Guard Service WSB						1,064.67	0.00	1,064.67
Total 07 WHITE SANDS BEACH						1,124.67	0.00	1,727.78
09 SCOTTY COOPER PARK								73.75
925 · Repairs & Maint SCP								73.75
Bill	11/13/2015		David O'Donnell	REIMBURSEMENT F...	20200 · Accounts ...	100.54		174.29
Total 925 · Repairs & Maint SCP						100.54	0.00	174.29
Total 09 SCOTTY COOPER PARK						100.54	0.00	174.29
11 Original Carrollwood Park								1,808.50
926 · Repairs & Maint OCP								1,808.50
Bill	11/13/2015	151	Chuck Kim	INVOICE #151	20200 · Accounts ...	300.00		2,108.50
Bill	11/30/2015	110115	Overhead Door Co. ...	WORK ORDER # 11...	20200 · Accounts ...	155.00		2,263.50
Bill	11/30/2015	2580	Health E Scape	INVOICE #2580	20200 · Accounts ...	75.00		2,338.50
Total 926 · Repairs & Maint OCP						530.00	0.00	2,338.50
Total 11 Original Carrollwood Park						530.00	0.00	2,338.50
15 RECREATION CENTER								21,254.45
865 · Office Supplies Rec Center								72.27
Total 865 · Office Supplies Rec Center								72.27
885 · Payroll Taxes								284.19
Paycheck	11/13/2015	11346	John E Probst		10106 · Bank of Ta...	60.82		345.01
Paycheck	11/13/2015	11347	Laura A Allegri	VOID:	10106 · Bank of Ta...	0.00		345.01
Paycheck	11/13/2015	11348	Laura A Allegri		10106 · Bank of Ta...	41.38		386.39
Paycheck	11/30/2015	11349	John E Probst		10106 · Bank of Ta...	49.91		436.30
Paycheck	11/30/2015	11350	Laura A Allegri		10106 · Bank of Ta...	42.20		478.50
Total 885 · Payroll Taxes						194.31	0.00	478.50
890 · Pest Control Rec Center								0.00
Bill	11/30/2015	34970...	Terminex	INVOICE # 349703792	20200 · Accounts ...	88.00		88.00
Total 890 · Pest Control Rec Center						88.00	0.00	88.00
915 · Recreation Center Cleaning								500.00
Bill	11/13/2015	11-6 ...	Shelley Stewart	NOV 6 & NOV 13	20200 · Accounts ...	100.00		600.00
Paycheck	11/13/2015	11347	Laura A Allegri	VOID:	10106 · Bank of Ta...	0.00		600.00
Paycheck	11/13/2015	11348	Laura A Allegri		10106 · Bank of Ta...	100.00		700.00
Bill	11/30/2015	11/20,...	Shelley Stewart	NOVEMBER 20, 23, 24	20200 · Accounts ...	150.00		850.00
Paycheck	11/30/2015	11350	Laura A Allegri		10106 · Bank of Ta...	100.00		950.00
Total 915 · Recreation Center Cleaning						450.00	0.00	950.00
928 · Repairs & Maint Rec Center								1,122.63
Bill	11/13/2015	REIM...	Mark Snellgrove	REIMBURSEMENT F...	20200 · Accounts ...	59.99		1,182.62
Bill	11/30/2015	5324	C & S Pump Service	INVOICE# 5324	20200 · Accounts ...	85.00		1,267.62
Total 928 · Repairs & Maint Rec Center						144.99	0.00	1,267.62
930 · Salary - Maintenance								2,308.65
Bill	11/13/2015	OCT/...	John E. Probst	REIMBURSEMENT F...	20200 · Accounts ...	103.50		2,412.15
Paycheck	11/13/2015	11346	John E Probst		10106 · Bank of Ta...	795.00		3,207.15
Paycheck	11/30/2015	11349	John E Probst		10106 · Bank of Ta...	652.50		3,859.65
Total 930 · Salary - Maintenance						1,551.00	0.00	3,859.65
935 · Salary - Office								1,193.50
Paycheck	11/13/2015	11347	Laura A Allegri	VOID:	10106 · Bank of Ta...	0.00		1,193.50
Paycheck	11/13/2015	11348	Laura A Allegri		10106 · Bank of Ta...	441.00		1,634.50
Paycheck	11/30/2015	11350	Laura A Allegri		10106 · Bank of Ta...	451.50		2,086.00
Total 935 · Salary - Office						892.50	0.00	2,086.00
950 · Telephone								190.71
Check	11/23/2015	DEBIT	Verizon		10106 · Bank of Ta...	190.71		381.42
Total 950 · Telephone						190.71	0.00	381.42
965 · Utilities - Trash								134.50
Bill	11/30/2015	0696-...	Republic Waste Ser...	INVOICE # 0696-000...	20200 · Accounts ...	209.50		344.00
Total 965 · Utilities - Trash						209.50	0.00	344.00
988 · Capital Improvements Rec Ctr								15,448.00
Total 988 · Capital Improvements Rec Ctr								15,448.00
Total 15 RECREATION CENTER						3,721.01	0.00	24,975.46

Carrollwood Recreation District
General Ledger
As of November 30, 2015

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
17 GROUNDS								10,180.80
860 · Landscaping Monthly								4,690.00
Bill	11/13/2015	90955...	Davey	INVOICE #909556867	20200 · Accounts ...	4,690.00		9,780.00
Total 860 · Landscaping Monthly						4,690.00	0.00	9,780.00
929 · Repairs & Maint Grounds								1,340.80
Total 929 · Repairs & Maint Grounds								1,340.80
955 · Tree Trimming								3,950.00
Total 955 · Tree Trimming								3,950.00
Total 17 GROUNDS						4,890.00	0.00	15,070.80
19 COMMUNITY DEVELOPMENT								0.00
989 · Capital Improvements Comm Dev								0.00
Bill	11/13/2015		Betty Owen	REIMBURSEMENT F...	20200 · Accounts ...	121.97		121.97
Bill	11/13/2015	5977	Prime Environmental...	INVOICE #5977	20200 · Accounts ...	192.00		313.97
Total 989 · Capital Improvements Comm Dev						313.97	0.00	313.97
Total 19 COMMUNITY DEVELOPMENT						313.97	0.00	313.97
66000 · Payroll Expenses								0.00
Paycheck	11/13/2015	11346	John E Probst		10106 · Bank of Ta...	0.00		0.00
Paycheck	11/13/2015	11347	Laura A Allegri	VOID:	10106 · Bank of Ta...	0.00		0.00
Paycheck	11/13/2015	11348	Laura A Allegri		10106 · Bank of Ta...	0.00		0.00
Paycheck	11/30/2015	11349	John E Probst		10106 · Bank of Ta...	0.00		0.00
Paycheck	11/30/2015	11350	Laura A Allegri		10106 · Bank of Ta...	0.00		0.00
Total 66000 · Payroll Expenses						0.00	0.00	0.00
TOTAL						207,570.10	207,570.10	0.00

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Carrollwood Recreation District
Reconciliation Summary
10106 · Bank of Tampa 3584, Period Ending 11/30/2015

	<u>Nov 30, 15</u>
Beginning Balance	185,905.74
Cleared Transactions	
Checks and Payments - 50 items	-82,953.41
Deposits and Credits - 9 items	163,850.31
Total Cleared Transactions	<u>80,896.90</u>
Cleared Balance	<u>266,802.64</u>
Uncleared Transactions	
Checks and Payments - 31 items	<u>-6,094.48</u>
Total Uncleared Transactions	<u>-6,094.48</u>
Register Balance as of 11/30/2015	<u>260,708.16</u>
Ending Balance	<u>260,708.16</u>

Carrollwood Recreation District
Reconciliation Detail
10106 - Bank of Tampa 3584, Period Ending 11/30/2015

Type	Date	Num	Name	Cir	Amount	Balance
Beginning Balance						185,905.74
Cleared Transactions						
Checks and Payments - 50 items						
Bill Pmt -Check	09/30/2015	11312	Clean Sweep Press...	X	-600.00	-600.00
Check	09/30/2015	11276	Vilma Cruz-Montes...	X	-400.00	-1,000.00
Check	10/16/2015	11293	Lana Vargo	X	-400.00	-1,400.00
Check	10/16/2015	11292	Vilma Cruz-Montes...	X	-374.50	-1,774.50
Bill Pmt -Check	10/16/2015	11289	Shelley Stewart	X	-100.00	-1,874.50
Check	10/16/2015	11295	Kathy Gorski	X	-50.00	-1,924.50
Bill Pmt -Check	10/29/2015	11302	Carrollwood Civic A...	X	-28,000.00	-29,924.50
Bill Pmt -Check	10/29/2015	11311	Seminole Air Condit...	X	-15,448.00	-45,372.50
Bill Pmt -Check	10/29/2015	11313	Omega Tree & Nur...	X	-3,600.00	-48,972.50
Bill Pmt -Check	10/29/2015	11324	LDH Electrical	X	-1,264.24	-50,236.74
Bill Pmt -Check	10/29/2015	11314	Horner Environment...	X	-1,250.00	-51,486.74
Bill Pmt -Check	10/29/2015	11305	Health E Scape	X	-460.00	-51,946.74
Bill Pmt -Check	10/29/2015	11300	Carl's Lock & Key	X	-400.00	-52,346.74
Bill Pmt -Check	10/29/2015	11298	AFC FLOOR CARE...	X	-300.00	-52,646.74
Bill Pmt -Check	10/29/2015	11308	Republic Waste Ser...	X	-134.50	-52,781.24
Bill Pmt -Check	10/29/2015	11309	Seminole Air Condit...	X	-121.38	-52,902.62
Bill Pmt -Check	10/29/2015	11310	Shelley Stewart	X	-100.00	-53,002.62
Bill Pmt -Check	10/29/2015	11301	Carlton Fields	X	-94.50	-53,097.12
Bill Pmt -Check	10/29/2015	11304	David O'Donnell	X	-73.75	-53,170.87
Bill Pmt -Check	10/29/2015	11307	Quill	X	-72.27	-53,243.14
Bill Pmt -Check	10/29/2015	11299	Bureau of Labs	X	-69.00	-53,303.14
Paycheck	10/30/2015	11322	John E Probst	X	-674.83	-53,977.97
Bill Pmt -Check	10/30/2015	11325	Chuck Kim	X	-600.00	-54,577.97
Paycheck	10/30/2015	11323	Laura A Allegri	X	-432.89	-55,010.86
Check	10/30/2015	11315	Cristina Bilek	X	-300.00	-55,310.86
Check	10/30/2015	11316	Jessica Kelso	X	-50.00	-55,360.86
Check	10/30/2015	11318	Pete Young	X	-50.00	-55,410.86
Check	10/30/2015	11317	Sharon Fender	X	-50.00	-55,460.86
Check	10/30/2015	11321	CASH	X	-28.07	-55,488.93
Liability Check	11/03/2015	EFTPS	Dept of Treasury	X	-933.38	-56,422.31
Check	11/03/2015	DEBIT	FL Dept of Revenue	X	-57.34	-56,479.65
Bill Pmt -Check	11/13/2015	11337	Davey	X	-4,890.00	-61,369.65
Bill Pmt -Check	11/13/2015	11335	Carlton Fields	X	-1,077.00	-62,446.65
Bill Pmt -Check	11/13/2015	11331	AAA Professional S...	X	-1,064.67	-63,511.32
Paycheck	11/13/2015	11346	John E Probst	X	-621.18	-64,132.50
Check	11/13/2015	11326	GARY NELSON	X	-400.00	-64,532.50
Bill Pmt -Check	11/13/2015	11334	BOCC	X	-383.73	-64,916.23
Bill Pmt -Check	11/13/2015	11332	Accounting & Cons...	X	-356.25	-65,272.48
Check	11/13/2015	11345	Tracy Karekos	X	-300.00	-65,572.48
Bill Pmt -Check	11/13/2015	11336	Chuck Kim	X	-300.00	-65,872.48
Bill Pmt -Check	11/13/2015	11344	Doug Belden, Tax ...	X	-272.60	-66,145.08
Bill Pmt -Check	11/13/2015	11342	Prime Environment...	X	-192.00	-66,337.08
Bill Pmt -Check	11/13/2015	11333	Betty Owen	X	-121.97	-66,459.05
Bill Pmt -Check	11/13/2015	11340	John E. Probst	X	-103.50	-66,562.55
Bill Pmt -Check	11/13/2015	11338	David O'Donnell	X	-100.54	-66,663.09
Bill Pmt -Check	11/13/2015	11343	Shelley Stewart	X	-100.00	-66,763.09
Bill Pmt -Check	11/13/2015	11339	Doug Belden, Tax ...	X	-49.85	-66,812.94
Check	11/23/2015	DEBIT	Verizon	X	-190.71	-67,003.65
Check	11/30/2015	DEBIT	Bank of Tampa	X	-15,911.69	-82,915.34
Check	11/30/2015	DEBIT	Bank of Tampa	X	-38.07	-82,953.41
Total Checks and Payments					-82,953.41	-82,953.41
Deposits and Credits - 9 items						
Deposit	11/06/2015			X	1,000.00	1,000.00
Deposit	11/12/2015			X	295.67	1,295.67
Deposit	11/12/2015			X	2,453.75	3,749.42
Deposit	11/12/2015			X	13,310.59	17,060.01
Check	11/13/2015	11330	Tracy Karekos	X	0.00	17,060.01
Paycheck	11/13/2015	11347	Laura A Allegri	X	0.00	17,060.01
Deposit	11/19/2015			X	55,319.04	72,379.05
Deposit	11/30/2015			X	2,283.42	74,662.47
Deposit	11/30/2015			X	89,187.84	163,850.31
Total Deposits and Credits					163,850.31	163,850.31
Total Cleared Transactions					80,896.90	80,896.90
Cleared Balance					80,896.90	266,802.64

Carrollwood Recreation District
Reconciliation Detail
10106 - Bank of Tampa 3584, Period Ending 11/30/2015

Type	Date	Num	Name	Clr	Amount	Balance
Uncleared Transactions						
Checks and Payments - 31 items						
Bill Pmt -Check	07/10/2015	11170	Davey		-750.00	-750.00
Check	08/07/2015	11196	Frank Lastra		-50.00	-800.00
Check	09/04/2015	11235	Stephen Hlrshorn		-50.00	-850.00
Check	10/30/2015	11320	Norma Tempest		-50.00	-900.00
Check	10/30/2015	11319	Christine Rogan		-50.00	-950.00
Paycheck	11/13/2015	11348	Laura A Allegri		-478.62	-1,428.62
Check	11/13/2015	11329	Deborah Larcomb		-400.00	-1,828.62
Bill Pmt -Check	11/13/2015	11341	Mark Snellgrove		-59.99	-1,888.61
Check	11/13/2015	11327	Melissa Walters		-50.00	-1,938.61
Check	11/13/2015	11328	Tiffany Higgins		-50.00	-1,988.61
Paycheck	11/30/2015	11349	John E Probst		-510.59	-2,499.20
Paycheck	11/30/2015	11350	Laura A Allegri		-487.30	-2,986.50
Check	11/30/2015	11366	Laura Fucarino		-400.00	-3,386.50
Check	11/30/2015	11369	BHAUNA MODH		-400.00	-3,786.50
Check	11/30/2015	11365	Kristi Greene		-400.00	-4,186.50
Bill Pmt -Check	11/30/2015	11353	Carla C. Miniet		-300.00	-4,486.50
Check	11/30/2015	11368	Terri Arcuri		-300.00	-4,786.50
Bill Pmt -Check	11/30/2015	11358	Republic Waste Ser...		-209.50	-4,996.00
Bill Pmt -Check	11/30/2015	11354	CNA Surety		-157.50	-5,153.50
Bill Pmt -Check	11/30/2015	11356	Overhead Door Co. ...		-155.00	-5,308.50
Bill Pmt -Check	11/30/2015	11359	Shelley Stewart		-150.00	-5,458.50
Bill Pmt -Check	11/30/2015	11360	Terminex		-88.00	-5,546.50
Bill Pmt -Check	11/30/2015	11352	C & S Pump Service		-85.00	-5,631.50
Bill Pmt -Check	11/30/2015	11357	Quill		-77.98	-5,709.48
Bill Pmt -Check	11/30/2015	11355	Health E Scape		-75.00	-5,784.48
Bill Pmt -Check	11/30/2015	11351	Bureau of Labs		-60.00	-5,844.48
Check	11/30/2015	11361	Don Roberts		-50.00	-5,894.48
Check	11/30/2015	11362	Kristine Hawley		-50.00	-5,944.48
Check	11/30/2015	11364	Tiffany Kemp		-50.00	-5,994.48
Check	11/30/2015	11367	Joshua Thompson		-50.00	-6,044.48
Check	11/30/2015	11363	Michael Carelli		-50.00	-6,094.48
Total Checks and Payments					-6,094.48	-6,094.48
Total Uncleared Transactions					-6,094.48	-6,094.48
Register Balance as of 11/30/2015					74,802.42	260,708.16
Ending Balance					74,802.42	260,708.16