



Rizzetta & Company

Catalina at Winkler Preserve Community Development District

Board of Supervisors' Meeting February 8, 2022

**District Office:
9530 Marketplace Road, Suite 206
Fort Myers, Florida 33912
(239) 936-0913**

www.catalinacdd.org

CATALINA AT WINKLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT

Rizzetta & Company, Inc., 9530 Marketplace Road, Suite 206, Fort Myers, Florida 33912

Board of Supervisors	Keith Sherman John Kirkbride Butch Johnston Dick Bonito Vacant	Chairman Vice Chairman Assistant Secretary Assistant Secretary Board Supervisor
District Manager	Belinda Blandon	Rizzetta & Company, Inc.
District Counsel	Lauren Gentry	Hopping Green & Sams, P.A.
District Engineer	Carl Barraco	Barraco and Associates, Inc.

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

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (239) 936-0913. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

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

CATALINA AT WINKLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT

District Office · Ft. Myers, Florida · (239) 936-0913

Mailing Address · 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

www.catalinacdd.org

January 31, 2022

Board of Supervisors
Catalina at Winkler Preserve
Community Development District

AGENDA

Dear Board Members:

The regular meeting of the Board of Supervisors of Catalina at Winkler Preserve Community Development District will be held on **Tuesday, February 08, 2022 at 2:30 p.m.** at the office of Rizzetta & Company, Inc., located at 9530 Marketplace Road, Suite 206, Fort Myers, FL 33912. The following is the agenda for this meeting:

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT**
- 3. BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Meeting held on November 09, 2021..... Tab 1
 - B. Consideration of the Operation and Maintenance Expenditures for the Months of October, November and December 2021 ... Tab 2
- 4. BUSINESS ITEMS**
 - A. Consideration of Resignation of Board Supervisor Mark Tucker
 - B. Consideration of Appointment of Board Supervisor to Fill Seat #4, with a Term to Expire November 2022
 - C. Consideration of Resolution 2022-02, Redesignating Officers of the District Tab 3
 - D. Consideration of Barraco & Associates Contract Addendum Number 11 Related to Year 5 MS4 Requirements Tab 4
 - E. Public Hearing to Consider the Adoption of Rules and Rates Related to Easement Improvements Policy
 1. Presentation of Easement Improvements Policy Tab 5
 2. Consideration of Resolution 2022-03, Adopting the Policy for Improvements within District Easements and Setting the Application Fee Tab 6
 - F. Consideration of Resolution 2022-04, Adopting Amended Prompt Payment Policies Tab 7
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager Tab 8
- 6. SUPERVISOR REQUESTS AND COMMENTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (239) 936-0913.

Very truly yours,

Belinda Blandon

Belinda Blandon
District Manager

Cc: Lauren Gentry, KE Law Group

Tab 1

MINUTES OF MEETING

**CATALINA AT WINKLER PRESERVE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Catalina at Winkler Preserve Community Development District was held on **Tuesday, November 9, 2021 at 2:31 p.m.** at the office of Rizzetta & Company, Inc., located at 9530 Marketplace Road, Suite 206, Fort Myers, Florida 33912.

Present and constituting a quorum:

Keith Sherman	Board Supervisor, Chairman
John Kirkbride	Board Supervisor, Vice Chairman
	(joined meeting in progress via speaker phone)
Dick Bonito	Board Supervisor, Assistant Secretary
Butch Johnston	Board Supervisor, Assistant Secretary
Mark Tucker	Board Supervisor, Assistant Secretary

Also present were:

Belinda Blandon	District Manager, Rizzetta & Company, Inc.
Lauren Gentry	District Counsel, KE Law Group
Wes Kayne	District Engineer, Barraco & Associates, Inc.

FIRST ORDER OF BUSINESS

Call to Order

Ms. Blandon called the meeting to order and conducted roll call.

SECOND ORDER OF BUSINESS

Public Comment

Ms. Blandon stated for the record that no members of the public were present.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
Audit Committee Meeting held on
August 10, 2021**

Ms. Blandon presented the minutes of the Audit Committee Meeting held on August 10, 2021 and asked if there were any questions. There were none.

On a Motion by Mr. Sherman, seconded by Mr. Tucker, with all in favor, the Board Accepted the Minutes of the Audit Committee Meeting held on August 10, 2021, for the Catalina at Winkler Preserve Community Development District.
--

FOURTH ORDER OF BUSINESS

**Consideration of the Minutes of the
Board of Supervisors' Meeting held
on August 10, 2021**

Ms. Blandon presented the minutes of the Board of Supervisors' Meeting held on August 10, 2021 and asked if there were any questions, comments, or changes to the minutes as presented. There were none.

On a Motion by Mr. Sherman, seconded by Mr. Bonito, with all in favor, the Board Approved the Minutes of the Board of Supervisors' Meeting held on August 10, 2021, for the Catalina at Winkler Preserve Community Development District.

FIFTH ORDER OF BUSINESS

**Consideration of the Operations and
Maintenance Expenditures for the
Months of July, August, and
September 2021**

Ms. Blandon presented the operations and maintenance expenditures for the period of July 1-31, 2021 which totaled \$5,171.39, the period of August 1-31, 2021 which totaled \$7,709.10, and the period of September 1-30, 2021 which totaled \$17,662.84. Mr. Sherman asked that line description for the plantings along the perimeter of the preserve be changed as they are not littorals.

On a Motion by Mr. Johnston, seconded by Mr. Tucker, with all in favor, the Board Approved the Operations and Maintenance Expenditures for the Month of July 2021 which totaled \$5,171.39, the Month of August 2021 which totaled \$7,709.10, and the Month of September 2021 which totaled \$17,662.84, for the Catalina at Winkler Preserve Community Development District.

SIXTH ORDER OF BUSINESS

**Review of KE Law Group Memo
Regarding Stormwater System Needs
Analysis and Consideration of
Barraco & Associates Proposal for
Stormwater Needs Analysis**

Ms. Gentry provided a detailed overview of the stormwater system needs analysis memo and the new stormwater reporting requirements. The Board discussed their concerns and the new requirements. Mr. Kayne advised that not all communities are in the NPDES program and so this may be a way to have those not connected to the NPDES to also maintain water quality compliance.

Mr. Kayne provided an overview of the proposal included in the agenda package for the work related to the new requirements and asked if there were any questions from the Board.

On a Motion by Mr. Johnston, seconded by Mr. Bonito, with all in favor, the Board Approved the Barraco & Associates Proposal for Stormwater Needs Analysis, for the Catalina at Winkler Preserve Community Development District.

SEVENTH ORDER OF BUSINESS

Consideration of Easement Variance Policy, Easement Variance Request Form, Engineer's Variance Request Review Report, and Resolution 2022-01, Setting Hearing on the Easement Encroachment Policy

Ms. Gentry provided a detailed overview of the draft Easement Variance Policy, the draft Easement Variance Request Form, the draft Engineer's Variance Request Review Report, and the resolution setting a hearing on the Easement Encroachment Policy and responded to questions from the Board. Ms. Gentry advised that Mr. Kayne has advised that he expects it cost about \$500.00 on average to review each request. Board discussion ensued. Mr. Sherman advised that there could be two levels of review and the CDD can collect the \$500.00 then return the difference, should there be excess funds.

On a Motion by Mr. Sherman, seconded by Mr. Bonito, with all in favor, the Board Adopted Resolution 2022-01, Setting a Public Hearing on the Easement Encroachment Policy for Tuesday, February 8, 2022, at 2:30 p.m., to be held at the Office of Rizzetta & Company, Inc., 9530 Marketplace Road, Suite 206, Fort Myers, Florida 33912, for the Catalina at Winkler Preserve Community Development District.

EIGHTH ORDER OF BUSINESS

Consideration of Assignment of Rizzetta Technology Services, LLC Contract

Ms. Blandon provided an overview of the assignment and advised that all services will fall under Rizzetta & Company. She responded to questions from the Board.

On a Motion by Mr. Tucker, seconded by Mr. Sherman, with all in favor, the Board Approved the Assignment of the Rizzetta Technology Services, LLC Contract to Rizzetta & Company, for the Catalina at Winkler Preserve Community Development District.

NINTH ORDER OF BUSINESS

Staff Reports

A. District Counsel

Ms. Gentry reviewed the KE Law Group proposed 2022 rates, as provided in

133 the agenda package and asked if there were any questions. There were
134 none.
135

On a Motion by Mr. Sherman, seconded by Mr. Bonito, with all in favor, the Board Approved the KE Law Group 2022 Rates, for the Catalina at Winkler Preserve Community Development District.

136
137 Mr. Kirkbride joined the meeting in progress via speaker phone at 3:00 p.m.
138

139 B. District Engineer

140 Mr. Kayne advised that the NPDES report was submitted at the end of
141 October.
142

143 C. District Manager

144 Ms. Bandon provided an overview of the District Management Report as
145 provided in the agenda package and asked if there were any questions.
146 There were none.
147

148 TENTH ORDER OF BUSINESS

Supervisor Requests and Comments

149
150 Ms. Bandon opened the floor to Supervisor requests and comments.
151

152 Mr. Sherman advised that the new product being placed by Earth Balance seems
153 to be working well. He advised that there is about a twenty-foot space that has not been
154 addressed; he recommended addressing with Mr. Sandsmark. Discussion ensued.
155

156 Mr. Kirkbride left the meeting in progress.
157

158 Mr. Sherman asked that Mr. Kayne update the documents showing easements
159 and lot lines and provide those to the Board. Discussion ensued. Mr. Johnston
160 recommended that Mr. Kayne contact DR Horton to obtain as-builts. Mr. Sherman
161 advised that he will reach out to DR Horton. Ms. Bandon advised that Hoover Pumping
162 Systems can create a map identifying the irrigation lines. Mr. Johnston asked that Ms.
163 Bandon provide the Hoover Pumping Systems contact information to him.
164

165 Mr. Sherman asked to have Solitude Lake Management review the littorals within
166 the lakes; to determine whether the current littorals are sufficient and so that a demand
167 for payment of replacement can be sent to the homeowner whose vendor caused
168 damage to the littorals. Discussion ensued. Ms. Bandon advised that the Board will
169 need to work with Solitude to determine the type of littorals the Board would like to see
170 in order to not install unsightly littorals.
171

172 Mr. Sherman recommended that Board members mention the decrease in CDD
173 assessments to residents when the opportunity presents itself.

ELEVENTH ORDER OF BUSINESS

Adjournment

Ms. Blandon stated there are no other agenda items to come before the Board and asked for a motion to adjourn the meeting.

On a Motion by Mr. Johnston, seconded by Mr. Tucker, with all in favor, the Board adjourned the meeting at 3:24 p.m. for the Catalina at Winkler Preserve Community Development District.

Secretary/Assistant Secretary

Chairman/Vice Chairman

Tab 2

CATALINA AT WINKLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT

District Office · Ft. Myers, Florida · (239) 936-0913
Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.catalinacdd.org

Operation and Maintenance Expenditures October 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from October 1, 2021 through October 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$13,812.99**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Catalina at Winkler Preserve Community Development District

Paid Operation & Maintenance Expenditures

October 1, 2021 Through October 31, 2021

Vendor Name	Check Number	Invoice Number	Invoice Description	Invoice Amount
ADA Site Compliance LLC	001463	1921	ADA Website Compliance 09/21	\$ 900.00
Barraco and Associates, Inc.	001468	22914	Engineering Services 09/21	\$ 2,801.78
Florida Power and Light Company	001466	09846-68343 09/21	17043 Tremont St #Aerator 09/21	\$ 93.84
Florida Power and Light Company	001466	11246-08348 09/21	17213 Wrigley Cir #Aerator 09/21	\$ 72.04
KE Law Group, PLLC	001467	326	Legal Service 09/21	\$ 150.50
Rizzetta & Company, Inc.	001464	INV0000061839	District Management Fees 10/21	\$ 3,931.83
Rizzetta & Company, Inc.	001469	INV0000062005	Assessment Roll FY 21/22	\$ 5,253.00
Rizzetta Technology Services, LLC	001465	001INV0000007976	Website & Email Hosting Services 10/21	\$ 175.00
Solitude Lake Management, LLC	001470	PI-A00688320	Lake & Pond Management Services 10/21	<u>\$ 435.00</u>
Report Total				<u>\$ 13,812.99</u>

ADA Site Compliance
 6400 Boynton Beach Blvd 742721
 Boynton Beach, FL 33474
 accounting@adasitecompliance.com



Invoice

BILL TO

Catalina at Winkler Preserve CDD

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1921	09/26/2021	\$900.00	10/10/2021	14	

DESCRIPTION	QTY	RATE	AMOUNT
Technological Auditing, Compliance Shield, Customized Accessibility Policy, and Consulting with Accessibility and Compliance Experts	1	900.00	900.00

BALANCE DUE

\$900.00

Date Rec'd Rizzetta & Co., Inc. 9/28/21

D/M approval *Pelinda Blandon* Date 10/1/2021

Date entered 9/30/21

Fund 001 GL 51300 OC 5103

Check # _____

Barraco & Associates, Inc.
 2271 McGregor Boulevard, Suite 100
 Fort Myers, FL 33901

Catalina @ Winkler Preserve CDD
 c/o Rizetta & Co
 12750 Citrus Park Lane
 #115
 Tampa, FL 33625

Invoice number 22914
 Date 10/12/2021

Project 22271 Catalina @ Winkler CDD

Description	Contract Amount	Percent Complete	Billed To Date	Less Previous Billing	Amount Due This Billing
2021.1 Miscellaneous Professional Services	0.00	0.00	2,334.00	2,234.00	100.00
2021.1 Meeting Representation	1,500.00	60.00	900.00	450.00	450.00
2021.2 Inspection and Documentation of Dist Facilities	2,500.00	100.00	2,500.00	2,500.00	0.00
2021.3 Proactive Illicit Discharge Inspections	1,500.00	100.00	1,500.00	1,500.00	0.00
2021.4 Annual Report	2,500.00	90.00	2,250.00	0.00	2,250.00
2021.6 Reimbursable Expenses	0.00	0.00	1.78	0.00	1.78
Total	8,000.00	118.57	9,485.78	6,684.00	2,801.78

2021.1 Miscellaneous Professional Services

	Hours	Rate	Billed Amount
Professional Engineer	0.50	200.00	100.00
<i>Research and correspondence re conservation easement and irrigation inquiry.</i>			

2021.6 Reimbursable Expenses

8 1/2 x 11 copies	Date Rec'd Rizetta & Co., Inc.	10/14/21		
	D/M approval <i>Belinda Blandon</i>	Date	10/15/2021	
	Date entered	10/14/21	Units	Billed Amount
			25.00	1.78
	Fund 001	GL 51300	OC 3103	
	Invoice total			2,801.78
	Check #			

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
22914	10/12/2021	2,801.78	2,801.78				
	Total	2,801.78	2,801.78	0.00	0.00	0.00	0.00



RECEIVED
OCT - 1 2021

FPL.com Page 1

0001 0004 070525

E001

Electric Bill Statement

For: Aug 27, 2021 to Sep 28, 2021 (32 days)

Statement Date: Sep 28, 2021

Account Number: 09846-68343

Service Address:

17043 TREMONT ST # AERATOR
FORT MYERS, FL 33908

CATALINA AT WINKLER PRESERVE CDD,
Here's what you owe for this billing period.

CURRENT BILL

\$93.84

TOTAL AMOUNT YOU OWE

Oct 19, 2021

NEW CHARGES DUE BY

ENERGY USAGE HISTORY



BILL SUMMARY

Amount of your last bill	93.03
Payments received	-93.03
Balance before new charges	0.00
Total new charges	93.84
Total amount you owe	\$93.84

(See page 2 for bill details.)

KEEP IN MIND

- Payment received after December 20, 2021 is considered LATE; a late payment charge of 1% will apply.

Date Rec'd Rizzetta & Co., Inc. 10/01/2021

D/M approval Belinda Blandon Date 10/8/2021

Date entered 10/8/21

Fund 001 GL 53100 OC 4311

Check #

Customer Service: (239) 334-4227
Outside Florida: 1-800-226-3545

Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)



/ 27

5319098466834344839000000

0001 0004 070525

1 5

CATALINA AT WINKLER
PRESERVE CDD
3434 COLWELL AVE STE 200
TAMPA FL 33614-8390



The amount enclosed includes
the following donation:
FPL Care To Share: _____

Make check payable to FPL
in U.S. funds and mail along with
this coupon to:

FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001

Visit FPL.com/PayBill
for ways to pay.

09846-68343

ACCOUNT NUMBER

\$93.84

TOTAL AMOUNT YOU OWE

Oct 19, 2021

NEW CHARGES DUE BY

\$

AMOUNT ENCLOSED



Customer Name:
CATALINA AT WINKLER
PRESERVE CDD

Account Number:
09846-68343

FPL.com Page 2

0002 0004 070525

E001

BILL DETAILS

Amount of your last bill	93.03
Payment received - Thank you	-93.03
Balance before new charges	\$0.00
New Charges	
Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS	
Customer charge:	\$10.61
Non-fuel: (\$0.065570 per kWh)	\$53.64
Fuel: (\$0.028360 per kWh)	\$23.20
Electric service amount	87.45
Gross receipts tax	2.24
Franchise charge	4.15
Taxes and charges	6.39
Total new charges	\$93.84
Total amount you owe	\$93.84

METER SUMMARY

Meter reading - Meter ACD7513. Next meter reading Oct 27, 2021.

Usage Type	Current	-	Previous	=	Usage
kWh used	11309		10491		818

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Sep 28, 2021	Aug 27, 2021	Sep 28, 2020
kWh Used	818	810	917
Service days	32	31	32
kWh/day	26	26	29
Amount	\$93.84	\$93.03	\$97.42

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Savings to sing about

Use FPL Business Energy Manager to manage energy use.

[FPL.com/BusinessEnergyManager](https://www.fpl.com/businessenergymanager)

Don't get burned

Beware of phone scammers threatening to shut off power unless immediate payment is made with a prepaid card.

[FPL.com/Protect](https://www.fpl.com/protect)

When you pay by check, you authorize FPL to process your payment electronically or as a draft. If your payment is processed electronically, your checking account may be debited on the same day we receive the check and your check will not be returned with your checking account statement. FPL does not agree to any restrictions, conditions or endorsements placed on any bill statement or payments such as check, money order or other forms of payment. We will process the payment as if these restrictions or conditions do not exist.

**Electric Bill Statement**

For: Aug 27, 2021 to Sep 28, 2021 (32 days)

Statement Date: Sep 28, 2021

Account Number: 11246-08348

Service Address:17213 WRIGLEY CIR # AERATOR
FORT MYERS, FL 33908**CATALINA AT WINKLER PRESERVE CDD,**
Here's what you owe for this billing period.**CURRENT BILL****\$72.04**

TOTAL AMOUNT YOU OWE

Oct 19, 2021

NEW CHARGES DUE BY

Pay \$66.86 instead
of \$72.04 by your
due date. Enroll in
FPL Budget Billing®.
FPL.com/BB**ENERGY USAGE HISTORY****BILL SUMMARY**

Amount of your last bill	70.56
Payments received	-70.56
Balance before new charges	0.00
Total new charges	72.04
Total amount you owe	\$72.04

(See page 2 for bill details.)

KEEP IN MIND

- Enroll now in FPL Budget Billing when you pay \$66.86 by your due date instead of \$72.04. Make your bills easier to manage with more predictable payments. Learn more at FPL.com/BB
- Payment received after December 20, 2021 is considered LATE; a late payment charge of 1% will apply.

Date Rec'd Rizzetta & Co., Inc. 10/01/21D/M approval Belinda Blandon Date 10/8/2021Date entered 10/08/21Fund 001 GL 53100 OC 4311

Check # _____

Customer Service: (239) 334-4227
Outside Florida: 1-800-226-3545Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)

/ 27

6686 5319112460834834027000000

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CATALINA AT WINKLER
PRESERVE CDD
3434 COLWELL AVE STE 200
TAMPA FL 33614-8390The amount enclosed includes
the following donation:
FPL Care To Share: _____Make check payable to FPL
in U.S. funds and mail along with
this coupon to:FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001Visit **FPL.com/PayBill**
for ways to pay.

11246-08348

ACCOUNT NUMBER

\$72.04

TOTAL AMOUNT YOU OWE

Oct 19, 2021

NEW CHARGES DUE BY

\$

AMOUNT ENCLOSED



Customer Name: CATALINA AT WINKLER
PRESERVE CDD
Account Number: 11246-08348

FPL.com Page 2 0004 0004 070525 E001

BILL DETAILS

Amount of your last bill	70.56
Payment received - Thank you	-70.56
Balance before new charges	\$0.00
New Charges	
Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS	
Customer charge:	\$10.61
Non-fuel: (\$0.065570 per kWh)	\$39.46
Fuel: (\$0.028360 per kWh)	\$17.07
Electric service amount	67.14
Gross receipts tax	1.72
Franchise charge	3.18
Taxes and charges	4.90
Total new charges	\$72.04
Total amount you owe	\$72.04

METER SUMMARY

Meter reading - Meter ACD7626. Next meter reading Oct 27, 2021.

Usage Type	Current	-	Previous	=	Usage
kWh used	59555		58953		602

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Sep 28, 2021	Aug 27, 2021	Sep 28, 2020
kWh Used	602	587	151
Service days	32	31	32
kWh/day	19	19	5
Amount	\$72.04	\$70.56	\$25.57

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Savings to sing about

Use FPL Business Energy Manager to manage energy use.

[FPL.com/BusinessEnergyManager](https://www.fpl.com/businessenergymanager)

Don't get burned

Beware of phone scammers threatening to shut off power unless immediate payment is made with a prepaid card.

[FPL.com/Protect](https://www.fpl.com/protect)

When you pay by check, you authorize FPL to process your payment electronically or as a draft. If your payment is processed electronically, your checking account may be debited on the same day we receive the check and your check will not be returned with your checking account statement. FPL does not agree to any restrictions, conditions or endorsements placed on any bill statement or payments such as check, money order or other forms of payment. We will process the payment as if these restrictions or conditions do not exist.



P.O. Box 6386
Tallahassee, Florida 32314

Catalina at Winkler CDD
3434 Colwell Avenue, Suite 200
Tampa, Florida 33614

CATCDD-01

Catalina at Winkler - General

Type	Date	Notes	Quantity	Rate	Total
Service	09/02/2021	Review and provide comments to minutes for August audit committee meeting and regular Board meeting.	0.40	\$215.00	\$86.00
Service	09/03/2021	Review Earthbalance proposal for quarterly maintenance and update work order for cordgrass installation.	0.30	\$215.00	\$64.50

Date Rec'd Rizzetta & Co., Inc. 10/08/21

D/M approval Belinda Blandon Date 10/8/2021 Total **\$150.50**

Date entered 10/08/21

Detailed Statement of Account
Fund 001 GL 51400 OC 3107

Check # _____

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
326	11/02/2021	\$150.50	\$0.00	\$150.50
Outstanding Balance				\$150.50
Total Amount Outstanding				\$150.50

Please make all amounts payable to: KE Law Group, PLLC

Please pay within 30 days.

Rizzetta & Company, Inc.
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

Date	Invoice #
10/1/2021	INV0000061839

Bill To:

CATALINA AT WINKLER PRESERVE CDD
3434 Colwell Avenue, Suite 200
Tampa FL 33614

Services for the month of	Terms	Client Number
October	Upon Receipt	00327

Description	Qty	Rate	Amount
District Management Services	1.00	\$1,751.00	\$1,751.00
Administrative Services	1.00	\$472.75	\$472.75
Accounting Services	1.00	\$1,270.33	\$1,270.33
Financial & Revenue Collections	1.00	\$437.75	\$437.75
<p> Date Rec'd Rizzetta & Co., Inc. <u>09/24/21</u> D/M approval <u><i>Balinda Blandon</i></u> Date <u>10/1/2021</u> Date entered <u>9/30/21</u> Fund <u>001</u> GL <u>51300</u> OC <u>3101</u> <u>\$1750.99</u> <u>3100</u> <u>\$472.76</u> Check # <u> </u> <u>3201</u> <u>\$1270.33</u> <u>3111</u> <u>\$437.75</u> </p>			
		Subtotal	\$3,931.83
		Total	\$3,931.83

Rizzetta & Company, Inc.
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

Date	Invoice #
10/1/2021	INV0000062005

Bill To:

CATALINA AT WINKLER PRESERVE CDD
3434 Colwell Avenue, Suite 200
Tampa FL 33614

Services for the month of	Terms	Client Number
October	Upon Receipt	00327

Description	Qty	Rate	Amount
Assessment Roll (Annual)	1.00	\$5,253.00	\$5,253.00
<div>Date Rec'd Rizzetta & Co., Inc. <u>10/13/21</u> D/M approval <u><i>Belinda Blandon</i></u> Date <u>10/15/2021</u> Date entered <u>10/14/21</u> Fund <u>001</u> GL <u>51300</u> OC <u>3106</u> Check # <u></u></div>			
Subtotal			\$5,253.00
Total			\$5,253.00

Rizzetta Technology Services
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

Date	Invoice #
10/1/2021	INV0000007976

Bill To:

CATALINA AT WINKLER PRESERVE CDD
 3434 Colwell Avenue, Suite 200
 Tampa FL 33614

Services for the month of	Terms	Client Number
October		00327

Description	Qty	Rate	Amount
Email Accounts, Admin & Maintenance	5	\$15.00	\$75.00
Website Compliance and Management	1	\$100.00	\$100.00
<p>Date Rec'd Rizzetta & Co., Inc. <u>9/24/21</u></p> <p>D/M approval <u><i>Belinda Blandon</i></u> Date <u>10/1/2021</u></p> <p>Date entered <u>9/30/21</u></p> <p>Fund <u>001</u> GL <u>51300</u> OC <u>5103</u></p> <p>Check # <u></u></p>			
Subtotal			\$175.00
Total			\$175.00



INVOICE

Invoice Number: PI-A00688320
Invoice Date: 10/01/21
PROPERTY: Catalina At Winkler Preserve

Voice: (888) 480-5253 Fax: (888) 358-0088

SOLD TO: Catalina At Winkler Preserve
Rizzetta & Company, Inc.
3434 Colwell Avenue, Suite #200
Tampa, FL 33614

CUSTOMER ID		CUSTOMER PO		Payment Terms				
C2205				Due upon receipt				
Sales Rep ID		Shipment Method		Ship Date	Due Date			
Rill Kurth					10/01/21			
Qty	Item / Description			UOM	Unit Price	Extension		
1	Lake & Pond Management Services SVR05727 10/01/21 - 10/31/21 Lake & Pond Management Services				435.00	435.00		

Date Rec'd Rizzetta & Co., Inc. 10/12/21
D/M approval *Belinda Blandon* Date 10/15/2021
Date entered 10/14/21
Fund 001 GL 53800 OC 4605
Check #

PLEASE REMIT PAYMENT TO:

1320 Brookwood Drive, Suite H
Little Rock, AR 72202

Subtotal	435.00
Sales Tax	0.00
Total Invoice	435.00
Payment Received	0.00
TOTAL	435.00

CATALINA AT WINKLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT

District Office · Ft. Myers, Florida · (239) 936-0913
Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.catalinacdd.org

Operation and Maintenance Expenditures November 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from November 1, 2021 through November 30, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$11,045.01**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Catalina at Winkler Preserve Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2021 Through November 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Catalina at Winkler Homeowner's Association, Inc.	001472	October/November 2021	Reimb HOA for Electric Service Aerator System 10/21-11/21	\$ 280.00
Department of Economic Opportunity	001477	84962	Special District Fee FY 21/22	\$ 175.00
EarthBalance Corporation	001483	44436	Preserve Maintenance 11/21	\$ 3,850.00
Florida Power and Light Company	001475	09846-68343 10/21	17043 Tremont St #Aerator 10/21	\$ 82.96
Florida Power and Light Company	001475	11246-08348 10/21	17213 Wrigley Cir #Aerator 10/21	\$ 65.72
Floyd Johnston	001478	BJ110921	Board of Supervisors Meeting 11/09/21	\$ 200.00
John E. Kirkbride	001480	JK110921	Board of Supervisors Meeting 11/09/21	\$ 200.00
KE Law Group, PLLC	001479	523	Legal Service 10/21	\$ 601.50
Keith Sherman	001481	KS110921	Board of Supervisors Meeting 11/09/21	\$ 200.00
Mark P Tucker	001482	MT110921	Board of Supervisors Meeting 11/09/21	\$ 200.00
Richard Bonito	001476	RB110921	Board of Supervisors Meeting 11/09/21	\$ 200.00
Rizzetta & Company, Inc.	001473	INV0000062530	District Management Fees 11/21	\$ 3,931.83
Rizzetta Technology Services, LLC	001474	INV0000008159	Website & Email Hosting Services 11/21	\$ 175.00

Catalina at Winkler Preserve Community Development District

Paid Operation & Maintenance Expenditures

November 1, 2021 Through November 30, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Solitude Lake Management, LLC	001484	PI-A00703793	Lake & Pond Monthly- Fountain Maint 11/01/21-01/31/22	\$ 129.00
Solitude Lake Management, LLC	001484	PI-A00703794	Aerator Maintenance 11/01/21-01/31/22	\$ 264.00
Solitude Lake Management, LLC	001484	PI-A00706433	Lake & Pond Management Services 11/21	\$ 435.00
The Breeze Corporation	001471	121981 10/27/21	Legal Advertising 10/21	<u>\$ 55.00</u>
Report Total				<u>\$ 11,045.01</u>

INVOICE

Catalina at Winkler
12650 Whitehall Drive
Fort Myers, FL 33907

DATE ☐
INVOICE ☐
☐OR ☐

October 25, 2021
October-☐ovember
Electric Service

[Cddinvoice](#) ☐ [rizzetta.com](#)

Bill To ☐

Catalina at Winkler Preserve CDD
☐428 Camden Field Parkway
Riverview FL 33578

DESCRIPTION	AMOUNT
Aerator electrical service running of pool electric at Catalina- October	\$140.00
<input type="checkbox"/> ovember	140.00
<div>Please make check payable to: Catalina at Winkler 12650 Whitehall Drive Ft Myers, FL 33907</div> <div>Date Rec'd Rizzetta & Co., Inc. 10/26/21 D/M approval <u>Belinda Blandon</u> Date <u>11/2/2021</u> Date entered 10/26/21 Fund <u>001</u> GL <u>53100</u> OC <u>4311</u> Check # _____</div>	
TOTAL <input type="checkbox"/>	\$280.00

Florida Department of Economic Opportunity, Special District Accountability Program
FY 2021/2022 Special District Fee Invoice and Update Form
 Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 84962			Date Invoiced: 10/01/2021
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2021: \$175.00

STEP 1: Review the following information, make changes directly on the form, and sign and date:

1. Special District's Name, Registered Agent's Name, and Registered Office Address:

Catalina At Winkler Preserve Community Development District
 Mr. William Rizzetta
 3434 Colwell Avenue, Suite 200
 Tampa, FL 33614



2. Telephone: (813) 514-0400
 3. Fax: (813) 514-0401
 4. Email: brizzetta@rizzetta.com
 5. Status: Independent
 6. Governing Body: Elected
 7. Website Address: catalinaadd.org
 8. County(ies): Lee
 9. Function(s): Community Development
 10. Boundary Map on File: 11/03/2005
 11. Creation Document on File: 11/03/2005
 12. Date Established: 09/19/2005
 13. Creation Method: Local Ordinance
 14. Local Governing Authority: Lee County
 15. Creation Document(s): County Ordinance 05-16
 16. Statutory Authority: Chapter 190, Florida Statutes
 17. Authority to Issue Bonds: Yes
 18. Revenue Source(s): Assessments
 19. Most Recent Update: 11/05/2020

Date Rec'd Rizzetta & Co., Inc. 10/4/21
 D/M approval Belinda Blandon Date 11/10/2021
 Date entered 11/10/21
 Fund 001 GL 51300 OC 4902
 Check # _____



I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: William A. Rizzetta Date 10/26/21

STEP 2: Pay the annual fee or certify eligibility for the zero fee:

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.

1. _____ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
2. _____ This special district is in compliance with the reporting requirements of the Department of Financial Services.
3. _____ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2019/2020 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: _____ Denied: _____ Reason: _____

STEP 3: Make a copy of this form for your records.

STEP 4: Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.

EarthBalance
2570 Commerce Parkway
North Port, FL 34289
Phone: (941) 426-7878
Fax: (941) 426-8778



Catalina at Winkler Preserve CDD
 9530 Marketplace Road
 Suite 206
 Fort Myers, FL 33912

November 11, 2021
 Invoice No: 44436
 Due Date: December 11, 2021

Project Manager Scott Miller

Project 17407.10 Catalina at Winkler Preserve CDD 2021 Preserve Maintenance

Professional Services for the Period: November 3, 2021 to November 3, 2021

Billing Group 001 Maintenance

Professional services associated with
 completion of semi-annual preserve
 maintenance, November 2021.

Billing Task	Task Fee	Percent Complete	Fee Earned	Prior Billing	Current Fee
Preserve Maintenance - Event 1	3,850.00	100.00	3,850.00	0.00	3,850.00
Preserve Maintenance - Event 2	3,850.00	0.00	0.00	0.00	0.00
Total Fee	7,700.00		3,850.00	0.00	3,850.00

Total Fee 3,850.00

Billing Group Total \$3,850.00

Billing Limits	Current	Prior	To-Date
Total Billings	3,850.00	0.00	3,850.00
Limit			7,700.00
Remaining			3,850.00

TOTAL AMOUNT DUE \$3,850.00

Date Rec'd Rizzetta & Co., Inc. 11/16/21
 D/M approval *Belinda Blandon* Date 11/19/2021
 Date entered 11/18/21
 Fund 001 GL 53800 OC 4611
 Check #

We accept cash, check, credit card, or ACH. A convenience fee of 5% will be added to all credit card payments.

Please call (941) 200-5034 to pay by credit card over the phone or to obtain banking information for ACH.



Electric Bill Statement

For: Sep 28, 2021 to Oct 27, 2021 (29 days)

Statement Date: Oct 27, 2021

Account Number: 09846-68343

Service Address:

17043 TREMONT ST # AERATOR
FORT MYERS, FL 33908CATALINA AT WINKLER PRESERVE CDD,
Here's what you owe for this billing period.

CURRENT BILL

\$82.96

TOTAL AMOUNT YOU OWE

Nov 17, 2021

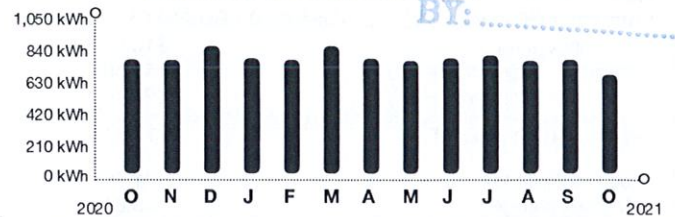
NEW CHARGES DUE BY

BILL SUMMARY

Amount of your last bill	93.84
Payments received	-93.84
Balance before new charges	0.00
Total new charges	82.96
Total amount you owe	\$82.96

(See page 2 for bill details.)

ENERGY USAGE HISTORY



KEEP IN MIND

- Payment received after January 18, 2022 is considered LATE; a late payment charge of 1% will apply.

Date Rec'd Rizzetta & Co., Inc. 11/1/21

D/M approval Belinda Blandon Date 11/5/2021

Date entered 11/3/21

Fund 001 GL 53100 OC 4311

Check # _____

Customer Service: (239) 334-4227
Outside Florida: 1-800-226-3545Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)

/ 27

5319098466834346928000000

0001 0004 070285

1 4

CATALINA AT WINKLER
PRESERVE CDD
3434 COLWELL AVE STE 200
TAMPA FL 33614-8390The amount enclosed includes
the following donation:

FPL Care To Share: _____

Make check payable to FPL
in U.S. funds and mail along with
this coupon to:FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001Visit [FPL.com/PayBill](https://www.fpl.com/PayBill)
for ways to pay.

09846-68343

ACCOUNT NUMBER

\$82.96

TOTAL AMOUNT YOU OWE

Nov 17, 2021

NEW CHARGES DUE BY

\$

AMOUNT ENCLOSED



Customer Name:
CATALINA AT WINKLER
PRESERVE CDD

Account Number:
09846-68343

FPL.com Page 2

0002 0004 070285

E001

BILL DETAILS

Amount of your last bill	93.84
Payment received - Thank you	-93.84
Balance before new charges	\$0.00
New Charges	
Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS	
Customer charge:	\$10.61
Non-fuel: (\$0.065570 per kWh)	\$46.56
Fuel: (\$0.028360 per kWh)	\$20.14
Electric service amount	77.31
Gross receipts tax	1.98
Franchise charge	3.67
Taxes and charges	5.65
Total new charges	\$82.96
Total amount you owe	\$82.96

METER SUMMARY

Meter reading - Meter ACD7513. Next meter reading Nov 27, 2021.

Usage Type	Current	-	Previous	=	Usage
kWh used	12019		11309		710

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Oct 27, 2021	Sep 28, 2021	Oct 27, 2020
kWh Used	710	818	819
Service days	29	32	29
kWh/day	24	26	28
Amount	\$82.96	\$93.84	\$88.23

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The FPL Mobile App is the easiest way to stay connected with us when a disaster strikes. Stay ready - get the app today!

[FPL.com/MobileApp](https://www.fpl.com/mobileapp)

Savings to sing about

Use FPL Business Energy Manager to manage energy use.

[FPL.com/BusinessEnergyManager](https://www.fpl.com/businessenergymanager)

Help others in need

Help your neighbors in need by contributing to FPL Care To Share® monthly through your FPL bill.

[FPL.com/CareToShare](https://www.fpl.com/caretoshare)

When you pay by check, you authorize FPL to process your payment electronically or as a draft. If your payment is processed electronically, your checking account may be debited on the same day we receive the check and your check will not be returned with your checking account statement. FPL does not agree to any restrictions, conditions or endorsements placed on any bill statement or payments such as check, money order or other forms of payment. We will process the payment as if these restrictions or conditions do not exist.



Electric Bill Statement

For: Sep 28, 2021 to Oct 27, 2021 (29 days)

Statement Date: Oct 27, 2021

Account Number: 11246-08348

Service Address:

17213 WRIGLEY CIR # AERATOR
FORT MYERS, FL 33908CATALINA AT WINKLER PRESERVE CDD,
Here's what you owe for this billing period.

CURRENT BILL

\$65.72

TOTAL AMOUNT YOU OWE

Nov 17, 2021

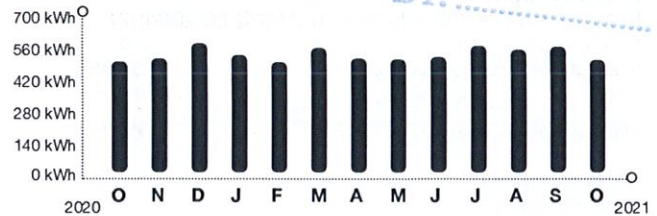
NEW CHARGES DUE BY

BILL SUMMARY

Amount of your last bill	72.04
Payments received	-72.04
Balance before new charges	0.00
Total new charges	65.72
Total amount you owe	\$65.72

(See page 2 for bill details.)

ENERGY USAGE HISTORY



KEEP IN MIND

- Payment received after January 18, 2022 is considered LATE; a late payment charge of 1% will apply.

Date Rec'd Rizzetta & Co., Inc. 11/1/21

D/M approval Belinda Blandon Date 11/5/2021Date entered 11/3/21Fund 001 GL 53100 OC 4301

Check # _____

Customer Service: (239) 334-4227
Outside Florida: 1-800-226-3545Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)

/ 27

53191124608348 2756000000

0003 0004 070285

CATALINA AT WINKLER
PRESERVE CDD
3434 COLWELL AVE STE 200
TAMPA FL 33614-8390The amount enclosed includes
the following donation:
FPL Care To Share: _____Make check payable to FPL
in U.S. funds and mail along with
this coupon to:FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001Visit [FPL.com/PayBill](https://www.fpl.com/PayBill)
for ways to pay.

11246-08348

ACCOUNT NUMBER

\$65.72

TOTAL AMOUNT YOU OWE

Nov 17, 2021

NEW CHARGES DUE BY

\$

AMOUNT ENCLOSED



Customer Name: Account Number:
CATALINA AT WINKLER 11246-08348
PRESERVE CDD

FPL.com Page 2

0004 0004 070285

E001

BILL DETAILS

Amount of your last bill	72.04
Payment received - Thank you	-72.04
Balance before new charges	\$0.00

New Charges

Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS

Customer charge:	\$10.61
Non-fuel: (\$0.065570 per kWh)	\$35.35
Fuel: (\$0.028360 per kWh)	\$15.29

Electric service amount	61.25
-------------------------	-------

Gross receipts tax	1.57
--------------------	------

Franchise charge	2.90
------------------	------

Taxes and charges	4.47
-------------------	------

Total new charges	\$65.72
-------------------	---------

Total amount you owe	\$65.72
----------------------	---------

METER SUMMARY

Meter reading - Meter ACD7626. Next meter reading Nov 27, 2021.

Usage Type	Current	-	Previous	=	Usage
kWh used	60094		59555		539

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Oct 27, 2021	Sep 28, 2021	Oct 27, 2020
kWh Used	539	602	530
Service days	29	32	29
kWh/day	19	19	18
Amount	\$65.72	\$72.04	\$61.12

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[FPL.com/MobileApp](https://www.fpl.com/mobileapp)

Savings to sing about

Use FPL Business Energy Manager to manage energy use.

[FPL.com/BusinessEnergyManager](https://www.fpl.com/businessenergymanager)

Help others in need

Help your neighbors in need by contributing to FPL Care To Share® monthly through your FPL bill.

[FPL.com/CareToShare](https://www.fpl.com/caretoshare)

When you pay by check, you authorize FPL to process your payment electronically or as a draft. If your payment is processed electronically, your checking account may be debited on the same day we receive the check and your check will not be returned with your checking account statement. FPL does not agree to any restrictions, conditions or endorsements placed on any bill statement or payments such as check, money order or other forms of payment. We will process the payment as if these restrictions or conditions do not exist.

Catalina at Winkler Preserve CDD

Meeting Date: November 9, 2021

SUPERVISOR PAY REQUEST

Name of Board Supervisor	Check if present	Check if paid
Keith Sherman	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
John Kirkbride	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Butch Johnston	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Richard Bonito	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mark Tucker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

(*) Does not get paid

EXTENDED MEETING TIMECARD

Meeting Start Time:	2:31 PM
Meeting End Time:	3:24 PM
Total Meeting Time:	54 min

Date Rec'd Rizzetta & Co., Inc. 11/10/21

Time Over Three (3) Hours:

D/M approval Belinda Blandon Date 11/12/2021

Date entered 11/11/21

Total at \$175 per Hour:

Fund 001 GL 51100 OC 1101

Check # _____

DM Signature: 



P.O. Box 6386
Tallahassee, Florida 32314

Catalina at Winkler CDD
3434 Colwell Avenue, Suite 200
Tampa, Florida 33614

INVOICE

Invoice # 523
Date: 11/05/2021
Due On: 12/05/2021

CATCDD-01

Catalina at Winkler - General

Type	Date	Notes	Quantity	Rate	Total
Service	10/12/2021	Review OEDR's regulations related to wastewater and stormwater management facilities; prepare memorandum summarizing same; review reporting templates and prepare transmissions to District Manager and Engineer.	0.10	\$200.00	\$20.00
Service	10/13/2021	Review Earthbalance quarterly maintenance proposal and compare to current agreement; confer with District Manager regarding same.	0.20	\$215.00	\$43.00
Service	10/14/2021	Prepare easement variance policy, form of variance agreement, request form, engineer review form, and resolution setting hearing; prepare resolution on meeting notice.	1.70	\$215.00	\$365.50
Service	10/15/2021	Review engineer's feedback on variance policy and send materials for inclusion in the agenda package.	0.20	\$215.00	\$43.00
Service	10/15/2021	Confirm that the registered agent and location of the registered office on the DEO website are appropriately listed as the District Manager and District Manager's office.	0.10	\$225.00	\$22.50
Service	10/21/2021	Send information on stormwater reporting requirements to District Engineer and District Manager; review annual meeting notice.	0.30	\$215.00	\$64.50
Service	10/26/2021	Review draft agenda and follow up with staff on potential action items.	0.20	\$215.00	\$43.00
				Total	\$601.50

Detailed Statement of Account

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
523	12/05/2021	\$601.50	\$0.00	\$601.50
Outstanding Balance				\$601.50
Total Amount Outstanding				\$601.50

Please make all amounts payable to: KE Law Group, PLLC

Please pay within 30 days.

Date Rec'd Rizzetta & Co., Inc. 11/5/21

D/M approval Belinda Blandon Date 11/12/2021

Date entered 11/11/21

Fund 001 GL 51400 OC 3107

Check #

Rizzetta & Company, Inc.
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

Date	Invoice #
11/1/2021	INV0000062530

Bill To:

CATALINA AT WINKLER PRESERVE CDD
3434 Colwell Avenue, Suite 200
Tampa FL 33614

Services for the month of	Terms	Client Number
November	Upon Receipt	00327

Description	Qty	Rate	Amount
Management Services	1.00	\$1,751.00	\$1,751.00
Administrative Services	1.00	\$472.75	\$472.75
Accounting Services	1.00	\$1,270.33	\$1,270.33
Financial & Revenue Collections	1.00	\$437.75	\$437.75
<p>Date Rec'd Rizzetta & Co., Inc. <u>10/25/21</u></p> <p>D/M approval <u>Belinda Blandon</u> Date <u>11/2/2021</u></p> <p>Date entered <u>10/26/21</u></p> <p>Fund <u>001</u> GL <u>51300</u> OC <u>3101</u> \$1750.99</p> <p>Check # <u>51300</u> 3100 \$472.76</p> <p><u>51300</u> 3201 \$1270.33</p> <p>51300 3111 \$437.75</p> <p>001 20200 \$3931.83</p>			
Subtotal			\$3,931.83
Total			\$3,931.83

Rizzetta Technology Services
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

Date	Invoice #
11/1/2021	INV0000008159

Bill To:

CATALINA AT WINKLER PRESERVE CDD
3434 Colwell Avenue, Suite 200
Tampa FL 33614

Services for the month of	Terms	Client Number
November		00327

Description	Qty	Rate	Amount
Email Accounts, Admin & Maintenance	5	\$15.00	\$75.00
Website Compliance and Management	1	\$100.00	\$100.00
<div>Date Rec'd Rizzetta & Co., Inc. <u>10/25/21</u> D/M approval <u><i>Balinda Blandon</i></u> Date <u>11/2/2021</u> Date entered <u>10/26/21</u> Fund <u>001</u> GL <u>51300</u> OC <u>5103</u> Check # _____</div>			
Subtotal			\$175.00
Total			\$175.00



INVOICE

Invoice Number: PI-A00703793
Invoice Date: 11/01/21
PROPERTY: Catalina at Winkler Pres CDD

Voice: (888) 480-5253 Fax: (888) 358-0088

SOLD TO: Catalina at Winkler Pres CDD
Rizzetta and Company
3434 Colwell Avenue, Suite #200
Tampa, FL 33614

CUSTOMER ID		CUSTOMER PO		Payment Terms	
0589180				Net 30	
Sales Rep ID		Shipment Method		Ship Date	Due Date
Chris Byrne					12/01/21
Qty	Item / Description	UOM	Unit Price	Extension	
1	Lake & Pond Management Services SVR13611 11/01/21 - 01/31/22 Fountain Maintenance Services		129.00	129.00	

Date Rec'd Rizzetta & Co., Inc. 11/5/21
D/M approval Belinda Blandon Date 11/12/2021
Date entered 11/11/21
Fund 001 GL 53800 OC 4601
Check #

PLEASE REMIT PAYMENT TO:

1320 Brookwood Drive, Suite H
Little Rock, AR 72202

Subtotal	129.00
Sales Tax	0.00
Total Invoice	129.00
Payment Received	0.00
TOTAL	129.00



INVOICE

Invoice Number: PI-A00703794
Invoice Date: 11/01/21
PROPERTY: Catalina at Winkler Pres CDD

Voice: (888) 480-5253 Fax: (888) 358-0088

SOLD TO: Catalina at Winkler Pres CDD
Rizzetta and Company
3434 Colwell Avenue, Suite #200
Tampa, FL 33614

CUSTOMER ID		CUSTOMER PO		Payment Terms	
0589180				Net 30	
Sales Rep ID		Shipment Method		Ship Date	Due Date
Chris Byrne					12/01/21
Qty	Item / Description	UOM	Unit Price	Extension	
1	Lake & Pond Management Services SVR13612 11/01/21 - 01/31/22 Aerator Maintenance Services		264.00	264.00	

Date Rec'd Rizzetta & Co., Inc. 11/5/21
D/M approval Belinda Blandon Date 11/12/2021
Date entered 11/11/21
Fund 001 GL 53800 OC 4601
Check # _____

PLEASE REMIT PAYMENT TO:

1320 Brookwood Drive, Suite H
Little Rock, AR 72202

Subtotal	264.00
Sales Tax	0.00
Total Invoice	264.00
Payment Received	0.00
TOTAL	264.00



INVOICE

Invoice Number: PI-A00706433
Invoice Date: 11/01/21
PROPERTY: Catalina At Winkler Preserve

Voice: (888) 480-5253 Fax: (888) 358-0088

SOLD TO: Catalina At Winkler Preserve
 Rizzetta & Company, Inc.
 3434 Colwell Avenue, Suite #200
 Tampa, FL 33614

CUSTOMER ID		CUSTOMER PO		Payment Terms	
C2205				Due upon receipt	
Sales Rep ID		Shipment Method		Ship Date	Due Date
Bill Kirth					11/01/21
Qty	Item / Description	UOM	Unit Price	Extension	
1	Lake & Pond Management Services SVR05727 11/01/21 - 11/30/21 Lake & Pond Management Services		435.00	435.00	

Date Rec'd Rizzetta & Co., Inc. 11/8/21
 D/M approval Belinda Blandon Date 11/12/2021
 Date entered 11/11/21
 Fund 001 GL 53800 OC 4605
 Check #

PLEASE REMIT PAYMENT TO:

1320 Brookwood Drive, Suite H
 Little Rock, AR 72202

Subtotal	435.00
Sales Tax	0.00
Total Invoice	435.00
Payment Received	0.00
TOTAL	435.00

Classified/Legal Advertising Invoice**The Breeze Legals**

2510 DEL PRADO BLVD.

CAPE CORAL, FL

33904

(239) 574-1110

CATALINA AT WINKLER PRESERVE CDD**12750 CITRUS PARK LANE****SUITE 115****TAMPA, FL**

10/25/2021 3:17:51PM

33625**No: 121981****Phone: 239 936-0913**

Ad No 121981	Customer No: L00993	Start Date 10-27-2021	Stop Date 10-27-2021	Category: Legals		Classification: MISCELLANEOUS		
Order No	Rate: LA	Lines: 110	Words: 361	Inches: 10.69		Cost 55.00	Payments .00	Balance 55.00
Publications ... Runs Breeze Legals ... 1 Online Legals ... 1		Solicitor: SM	Origin: 17	Sales Rep: 3	Credit Card	Credit Card Number		Card Expire
		<div style="border: 1px solid black; padding: 5px; margin: 5px 0;">Identifier</div> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">NOTICE OF PUBLIC MEETING DATES CATALINA AT WINKLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT The Board of Supervisors of</div>						
		Date Rec'd Rizzetta & Co., Inc. <u>10/27/21</u> D/M approval <u>Belinda Blandon</u> Date <u>11/2/2021</u> Date entered <u>10/28/21</u> Fund <u>001</u> GL <u>51300</u> OC <u>4804</u> Check # _____						
		*=Extend Expiration Date						

**CAPE CORAL BREEZE
PUBLISHED CAPE CORAL, FLA**

Affidavit of Publication

State of Florida
County of Lee

Before the undersigned authority personally appeared Cecilia Yndart, who on oath says that he/she is the ADVERTISING REPRESENTATIVE of the Cape Coral Breeze newspaper, published at Cape Coral, Lee County, Florida that the attached copy of advertisement, being a Legal Notice, in the matter of Notice of Public Meeting Dates Catalina at Winkler Preserve Community Development District, as published in said newspaper in the issues of October 27, 2021. Affiant further says that the Cape Coral Breeze is a newspaper published at Cape Coral, said Lee County, Florida and that the said newspaper has heretofore been continuously published in said Lee County, Florida, and has been entered as a second class periodicals matter at the post office in Fort Myers in said Lee County, Florida for a period of one year preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said Newspaper.

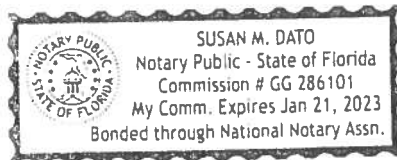
Cecilia Yndart

SWORN TO AND SUBSCRIBED before me this
October 27, 2021

Notary Public

Susan M. Dato

121981



**NOTICE OF PUBLIC MEETING
DATES
CATALINA AT WINKLER PRE-
SERVE COMMUNITY DEVEL-
OPMENT DISTRICT**

The Board of Supervisors of the Catalina at Winkler Preserve Community Development District will hold its regular meetings for Fiscal Year 2021/2022 on the dates as follows:

November 9, 2021
February 8, 2022
May 10, 2022
August 9, 2022

All meetings will convene at 2:30 p.m. and will be held at the office of the District Manager, Rizzetta & Company, Inc., located at 9530 Marketplace Road, Suite 206, Fort Myers, Florida 33912. The meetings are open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for each meeting may be obtained by contacting Belinda Blandon, the District Manager, at 9530 Marketplace Road, Suite 206, Fort Myers, Florida 33912 or by phone at (239) 936-0913. Additionally, a copy of the agenda, along with any meeting materials available

in an electronic format, may be obtained at www.CatalinaCDD.org.

There may be occasions when one or more Supervisors will participate by telephone. At the above location there will be present a speaker telephone so that any person can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication. Each meeting may be continued in progress without additional notice to a time, date, and location stated on the record.

Any person requiring special accommodations to participate in these meetings is asked to advise the District Office at (239) 936-0913, at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

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

Belinda Blandon
District Manager
Run Date 10/27/2021
121981

CATALINA AT WINKLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT

District Office · Ft. Myers, Florida · (239) 936-0913
Mailing Address - 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614
www.catalinacdd.org

Operation and Maintenance Expenditures December 2021 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from December 1, 2021 through December 31, 2021. This does not include expenditures previously approved by the Board.

The total items being presented: **\$8,273.36**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Catalina at Winkler Preserve Community Development District

Paid Operation & Maintenance Expenditures

December 1, 2021 Through December 31, 2021

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Barraco and Associates, Inc.	001488	23132	Engineering Services 11/21	\$ 850.00
Florida Power and Light Company	001489	09846-68343 11/21	17043 Tremont St #Aerator 11/21	\$ 86.92
Florida Power and Light Company	001489	11246-08348 11/21	17213 Wrigley Cir #Aerator 11/21	\$ 69.97
KE Law Group, PLLC	001491	849	Legal Service 11/21	\$ 1,526.90
Lee County Property Appraiser	001485	010279	2021/2022 Non Ad Valorem Assessment Roll	\$ 282.00
Rizzetta & Company, Inc.	001486	INV0000063112	District Management Fees 12/21	\$ 3,931.83
Rizzetta Technology Services, LLC	001487	INV0000008251	Website & Email Hosting Services 12/21	\$ 175.00
Solitude Lake Management, LLC	001490	PI-A00714972	Aerator Repair (New Compressor) 11/29/21	\$ 915.74
Solitude Lake Management, LLC	001492	PI-A00724793	Lake & Pond Management Services 12/21	<u>\$ 435.00</u>

Report Total

\$ 8,273.36

Barraco & Associates, Inc.
 2271 McGregor Boulevard, Suite 100
 Fort Myers, FL 33901

Catalina @ Winkler Preserve CDD
 c/o Rizetta & Co
 12750 Citrus Park Lane
 #115
 Tampa, FL 33625

Invoice number 23132
 Date 11/23/2021

Project **22271 Catalina @ Winkler CDD**

Description	Contract Amount	Percent Complete	Billed To Date	Less Previous Billing	Amount Due This Billing
2021.1 Miscellaneous Professional Services	0.00	0.00	2,634.00	2,334.00	300.00
2021.1 Meeting Representation	1,500.00	80.00	1,200.00	900.00	300.00
2021.2 Inspection and Documentation of Dist Facilities	2,500.00	100.00	2,500.00	2,500.00	0.00
2021.3 Proactive Illicit Discharge Inspections	1,500.00	100.00	1,500.00	1,500.00	0.00
2021.4 Annual Report	2,500.00	100.00	2,500.00	2,250.00	250.00
2021.6 Reimbursable Expenses	0.00	0.00	1.78	1.78	0.00
Total	8,000.00	129.20	10,335.78	9,485.78	850.00

2021.1 Miscellaneous Professional Services

	Hours	Rate	Billed Amount
Professional Engineer	1.50	200.00	300.00
<i>Email re silt fence.</i> <i>Review Stormwater Needs Analysis memo and forms.</i> <i>Stormwater needs analysis proposal and correspondence.</i>			
Date Rec'd Rizetta & Co., Inc. <u>11/30/21</u> D/M approval <u>Belinda Blandon</u> Date <u>12/3/2021</u> Date entered <u>12/03/21</u> Fund <u>001</u> GL <u>51300</u> OC <u>3103</u> Check # _____			
Invoice total			850.00

Aging Summary

Invoice Number	Invoice Date	Outstanding	Current	Over 30	Over 60	Over 90	Over 120
23132	11/23/2021	850.00	850.00				
Total		850.00	850.00	0.00	0.00	0.00	0.00

**Electric Bill Statement****For:** Oct 27, 2021 to Nov 27, 2021 (31 days)**Statement Date:** Nov 27, 2021**Account Number:** 09846-68343**Service Address:**17043 TREMONT ST # AERATOR
FORT MYERS, FL 33908**CATALINA AT WINKLER PRESERVE CDD,**
Here's what you owe for this billing period.**CURRENT BILL****\$86.92**

TOTAL AMOUNT YOU OWE

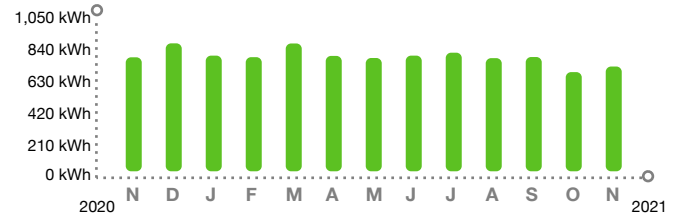
Dec 20, 2021

NEW CHARGES DUE BY

BILL SUMMARY

Amount of your last bill	82.96
Payments received	-82.96
Balance before new charges	0.00
Total new charges	86.92
Total amount you owe	\$86.92

(See page 2 for bill details.)

ENERGY USAGE HISTORY**KEEP IN MIND**

- Payment received after February 16, 2022 is considered LATE; a late payment charge of 1% will apply.

Date Rec'd Rizzetta & Co., Inc. 11/30/21D/M approval Belinda Blandon Date 12/3/2021Date entered 12/03/21Fund 001 GL 53100 OC 4311

Check # _____

Customer Service: (239) 334-4227
Outside Florida: 1-800-226-3545Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)

/ 27

53190984668343 2968000000

CATALINA AT WINKLER
PRESERVE CDD
3434 COLWELL AVE STE 200
TAMPA FL 33614-8390The amount enclosed includes
the following donation:
FPL Care To Share: _____Make check payable to FPL
in U.S. funds and mail along with
this coupon to:FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001Visit [FPL.com/PayBill](https://www.fpl.com/PayBill)
for ways to pay.

09846-68343

ACCOUNT NUMBER

\$86.92

TOTAL AMOUNT YOU OWE

Dec 20, 2021

NEW CHARGES DUE BY

\$

AMOUNT ENCLOSED



Customer Name: Account Number:
CATALINA AT WINKLER 09846-68343
PRESERVE CDD

FPL.com Page 2

E001

BILL DETAILS

Amount of your last bill	82.96
Payment received - Thank you	-82.96
Balance before new charges	\$0.00

New Charges

Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS

Customer charge:	\$10.61
Non-fuel: (\$0.065570 per kWh)	\$49.20
Fuel: (\$0.028360 per kWh)	\$21.27

Electric service amount 81.08

Gross receipts tax 2.08

Franchise charge 3.76

Taxes and charges 5.84

Total new charges \$86.92

Total amount you owe \$86.92

METER SUMMARY

Meter reading - Meter ACD7513. Next meter reading Dec 28, 2021.

Usage Type	Current	-	Previous	=	Usage
kWh used	12769		12019		750

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Nov 27, 2021	Oct 27, 2021	Nov 25, 2020
kWh Used	750	710	816
Service days	31	29	29
kWh/day	24	24	28
Amount	\$86.92	\$82.96	\$87.96

Stay connected

The FPL Mobile App is the easiest way to stay connected with us when a disaster strikes. Stay ready - get the app today!

[FPL.com/MobileApp](https://www.fpl.com/mobileapp)

We're here to help

If you're experiencing hardship as a result of the coronavirus (COVID-19) and need help with your bill, there are resources available.

[FPL.com/Help](https://www.fpl.com/help)

Help families in hardship

It's easier than ever to donate monthly to FPL Care To Share® through a round-up option on your FPL bill.

[FPL.com/CareToShare](https://www.fpl.com/careto share)

When you pay by check, you authorize FPL to process your payment electronically or as a draft. If your payment is processed electronically, your checking account may be debited on the same day we receive the check and your check will not be returned with your checking account statement. FPL does not agree to any restrictions, conditions or endorsements placed on any bill statement or payments such as check, money order or other forms of payment. We will process the payment as if these restrictions or conditions do not exist.



CATALINA AT WINKLER PRESERVE CDD,
Here's what you owe for this billing period.

CURRENT BILL**\$69.97**

TOTAL AMOUNT YOU OWE

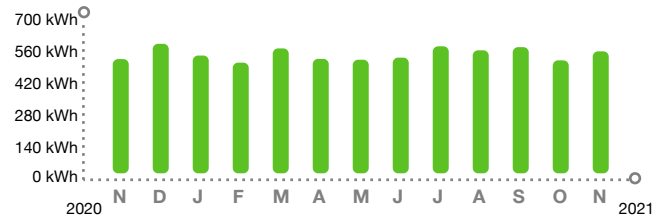
Dec 20, 2021

NEW CHARGES DUE BY

BILL SUMMARY

Amount of your last bill	65.72
Payments received	-65.72
Balance before new charges	0.00
Total new charges	69.97
Total amount you owe	\$69.97

(See page 2 for bill details.)

ENERGY USAGE HISTORY**KEEP IN MIND**

- Payment received after February 16, 2022 is considered LATE; a late payment charge of 1% will apply.

Date Rec'd Rizzetta & Co., Inc. 11/30/21D/M approval Belinda Blandon Date 12/3/2021Date entered 12/03/21Fund 001 GL 51300 OC 4311

Check # _____

Customer Service: (239) 334-4227
Outside Florida: 1-800-226-3545

Report Power Outages: 1-800-4OUTAGE (468-8243)
Hearing/Speech Impaired: 711 (Relay Service)



/ 27

5319112460834837996000000

CATALINA AT WINKLER
PRESERVE CDD
3434 COLWELL AVE STE 200
TAMPA FL 33614-8390

The amount enclosed includes
the following donation:
FPL Care To Share: _____

Make check payable to FPL
in U.S. funds and mail along with
this coupon to:

FPL
GENERAL MAIL FACILITY
MIAMI FL 33188-0001

Visit [FPL.com/PayBill](https://www.fpl.com/PayBill)
for ways to pay.

11246-08348

ACCOUNT NUMBER

\$69.97

TOTAL AMOUNT YOU OWE

Dec 20, 2021

NEW CHARGES DUE BY

\$

AMOUNT ENCLOSED



Customer Name: Account Number:
CATALINA AT WINKLER 11246-08348
PRESERVE CDD

FPL.com Page 2

E001

BILL DETAILS

Amount of your last bill	65.72
Payment received - Thank you	-65.72
Balance before new charges	\$0.00

New Charges

Rate: GS-1 GENERAL SVC NON-DEMAND / BUSINESS

Customer charge: \$10.61

Non-fuel: (\$0.065570 per kWh) \$38.15

Fuel: (\$0.028360 per kWh) \$16.51

Electric service amount 65.27

Gross receipts tax 1.67

Franchise charge 3.03

Taxes and charges 4.70

Total new charges \$69.97

Total amount you owe \$69.97

METER SUMMARY

Meter reading - Meter ACD7626. Next meter reading Dec 28, 2021.

Usage Type	Current	-	Previous	=	Usage
kWh used	60676		60094		582

ENERGY USAGE COMPARISON

	This Month	Last Month	Last Year
Service to	Nov 27, 2021	Oct 27, 2021	Nov 25, 2020
kWh Used	582	539	545
Service days	31	29	29
kWh/day	19	19	19
Amount	\$69.97	\$65.72	\$62.53

Stay connected

The FPL Mobile App is the easiest way to stay connected with us when a disaster strikes. Stay ready - get the app today!

[FPL.com/MobileApp](https://www.fpl.com/mobileapp)

We're here to help

If you're experiencing hardship as a result of the coronavirus (COVID-19) and need help with your bill, there are resources available.

[FPL.com/Help](https://www.fpl.com/help)

Help families in hardship

It's easier than ever to donate monthly to FPL Care To Share® through a round-up option on your FPL bill.

[FPL.com/CareToShare](https://www.fpl.com/careto share)

When you pay by check, you authorize FPL to process your payment electronically or as a draft. If your payment is processed electronically, your checking account may be debited on the same day we receive the check and your check will not be returned with your checking account statement. FPL does not agree to any restrictions, conditions or endorsements placed on any bill statement or payments such as check, money order or other forms of payment. We will process the payment as if these restrictions or conditions do not exist.



INVOICE

P.O. Box 6386
Tallahassee, Florida 32314

Invoice # 849
Date: 12/05/2021
Due On: 01/04/2022

Catalina at Winkler CDD
3434 Colwell Avenue, Suite 200
Tampa, Florida 33614

CATCDD-01

Catalina at Winkler - General

Type	Date	Notes	Quantity	Rate	Total
Service	11/01/2021	E-mail additions for agenda package.	0.10	\$215.00	\$21.50
Service	11/09/2021	Travel to and from Board meeting; attend meeting; follow up from same.	5.40	\$215.00	\$1,161.00
Expense	11/10/2021	Mileage: LG - Travel monthly meeting	217.70	\$0.56	\$121.91
Expense	11/10/2021	Meals: LG - Meals monthly meeting	1.00	\$4.29	\$4.29
Expense	11/10/2021	Hotel: LG - Lodging monthly meeting	1.00	\$89.20	\$89.20
Service	11/15/2021	Prepare notices of rule development and rulemaking for easement encroachment rates.	0.40	\$215.00	\$86.00
Service	11/16/2021	Review draft minutes and send comments.	0.20	\$215.00	\$43.00

Total \$1,526.90

Date Rec'd Rizzetta & Co., Inc. 12/09/21

D/M approval *Belinda Blandon* Date 12/15/2021

Detailed Statement of Account

Date entered 12/14/21

Fund 001 GL 51400 OC 3107

Current Invoice

Check #

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
849	01/04/2022	\$1,526.90	\$0.00	\$1,526.90

Outstanding Balance \$1,526.90

Total Amount Outstanding \$1,526.90

Please make all amounts payable to: KE Law Group, PLLC

Please pay within 30 days.



STATE OF FLORIDA
LEE COUNTY PROPERTY APPRAISER
MATTHEW H. CALDWELL

Mailing Address:
P.O. Box 1546
Fort Myers, Florida 33902-1546

Physical Address:
2480 Thompson Street
Fort Myers, Florida 33901-3074



Telephone: (239) 533-6100 - (866)673-2868 (From anywhere in Continental US except 239 area code)
Facsimile: (239) 533-6160 Website: www.leepa.org

INVOICE

BILL TO:

CATALINA AT WINKLER PRESERVE CDD
Rizzetta & Company Inc
Attention Finance Department
12750 Citrus Park Ln Ste 115
Tampa, FL 33625

Date: 11/4/2021
Invoice Number: 010279
Customer ID: 000259
Terms: Due Upon Receipt
Tax Roll Mgr:

District Authority: CATALINA AT WINKLER PRESERVE CDD

Pursuant to Resolution:

Dated:

DESCRIPTION	QUANTITY	UNIT DESC.	RATE	EXT. PRICE
2021 Non Ad Valorem Roll	282.00		1.00	282.00

Date Rec'd Rizzetta & Co., Inc. 11/19/21
D/M approval *Belinda Blandon* Date 11/29/2021
Date entered 11/23/21
Fund 001 GL 51300 OC 3108
Check #

Please make check payable to Lee County Property Appraiser

Remit To:

Lee County Property Appraisers Office
Attn: Accounts Receivable - 4th Floor
P.O. Box 1546
Fort Myers, FL 33902

TOTAL: 282.00

Rizzetta & Company, Inc.
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

Date	Invoice #
12/1/2021	INV0000063112

Bill To:

CATALINA AT WINKLER PRESERVE CDD
3434 Colwell Avenue, Suite 200
Tampa FL 33614

Services for the month of	Terms	Client Number
December	Upon Receipt	00327

Description	Qty	Rate	Amount
Management Services	1.00	\$1,751.00	\$1,751.00
Administrative Services	1.00	\$472.75	\$472.75
Accounting Services	1.00	\$1,270.33	\$1,270.33
Financial & Revenue Collections	1.00	\$437.75	\$437.75
<p>Date Rec'd Rizzetta & Co., Inc. <u>11/24/21</u></p> <p>D/M approval <u>Belinda Blandon</u> Date <u>11/29/2021</u></p> <p>Date entered <u>11/24/21</u></p> <p>Fund <u>001</u> GL <u>51300</u> OC <u>3101</u> \$1750.99</p> <p>Check # <u> </u> <u>3100</u> \$472.76</p> <p><u> </u> <u>3201</u> \$1270.33</p> <p><u> </u> <u>3111</u> \$437.75</p>			
Subtotal			\$3,931.83
Total			\$3,931.83

Rizzetta Technology Services
3434 Colwell Avenue
Suite 200
Tampa FL 33614

Invoice

Date	Invoice #
12/1/2021	INV0000008251

Bill To:

CATALINA AT WINKLER PRESERVE CDD
 3434 Colwell Avenue, Suite 200
 Tampa FL 33614

Services for the month of	Terms	Client Number
December		00327

Description	Qty	Rate	Amount
Email Accounts, Admin & Maintenance	5	\$15.00	\$75.00
Website Compliance and Management	1	\$100.00	\$100.00
<p>Date Rec'd Rizzetta & Co., Inc. <u>11/24/21</u></p> <p>D/M approval <u><i>Belinda Blandon</i></u> Date <u>11/29/2021</u></p> <p>Date entered <u>11/24/21</u></p> <p>Fund <u>001</u> GL <u>51300</u> OC <u>5103</u></p> <p>Check # <u></u></p>			
Subtotal			\$175.00
Total			\$175.00



INVOICE

Invoice Number: PI-A00714972
Invoice Date: 11/29/21

PROPERTY: Catalina at
Winkler Pres
CDD

Voice: (888) 480-5253 Fax: (888) 358-0088

SOLD TO: Catalina at Winkler Pres CDD
Rizzetta and Company
3434 Colwell Avenue, Suite #200
Tampa, FL 33614

CUSTOMER ID	CUSTOMER PO	Payment Terms	
0589180		Net 30	
Sales Rep ID	Shipment Method	Ship Date	Due Date
			12/29/21

Qty	Item / Description	UOM	Unit Price	Extension
1	Labor - Aerator Repair	Hour	107.00	107.00
1	Service Fee	Each	82.00	82.00
1	3/4 HP Dual Cylinder Comp 115V	Each	699.24	699.24
1	Shipping	Each	27.50	27.50
Installed Compressor- All functions normal at departure.				

Date Rec'd Rizzetta & Co., Inc. 11/30/21
D/M approval Belinda Blandon Date 12/3/2021
Date entered 12/03/21
Fund 001 GL 53800 OC 4601
Check # _____

PLEASE REMIT PAYMENT TO:

1320 Brookwood Drive, Suite H
Little Rock, AR 72202

Subtotal	915.74
Sales Tax	0.00
Total Invoice	915.74
Payment Received	0.00
TOTAL	915.74



INVOICE

Invoice Number: PI-A00724793
Invoice Date: 12/01/21

PROPERTY: Catalina At
Winkler
Preserve

Voice: (888) 480-5253 Fax: (888) 358-0088

SOLD TO: Catalina At Winkler Preserve
Rizzetta & Company, Inc.
3434 Colwell Avenue, Suite #200
Tampa, FL 33614

CUSTOMER ID		CUSTOMER PO		Payment Terms	
C2205				Due upon receipt	
Sales Rep ID		Shipment Method		Ship Date	Due Date
Bill Kirth					12/01/21
Qty	Item / Description	UOM	Unit Price	Extension	
1	Lake & Pond Management Services SVR05727 12/01/21 - 12/31/21 Lake & Pond Management Services		435.00	435.00	

Date Rec'd Rizzetta & Co., Inc. 12/09/2021
D/M approval Belinda Blandon Date 12/14/2021
Date entered 12/10/2021
Fund 001 GL 53800 OC 4605
Check # _____

PLEASE REMIT PAYMENT TO:

1320 Brookwood Drive, Suite H
Little Rock, AR 72202

Subtotal	435.00
Sales Tax	0.00
Total Invoice	435.00
Payment Received	0.00
TOTAL	435.00

Tab 3

RESOLUTION 2022-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF CATALINA AT WINKLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Catalina at Winkler Preserve Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Lee County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to redesignate Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CATALINA AT WINKLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT:

Section 1. _____ is appointed Chairman.

Section 2. _____ is appointed Vice Chairman.

Section 3. _____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

Belinda Blandon is appointed Assistant Secretary.

Melissa Dobbins is appointed Assistant Secretary.

Section 4. This Resolution supersedes any prior appointments made by the Board for Chairman and Vice-Chairman and Assistant Secretary; however, prior appointments by the Board for Secretary, Treasurer and Assistant Treasurer remain unaffected by this Resolutions.

Section 5. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 8TH DAY OF FEBRUARY, 2022.

**CATALINA AT WINKLER PRESERVE
COMMUNITY DEVELOPMENT DISTRICT**

CHAIRMAN / VICE CHAIRMAN

ATTEST:

SECRETARY / ASSISTANT SECRETARY

Tab 4

January 17, 2022

Ms. Belinda Blandon
District Manager
Catalina at Winkler Preserve Community Development District (CDD)
9530 Marketplace Road, Suite 206
Fort Myers, Florida 33912

**Re: Catalina at Winkler Preserve CDD
Contract Addendum No. 11
NPDES MS4 Permit No. FLS000035-004 – Year 5 Annual Report (Cycle 4)**

Dear Ms. Blandon:

The Catalina at Winkler Preserve CDD (referenced herein as the District) is an approved co-permittee on the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit issued to Lee County by the Florida Department of Environmental Protection (FDEP). The permit generally operates in five-year cycles, with the most recent cycle, Cycle 4, issued by FDEP under Permit No. FLS000035-004 on May 1, 2017. It is the right of the District, as an approved co-permittee, to discharge stormwater to waters of the State, in accordance with the approved Stormwater Management Programs; but likewise it is the responsibility of the District to adhere to the various requirements of the approved permit, as outlined therein.

Year 5 of the most recent NPDES MS4 permit cycle shall cover the period between May 1, 2021 and April 30, 2022. Barraco and Associates, Inc. (BAI) is pleased to offer the following engineering professional services to assist the District with the following Year 5 requirements of the NPDES MS4 permit:

- A. Meeting Representation: BAI shall represent the District at meetings related to the NPDES MS4 permit. These meetings shall include, but are not limited to monthly co-permittee meetings at Lee County to discuss compliance issues and permit requirements, as well as “as needed” local meetings with FDEP in order to obtain updates and/or clarifications related to permit requirements. **(Lump Sum)** \$1,500.00
- B. Inspection and Documentation of District Facilities: BAI shall perform documented inspections of the inventoried water management facilities maintained by the District in accordance with the permit requirements and as outlined by the Inspection Schedule for Structural Controls. Documentation for all inspections will be maintained on file by BAI in the event of an FDEP audit so as to demonstrate compliance with permit requirements. **(Lump Sum)** \$2,500.00
- C. Proactive Illicit Discharge Inspections: BAI shall perform documented proactive illicit discharge inspections within the District in accordance with the permit requirements and as outlined by the Illicit Discharge Program. Documentation for all inspections will be maintained on file by BAI in the event of an FDEP audit so as to demonstrate compliance with permit requirements. **(Lump Sum)** \$1,500.00

- D. Total Maximum Daily Load (TMDL) Prioritization Report and Monitoring Plan: Completed in Year 1
BAI shall compile a list of all known TMDLs as adopted by FDEP and/ or EPA of those water bodies into which the District discharges stormwater for the purpose of creating a Prioritization Report and Monitoring Plan for FDEP review and approval. This task shall include responding to any sufficiency comments issued by FDEP with respect to the Prioritization Report and Monitoring Plan. The TMDL Prioritization Report must be prepared and submitted to FDEP for approval no later than April 30, 2019. Once approved by FDEP, the TMDL Monitoring Plan must be prepared and submitted to FDEP in Years 2 and 3.
- E. Annual Report Preparation: BAI shall prepare and submit the Year 5 Annual Report to Lee County. Lee County shall compile the Annual Reports for the various approved co-permittees and shall forward all information to FDEP. This task shall include responding to any sufficiency comments issued by FDEP with respect to the completed Annual Report. The Year 5 Annual Report must be prepared and submitted to FDEP for approval no later than October 29, 2022. **(Lump Sum)** \$2,500.00
- F. *Please be advised the tasks outlined above do not represent a comprehensive summary of those responsibilities of the District which may be required for compliance with the approved NPDES MS4 permit. Any professional services which are not explicitly identified above are excluded from this agreement and may be provided by BAI at per diem rates or via separate agreement, including but not limited to the following:* As requested
- *Surveying services*
 - *Modifications to the inventory map as a result of "field truthing"*
 - *Coordination with homeowners associations within the District*
 - *Re-inspection of structural controls due to deficiencies noted during initial inspection*
 - *Reactive illicit discharge inspections*
 - *Water quality sampling*
 - *Public education or training*
 - *Construction site runoff inspections or monitoring*

Total Addendum No. 11: \$8,000.00

IN WITNESS WHEREOF the parties hereto have made and executed this Agreement as of the day and year first above written.

CLIENT:
CATALINA AT WINKLER PRESERVE CDD

CONSULTANT:
BARRACO AND ASSOCIATES, INC.

Keith Sherman
Board Supervisor - Chairman

Wesley Kayne, P.E.
Vice President of Engineering

Tab 5

**CATALINA AT WINKLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT
("DISTRICT")**

Policy for Improvements within District Easements

Effective: _____

1. If a resident desires to install improvements within a District Easement, the resident must:
 - a. Submit a written variance request to the District Manager or his or her designee. The request must be made by the owner of the property prior to installing the improvement and must contain, at a minimum, the following information:
 - i. The contact information of the person making the variance request;
 - ii. The lot number or street address of the lot on which the improvement is to be installed;
 - iii. A description of the improvement(s) to be installed;
 - iv. A diagram/survey sketch showing the proposed location of the improvement(s); and
 - v. The requested commencement date of the installation of said improvement(s).
 - b. Pay an application fee of \$_____ to offset the District's cost of processing the variance request.
2. The District Engineer shall review the variance request to determine if the proposed improvement(s) would have a negative impact on any District improvements, including the stormwater management system. Such review may include, in the District Engineer's discretion, conducting an in-person site inspection. The District Engineer shall recommend one of the following actions:
 - a. Approve the variance request, with or without conditions; or
 - b. Deny the variance request.
3. If the District Engineer recommends approving the request, unless other considerations necessitate further review, District staff shall coordinate execution of a variance agreement in substantially the form attached hereto as **Attachment A**, with such revisions as may be deemed necessary and approved by District Counsel, in consultation with District staff. Upon execution of the agreement, District staff shall record the agreement in the Official Records of Lee County. At the conclusion of the installation of any approved improvements, the District Engineer shall conduct a post-installation review to certify that the improvements do not exceed the scope of the approval.
4. If the District Engineer recommends denying the request, District staff shall notify the applicant that the variance request was denied and that the proposed improvements may not be installed within the District Easement(s).
5. There shall be no requirement to bring the variance request before the Board of Supervisors for approval, unless extraordinary circumstances warrant Board consideration.
6. The District's approval of a variance request constitutes approval from the District only. The resident is responsible for obtaining any other necessary approvals, permits and authorizations, including but not limited to approvals from an HOA, Lee County, and any other entities having an interest in the property, as applicable.
7. If improvements are constructed within a District Easement without prior approval, including improvements that exceed the scope of any prior approval, the District reserves the right to require the resident to remove, relocate, or modify the improvement(s) at the resident's sole expense. If the resident is unresponsive to the District's requests, the District may remove said improvement(s) on its own and charge the resident the cost of said removal. The District also reserves the right to take any appropriate legal action to enforce its rights under this policy or to collect any costs due.
8. If improvements are constructed with approval within a District Easement but at some point in the future, said improvements threaten the health, safety or welfare of residents or District improvements,

the District will make every reasonable effort to contact the landowner to work to resolve the issues but may, in its reasonable discretion, modify or remove the landowner's improvements immediately to protect said interests.

Tab 6

RESOLUTION 2022-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CATALINA AT WINKLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT ADOPTING RATES AND POLICIES GOVERNING THE INSTALLATION OF IMPROVEMENTS WITHIN DISTRICT EASEMENTS; ADOPTING AN APPLICATION FEE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Catalina at Winkler Preserve Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Lee County, Florida; and

WHEREAS, Chapters 120 and 190, *Florida Statutes*, authorize the District to adopt rules, rates, charges and fees to govern the administration of the District and defray costs of operation and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, there are within the boundaries of the District easements that in some cases abut lots, and additional easements may in the future be dedicated to the District (together, “**District Easements**”); and

WHEREAS, construction of unauthorized improvements within District Easements may interfere with the proper function, operation and maintenance of the District’s stormwater management system and other maintenance obligations and public improvements; and

WHEREAS, the District’s Board of Supervisors (“**Board**”) finds that it is in the best interests of the District and necessary for the efficient operation of the District and the preservation of District assets to adopt the policies governing the installation of improvements within District Easements, attached hereto as **Exhibit A** and incorporated herein by this reference (“**Easement Improvements Policy**”) for immediate use and application; and

WHEREAS, the Board finds that the fee structure outlined in **Exhibit A** is just and equitable having been based upon (i) the amount of service furnished; and (ii) other factors affecting the use of the facilities furnished; and

WHEREAS, the Board has complied with applicable Florida law concerning rule development and adoption, including holding the requisite public hearing.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CATALINA AT WINKLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The above stated recitals are true and correct and are hereby incorporated herein by reference.

SECTION 2. The Easement Improvements Policy attached hereto as **Exhibit A** is hereby adopted pursuant to this Resolution as necessary for the conduct of District business and the

preservation of District assets. The Easement Improvements Policy shall stay in full force and effect until such time as the Board of Supervisors may amend it in accordance with Chapter 190, *Florida Statutes*.

SECTION 3. By passage of this resolution, the following Application Fee is adopted:

Item	Rate
Easement Application Fee	\$ _____

SECTION 4. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 5. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 8th day of February, 2022.

ATTEST:

**CATALINA AT WINKLER PRESERVE
COMMUNITY DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Policy for Improvements within District Easements

Tab 7

RESOLUTION 2022-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CATALINA AT WINKLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT ADOPTING AMENDED AND RESTATED PROMPT PAYMENT POLICIES AND PROCEDURES PURSUANT TO CHAPTER 218, *FLORIDA STATUTES*; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Catalina at Winkler Preserve Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Lee County, Florida; and

WHEREAS, Chapter 218, *Florida Statutes*, requires timely payment to vendors and contractors providing certain goods and/or services to the District; and

WHEREAS, the Board of Supervisors of the District (“Board”) accordingly finds that it is in the best interest of the District to establish by resolution Amended and Restated Prompt Payment Policies and Procedures as may be amended or updated from time to time for immediate use and application.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CATALINA AT WINKLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Amended and Restated Prompt Payment Policies and Procedures attached hereto as **Exhibit A** are hereby adopted pursuant to this Resolution as necessary for the conduct of District business. The Amended and Restated Prompt Payment Policies and Procedures shall remain in full force and effect until such time as the Board may amend or replace them; provided, however, that as the provisions of Chapter 218, *Florida Statutes*, are amended from time to time, the attached Amended and Restated Prompt Payment Policies and Procedures shall automatically be amended to incorporate the new requirements of law without any further action by the Board. The Amended and Restated Prompt Payment Policies and Procedures hereby adopted supplant and replace any previously adopted Prompt Payment Policies and Procedures.

SECTION 2. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 8th day of February, 2022.

ATTEST:

**CATALINA AT WINKLER PRESERVE
COMMUNITY DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Amended and Restated Prompt Payment Policies and Procedures

EXHIBIT A

CATALINA AT WINKLER PRESERVE COMMUNITY DEVELOPMENT DISTRICT

Prompt Payment Policies and Procedures

**In Accordance with the Local Government Prompt Payment Act
Chapter 218, Part VII, *Florida Statutes***

February 2022

Catalina at Winkler Preserve Community Development District
Prompt Payment Policies and Procedures

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I. Purpose

In accordance with the Local Government Prompt Payment Act (Chapter 218, Part VII, *Florida Statutes*) ("PPA"), the purpose of the Catalina at Winkler Preserve Community Development District ("District") Prompt Payment Policies and Procedures ("Policies & Procedures") is to provide a specific policy to ensure timely payment to Vendors and Contractors (both hereinafter defined) providing goods and/or services to the District and ensure the timely receipt by the District of goods and/or services contemplated at the time of contracting. Please note that the PPA, like any statute or law, may be amended from time to time by legislative action. These Policies & Procedures are based on the statutory requirements as of the date identified on the cover page of this document. By this reference, as applicable statutory provisions subsequently change, these Policies & Procedures shall automatically be amended to incorporate the new requirements of law. These Policies & Procedures are adopted by the District to provide guidance in contracting matters. Failure by the District to comply with these Policies & Procedures shall not expand the rights or remedies of any Provider (hereinafter defined) against the District under the PPA. Nothing contained herein shall be interpreted as more restrictive on the District than what is provided for in the PPA.

II. Scope

These Policies & Procedures apply to all operations of the District, including Construction Services and Non-Construction Goods and Services, as applicable.

III. Definitions

A. Agent

The District-contracted architect, District-contracted engineer, District Manager, or other person, acting on behalf of the District, which is required by law or contract to review invoices or payment requests from Providers (hereinafter defined). Such individuals/entities must be identified in accordance with §218.735 (1), Fla. Stat., and further identified in the relevant agreement between the District and the Provider.

B. Construction Services

All labor, services, and materials provided in connection with the construction, alteration, repair, demolition, reconstruction, or other improvement to real property that require a license under parts I and II of Chapter 489, Fla. Stat.

C. Contractor or Provider of Construction Services

The entity or individual that provides Construction Services through direct contract with the District.

D. Date Stamped

Each original and revised invoice or payment request received by the District shall be marked electronically or manually, by use of a date stamp or other method,

which date marking clearly indicates the date such invoice or payment request is first delivered to the District through its Agent. In the event that the Agent receives an invoice or payment request, but fails to timely or physically mark on the document the date received, "Date Stamped" shall mean the date of actual receipt by the Agent.

E. Improper Invoice

An invoice that does not conform to the requirements of a Proper Invoice.

F. Improper Payment Request

A request for payment for Construction Services that does not conform to the requirements of a Proper Payment Request.

G. Non-Construction Goods and Services

All labor, services, goods and materials provided in connection with anything other than construction, alteration, repair, demolition, reconstruction, or other improvements to real property.

H. Proper Invoice

An invoice that conforms to all statutory requirements, all requirements of these Policies and Procedures not expressly waived by the District and any additional requirements included in the agreement for goods and/or services for which the invoice is submitted not expressly waived by the District.

I. Proper Payment Request

A request for payment for Construction Services which conforms to all statutory requirements, all requirements of these Policies & Procedures not expressly waived by the District and any additional requirements included in the Construction Services agreement for which the Payment Request is submitted not expressly waived by the District.

J. Provider

Includes any Vendor, Contractor or Provider of Construction Services, as defined herein.

K. Purchase

The purchase of goods, materials, services, or Construction Services; the purchase or lease of personal property; or the lease of real property by the District.

L. Vendor

Any person or entity that sells goods or services, sells or leases personal property, or leases real property directly to the District, not including Construction Services.

IV. Proper Invoice/Payment Request Requirements

A. General

Prior to Provider receiving payment from the District, Non-Construction Goods and Services and Construction Services, as applicable, shall be received and performed in accordance with contractual or other specifications or requirements to the satisfaction of the District. Provision or delivery of Non-Construction Goods and Services to the District does not constitute acceptance for the purpose of payment. Final acceptance and authorization of payment shall be made only after delivery and inspection by the Agent and the Agent's confirmation that the Non-Construction Goods and Services or Construction Services meet contract specifications and conditions. Should the Non-Construction Goods and Services or Construction Services differ in any respect from the specifications, payment may be withheld until such time as the Provider takes necessary corrective action. Certain limited exceptions which require payment in advance are permitted when authorized by the District Board of Supervisors ("Board") or when provided for in the applicable agreement.

B. Sales Tax

Providers should not include sales tax on any invoice or payment request. The District's current tax-exempt number is 85-8013450240C-4. A copy of the tax-exempt form will be supplied to Providers upon request.

C. Federal Identification and Social Security Numbers

Providers are paid using either a Federal Identification Number or Social Security Number. To receive payment, Providers should supply the District with the correct number as well as a proper Internal Revenue Service W-9 Form. The District Manager shall treat information provided in accordance with Florida law.

Providers should notify the District Manager when changes in data occur (telephone 239-936-0913), email: bblandon@rizzetta.com.

D. Proper Invoice for Non-Construction Goods and Services

All Non-Construction Goods and Services invoiced must be supplied or performed in accordance with the applicable purchase order (including any bid/proposal provided, if applicable) or agreement and such Non-Construction Goods and Services quantity and quality must be equal to or better than what is required by such terms. Unless otherwise specified in the applicable agreement, invoices should contain all of the following minimum information in order to be considered a Proper Invoice:

1. Name of Vendor
2. Remittance address
3. Invoice Date

4. Invoice number
5. The “Bill To” party must be the District or the Board, or other entity approved in writing by the Board of the District Manager
6. Project name (if applicable)
7. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of goods* should also contain:
 - a. A complete item description
 - b. Quantity purchased
 - c. Unit price(s)
 - d. Total price (for each item)
 - e. Total amount of invoice (all items)
 - f. The location and date(s) of delivery of the goods to the District
8. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of services* should also contain:
 - a. Itemized description of services performed
 - b. The location and date of delivery of the services to the District
 - c. Billing method for services performed (i.e., approved hourly rates, percentage of completion, cost plus fixed fee, direct/actual costs, etc.)
 - d. Itemization of other direct, reimbursable costs (including description and amount)
 - e. Copies of invoices for other direct, reimbursable costs (other than incidental costs such as copying) and one (1) of the following:
 - i. Copy of both sides of a cancelled check evidencing payment for costs submitted for reimbursement
 - ii. Paid receipt
 - iii. Waiver/lien release from subcontractor (if applicable)
9. Any applicable discounts
10. Any other information or documentation, which may be required or specified under the terms of the purchase order or agreement

E. Proper Payment Request Requirements for Construction Services

Payment Requests must conform to all requirements of Section IV, A-D above, unless otherwise specified in the terms of the applicable agreement or purchase order between the District and the Provider.

V. Submission of Invoices and Payment Requests

The Provider shall submit all Invoices and Payment Requests for both Construction Services and Non-Construction Goods and Services to the District’s Agent as provided in the purchase order or agreement, as applicable, and to the District Manager as follows:

Submit the invoice and/or payment request, with required additional material and in conformance with these Policies and Procedures, by mail, by hand delivery, or via email (Note: email is the preferred method for receipt of Non-Construction Goods and Services invoices).

1. Mailing Address

Catalina at Winkler Preserve Community Development District
c/o [Rizzetta & Company, Inc.](#)
3434 Colwell Avenue, Suite 200
Tampa, Florida 33614
Attn: District Manager

2. Drop Off Address

Catalina at Winkler Preserve Community Development District
c/o [Rizzetta & Company, Inc.](#)
9530 Marketplace Road, Suite 206
Fort Myers, Florida 33912
Attn: District Manager

3. Email Address

CDDinvoice@rizzetta.com

VI. Calculation of Payment Due Date

A. Non-Construction Goods and Services Invoices

1. Receipt of Proper Invoice

Payment is due from the District forty-five (45) days from the date on which a Proper Invoice is Date Stamped.

2. Receipt of Improper Invoice

If an Improper Invoice is received, a required invoice is not received, or invoicing of a request for payment is not required, the time when payment is due from the District is forty-five (45) days from the latest date of the following:

- a. On which delivery of personal property is fully accepted by the District;
- b. On which services are completed and accepted by the District;
- c. On which the contracted rental period begins (if applicable); or
- d. On which the District and the Vendor agree in a written agreement that provides payment due dates.

3. Rejection of an Improper Invoice

The District may reject an Improper Invoice. Within ten (10) days of receipt of the Improper Invoice by the District, the Vendor must be notified that the invoice is improper and be given an opportunity to correct the deficient or missing information, remedy the faulty work, replace the defective goods, or take other necessary, remedial action.

The District's rejection of an Improper Invoice must:

- a. Be provided in writing;
- b. Specify any and all known deficiencies; and
- c. State actions necessary to correct the Improper Invoice.

If the Vendor submits a corrected invoice, which corrects the deficiencies specified in the District's written rejection, the District must pay the corrected invoice within the later of: (a) ten (10) business days after date the corrected invoice is Date Stamped; or (b) forty-five (45) days after the date the Improper Invoice was Date Stamped.

If the Vendor submits an invoice in response to the District's written rejection which fails to correct the deficiencies specified or continues to be an Improper Invoice, the District must reject that invoice as stated herein.

4. Payment of Undisputed Portion of Invoice

If the District disputes a portion of an invoice, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in these Policies & Procedures.

B. Payment Requests for Construction Services

1. Receipt of Proper Payment Request

The time at which payment is due for Construction Services from the District is as follows:

- a. If an Agent must approve the payment request before it is submitted to the District Manager, payment (whether full or partial) is due twenty-five (25) business days after the payment request is Date Stamped. The Provider may send the District an overdue notice. If the payment request is not rejected within four (4) business days after Date Stamp of the overdue notice, the payment request shall be deemed accepted, except for any portion of the payment request that is fraudulent, misleading or is the subject of dispute.

The agreement between the District and the Provider shall identify the Agent to which the Provider shall submit its payment request, or shall be provided by the District through a separate written notice no later than ten (10) days after contract award or notice to proceed, whichever is later. Provider's submission of a payment request to the Agent shall be Date Stamped, which shall commence the time periods for payment or rejection of a payment request or invoice as provided in this section.

- b. If, pursuant to contract, an Agent is not required to approve the payment request submitted to the District, payment is due twenty (20) business days after the payment request is Date Stamped unless such payment request includes fraudulent or misleading information or is the subject of dispute.

2. Receipt and Rejection of Improper Payment Request

- a. If an Improper Payment Request is received, the District must reject the Improper Payment Request within twenty (20) business days after the date on which the payment request is Date Stamped.
- b. The District's rejection of the Improper Payment Request must:
 - i. Be provided in writing;
 - ii. Specify any and all known deficiencies; and
 - iii. State actions necessary to correct the Improper Invoice.
- c. If a Provider submits a payment request which corrects the deficiency specified in the District's written rejection, the District must pay or reject the corrected submission no later than ten (10) business days after the date the corrected payment request is Date Stamped.

3. Payment of Undisputed Portion of Payment Request

If the District disputes a portion of a payment request, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in this section.

VII. Resolution of Disputes

If a dispute arises between a Provider and the District concerning payment of an invoice or payment request, the dispute shall be resolved as set forth in §218.735, Fla. Stat., for Construction Services, and §218.76, Fla. Stat. for Non-Construction Goods and Services.

A. Dispute between the District and a Provider

If a dispute between the District and a Provider cannot be resolved following resubmission of a payment request by the Provider, the dispute must be resolved in accordance with the dispute resolution procedure prescribed in the construction contract, if any. In the absence of a prescribed procedure in the contract, the dispute must be resolved by the procedures specified below.

B. Dispute Resolution Procedures

1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.
2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.
3. With regard to contracts executed on or after July 1, 2021, if the District does not commence the dispute resolution procedure within the time provided herein, a Provider may give written notice via certified mail to the Agent, copying the District Manager, of the District's failure to timely commence its dispute resolution procedure. If the District fails to commence the dispute resolution procedure within 4 business days after receipt of such notice, any amounts resolved in the Provider's favor shall bear mandatory interest, as set forth in section [218.735\(9\)](#), Florida Statutes, from the date on which the payment request or invoice containing the disputed amounts was Date Stamped. If the dispute resolution procedure is not commenced within 4 business days after receipt of the notice, the objection to the payment request or invoice shall be deemed waived. The waiver of an objection pursuant to this paragraph does not relieve a Provider of its contractual obligations.
4. Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider.
5. The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the

Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).

6. A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.
7. If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider. If the costs of the third party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

VIII. Purchases Involving Federal Funds or Bond Funds

When the District intends to pay for a purchase with federal funds or bond funds, the District shall make such purchases only upon reasonable assurances that federal funds or bond funds sufficient to cover the cost will be received. When payment is contingent upon the receipt of bond funds, federal funds or federal approval, the public procurement documents and any agreement with a Provider shall clearly state such contingency. (§218.77, Fla. Stat.).

IX. Requirements for Construction Services Contracts – Project Completion; Retainage

The District intends to follow the PPA requirements for construction project completion and retainage, including, but not limited to, §218.735 (7) and (8), Fla. Stat.

X. Late Payment Interest Charges

Failure on the part of the District to make timely payments may result in District responsibility for late payment interest charges. No agreement between the District and a Provider may prohibit the collection of late payment interest charges allowable under the PPA as mandatory interest. (§218.75, Fla. Stat.).

A. Related to Non-Construction Goods and Services

All payments due from the District, and not made within the time specified within this policy, will bear interest, from thirty (30) days after the due date, at the rate of one percent (1%) per month on the unpaid balance. The Vendor must submit a Proper Invoice to the District for any interest accrued in order to receive the interest payment. (§218.735(9), Fla. Stat.).

An overdue period of less than one (1) month is considered as one (1) month in computing interest. Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

B. Related to Construction Services

All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month for contracts executed on or before June 30, 2021, and at the rate of two percent (2%) per month for contracts executed on or after July 1, 2021, or the rate specified by agreement, whichever is greater. §218.735(9), Fla. Stat. The Provider must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§218.74 (4), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

C. Report of Interest

If the total amount of interest paid during the preceding fiscal year exceeds \$250, the District Manager is required to submit a report to the Board during December of each year, stating the number of interest payments made and the total amount of such payments. (§218.78, Fla. Stat.).

Tab 8



Rizzetta & Company

UPCOMING DATES TO REMEMBER

- **Next Meeting:** May 10, 2022
- **FY 2020-2021 Audit Completion Deadline:** June 30, 2022
- **Next Election (Seats 3 & 4):** November 8, 2022

**District
Manager's
Report**

January 31

2022

FINANCIAL SUMMARY

12/31/2021

General Fund Cash & Investment Balance:	\$283,435
Reserve Fund Cash & Investment Balance:	\$109,804
Debt Service Fund Investment Balance:	\$88,125
Total Cash and Investment Balances:	\$481,364
General Fund Expense Variance: \$8,232	Under Budget

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Rizzetta & Company

Earth Balance Maintenance Visit – Earth Balance completed their maintenance event in November. No major issues to report with Preserve Areas.

17160 Wrigley Circle Drainage Easement Encroachment– We received a request from the homeowner who is currently building a pool to encroach 2 feet onto the District Easement due to an irrigation main line relocation. The request was discussed and reviewed with the District Engineer and the homeowner was notified that any disturbed areas, including the swale, berm, sod, and landscaping, are returned to their previous condition.