

**EPPERSON RANCH
COMMUNITY DEVELOPMENT DISTRICT**

Advanced Meeting Package

**Board of Supervisors
Regular Meeting**

**Wednesday
February 13, 2019**

6:00 p.m.

**Holiday Inn Express
2775 Cypress Ridge Blvd
Wesley Chapel, Florida**

*Note: The Advanced Meeting Package is a working document and thus all materials are considered **DRAFTS** prior to presentation and Board acceptance, approval or adoption.*

EPPERSON RANCH COMMUNITY DEVELOPMENT DISTRICT AGENDA

Holiday Inn Express
2775 Cypress Ridge Blvd
Wesley Chapel, Florida

District Board of Supervisors	Mike Lawson Doug Draper Lori Price	Chairman Vice Chairman Assistant Secretary
District Manager	Paul Cusmano Lore Yeira	DPFG DPFG
District Attorney	Vivek Babbar	Straley Robin Vericker
District Engineer	Tonja Stewart	Stantec Consulting Services, Inc.

All cellular phones and pagers must be turned off during the meeting.

The District Agenda is comprised of six different sections:

The first section which is called **Audience Questions and Comments**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING. The second section is called **Administrative Matters** and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Business Matters**. The business matters section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 374-9105 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called **Staff Reports**. This section allows the District Manager and Maintenance Supervisor to update the Board of Supervisors on any pending issues that are being researched for Board action. The fifth section which is called **Audience Comments on Other Items** provides members of the Audience the opportunity to comment on matters of concern to them that were not addressed during the meeting. The same guidelines used during the first audience comment section will apply here as well. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 374-9105, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

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

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EPPERSON RANCH COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: **Wednesday, February 13, 2019**

Time: 6:00 p.m.

Location: Holiday Inn Express
2775 Cypress Ridge Blvd
Wesley Chapel, Florida

Conference Call No.: (563) 999-2090

Code: 686859#

AGENDA

I. Roll Call

II. Audience Comments

III. Consent Agenda

- | | | |
|-----------|---|------------------|
| A. | Approval of November 6, 2018 Regular
and Land Owners Meeting Minutes | Exhibit 1 |
| B. | Approval of October and December 2018
Unaudited Financial Statements | Exhibit 2 |

IV. Business Matters

V. Staff Reports

- | | | |
|-----------|---|------------------|
| A. | District Manager | |
| 1. | Ratification of DiBartolomeo Audit Agreement | Exhibit 3 |
| 2. | Consideration and Approval of Brightview Addendum
Adding Phase 2 | Exhibit 4 |
| 3. | Aquatic Systems November and December 2018 Reports | Exhibit 5 |
| 4. | January 2019 DPFPG Field Report (separate cover) | Exhibit 6 |
| B. | Attorney | |
| C. | District Engineer | |

VI. Supervisors Requests

VII. Audience Questions and Comments on Other Items

VIII. Adjournment

Exhibit 1

Chairman, **Mr. Doug Draper** to serve as Vice Chairman, and **Ms. Lori Price, Ms. Sonia Valentin,** and **Ms. Christie Ray** to serve as Assistant Secretaries; District staffing as follows: **Mr. Paul Cusmano** as Secretary, **Ms. Patricia Comings-Thibault** as Treasurer, **Mr. Maik Aagaard** as Assistant Treasurer; and **Ms. Lore Yeira** and **Ms. Janet Johns** as Assistant Secretaries for the Epperson Ranch Community Development District.

FOURTH ORDER OF BUSINESS – Staff Reports

Ms. Yeira opened the floor for the district staff to present their reports and reviewed the Aquatic Systems, Inc. Lake & Wetland Services (“Aquatic Systems”) Waterway Inspection Reports from September 2018 (**Exhibit 5**) and October 2018 (**Exhibit 6**).

FIFTH ORDER OF BUSINESS – Supervisors Requests

Ms. Yeira opened the floor for the supervisors to present their requests. There being none, next item followed.

SIXTH ORDER OF BUSINESS – Audience Questions and Comments on Other Items

Ms. Yeira opened the floor for the audience to ask questions and to make comments on other items. A resident asked when the street lights are going to be installed and expressed concerns about safety in the community. Discussion ensued. A resident, being new to the state of Florida, asked for a summary of what a community development district (“CDD”) is. Discussion ensued. A resident asked when the tot lot would be constructed. Discussion ensued. A resident noted that the oak trees at the entrance are dying out. Discussion ensued.

SEVENTH ORDER OF BUSINESS – Adjournment

Ms. Yeira asked for final questions, comments, or corrections before adjourning the meeting. There being none, Mr. Lawson made a motion to adjourn the meeting.

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board adjourned the meeting for the Epperson Ranch Community Development District.

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

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.

Signature

Signature

Printed Name

Printed Name

Title: ☐ Secretary ☐ Assistant Secretary

Title: ☐ Chairman ☐ Vice Chairman

1 **MINUTES OF LANDOWNERS MEETING**
2 **EPPERSON RANCH**
3 **COMMUNITY DEVELOPMENT DISTRICT**
4

5 The Landowners Meeting of the Board of Supervisors of the Epperson Ranch Community
6 Development District was held on Tuesday, November 6, 2018 at 9:00 a.m. at the Residence Inn, 2101
7 Northpointe Parkway, Lutz, Florida 33558.
8

9 **FIRST ORDER OF BUSINESS – Call To Order**

10 Mr. Cusmano called the meeting to order.
11

12 **SECOND ORDER OF BUSINESS – Landowners Meeting**

13 **A. Determination of Number of Voting Units Represented**

14 Mr. Cusmano reported that the number of voting units represented were **94**.

15 **B. Election of a Chairperson for the Purpose of Conducting the Landowners Meeting**

16 Mr. Cusmano stated that **Mr. Mike Lawson** was elected to serve as the Chairman.

17 **C. Nominations for the Position of Supervisor (3)**

18 Mr. Cusmano stated the nominations for the Position of Supervisor to be:

19 ➤ **Seat 1:** Mike Lawson

20 ➤ **Seat 2:** Doug Draper

21 ➤ **Seat 3:** Lori Price

22 ➤ **Seat 4:** Sonia Valentin

23 ➤ **Seat 5:** Christie Ray

24 **D. Casting of Ballots**

25 Mr. Cusmano stated that the Casting of Ballots had been completed.

26 **E. Tabulation of Ballots**

27 Mr. Cusmano stated that the ballots had been tabulated to be:

28 ➤ **Seat 1:** Mike Lawson with **90** Votes

29 ➤ **Seat 2:** Doug Draper with **90** Votes

30 ➤ **Seat 3:** Lori Price with **85** Votes

31 ➤ **Seat 4:** Sonia Valentin with **85** Votes

32 ➤ **Seat 5:** Christie Ray with **85** Votes

33 **F. Landowners Questions or Comments**

34 There being none, next item followed.
35

36 **THIRD ORDER OF BUSINESS – Adjournment**

37 Mr. Cusmano asked for final questions, comments, or corrections before adjourning the meeting.
38 There being none, Mr. Lawson made a motion to adjourn the meeting.

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board adjourned the landowners meeting for the Epperson Ranch Community Development District.

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

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.

Signature

Signature

Printed Name

Printed Name

Title: ☐ **Secretary** ☐ **Assistant Secretary**

Title: ☐ **Chairman** ☐ **Vice Chairman**

Exhibit 2

Epperson Ranch CDD
Financial Report Summary - General Fund & Construction Fund
10/31/2018

For The Period Ending :	GENERAL FUND 10/31/2018	CONSTRUCTION 2017 A1 10/31/2018
CASH BALANCE	\$ 25,499	\$ 4,991
PLUS: ACCOUNTS RECEIVABLE - OFF ROLL	37,337	-
PLUS: ACCOUNTS RECEIVABLE - ON ROLL	729,991	-
PLUS: ACCOUNTS RECEIVABLE - OTHER	80	1,076,378
LESS: ACCOUNTS PAYABLE	(79,282)	(1,512,811)
NET CASH BALANCE	\$ 713,624	\$ (431,441)

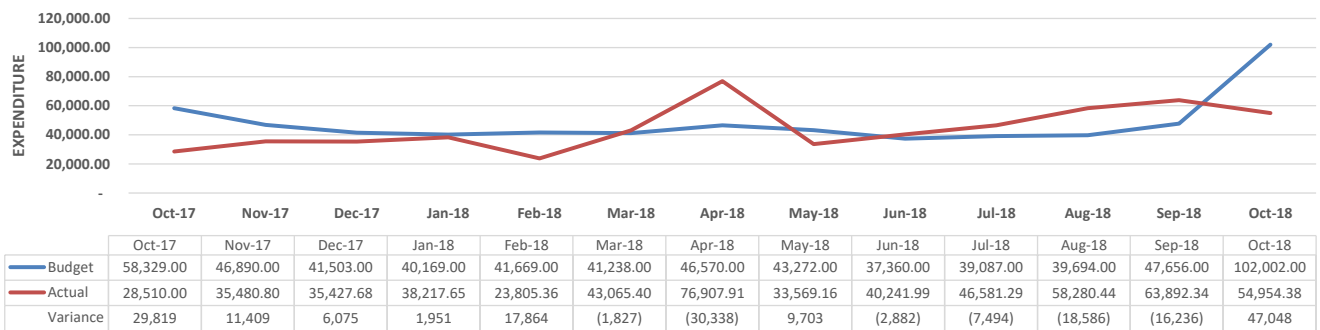
GENERAL FUND REVENUE AND EXPENDITURES (FY 2018 YTD):

	10/31/2018 ACTUAL YEAR-TO-DATE	10/31/2018 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE (YTD) COLLECTED	\$ -	\$ -	\$ -
EXPENDITURES (YTD)	(54,954)	(102,002)	47,048
NET OPERATING CHANGE	\$ (54,954)	\$ (102,002)	\$ 47,048
AVERAGE MONTHLY EXPENDITURES	\$ 54,954	\$ 102,002	\$ 47,048
PROJECTED EOY BASED ON AVERAGE	\$ 659,453	\$ 924,267	\$ 264,814

GENERAL FUND SIGNIFICANT FINANCIAL ACTIVITY:

	10/31/2018 ACTUAL YEAR-TO-DATE	10/31/2018 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE:			
ASSESSMENTS-ON-ROLL (NET)	\$ -	\$ -	\$ -
ASSESSMENTS-OFF-ROLL (NET)	-	-	-
MISCELLANEOUS REVENUE	-	-	-
EXPENDITURES:			
ADMINISTRATIVE EXPENDITURES	17,422	37,062	19,640
FIELD SERVICE EXPENDITURES - LANDSCAPE	27,082	41,475	14,393
FIELD SERVICE EXPENDITURES - STREETLIGHTS	-	11,800	11,800
FIELD SERVICE EXPENDITURES - POND MAINTENANCE	2,504	3,750	1,246
FIELD SERVICE EXPENDITURES - SECURITY	-	1,050	1,050
FIELD SERVICE EXPENDITURES - OTHER	7,945.69	6,864.61	(1,081)
UNBUDGETED EXPENDITURES	-	-	-
TOTAL EXPENDITURES	\$ 54,954	\$ 102,002	\$ 47,048

**HISTORICAL GENERAL FUND BUDGET VS ACTUAL EXPENDITURES
COMPARISON**



No New P.O.s

Epperson Ranch CDD
Financial Report Summary - General Fund & Construction Fund
12/31/2018

For The Period Ending :	GENERAL FUND 12/31/2018	CONSTRUCTION 2017 A1 12/31/2018
CASH BALANCE	\$ 722,463	\$ 88,535
PLUS: ACCOUNTS RECEIVABLE - OFF ROLL	29,859	-
PLUS: ACCOUNTS RECEIVABLE - ON ROLL	171,956	-
PLUS: ACCOUNTS RECEIVABLE - OTHER	25	810,674
LESS: ACCOUNTS PAYABLE	(318,110)	(893,818)
NET CASH BALANCE	\$ 606,193	\$ 5,391

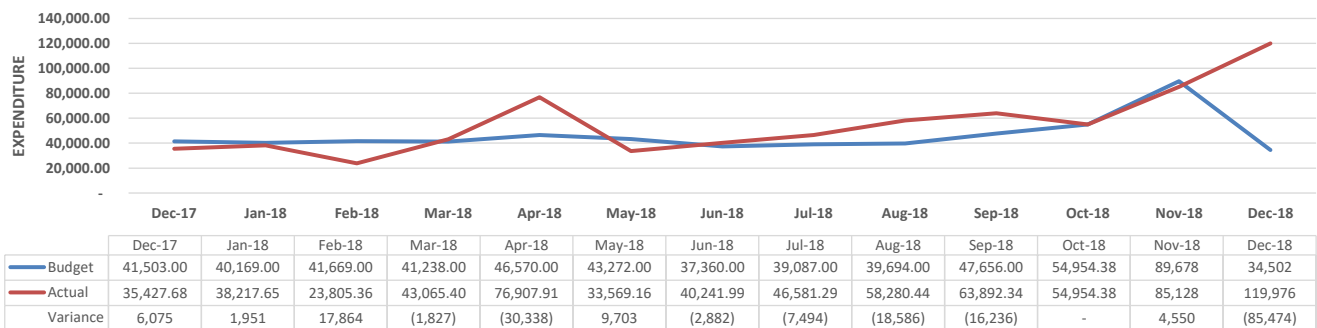
GENERAL FUND REVENUE AND EXPENDITURES (FY 2018 YTD):

	12/31/2018 ACTUAL YEAR-TO-DATE	12/31/2018 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE (YTD) COLLECTED	\$ 569,869	\$ 535,089	\$ 34,780
EXPENDITURES (YTD)	(179,134)	(260,058)	80,924
NET OPERATING CHANGE	\$ 390,735	\$ 275,031	\$ 115,704
AVERAGE MONTHLY EXPENDITURES	\$ 59,711	\$ 86,686	\$ 26,975
PROJECTED EOY BASED ON AVERAGE	\$ 716,536	\$ 924,267	\$ 207,731

GENERAL FUND SIGNIFICANT FINANCIAL ACTIVITY:

	12/31/2018 ACTUAL YEAR-TO-DATE	12/31/2018 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE:			
ASSESSMENTS-ON-ROLL (NET)	\$ 557,597	\$ 437,732	\$ 119,865
ASSESSMENTS-OFF-ROLL (NET)	12,176	97,357	(85,181)
MISCELLANEOUS REVENUE	96	-	96
EXPENDITURES:			
ADMINISTRATIVE EXPENDITURES	50,908	65,239	14,331
FIELD SERVICE EXPENDITURES - LANDSCAPE	74,223	124,426	50,203
FIELD SERVICE EXPENDITURES - STREETLIGHTS	-	35,400	35,400
FIELD SERVICE EXPENDITURES - POND MAINTENANCE	7,512	11,250	3,738
FIELD SERVICE EXPENDITURES - SECURITY	120	3,150	3,030
FIELD SERVICE EXPENDITURES - OTHER	36,971.00	20,593.00	(16,378)
UNBUDGETED EXPENDITURES	9,400	-	(9,400)
TOTAL EXPENDITURES	\$ 179,134	\$ 260,058	\$ 80,924

**HISTORICAL GENERAL FUND BUDGET VS ACTUAL EXPENDITURES
COMPARISON**



No New P.O.s

Exhibit 3

January 11, 2019

Epperson Ranch Community Development District

We are pleased to confirm our understanding of the services we are to provide Epperson Ranch Community Development District for the years ended September 30, 2018, 2019, and 2020. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Epperson Ranch Community Development District as of and for the years ended September 30, 2018, 2019, and 2020. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Epperson Ranch Community Development District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Epperson Ranch Community Development District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other non-attest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Epperson Ranch Community Development District and the respective changes in financial position and where applicable, cash flows, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on the supplementary information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because an audit is designed to provide reasonable, but not absolute, assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

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

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will assist in the preparation of confirmations we request and will locate any documents selected by us for testing.

Jim Hartley is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fees for these services are estimated not to exceed \$3,200, for the year ending 2018, \$3,250 for the year ending 2019 and \$3,400 for the year ending 2020, respectively. The fee estimate is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination, subject to any offsets that the District may have.

Either party may unilaterally terminate this agreement, with or without cause, upon thirty (30) days written notice. Upon any termination of this Agreement, the District will pay all invoices for services rendered prior to the date of the notice of termination but subject to any offsets that the District may have. Pursuant to Section 218.391, Florida Statutes, all invoices for fees or other compensation must be submitted in sufficient detail to demonstrate compliance with the terms of this engagement.

We shall take all necessary steps to ensure that the audit is completed in a timely fashion so that the financial reports and audits may be approved by the District's Board of Supervisors within 180 days after the end of the fiscal year under review.

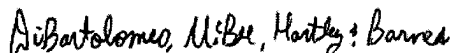
We agree and understand that Chapter 119, *Florida Statutes*, may be applicable to documents prepared in connection with the services provided hereunder and agree to cooperate with public record requests made there under. In connection with this Agreement, we agree to comply with all provisions of Florida's public records laws, including but not limited to Section 119.0701, *Florida Statutes*, the terms of which are incorporated herein. Among other requirements, we will:

- a. Keep and maintain public records required by the District to perform the service.
- b. Upon request from the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes* or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the auditor does not transfer the records to the District.
- d. Upon completion of this Agreement, transfer, at no cost, to the District all public records in possession of the auditor or keep and maintain public records required by the District to perform the service. If the auditor transfers all public records to the District upon completion of this Agreement, the auditor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the auditor keeps and maintains public records upon completion of the Agreement, the auditor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

We appreciate the opportunity to be of service to Epperson Ranch Community Development District 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.

This letter will continue in effect until canceled by either party.

Sincerely,



DiBartolomeo, McBee, Hartley & Barnes, P.A.

RESPONSE:

This letter correctly sets forth the understanding of Epperson Ranch Community Development District.

By: 

Title: Treasurer

Date: 11/12/2019

Exhibit 4

JOB NAME: Epperson Ranch CDD

BRANCH # 34220

**ADDENDUM TO AGREEMENT BETWEEN EPPERSON RANCH CDD AND BRIGHTVIEW
LANDSCAPE SERVICES, INC. ("Parties")
DATED August 1, 2017 ("Agreement")**

The Parties to the Agreement agree this Addendum amends or supplements the Agreement as noted herein and all provisions or portions of provisions in the Agreement, which are not expressly modified by this addendum, shall remain in full force and effect. The language in this addendum shall govern the subject matter hereunder, notwithstanding any contradictory language contained in the agreement to which this addendum applies.

The Agreement is modified as follows:

CHANGES:

1. Phase 2 Maintenance requested by the Epperson Ranch CDD to provide landscape maintenance services for Phase 2 in the amount of \$4,095.50 per month, or \$49,146.00 per year. Phase 2 maintenance areas are highlighted on attached maps. This increase shall begin as of January 1, 2019, and continue through the termination of the original contract. With the addition of the Phase 2 Maintenance the monthly billing for Epperson Ranch CDD will increase to \$19,767.75 per month.

This Addendum has been agreed to and executed by each Party's duly authorized representative on the date set forth below. Upon completion and execution by the Parties, the Addendum is hereby incorporated by this reference into the Agreement and shall become an integral part of the agreement referenced above with the same force and effect as if these changes had been entered directly on the Agreement. The Addendum and the Agreement may be executed in counterparts but shall be executed on the same date by the same signatory for each respective Party.

Epperson Ranch CDD**BrightView Landscape Services, Inc.**

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Phase 2 common areas

Write a description for your map.

Google Earth

©2018 Google

Phase 2 common areas

Write a description for your map.

Google Earth

© 2018 Google



Exhibit 5



Epperson Ranch CDD Waterway Inspection Report

Reason for Inspection: Routine Scheduled

Inspection Date: 11/26/2018

Prepared for:

Lore Yeira, District Manager
DPFG
15310 Amberly Drive
Suite 175
Tampa, FL 33647

Prepared by:

Morgan Melatti, Account Representative/Biologist

Aquatic Systems, Inc. - Wesley Chapel Field Office

Corporate Headquarters

2100 N.W. 33rd Street, Pompano Beach, FL 33069

1-800-432-4302

Site: 4



Comments: Site looks good

Water levels have dropped within site #4. Slight erosion was noted in some areas of the pond (pictured bottom right). No other issues were observed and maintenance will continue as scheduled.

Site: 12



Comments: Site looks good

Site #12 received treatment for filamentous algae, shoreline grasses and Slender Spikerush during the maintenance visit on 11/20/18. Filamentous algae has been significantly reduced and debris was low in the site. Shoreline grasses and Slender Spikerush has also responded to the treatments applied.

Site: 14



Comments: Normal growth observed

Site #14 was seen in good condition during the site visit. Filamentous algae growth (top right) was minimal and will be targeted at an upcoming maintenance visit.

Site: 16



Comments: Treatment in progress

Site #16 was treated for filamentous algae on 11/20/18, with significant reductions seen during the site inspection. Shoreline grasses were targeted during this visit as well, and results can be seen 10-14 days after an application.

Epperson Ranch CDD Waterway Inspection Report 11/26/2018

Site: 22



Comments: Treatment in progress

Site #22 was treated for filamentous and planktonic algae on 11/2/18. Moderate amounts of surface filamentous algae were observed during the site visit, with a concentration on the northern side of the site. Follow up treatments may be needed.

Site: 25



Comments: Normal growth observed

Normal growth of Cattails and planktonic algae was observed in site #25 during the site inspection. This growth will be targeted at an upcoming maintenance visit.

Epperson Ranch CDD Waterway Inspection Report 11/26/2018

Site: 27



Comments: Treatment in progress

Decomposing Cattails and Primrose Willow can be seen around the perimeter of site #27 as a result of maintenance. E moderate amount of erosion and turbidity was noted in the site.

Site: 26



Comments: Normal growth observed

Water Paspalum (bottom right) and perimeter grasses are decomposing in site #26 as a result of maintenance. A minor amount of filamentous algae growth was observed around the perimeter of the site (top right) and will be targeted at an upcoming visit.

Epperson Ranch CDD Waterway Inspection Report 11/26/2018

Site: 20



Comments: Normal growth observed

Site #20 was seen with some shoreline erosion and soil "wash out" (top right). Soft Rush is naturally recruiting in the site and will be promoted as much as possible. Filamentous algae growth will be targeted at an upcoming maintenance visit.

Management Summary

The waterway inspection report for Epperson Ranch CDD was performed on November 26th, 2018 on ten sites in the community. Many sites were observed with positive treatment results of algae and vegetation from maintenance performed in the beginning of November and some sites were recently targeted and will soon have visible results.

Turbidity was high in the water of site #27, which is in close proximity to active construction sites, which may be influencing the amount of suspended solids. Monitoring of the site will continue to assess the need for a water clarity test.

A moderate amount of filamentous algae growth was observed in site #22, which received treatment on 11/2/18. Filamentous algae was seen in moderate amounts during the site inspection. With new ponds come new characteristics and sometimes, new challenges. Monitoring of reoccurring algae growth in all sites will help to identify ponds that may have underlying water quality issues. Aquatic Systems has a fully staffed, in-house laboratory to provide complete water testing services to our clients. Water quality testing can identify the factors contributing to a "problem pond" and then we create management plans specific to the that pond. Nutrient deactivation treatments and aeration installations are two examples of long-term, science-based solutions that can help the waterways of Epperson Ranch CDD

Recommendations/Action Items

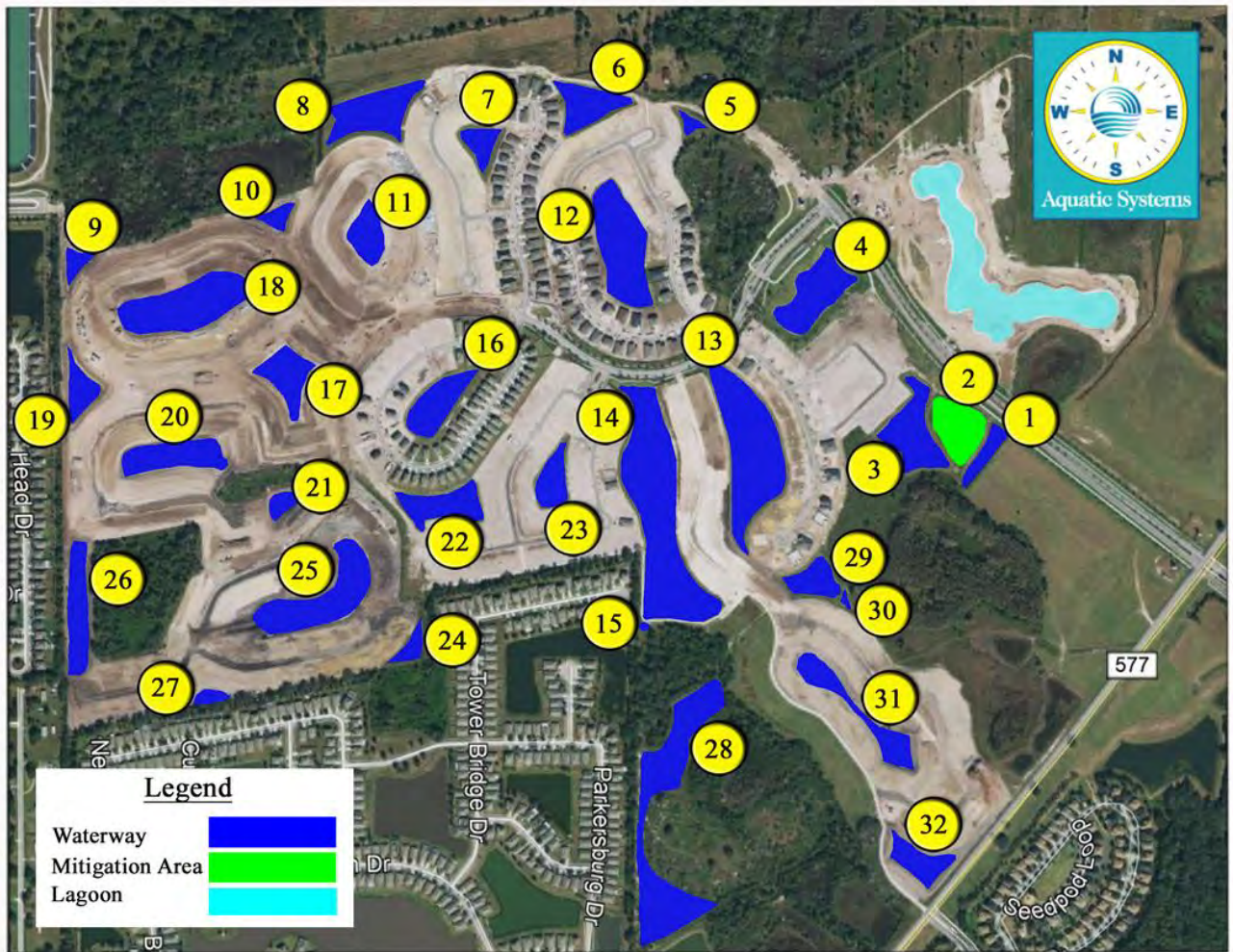
- Continue Routine Maintenance.
- Monitor Algae Growth and Turbidity within Epperson Ranch.

Thank You For Choosing Aquatic Systems, Inc.!



Epperson Ranch CDD
Wesley Chapel, FL

1-800-432-4302





Epperson Ranch CDD Waterway Inspection Report

Reason for Inspection: Routine Scheduled

Inspection Date: 12/18/2018

Prepared for:

Lore Yeira, District Manager
DPFG
15310 Amberly Drive
Suite 175
Tampa, FL 33647

Prepared by:

Morgan Melatti, Account Representative/Biologist

Aquatic Systems, Inc. - Wesley Chapel Field Office

Corporate Headquarters

2100 N.W. 33rd Street, Pompano Beach, FL 33069

1-800-432-4302

Site: 7**Comments:** Normal growth observed

Filamentous algae was seen in the shallow areas of site #7 which was targeted during the maintenance visit on 12/6/18 and then again on 12/26/18. Shoreline grasses were well kept from monthly maintenance targeting Torpedograss growth.

Site: 6, 14**Comments:** Normal growth observed

Site #6 (above) and site #14 (top and bottom right) were both seen with a minor amount of perimeter filamentous algae. This filamentous algae growth was targeted during the maintenance visit on 12/7/18 and results were seen during the site visit.

Site: 12**Comments:** Site looks good

Site #12 was seen in good condition during the site inspection. Surface algae was minimal from treatments on 12/7/18 and bottom filamentous algae will continue to be managed. Shoreline grasses were well kept.

Site: 13**Comments:** Normal growth observed

Filamentous and planktonic algae was observed throughout site #13 in addition to treated Torpedograss and a minor amount of debris. Algae growth and debris will be addressed at an upcoming maintenance visit.

Epperson Ranch CDD Waterway Inspection Report 12/18/2018

Site: 9



Comments: Normal growth observed

Turbidity was high in site #9 during the site inspection and shoreline erosion was noted at the site (top right). Gulf Spikerush will be promoted in the site as it has sprouted in several areas.

Site: 19



Comments: Normal growth observed

Site #19 was seen with planktonic algae growth throughout the site. This growth will be targeted at an upcoming maintenance visit and then results can be seen about ten days after treatment.

Epperson Ranch CDD Waterway Inspection Report 12/18/2018

Site: 26



Comments: Normal growth observed

Normal growth of Nutsedge and Primrose Willow can be seen decomposing around the perimeter of site #26. Bottom filamentous algae was noted with some growth (bottom right) and was targeted on 12/26/18.

Site: 27



Comments: Treatment in progress

Site #27 was targeted for shoreline grasses during the maintenance visit on 12/7/18, with positive results seen during the site inspection. Bank erosion and turbidity was noted during the site inspection.

Epperson Ranch CDD Waterway Inspection Report 12/18/2018

Site: 24



Comments: Treatment in progress

Site #24 has been added to waterway maintenance and was targeted for shoreline vegetation on 12/26/18. The small pond in the corner of Epperson Ranch is easily missed and requires trimming of the bank vegetation.

Management Summary

The waterway inspection report for Epperson Ranch CDD was performed on December 18th, 2018 for ten sites in the community. Increased turbidity levels within a majority of the waterways are attributed to nearby construction and recent rain events that may have washed sediments into the stormwater ponds. Turbidity will be monitored and sites experiencing persistent issues are recommended for treatments to reduce the suspended solids.

Several sites within Epperson Ranch are being treated consistently for high algal activity. Due to the frequency in algal growth, lake assessments are recommended during the late spring or early summer. Lake assessments make it possible for ASI to identify the specific issues affecting your ponds (algal growth, muck buildup, suspended solids, etc) and help uncover the root cause of those issues (nutrients, oxygen depletion, etc). Sites #7, #12, 13, 14, 16 are the top recommendations for a standard lake assessment. A comprehensive water quality assessment gives you: detailed reporting on the identified issues and their cause, documented tangible evidence of improved lake health, confidence that your concerns for the environment are met as treatments are better defined, prolonged lake health that replaces cycles of fluctuating state regulated treatments, and improved property owner satisfaction

Recommendations/Action Items

- Target Filamentous Algae Blooms.
- Sites #7, #12, 13, 14 and 16 are Recommended for Standard Lake Assessments.

Thank You For Choosing Aquatic Systems, Inc.!



Epperson Ranch CDD
Wesley Chapel, FL

1-800-432-4302

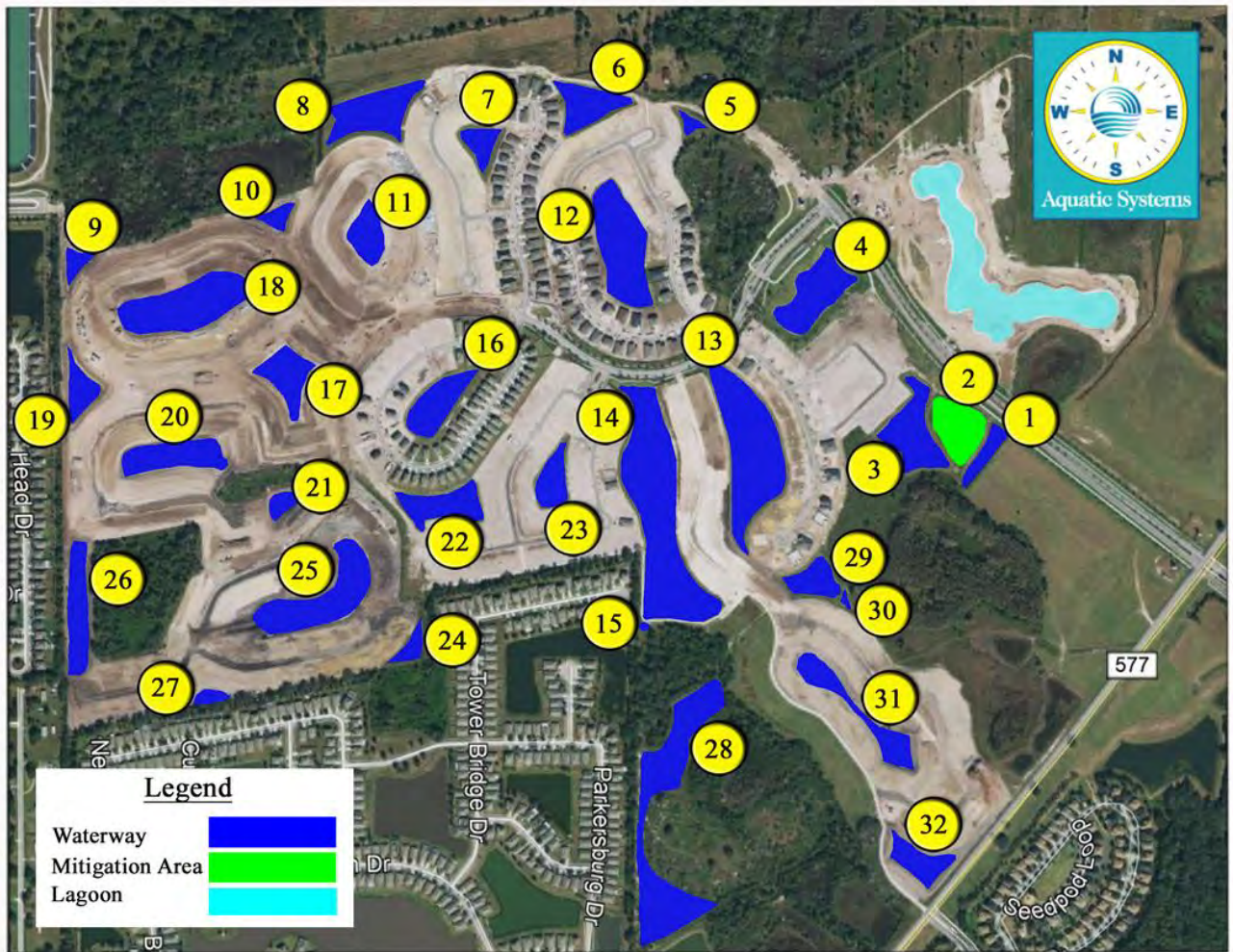


Exhibit 6

(Separate Cover)