

**MAPLE RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

January 8, 2018

AGENDA PACKAGE

Maple Ridge Community Development District

Inframark, Infrastructure Management Services

210 North University Drive • Suite 702 • Coral Springs, Florida 33071

Telephone: (954) 603-0033 • Fax: (954) 345-1292

December 29, 2017

Board of Supervisors
Maple Ridge
Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Maple Ridge Community Development District will be held **Monday, January 8, 2018 at 12:30 p.m.** at the Minyan Building, 2974 Griffin Road, Dania Beach, Florida. The following is the advance agenda for the meeting:

1. Call to Order and Roll Call
2. Public Comment
3. Approval of the Minutes of the November 13, 2017 meeting
4. District Manager's Report
 - A. Diamond Dolphin Aquatics Report
5. Attorney's Report
6. Supervisor Requests
7. Approval of the Financial Statements and Check Registers
8. Adjournment

Any supporting documents not included in the agenda will be distributed at the meeting. If you have any questions prior to the meeting, please contact me.

Sincerely,

Ken Cassel

Kenneth G. Cassel/ab
District Manager

cc: Gerald Knight
Dennis Lyles
Ginger Wald

Third Order of Business

**MINUTES OF MEETING
MAPLE RIDGE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Maple Ridge Community Development District was held Monday November 13, 2017 at 12:32 p.m. at the Minyan Building, 2974 Griffin Road, Dania Beach, Florida 33312.

Present and constituting a quorum were:

Meyer Minyan	Chairman
Carla Minyan (<i>via by phone</i>)	Assistant Secretary
David Botton	Assistant Secretary
Aviva Sela	Assistant Secretary

Also present were:

Kenneth Cassel	District Manager
George Miller	District Manager
Ginger Wald	District Counsel

The following is a summary of the minutes and actions taken at the November 13, 2017 meeting of the Maple Ridge Community Development District Board of Supervisors.

FIRST ORDER OF BUSINESS **Call to Order and Roll Call**

Mr. Cassel called the meeting to order and the roll was called.

SECOND ORDER OF BUSINESS **Public Comment**

There being no public, the next item followed.

THIRD ORDER OF BUSINESS **Approval of the Minutes of the October 9, 2017 Meeting**

Mr. Cassel presented the minutes of the October 9, 2017 meeting and requested any additions, corrections or changes.

There being none,

On MOTION by Mr. David Botton seconded by Ms. Carla Minyan with all in favor the minutes of the October 9, 2017 meeting were approved.

FOURTH ORDER OF BUSINESS

District Manager’s Report

Diamond Dolphin Aquatics Report

- Mr. Cassel provided the Board with the aquatic report update.
- Mr. Cassel had the fence contractor take a look at the back gate. Due to the extent of the damage it has to be taken down as they broke the welds at the top corner including the pipe. However, with the new camera installation this area will now be monitored.

Audit Letter, Grau & Associates

- Mr. Cassel informed the Board it is the same company used last year and the fee remains the same.

On MOTION by Mr. David Botton seconded by Ms. Aviva Sela with all in favor to engage Grau & Associates to perform audit services for the FY 2017 audit was approved.

Motion for Assigning Fund Balance

- Mr. Cassel review the fund balance with the Board.

On MOTION by Mr. David Botton seconded by Ms. Aviva Sela with all in favor motion for assigning fund balance was approved.

Let the record reflect that Carla Minyan has joined the meeting

FIFTH ORDER OF BUSINESS

Attorney’s Report

There being none, the next item followed.

SIXTH ORDER OF BUSINESS

Supervisors Request

- Discussion ensued regarding the new lighting.

SEVENTH ORDER OF BUSINESS

Approval of Financial Statements and Check Registers

On MOTION by Mr. David Botton seconded by Ms. Carla Minyan with all in favor the financial statements were accepted and check registers were approved.

EIGHTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Meyer Minyan seconded by Mr. David Botton with all in favor the meeting was adjourned.

Kenneth Cassel
Secretary

Meyer Minyan
Chairman

Fourth Order of Business

4A.

**Diamond
Dolphin
Aquatic Co.**



"Let Us Find The Gem In Your Lake"

Headquarters
465 NW 47th Court
Ft. Lauderdale, FL 33309
Telephone (954) 776-8212
Fax (954) 776-8212

SERVICE REPORT

Customer Maple Ridge Date 11/15/17 / 11/28/17
 Biologist Keith Time In 9:35 Time Out 11:40

TREATMENT:

Aquatic Vegetation Treated

Location	Algae	Grasses	Underwater	Floating	Terrestrial	Irrigation Restrictions
Lakes	x		x			none
preserve	x	x				"

ADDITIONAL SERVICES:

Location	Fish Stocking	Aquascaping	Water Sample	Fountain Services

COMMENTS: We treated for algae + aquatic weeds today mostly in south lake, north lakes had minor growth.

The preserve is still pretty swampy + treated minor algae where there was standing water. Also treated for

11/28 - Followup - heavy rains from Monday night raised the water levels again, staying nice overall.

Happy Holidays!
 Frank Jones
 Keith

CUSTOMER SIGNATURE

Seventh Order of Business

MEMORANDUM

TO: Board of Supervisors
FROM: Sergio Inguanzo, District Accountant
CC: Ken Cassel, District Manager
DATE: January 8, 2018
SUBJECT: November Financial Report

Please find enclosed the November 2017 financials for Maple Ridge CDD. Below is some top-level information on the District's current financial position. Should you have any other questions or require additional information, please do not hesitate to contact me at Sergio.Inguanzo@inframark.com.

Finance Report

General Fund

- Total expenditures through November were approximately 11% of the annual budget with the following notes for the fiscal year:
 - P/R-Board of Supervisors – October and November board pay.
 - Postage and Freight – Inframark and FedEx expenditures to-date.
 - Insurance-General Liability – FMIT paid in full.
 - Capital Outlay – Video recorder and software.

Debt Service Fund

- Total expenditures through November were 24% of the annual budget.
- Promissory note with Bank of America. Interest payment was made on 11/1/17 as scheduled.

**Maple Ridge
Community Development District**

Financial Report

November 30, 2017

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**Maple Ridge
Community Development District**

Financial Statements

(Unaudited)

November 30, 2017

Balance Sheet
November 30, 2017

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>SERIES 2010 DEBT SERVICE FUND</u>	<u>TOTAL</u>
<u>ASSETS</u>			
Cash - Checking Account	\$ 145,093	\$ -	\$ 145,093
Due From Other Funds	-	90,263	90,263
Investments:			
Money Market Account	458,543	-	458,543
Reserve Fund	-	63,664	63,664
TOTAL ASSETS	\$ 603,636	\$ 153,927	\$ 757,563
<u>LIABILITIES</u>			
Accounts Payable	\$ 4,252	\$ -	\$ 4,252
Accrued Expenses	6,082	-	6,082
Due To Other Funds	90,263	-	90,263
TOTAL LIABILITIES	100,597	-	100,597
<u>FUND BALANCES</u>			
Restricted for:			
Debt Service	-	153,927	153,927
Assigned to:			
Operating Reserves	32,799	-	32,799
Reserves - Streetlights	5,930	-	5,930
Unassigned:	464,310	-	464,310
TOTAL FUND BALANCES	\$ 503,039	\$ 153,927	\$ 656,966
TOTAL LIABILITIES & FUND BALANCES	\$ 603,636	\$ 153,927	\$ 757,563

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Interest - Investments	\$ 1,500	\$ 250	\$ 590	\$ 340	39.33%
Interest - Tax Collector	-	-	14	14	0.00%
Special Assmnts- Tax Collector	143,999	23,673	-	(23,673)	0.00%
Special Assmnts- Discounts	(5,760)	(947)	-	947	0.00%
TOTAL REVENUES	139,739	22,976	604	(22,372)	0.43%

EXPENDITURES

Administration

P/R-Board of Supervisors	8,000	2,000	1,600	400	20.00%
FICA Taxes	612	153	122	31	19.93%
ProfServ-Engineering	4,950	-	-	-	0.00%
ProfServ-Legal Services	8,000	1,000	-	1,000	0.00%
ProfServ-Mgmt Consulting Serv	17,878	2,980	2,980	-	16.67%
ProfServ-Property Appraiser	750	-	-	-	0.00%
ProfServ-Special Assessment	932	-	-	-	0.00%
Auditing Services	4,500	-	-	-	0.00%
Postage and Freight	600	100	136	(36)	22.67%
Insurance - General Liability	5,315	5,315	4,699	616	88.41%
Printing and Binding	721	120	23	97	3.19%
Legal Advertising	880	-	-	-	0.00%
Misc-Assessmnt Collection Cost	2,880	473	-	473	0.00%
Misc-Contingency	441	-	-	-	0.00%
Misc-Web Hosting	1,030	172	172	-	16.70%
Office Supplies	200	33	28	5	14.00%
Annual District Filing Fee	175	175	175	-	100.00%
Total Administration	57,864	12,521	9,935	2,586	17.17%

Field

ProfServ-Field Management	7,867	1,311	1,311	-	16.66%
ProfServ-Police	13,535	-	-	-	0.00%
Contracts-Landscape	6,300	1,050	1,050	-	16.67%
Contracts-Lakes	4,092	682	682	-	16.67%
Electricity - General	700	117	90	27	12.86%
R&M-General	5,430	100	75	25	1.38%
R&M-Fence	4,000	-	-	-	0.00%
R&M-Lake	3,950	-	-	-	0.00%
R&M-Rights of Way	4,000	-	-	-	0.00%
R&M-Streetlights	16,850	-	-	-	0.00%

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
R&M-Wetland	8,000	-	-	-	0.00%
Capital Outlay	8,441	2,000	1,925	75	22.81%
Total Field	83,165	5,260	5,133	127	6.17%
TOTAL EXPENDITURES	141,029	17,781	15,068	2,713	10.68%
Excess (deficiency) of revenues Over (under) expenditures	(1,290)	5,195	(14,464)	(19,659)	n/a
OTHER FINANCING SOURCES (USES)					
Contribution to (Use of) Fund Balance	(1,290)	-	-	-	0.00%
TOTAL FINANCING SOURCES (USES)	(1,290)	-	-	-	0.00%
Net change in fund balance	\$ (1,290)	\$ 5,195	\$ (14,464)	\$ (19,659)	n/a
FUND BALANCE, BEGINNING (OCT 1, 2017)	517,503	517,503	517,503		
FUND BALANCE, ENDING	\$ 516,213	\$ 522,698	\$ 503,039		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Interest - Investments	\$ -	\$ -	\$ 3	\$ 3	0.00%
Special Assmnts- Tax Collector	135,086	22,208	-	(22,208)	0.00%
Special Assmnts- Discounts	(5,403)	(888)	-	888	0.00%
TOTAL REVENUES	129,683	21,320	3	(21,317)	0.00%
EXPENDITURES					
Administration					
Misc-Assessmnt Collection Cost	2,702	444	-	444	0.00%
Total Administration	2,702	444	-	444	0.00%
Debt Service					
Principal Debt Retirement	65,000	-	-	-	0.00%
Interest Expense	62,499	31,250	31,250	-	50.00%
Total Debt Service	127,499	31,250	31,250	-	24.51%
TOTAL EXPENDITURES	130,201	31,694	31,250	444	24.00%
Excess (deficiency) of revenues Over (under) expenditures	(518)	(10,374)	(31,247)	(20,873)	n/a
OTHER FINANCING SOURCES (USES)					
Contribution to (Use of) Fund Balance	(518)	-	-	-	0.00%
TOTAL FINANCING SOURCES (USES)	(518)	-	-	-	0.00%
Net change in fund balance	\$ (518)	\$ (10,374)	\$ (31,247)	\$ (20,873)	n/a
FUND BALANCE, BEGINNING (OCT 1, 2017)	185,174	185,174	185,174		
FUND BALANCE, ENDING	\$ 184,656	\$ 174,800	\$ 153,927		

**Maple Ridge
Community Development District**

Supporting Schedules

November 30, 2017

**Cash & Investment Report
November 30, 2017**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>BALANCE</u>
OPERATING FUND			
Public Funds Business Checking	CenterState Bank	0.00%	\$ 145,093
Money Market Account	BankUnited	0.78%	458,543
		Subtotal	<u>\$ 603,637</u>
INVESTMENT FUND			
Reserve Fund Account	Bank of America	0.02%	\$ 63,664
		Subtotal	<u>\$ 63,664</u>
		Total	<u><u>\$ 667,300</u></u>

Maple Ridge CDD

Bank Reconciliation

Bank Account No. 9606 CenterState Bank - GF
 Statement No. 11-17
 Statement Date 11/30/2017

G/L Balance (LCY)	145,093.41	Statement Balance	147,503.81
G/L Balance	145,093.41	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>		
Subtotal	145,093.41	Subtotal	147,503.81
Negative Adjustments	0.00	Outstanding Checks	2,410.40
	<hr/>	Differences	0.00
Ending G/L Balance	145,093.41	Ending Balance	145,093.41
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
11/16/2017	Payment	00999	MEYER MINYAN	184.70	0.00	184.70
11/16/2017	Payment	01000	CARLA L. MINYAN	184.70	0.00	184.70
11/29/2017	Payment	01003	BILLING, COCHRAN, LYLES	400.00	0.00	400.00
11/29/2017	Payment	01004	CUTTERS EDGE LAWN	1,050.00	0.00	1,050.00
11/29/2017	Payment	01005	DEPT OF ECONOMIC OPPORTUNITY	175.00	0.00	175.00
11/29/2017	Payment	01006	DIAMOND DOLPHIN AQUATIC	416.00	0.00	416.00
Total Outstanding Checks.....				2,410.40		2,410.40

MAPLE RIDGE
Community Development District

Payment Register by Bank Account

For the Period from 10/01/2017 to 11/30/2017

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid
CENTERSTATE BANK - GF - (ACCT#XXXXX9606)							
CHECK # 00990	Vendor	ALM MEDIA, LLC	10000247938-0915	2018 MTG SCHEDULE	9014771	001-548002-51301	\$106.41
						Check Total	\$106.41
CHECK # 00991	Employee	MEYER MINYAN	PAYROLL	October 20, 2017 Payroll Posting			\$184.70
						Check Total	\$184.70
CHECK # 00992	Employee	CARLA L. MINYAN	PAYROLL	October 20, 2017 Payroll Posting			\$184.70
						Check Total	\$184.70
CHECK # 00993	Employee	DAVID L. BOTTON	PAYROLL	October 20, 2017 Payroll Posting			\$184.70
						Check Total	\$184.70
CHECK # 00994	Employee	AVIVA SELA	PAYROLL	October 20, 2017 Payroll Posting			\$184.70
						Check Total	\$184.70
CHECK # 00995	Vendor	DIAMOND DOLPHIN AQUATIC	7135	OCT LAKE MGMNT	Contracts-Lakes	001-54084-53901	\$341.00
						Check Total	\$341.00
CHECK # 00996	Vendor	FEDEX	5-955-31127	POSTAGE 10/2/17	Postage and Freight	001-541006-51301	\$62.44
						Check Total	\$62.44
CHECK # 00997	Vendor	BANK OF AMERICA NA	1710104600	21-5046342 DS INTEREST	Interest Expense	202-572001-51701	\$31,249.50
						Check Total	\$31,249.50

MAPLE RIDGE
Community Development District

Payment Register by Bank Account

For the Period from 10/01/2017 to 11/30/2017
(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid
CHECK # 00998							
11/09/17	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES	24555	OCT 2017 MANAGEMENT FEES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$1,489.83
11/09/17	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES	24555	OCT 2017 MANAGEMENT FEES	ProfServ-Field Management	001-531016-53901	\$655.58
11/09/17	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES	24555	OCT 2017 MANAGEMENT FEES	Postage and Freight	001-541006-51301	\$7.34
11/09/17	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES	24555	OCT 2017 MANAGEMENT FEES	Printing and Binding	001-547001-51301	\$21.15
11/09/17	Vendor	SEVERN TRENT ENVIRONMENTAL SERVICES	24555	OCT 2017 MANAGEMENT FEES	Misc-Web Hosting	001-549915-51301	\$85.83
					Check Total		\$2,259.73
CHECK # 00999							
11/16/17	Employee	MEYER MINYAN	PAYROLL	November 16, 2017 Payroll Posting			\$184.70
					Check Total		\$184.70
CHECK # 01000							
11/16/17	Employee	CARLA L. MINYAN	PAYROLL	November 16, 2017 Payroll Posting			\$184.70
					Check Total		\$184.70
CHECK # 01001							
11/16/17	Employee	DAVID L. BOTTON	PAYROLL	November 16, 2017 Payroll Posting			\$184.70
					Check Total		\$184.70
CHECK # 01002							
11/16/17	Employee	AVIVA SELA	PAYROLL	November 16, 2017 Payroll Posting			\$184.70
					Check Total		\$184.70
CHECK # 01003							
11/29/17	Vendor	BILLING, COCHRAN, LYLES	144828	9/30/2017 LEGAL SERVICES	ProfServ-Legal Services	001-531023-51401	\$400.00
					Check Total		\$400.00
CHECK # 01004							
11/29/17	Vendor	CUTTERS EDGE LAWN	33470	OCT LANDSCAPE MAINT	Contracts-Landscape	001-534050-53901	\$525.00
11/29/17	Vendor	CUTTERS EDGE LAWN	33717	NOV LANDSCAPE SERVICES	Contracts-Landscape	001-534050-53901	\$525.00
					Check Total		\$1,050.00

MAPLE RIDGE
Community Development District

Payment Register by Bank Account

For the Period from 10/01/2017 to 11/30/2017
(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	GL Account #	Amount Paid	
CHECK # 01005								
11/29/17	Vendor	DEPT OF ECONOMIC OPPORTUNITY	70090	FY 17/18 DISTRICT FILING FEE	Annual District Filing Fee	001-554007-51301	\$175.00	
							Check Total	\$175.00
CHECK # 01006								
11/29/17	Vendor	DIAMOND DOLPHIN AQUATIC	7161	NOV LAKE MGMT/SO LAKE CLEANUP	Contracts-Lakes	001-534084-53901	\$341.00	
11/29/17	Vendor	DIAMOND DOLPHIN AQUATIC	7161	NOV LAKE MGMT/SO LAKE CLEANUP	HURRICAN CLEANUP	001-546001-53901	\$75.00	
							Check Total	\$416.00
ACH #DD106								
10/24/17	Vendor	FPL-ACH	100217-46177	BILL PRD 9/1/17-10/2/17	Electricity - General	001-543006-53901	\$39.38	
							ACH Total	\$39.38
ACH #DD107								
11/21/17	Vendor	FPL-ACH	110117-6177	ELECTRIC 10/02-11/01/17	Electricity - General	001-543006-53901	\$43.34	
							ACH Total	\$43.34
							Account Total	\$37,620.40

Total Amount Paid	\$37,620.40
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Total Amount Paid - Breakdown by Fund	
Fund	Amount
General Fund - 001	6,370.90
Series 2010 Debt Service Fund - 202	31,249.50
Total	37,620.40