

**TWO RIVER EAST  
COMMUNITY DEVELOPMENT  
DISTRICT**

**AUGUST 19, 2025**

**AGENDA PACKAGE**



2005 PAN AM CIRCLE, SUITE 300  
TAMPA. FL 33067

# Two Rivers East Community Development District

Agenda page 2

## Board of Supervisors

Carlos de la Ossa, Chairman  
Nicholas Dister, Vice-Chairman  
Ryan Motko, Assistant Secretary  
Thomas Spence, Assistant Secretary  
Angie Grunwald, Assistant Secretary

## District Staff

Brian Lamb, District Secretary  
Jayna Cooper, District Manager  
John Vericker, District Counsel  
Tonja Stewart, District Engineer  
Arturo Gandarilla, Field Manager

## Regular Meeting Agenda

Tuesday, August 19, 2025, at 11:00 a.m.

The Public Hearing and Regular Meetings of Two Rivers East Community Development District will be held on **August 19, 2025, at 11:00 a.m. at the SpringHill Suites by Marriott Tampa Suncoast Parkway located at 16615 Crosspointe Run, Land O' Lakes, FL 34638** For those who intend to call in below is the Teams link information. Please let us know at least 24 hours in advance if you are planning to call into the meeting.

[Join the meeting now](#)

**Meeting ID:** 297 982 188 241      **Passcode:** Yz3RiT

**Dial-in by phone** +1 646-838-1601   **Pin:** 769 240 715#

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

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENTS** *(Each individual has the opportunity to comment and is limited to three (3) minutes for such comment)*
- 3. PUBLIC HEARING ON ADOPTING FISCAL YEAR 2026 FINAL BUDGET**
  - A. Open Public Hearing on Adopting Fiscal Year 2026 Final Budget
  - B. Discussion on Fiscal Year 2026 Budget
  - C. Close Public Hearing on Adopting FY 2026 Final Budget
  - D. Consideration of Resolution 2025-10; Adopting Final Fiscal Year 2026 Budget
  - E. Consideration of Resolution 2025-11; Levying O&M Assessment for FY 2025-2026 Budget
- 4. BUSINESS ITEMS**
  - A. Acceptance of Fiscal Year 2025 Grau Audit Engagement Letter
  - B. Consideration of Resolution 2025-12; Setting Fiscal Year 2026 Meeting Schedule
- 5. CONSENT AGENDA**
  - A. Approval of Minutes of the July 15, 2025 Meeting
  - B. Consideration of Operation and Maintenance Expenditures July 2025
  - C. Acceptance of the Financials and Approval of the Check Register for July 2025
  - D. Ratification of Job #123292 Down to Earth
  - E. Ratification of Job #123491 Down to Earth
  - F. Ratification of Job #123490 Down to Earth
  - G. Ratification of Hurricane Buffer Removal Scope of Work 06.02.2025
- 6. STAFF REPORTS**
  - A. District Counsel
  - B. District Manager
    - i. Community Inspection Report
  - C. District Engineer
- 7. BOARD MEMBERS COMMENTS**
- 8. ADJOURNMENT**

**The next Meeting is scheduled for Tuesday, September 16, 2025 at 11:00 a.m.**

## **Third Order of Business**

**Two Rivers East**  
Community Development District

***Annual Operating and Debt Service Budget***

**Fiscal Year 2026**

Prepared by:





**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2026 Budget

ACCOUNT DESCRIPTION	ADOPTED		ANNUAL	
	BUDGET		BUDGET	
	FY 2025		FY 2026	
REVENUES				
Developer Contributions	\$	305,625	\$	2,309,525
TOTAL REVENUES	\$	305,625	\$	2,309,525
EXPENDITURES				
Financial and Administrative				
Supervisor Fees	\$	12,000	\$	12,000
Profserv - District Management	\$	25,000	\$	25,000
Profserv - Administration	\$	4,500	\$	4,500
Profserv - Recording Secretary	\$	2,400	\$	2,400
Profserv - Construction Accounting	\$	9,000	\$	6,000
Profserv - Financial/Revenue Collections	\$	1,200	\$	5,000
Profserv - Rental and Leases	\$	600	\$	600
Profserv - Accounting Services	\$	9,000	\$	9,000
Profserv - Dissemination Agent/Reporting	\$	4,200	\$	5,000
Profserv - Website Admin Services	\$	1,200	\$	1,200
Profserv - Field Management	\$	-	\$	12,000
ProfServ-Info Technology	\$	600	\$	600
District Engineer	\$	9,500	\$	12,500
District Counsel	\$	9,500	\$	30,000
Trustees Fees	\$	6,500	\$	6,500
Auditing Services	\$	6,000	\$	6,000
Postage, Phone, Faxes, Copies	\$	500	\$	500
Legal Advertising	\$	3,500	\$	1,000
Bank Fees	\$	200	\$	100
Dues, Licenses & Fees	\$	175	\$	175
Onsite Office Supplies	\$	100	\$	-
Website ADA Compliance	\$	1,800	\$	1,600
Misc Admin	\$	250	\$	-
Tax Collector	\$	-	\$	-
Meeting Expense	\$	4,000	\$	1,000
Streetlight Deposits	\$	-	\$	599,199
Total Financial and Administrative	\$	111,725	\$	741,874

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2026 Budget

<b>ACCOUNT DESCRIPTION</b>	<b>ADOPTED BUDGET FY 2025</b>	<b>ANNUAL BUDGET FY 2026</b>
<b><i>Insurance</i></b>		
General Liability	\$ 3,025	\$ 3,718
Public Officials Insurance	\$ 2,475	\$ 2,633
Property & Casualty Insurance	\$ -	\$ 10,000
Deductible	\$ -	\$ 2,500
<b>Total Insurance</b>	<b>\$ 5,500</b>	<b>\$ 18,851</b>
<b><i>Utility Services</i></b>		
Electric Utility Services	\$ -	\$ 85,000
Street Lights	\$ -	\$ 190,000
Amenity Internet	\$ -	\$ 900
Water/Waste	\$ -	\$ 2,400
<b>Total Utility Services</b>	<b>\$ -</b>	<b>\$ 278,300</b>
<b><i>Amenity</i></b>		
Onsite Staff		\$ 20,000
Janitorial - Contract	\$ -	\$ 9,000
Janitorial - Supplies/Other	\$ -	\$ 1,000
Amenity Pest Control	\$ -	\$ 600
Amenity R&M	\$ -	\$ 2,500
Amenity Camera R&M	\$ -	\$ 1,000
Amenity Furniture R&M	\$ -	\$ 2,000
Access Control R&M	\$ -	\$ 2,500
Key Card Distribution	\$ -	\$ 1,200
Dog Waste Station Service and Supplies	\$ -	\$ 1,200
Entrance Monuments & Walls R&M	\$ -	\$ 10,000
Sidewalk, Pavement, Signage R&M	\$ -	\$ 1,000
Pool Maintenance - Contract	\$ -	\$ 10,000
Pool Treatments & Other R&M	\$ -	\$ 1,500
Security Monitoring Services	\$ -	\$ 3,000
Special Events	\$ -	\$ 5,000
<b>Total Amenity</b>	<b>\$ -</b>	<b>\$ 71,500</b>
<b><i>Landscape and Pond Maintenance</i></b>		
Landscape Maintenance - Contract	\$ 125,000	\$ 1,000,000
Landscaping - Mulch	\$ -	\$ 35,000

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2026 Budget

<b>ACCOUNT DESCRIPTION</b>	<b>ADOPTED</b>	<b>ANNUAL</b>
	<b>BUDGET</b>	<b>BUDGET</b>
	<b>FY 2025</b>	<b>FY 2026</b>
Landscaping - Annuals	\$ -	\$ 12,500
Landscaping - Plant Replacement Program	\$ -	\$ 30,000
Landscape - Irrigation R&M	\$ -	\$ 20,000
Aquatics - Contract	\$ 38,000	\$ 28,500
Debris Cleanup	\$ 9,000	\$ 9,000
Wildlife Control	\$ 6,400	\$ 9,000
Misc Contingency	\$ 10,000	\$ 20,000
Storm Clean Up Contingency		\$ 35,000
<b>Total Landscape and Pond Maintenance</b>	<b>\$ 188,400</b>	<b>\$ 1,199,000</b>
 TOTAL EXPENDITURES	 <b>\$ 305,625</b>	 <b>\$ 2,309,525</b>

**Series 2023 Bonds**  
Fiscal Year 2026 Budget**REVENUES**

CDD Debt Service Assessments	\$ 1,847,375
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<b>TOTAL REVENUES</b>	<b>\$ 1,847,375</b>
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**EXPENDITURES**

Series 2023 May Bond Interest Payment	\$ 733,441
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Series 2023 May Bond Principal Payment	\$ 390,000
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Series 2023 November Bond Interest Payment	\$ 723,934
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<b>TOTAL EXPENDITURES</b>	<b>\$ 1,847,375</b>
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<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ -</b>
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**ANALYSIS OF BONDS OUTSTANDING**

Bonds Outstanding - Period Ending 11/1/2025	\$ 25,535,000
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Principal Payment Applied Toward Series 2021 Bonds	\$ 390,000
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<b>Bonds Outstanding - Period Ending 11/1/2026</b>	<b>\$ 25,145,000</b>
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**Two Rivers East Community Development District  
Special Assessment Bonds, Series 2023 (Series 2023 Project)**

<b>Period Ending</b>	<b>Outstanding Balance</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Debt Service</b>
11/1/2023	\$ 26,260,000			\$ 630,100	\$ 630,100
5/1/2024	\$ 26,260,000	\$ 355,000	4.88%	\$ 751,113	\$ 1,106,113
11/1/2024	\$ 25,905,000			\$ 742,459	\$ 742,459
5/1/2025	\$ 25,905,000	\$ 370,000	4.88%	\$ 742,459	\$ 1,112,459
11/1/2025	\$ 25,535,000			\$ 733,441	\$ 733,441
5/1/2026	\$ 25,535,000	\$ 390,000	4.88%	\$ 733,441	\$ 1,123,441
11/1/2026	\$ 25,145,000			\$ 723,934	\$ 723,934
5/1/2027	\$ 25,145,000	\$ 410,000	4.88%	\$ 723,934	\$ 1,133,934
11/1/2027	\$ 24,735,000			\$ 713,941	\$ 713,941
5/1/2028	\$ 24,735,000	\$ 430,000	4.88%	\$ 713,941	\$ 1,143,941
11/1/2028	\$ 24,305,000			\$ 703,459	\$ 703,459
5/1/2029	\$ 24,305,000	\$ 450,000	4.88%	\$ 703,459	\$ 1,153,459
11/1/2029	\$ 23,855,000			\$ 692,491	\$ 692,491
5/1/2030	\$ 23,855,000	\$ 475,000	4.88%	\$ 692,491	\$ 1,167,491
11/1/2030	\$ 23,380,000			\$ 680,913	\$ 680,913
5/1/2031	\$ 23,380,000	\$ 500,000	5.75%	\$ 680,913	\$ 1,180,913
11/1/2031	\$ 22,880,000			\$ 666,538	\$ 666,538
5/1/2032	\$ 22,880,000	\$ 530,000	5.75%	\$ 666,538	\$ 1,196,538
11/1/2032	\$ 22,350,000			\$ 651,300	\$ 651,300
5/1/2033	\$ 22,350,000	\$ 560,000	5.75%	\$ 651,300	\$ 1,211,300
11/1/2033	\$ 21,790,000			\$ 635,200	\$ 635,200
5/1/2034	\$ 21,790,000	\$ 595,000	5.75%	\$ 635,200	\$ 1,230,200
11/1/2034	\$ 21,195,000			\$ 618,094	\$ 618,094
5/1/2035	\$ 21,195,000	\$ 630,000	5.75%	\$ 618,094	\$ 1,248,094
11/1/2035	\$ 20,565,000			\$ 599,981	\$ 599,981
5/1/2036	\$ 20,565,000	\$ 665,000	5.75%	\$ 599,981	\$ 1,264,981
11/1/2036	\$ 19,900,000			\$ 580,863	\$ 580,863
5/1/2037	\$ 19,900,000	\$ 705,000	5.75%	\$ 580,863	\$ 1,285,863
11/1/2037	\$ 19,195,000			\$ 560,594	\$ 560,594
5/1/2038	\$ 19,195,000	\$ 750,000	5.75%	\$ 560,594	\$ 1,310,594
11/1/2038	\$ 18,445,000			\$ 539,031	\$ 539,031
5/1/2039	\$ 18,445,000	\$ 795,000	5.75%	\$ 539,031	\$ 1,334,031
11/1/2039	\$ 17,650,000			\$ 516,175	\$ 516,175
5/1/2040	\$ 17,650,000	\$ 840,000	5.75%	\$ 516,175	\$ 1,356,175
11/1/2040	\$ 16,810,000			\$ 492,025	\$ 492,025
5/1/2041	\$ 16,810,000	\$ 890,000	5.75%	\$ 492,025	\$ 1,382,025
11/1/2041	\$ 15,920,000			\$ 466,438	\$ 466,438
5/1/2042	\$ 15,920,000	\$ 940,000	5.75%	\$ 466,438	\$ 1,406,438
11/1/2042	\$ 14,980,000			\$ 439,413	\$ 439,413
5/1/2043	\$ 14,980,000	\$ 1,000,000	5.75%	\$ 439,413	\$ 1,439,413
11/1/2043	\$ 13,980,000			\$ 410,663	\$ 410,663
5/1/2044	\$ 13,980,000	\$ 1,060,000	5.88%	\$ 410,663	\$ 1,470,663
11/1/2044	\$ 12,920,000			\$ 379,525	\$ 379,525
5/1/2045	\$ 12,920,000	\$ 1,120,000	5.88%	\$ 379,525	\$ 1,499,525
11/1/2045	\$ 11,800,000			\$ 346,625	\$ 346,625
5/1/2046	\$ 11,800,000	\$ 1,190,000	5.88%	\$ 346,625	\$ 1,536,625
11/1/2046	\$ 10,610,000			\$ 311,669	\$ 311,669
5/1/2047	\$ 10,610,000	\$ 1,260,000	5.88%	\$ 311,669	\$ 1,571,669
11/1/2047	\$ 9,350,000			\$ 274,656	\$ 274,656
5/1/2048	\$ 9,350,000	\$ 1,340,000	5.88%	\$ 274,656	\$ 1,614,656
11/1/2048	\$ 8,010,000			\$ 235,294	\$ 235,294
5/1/2049	\$ 8,010,000	\$ 1,420,000	5.88%	\$ 235,294	\$ 1,655,294
11/1/2049	\$ 6,590,000			\$ 193,581	\$ 193,581
5/1/2050	\$ 6,590,000	\$ 1,505,000	5.88%	\$ 193,581	\$ 1,698,581

Period Ending	Outstanding Balance	Principal	Coupon	Interest	Debt Service
11/1/2050	\$ 5,085,000			\$ 149,372	\$ 149,372
5/1/2051	\$ 5,085,000	\$ 1,595,000	5.88%	\$ 149,372	\$ 1,744,372
11/1/2051	\$ 3,490,000			\$ 102,519	\$ 102,519
5/1/2052	\$ 3,490,000	\$ 1,695,000	5.88%	\$ 102,519	\$ 1,797,519
11/1/2052	\$ 1,795,000			\$ 52,728	\$ 52,728
5/1/2053	\$ 1,795,000	\$ 1,795,000	5.88%	\$ 52,728	\$ 1,847,728
		<b>\$ 26,260,000</b>		<b>\$ 29,807,050</b>	<b>\$ 56,067,050</b>

**Assessment Summary  
Fiscal Year 2026 vs. Fiscal Year 2025**

ASSESSMENT ALLOCATION										
Assessment Area One - Parcels E-1, E-2, F-1 & F-2										
Product	Units	General Fund			Debt Service Series 2023			Total Assessments per Unit		
		FY 2026	FY 2025	Dollar Change	FY 2026	FY 2025	Dollar Change	FY 2026	FY 2025	Dollar Change
Single Family 40'	560	\$ 1,725.99	\$ 228.40	\$ 1,497.58	\$ 1,383.00	\$ 1,383.00	\$ -	\$ 3,108.99	\$ 1,611.40	\$ 1,497.58
Single Family 50'	446	\$ 2,157.48	\$ 285.50	\$ 1,871.98	\$ 1,729.00	\$ 1,729.00	\$ -	\$ 3,886.48	\$ 2,014.50	\$ 1,871.98
Single Family 60'	204	\$ 2,588.98	\$ 342.61	\$ 2,246.37	\$ 2,074.00	\$ 2,074.00	\$ -	\$ 4,662.98	\$ 2,416.61	\$ 2,246.37
	<b>1210</b>									

## RESOLUTION 2025-10

### A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TWO RIVERS EAST COMMUNITY DEVELOPMENT DISTRICT ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the District Manager submitted, prior to June 15<sup>th</sup>, to the Board of Supervisors (“**Board**”) of the Two Rivers East Community Development District (“**District**”) a proposed budget for the next ensuing budget year (“**Proposed Budget**”), along with an explanatory and complete financial plan for each fund, pursuant to the provisions of Sections 189.016(3) and 190.008(2)(a), Florida Statutes;

**WHEREAS**, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District at least 60 days prior to the adoption of the Proposed Budget pursuant to the provisions of Section 190.008(2)(b), Florida Statutes;

**WHEREAS**, the Board held a duly noticed public hearing pursuant to Section 190.008(2)(a), Florida Statutes;

**WHEREAS**, the District Manager posted the Proposed Budget on the District’s website at least 2 days before the public hearing pursuant to Section 189.016(4), Florida Statutes;

**WHEREAS**, the Board is required to adopt a resolution approving a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year pursuant to Section 190.008(2)(a), Florida Statutes; and

**WHEREAS**, the Proposed Budget projects the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

### NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:

#### Section 1. Budget

- a. That the Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s records office, and hereby approves certain amendments thereto, as shown below.
- b. That the Proposed Budget as amended by the Board attached hereto as **Exhibit A**, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures for fiscal year 2024-2025 and/or revised projections for fiscal year 2025-2026.
- c. That the adopted budget, as amended, shall be maintained in the office of the District Manager and at the District’s records office and identified as “The Budget for the Two



Rivers East Community Development District for the Fiscal Year Beginning October 1, 2025, and Ending September 30, 2026.”

- d. The final adopted budget shall be posted by the District Manager on the District’s website within 30 days after adoption pursuant to Section 189.016(4), Florida Statutes.

**Section 2. Appropriations.** There is hereby appropriated out of the revenues of the District (the sources of the revenues will be provided for in a separate resolution), for the fiscal year beginning October 1, 2025, and ending September 30, 2026, the sum of \$\_\_\_\_\_, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

Total General Fund	\$ _____
<i>Total Reserve Fund [if Applicable]</i>	\$ _____
Total Debt Service Funds	\$ _____
<b>Total All Funds*</b>	<b>\$ _____</b>

\*Not inclusive of any collection costs or early payment discounts.

**Section 3. Budget Amendments.** Pursuant to Section 189.016(6), Florida Statutes, the District at any time within the fiscal year or within 60 days following the end of the fiscal year may amend its budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. Any other budget amendments shall be adopted by resolution and be consistent with Florida law. This includes increasing any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and making the corresponding change to appropriations or the unappropriated balance.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this section and Section 189.016, Florida Statutes, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget(s) under subparagraph c. above are posted on the District’s website within 5 days after adoption pursuant to Section 189.016(7), Florida Statutes.

**Section 4. Effective Date.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**Passed and Adopted on August 19, 2025.**

Attested By:

**Two Rivers East  
Community Development District**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
☐ Secretary / ☐ Assistant Secretary

\_\_\_\_\_  
Carlos de la Ossa  
Chair of the Board of Supervisors

**Exhibit A: FY 2025-2026 Adopted Budget**

## RESOLUTION 2025-11

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TWO RIVERS EAST COMMUNITY DEVELOPMENT DISTRICT IMPOSING ANNUALLY RECURRING OPERATIONS AND MAINTENANCE NON-AD VALOREM SPECIAL ASSESSMENTS; PROVIDING FOR COLLECTION AND ENFORCEMENT OF ALL DISTRICT SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENT OF THE ASSESSMENT ROLL; PROVIDING FOR CHALLENGES AND PROCEDURAL IRREGULARITIES; APPROVING THE FORM OF A BUDGET FUNDING AGREEMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Two Rivers East Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes for the purpose of providing, preserving, operating, and maintaining infrastructure improvements, facilities, and services to the lands within the District;

**WHEREAS**, the District is located in Pasco County, Florida (“**County**”);

**WHEREAS**, the Board of Supervisors of the District (“**Board**”) hereby determines to undertake various activities described in the District’s adopted budget for fiscal year 2025-2026 attached hereto as **Exhibit A (“FY 2025-2026 Budget”)** and incorporated as a material part of this Resolution by this reference;

**WHEREAS**, the District must obtain sufficient funds to provide for the activities described in the FY 2025-2026 Budget;

**WHEREAS**, the provision of the activities described in the FY 2025-2026 Budget is a benefit to lands within the District;

**WHEREAS**, the District may impose non-ad valorem special assessments on benefited lands within the District pursuant to Chapter 190, Florida Statutes;

**WHEREAS**, such special assessments may be placed on the County tax roll and collected by the local Tax Collector (“**Uniform Method**”) pursuant to Chapters 190 and 197, Florida Statutes;

**WHEREAS**, the District has, by resolution and public notice, previously evidenced its intention to utilize the Uniform Method;

**WHEREAS**, the District has approved an agreement with the County Property Appraiser (“**Property Appraiser**”) and County Tax Collector (“**Tax Collector**”) to provide for the collection of special assessments under the Uniform Method;

**WHEREAS**, it is in the best interests of the District to proceed with the imposition, levy, and collection of the annually recurring operations and maintenance non-ad valorem special assessments on all assessable lands in the amount contained for each parcel's portion of the FY 2025-2026 Budget ("**O&M Assessments**");

**WHEREAS**, the Board desires to collect the annual installment for the previously levied debt service non-ad valorem special assessments ("**Debt Assessments**") in the amounts shown in the FY 2025-2026 Budget;

**WHEREAS**, the District adopted an assessment roll as maintained in the office of the District Manager, available for review, and incorporated as a material part of this Resolution by this reference ("**Assessment Roll**");

**WHEREAS**, it is in the best interests of the District to certify a portion of the Assessment Roll on the parcels designated in the Assessment Roll to the Tax Collector pursuant to the Uniform Method and to directly collect a portion of the Assessment Roll on the parcels designated in the Assessment Roll through the direct collection method pursuant to Chapter 190, Florida Statutes;

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, including the property certified to the Tax Collector by this Resolution, as the Property Appraiser updates the property roll, for such time as authorized by Florida law; and

**WHEREAS**, **Two Rivers East Community Development District** (the "**District**") and **EPG-Two Rivers, LLC**, a Florida limited liability company, **EPG Two Rivers Holdings VI, LLC**, a Florida limited liability company, **EPG Two Rivers Holdings IX, LLC**, a Florida limited liability company, and **EPG Two Rivers Holdings X, LLC**, a Florida limited liability company ("**Developer**"), as the developer of certain lands within the District, has agreed to fund (in addition to its portion of the O/M Assessments) up to \$\_\_\_\_\_ of the FY 2025-2026 Budget as shown in the revenues line item of the FY 2025-2026 Budget pursuant to a budget funding agreement.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:**

**Section 1. Benefit from Activities and O&M Assessments.** The provision of the activities described in the FY 2025-2026 Budget confer a special and peculiar benefit to the lands within the District, which benefits exceed or equal the O&M Assessments allocated to such lands. The allocation of the expenses of the activities to the specially benefited lands is shown in the FY 2025-2026 Budget and in the Assessment Roll.

**Section 2. O&M Assessments Imposition.** Pursuant to Chapter 190, Florida Statutes and procedures authorized by Florida law for the levy and collection of special assessments, the O&M Assessments are hereby imposed and levied on benefited lands within the District in accordance with the FY 2025-2026 Budget and Assessment Roll. The lien of the O&M Assessments imposed and levied by this Resolution shall be effective upon passage of this Resolution.

**Section 3. Collection and Enforcement of District Assessments.**

- a. **Uniform Method for certain Debt Assessments and certain O&M Assessments.** The collection of the Debt Assessments and O&M Assessments on certain lands designated for collection using the Uniform Method as described in the Assessment Roll, shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method. All assessments collected by the Tax Collector shall be due, payable, and enforced pursuant to Chapter 197, Florida Statutes.
- b. **Direct Bill for Certain Debt Assessments.**
  - i. The Debt Assessments on undeveloped and unplatted lands will be collected directly by the District in accordance with Florida law, as set forth in the Assessment Roll.
  - ii. Debt Assessments directly collected by the District are due in full on December 1, 2025; provided, however, that, to the extent permitted by law, the Debt Assessments due may be paid in several partial, deferred payments and according to the following schedule:
    1. 50% due no later than December 1, 2025
    2. 25% due no later than February 1, 2026
    3. 25% due no later than May 1, 2026
  - iii. In the event that a Debt Assessment payment is not made in accordance with the schedule stated above, the whole Debt Assessment – including any remaining partial or deferred payments for Fiscal Year 2025-2026 as well as any future installments of the Debt Assessment – shall immediately become due and payable. Such Debt Assessment shall accrue interest (at the applicable rate of any bonds or other debt instruments secured by the Debt Assessment), statutory penalties in the amount of 1% per month, and all costs of collection and enforcement. Such Debt Assessment shall either be enforced pursuant to a foreclosure action, or, at the District’s sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties, interest, and costs of collection and enforcement.
  - iv. In the event a Debt Assessment subject to direct collection by the District shall be delinquent, the District Manager and District Counsel, without further authorization by the Board, may initiate foreclosure proceedings pursuant to Chapter 170, Florida Statutes or other applicable law to collect and enforce the whole assessment, as set forth herein.
- c. **Direct Bill for Certain O&M Assessments.**
  - i. The O&M Assessments on certain lands (as designated for direct collection in the Assessment Roll) will be collected directly by the District in accordance with Florida law, as set forth in the Assessment Roll.
  - ii. O&M Assessments directly collected by the District are due in full on December 1, 2025; provided, however, that, to the extent permitted by law, the O&M Assessments due may be paid in several partial, deferred payments and according to the following schedule:
    1. 50% due no later than December 1, 2025
    2. 25% due no later than February 1, 2026
    3. 25% due no later than April 1, 2026

iii. In the event that an O&M Assessment payment is not made in accordance with the schedule stated above, the whole O&M Assessment may immediately become due and payable. Such O&M Assessment shall accrue statutory penalties in the amount of 1% per month and all costs of collection and enforcement. Such O&M Assessment shall either be enforced pursuant to a foreclosure action, or, at the District's sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties and costs of collection and enforcement.

d. **Future Collection Methods.** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

**Section 4. Certification of Assessment Roll.** The Assessment Roll is hereby certified and authorized to be transmitted to the Tax Collector.

**Section 5. Assessment Roll Amendment.** The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law. After any amendment of the Assessment Roll, the District Manager shall file the updates to the tax roll in the District records.

**Section 6. Assessment Challenges.** The adoption of this Resolution shall be the final determination of all issues related to the O&M Assessments as it relates to property owners whose benefited property is subject to the O&M Assessments (including, but not limited to, the determination of special benefit and fair apportionment to the assessed property, the method of apportionment, the maximum rate of the O&M Assessments, and the levy, collection, and lien of the O&M Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 30 days from adoption date of this Resolution.

**Section 7. Procedural Irregularities.** Any informality or irregularity in the proceedings in connection with the levy of the O&M Assessments shall not affect the validity of the same after the adoption of this Resolution, and any O&M Assessments as finally approved shall be competent and sufficient evidence that such O&M Assessment was duly levied, that the O&M Assessment was duly made and adopted, and that all other proceedings adequate to such O&M Assessment were duly had, taken, and performed as required.

**Section 8. Approving the Form of a Budget Funding Agreement with Developer.** The Budget Funding Agreement between the District and Developer attached hereto as **Exhibit B** is hereby approved in substantial form. The Chair or the Vice-Chair of the Board are hereby authorized and directed to execute and deliver said agreement on behalf of and in the name of the District. Any additions, deletions or modifications may be made and approved by the Chair or the Vice-Chair and their execution of the agreement shall be conclusive evidence of such approval.

**Section 9. Severability.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**Section 10. Effective Date.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**Passed and Adopted on August 19, 2025.**

Attested By:

**Two Rivers East Community  
Development District**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
☐ Secretary / ☐ Assistant Secretary

\_\_\_\_\_  
Carlos de la Ossa  
Chair of the Board of Supervisors

**Exhibit A: FY 2025-2026 Budget**

**Exhibit B: Form of Budget Funding Agreement with Developer**

# **Fourth Order of Business**





# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

1001 Yamato Road • Suite 301  
Boca Raton, Florida 33431  
(561) 994-9299 • (800) 299-4728  
Fax (561) 994-5823  
www.graucpa.com

August 8, 2025

To Board of Supervisors  
Two Rivers East Community Development District  
2005 Pan Am Circle, Suite 300  
Tampa, FL 33607

We are pleased to confirm our understanding of the services we are to provide Two Rivers East Community Development District, Pasco County, Florida ("the District") for the fiscal year ended September 30, 2025. We will audit the financial statements of the governmental activities and each major fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of Two Rivers East Community Development District as of and for the fiscal year ended September 30, 2025. In addition, we will examine the District's compliance with the requirements of Section 218.415 Florida Statutes. This letter serves to renew our agreement and establish the terms and fee for the 2025 audit.

Accounting principles generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary comparison schedule

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information:

- 1) Compliance with FL Statute 218.39 (3) (c)

## Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

**Examination Objective**

The objective of our examination is the expression of an opinion as to whether the District is in compliance with Florida Statute 218.415 in accordance with Rule 10.556(10) of the Auditor General of the State of Florida. Our examination will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and will include tests of your records and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon completion of our examination of the District's compliance. The report will include a statement that the report is intended solely for the information and use of management, those charged with governance, and the Florida Auditor General, and is not intended to be and should not be used by anyone other than these specified parties. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the District's compliance is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the examination or are unable to form or have not formed an opinion, we may decline to express an opinion or issue a report, or may withdraw from this engagement.

**Other Services**

We will assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

**Management Responsibilities**

Management is responsible for compliance with Florida Statute 218.415 and will provide us with the information required for the examination. The accuracy and completeness of such information is also management's responsibility. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. In addition, you will be required to make certain representations regarding compliance with Florida Statute 218.415 in the management representation letter. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for designing, implementing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

**Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

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

**Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

**Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

**Engagement Administration, Fees, and Other**

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Grau & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Grau & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies. Notwithstanding the foregoing, the parties acknowledge that various documents reviewed or produced during the conduct of the audit may be public records under Florida law. The District agrees to notify Grau & Associates of any public record request it receives that involves audit documentation.

Our fee for these services will not exceed \$5,800 for the September 30, 2025 audit, unless there is a change in activity by the District which results in additional audit work or if additional Bonds are issued.

Grau & Associates and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their employees. Grau agrees and acknowledges that the District is a public employer subject to the E-Verify requirements as set forth in Section 448.095, Florida Statutes, and that the provisions of Section 448.095, Florida Statutes apply to this Agreement. If the District has a good faith belief that the Grau has knowingly hired, recruited or referred an alien who is not authorized to work by the immigration laws or the Attorney General of the United States for employment under this Agreement, the District shall terminate this Agreement. If the District has a good faith belief that a subcontractor performing work under this

Agreement knowingly hired, recruited or referred an alien who is not duly authorized to work by the immigration laws or the Attorney General of the United States for employment under this Agreement, the District shall promptly notify Grau and order Grau to immediately terminate the contract with the subcontractor. Grau shall be liable for any additional costs incurred by the District as a result of the termination of a contract based on Grau's failure to comply with E-Verify requirements evidenced herein.

We will complete the audit within prescribed statutory deadlines, with the understanding that your employees will provide information needed to perform the audit on a timely basis.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Invoices will be submitted in sufficient detail to demonstrate compliance with the terms of this agreement. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate.

This agreement may be renewed each year thereafter subject to the mutual agreement by both parties to all terms and fees. The fee for each annual renewal will be agreed upon separately.

The District has the option to terminate this agreement with or without cause by providing thirty (30) days written notice of termination to Grau & Associates. Upon any termination of this agreement, Grau & Associates shall be entitled to payment of all work and/or services rendered up until the effective termination of this agreement, subject to whatever claims or off-sets the District may have against Grau & Associates.

We will provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2022 peer review report accompanies this letter.

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

Very truly yours,

Grau & Associates



Antonio J. Grau

RESPONSE:

This letter correctly sets forth the understanding of Two Rivers East Community Development District.

By: \_\_\_\_\_

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

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



**FICPA Peer Review Program**  
Administered in Florida  
by The Florida Institute of CPAs



Peer Review  
Program

**AICPA Peer Review Program**  
Administered in Florida  
by the Florida Institute of CPAs

**March 17, 2023**

**Antonio Grau**  
**Grau & Associates**  
**951 Yamato Rd Ste 280**  
**Boca Raton, FL 33431-1809**

**Dear Antonio Grau:**

It is my pleasure to notify you that on March 16, 2023, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2025. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

*FICPA Peer Review Committee*

Peer Review Team  
FICPA Peer Review Committee

850.224.2727, x5957

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 594791

**RESOLUTION 2025-12**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF TWO RIVERS EAST COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, Two Rivers East 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 County of Pasco, Florida; and

**WHEREAS**, the District’s Board of Supervisors (hereinafter the “Board”), is statutorily authorized to exercise the powers granted to the District, but has not heretofore met; and

**WHEREAS**, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

**WHEREAS**, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time, and location of the District’s meetings.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF TWO RIVERS EAST COMMUNITY DEVELOPMENT DISTRICT THAT:**

**Section 1.** The annual public meeting schedule of the Board of Supervisors of for the Fiscal Year 2026 attached hereto and incorporated by reference herein as Exhibit A is hereby approved and will be published and filed in accordance with the requirements of Florida law.

**Section 2.** The District Manager is hereby directed to submit a copy of the Fiscal Year 2026 annual public meeting schedule to Pasco County and the Department of Economic Opportunity.

**Section 3.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 19<sup>TH</sup> DAY OF AUGUST 2025**

**ATTEST:**

**TWO RIVERS EAST  
COMMUNITY DEVELOPMENT  
DISTRICT**

\_\_\_\_\_  
**SECRETARY/ASSISTANT SECRETARY**

\_\_\_\_\_  
**CHAIR**

**EXHIBIT A**

**BOARD OF SUPERVISORS MEETING DATES TWO RIVERS EAST COMMUNITY  
DEVELOPMENT DISTRICT FISCAL YEAR 2026**

As required by Chapters 189 and 190 of Florida Statutes, notice is hereby given that for the Fiscal Year 2025/2026, regular meetings of the Board of Supervisors of the Two Rivers East Community Development District are scheduled to be held at **1:00 PM. at the SpringHill Suites by Marriott Tampa Suncoast Parkway located at 16615 Crosspointe Run, Land O' Lakes, FL 34638** as follows:

**October 22, 2025  
November 18, 2025  
December 16, 2025  
January 20, 2026  
February 17, 2026  
March 17, 2026  
April 21, 2026  
May 19, 2026  
June 16, 2026  
July 21, 2026  
August 18, 2026  
September 15, 2026**

**\* Meeting may be rescheduled or canceled due to the holiday.**

The meetings will be open to the public and will be conducted in accordance with the provision of Florida Law for community development districts. Any meeting may be continued to a date, time, and place to be specified on the record at the meeting. Copies of the agendas for the meetings listed above may be obtained from Inframark, 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607, or 813-873-7300, one week prior to the meeting. There may be occasions when one or more Supervisors will participate by telephone.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District's management company office, Inframark at 813-873-7300, at least two (2) business days prior to the date of the hearing and meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 711 for aid in contacting the District.

Each person who decides to appeal any action taken at these meetings 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 such appeal is to be based.

Jayna Cooper  
District Manager

# **Fifth Order of Business**



**MINUTES OF MEETING  
TWO RIVERS EAST  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of Two Rivers East Community Development District was held on Tuesday, July 15, 2025, and called to order at 11:43 a.m. at the SpringHill Suites by Marriott Tampa Suncoast Parkway, located at 16615 Crosspointe Run, Land O' Lakes, Florida 34638.

Present and constituting a quorum were:

Carlos de la Ossa	Chairperson
Nicholas Dister	Vice Chairperson
Thomas Spence	Assistant Secretary
Angie Grunwald	Assistant Secretary

Also present were:

Jayna Cooper	District Manager
Debbie Wallace	District Manager
Kathryn Hopkinson	District Counsel
Tyson Waag	District Engineer ( <i>via phone</i> )
Arturo Gandarilla	Field Manager

*The following is a summary of the discussions and actions taken.*

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

Ms. Cooper called the meeting to order, and a quorum was established.

**SECOND ORDER OF BUSINESS** **Public Comments**

There being no members of the public present, the next order of business followed.

**THIRD ORDER OF BUSINESS** **Business Items**

**A. Acceptance of Fiscal Year 2024 Final Audit Report**

On MOTION by Mr. de la Ossa seconded by Mr. Spence, with all in favor, Fiscal Year 2024 Final Audit Report, was accepted. 4-0

**B. Consideration of Resolution 2025-09; Adopting a No Fishing Policy**

On MOTION by Mr. de la Ossa seconded by Mr. Spence, with all in favor, Resolution 2025-09; Adopting a No Fishing Policy, was adopted. 4-0

**FOURTH ORDER OF BUSINESS**

**Consent Agenda**

- A. Approval of Minutes of the June 17, 2025 Meeting**
- B. Consideration of Operation and Maintenance Expenditures June 2025**
- C. Acceptance of the Financials and Approval of the Check Register for June 2025**
- D. Ratification of Addendum No. 1 to Master Landscape Maintenance Agreement with DTE**
- E. Ratification of United Property Mow Proposal June 2025**
- F. Ratification of Resolution 2024-09; Allocating Construction Funds for the Infrastructure**

On MOTION by Mr. de la Ossa seconded by Mr. Spence, with all in favor, the Consent Agenda was approved. 4-0

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

- A. District Counsel**
- B. District Manager**
  - i. Community Inspection Report**

The Community Inspection Report, a copy of which was included in the agenda package. Mr. Gandarilla discussed pending issues, completed items, pressure washing, ponds and additional segments needing attention.

- C. District Engineer**

There being no reports, the next order of business followed.

**SIXTH ORDER OF BUSINESS**

**Board Members' Comments**

There being none, the next order of business followed.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. de la Ossa seconded by Mr. Spence, with all in favor, the meeting was adjourned at 11:47 am. 4-0

\_\_\_\_\_  
Jayna Cooper  
District Manager

\_\_\_\_\_  
Carlos de la Ossa  
Chairperson

**TWO RIVERS EAST**  
**Summary of Operations and Maintenance Invoices**

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
<b>Monthly Contract</b>					
DOWN TO EARTH	7/1/2025	146789	\$5,905.96	\$5,905.96	LANDSCAPE CONTRACT
DOWN TO EARTH	7/9/2025	148028	\$9,855.71	\$9,855.71	LANDSCAPE MAINTENANCE July 2025
INFRAMARK LLC	7/1/2025	153051	\$750.00		ACCOUNTING SERVICES
INFRAMARK LLC	7/1/2025	153051	\$375.00		ADMINISTRATION
INFRAMARK LLC	7/1/2025	153051	\$2,083.33		DISTRICT MANAGEMENT
INFRAMARK LLC	7/1/2025	153051	\$416.67		FINANCIAL & REVENUE COLLECTION
INFRAMARK LLC	7/1/2025	153051	\$200.00		RECORDING SECRETARY
INFRAMARK LLC	7/1/2025	153051	\$50.00		RENTAL & LEASES
INFRAMARK LLC	7/1/2025	153051	\$50.00		TECHNOLOGY/DATA STORAGE
INFRAMARK LLC	7/1/2025	153051	\$100.00		WEBSITE MAINTENANCE/ADMIN
INFRAMARK LLC	7/1/2025	153051	\$416.67		DISSEMINATION SERVICES
INFRAMARK LLC	7/1/2025	153051	\$500.00		CONSTRUCTION ACCOUNTING
INFRAMARK LLC	7/1/2025	153051	\$1,000.00	\$5,941.67	FIELD SERVICES
STRALEY ROBIN VERICKER	7/9/2025	26813	\$4,183.04	\$4,183.04	PROFESSIONAL SERVICES THROUGH 06/30/25
<b>Monthly Contract Subtotal</b>			<b>\$25,886.38</b>	<b>\$25,886.38</b>	
<b>Utilities</b>					
PASCO COUNTY UTILITIES	7/21/2025	22729453	\$174.96	\$174.96	SERVICE 06/05/25 - 07/07/25
PASCO COUNTY UTILITIES	7/21/2025	22729456	\$18.84	\$18.84	SERVICE 06/05/25 - 06/24/25
PASCO COUNTY UTILITIES	7/21/2025	22729452	\$12.15	\$12.15	SERVICE 06/05/25 - 07/07/25
PASCO COUNTY UTILITIES	7/21/2025	22729564	\$8.10	\$8.10	WATER
PASCO COUNTY UTILITIES	7/21/2025	22731132	\$140.13	\$140.13	WATER
<b>Utilities Subtotal</b>			<b>\$354.18</b>	<b>\$354.18</b>	
<b>Regular Services</b>					
ANGIE GRUNWALD	7/15/2025	AG-071525	\$200.00	\$200.00	BOARD 7/15/25
CARLOS DE LA OSSA	7/15/2025	CO-071525	\$200.00	\$200.00	BOARD 7/15/25
GRAU AND ASSOCIATES	7/1/2025	27980	\$1,200.00	\$1,200.00	AUDIT FYE 09/30/24
INFRAMARK LLC	7/16/2025	154352	\$1.38	\$1.38	POSTAGE
NICHOLAS J. DISTER	7/15/2025	ND-071525	\$200.00	\$200.00	BOARD 7/15/25

**TWO RIVERS EAST**  
**Summary of Operations and Maintenance Invoices**

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
RYAN MOTKO	7/15/2025	RM-071525	\$200.00	\$200.00	BOARD 7/15/25
TAMPA BAY TIMES	7/23/2025	47221-072325	\$1,068.00	\$1,068.00	LEGAL AD
THOMAS R. SPENCE	7/15/2025	TS-071525	\$200.00	\$200.00	BOARD 7/15/25
U.S. BANK	6/25/2025	7795964	\$4,256.13	\$4,256.13	TRUSTEE FEES 06/01/25-05/31/26
<b>Regular Services Subtotal</b>			<b>\$7,525.51</b>	<b>\$7,525.51</b>	
<b>Additional Services</b>					
BAYHEAD ECOLOGICAL SOLUTIONS, LLC	6/4/2025	2231	\$4,942.50	\$4,942.50	Buffer Area Tree Removal - 100% complete
BAYHEAD ECOLOGICAL SOLUTIONS, LLC	5/20/2025	2230	\$4,942.50	\$4,942.50	Buffer Area Tree Removal - 50% complete
BAYHEAD ECOLOGICAL SOLUTIONS, LLC	7/22/2025	2297	\$12,326.00	\$12,326.00	HURRICANE BUFFER REMOVAL 50% DEPOSIT
DOWN TO EARTH	6/30/2025	147109	\$1,500.00	\$1,500.00	ADDITIONAL MOWING
DOWN TO EARTH	6/30/2025	147110	\$1,500.00	\$1,500.00	ADDITIONAL MOWING
<b>Additional Services Subtotal</b>			<b>\$25,211.00</b>	<b>\$25,211.00</b>	
<b>TOTAL</b>			<b>\$58,977.07</b>	<b>\$58,977.07</b>	

**Down to Earth**  
PO Box 72701  
Cleveland, Ohio 44192-0002  
(321) 263-2700



**Invoice: #146789**  
July 2025

**Customer**  
Two Rivers East  
Inframark Management Services  
2654 Cypress Ridge Blvd, Suite 101  
Wesley Chapel, FL 33544

**Property / Project Address**  
Two Rivers East  
1988 Draughton Drive  
Zephyrhills, FL 33541

<b>Project/Job</b>	<b>Invoice Date</b>	<b>Date Due</b>	<b>Terms</b>	<b>Customer PO #</b>
Two Rivers East Roadway Rough Cutting Contract (2025)	7/1/2025	7/31/2025	Net 30	

Estimate # 114331

Invoice Details				
Description of Services & Items	Unit	Quantity	Rate	Amount
#114331 - Two Rivers East Roadway Rough Cutting Contract (2025)				\$5,905.96
LCR003: General Maintenance				\$1,745.34
LCR003: Additional Areas - Start 4/28/25				\$442.02
LCR003: F2 Casa Fresca Commons - Start 5/19/25				\$3,718.60

**Billing Questions**  
[Francine.Martinez@Down2Earthinc.com](mailto:Francine.Martinez@Down2Earthinc.com)  
(352) 523-4954  
  
Visit us at <https://dtelandscape.com> for all other questions or concerns.

Please click the link below to be directed to the Down to Earth customer portal to view invoices and to make payment by credit card. A processing fee of 2.75% will be added to all credit card payments.  
  
[DTElandscape.propertyserviceportal.com](https://DTElandscape.propertyserviceportal.com)

Subtotal	\$5,905.96
Sales Tax	\$0.00
<b>Total</b>	<b>\$5,905.96</b>
Credits/Payments	(\$0.00)
<b>Balance Due</b>	<b>\$5,905.96</b>

**Down to Earth**  
PO Box 72701  
Cleveland, Ohio 44192-0002  
(321) 263-2700



Invoice: #148028  
July 2025

**Customer**  
Two Rivers East  
Inframark Management Services  
2654 Cypress Ridge Blvd, Suite 101  
Wesley Chapel, FL 33544

**Property / Project Address**  
Two Rivers East  
1988 Draughton Drive  
Zephyrhills, FL 33541

Project/Job	Invoice Date	Date Due	Terms	Customer PO #
Two Rivers East Roadway Rough Cutting Contract (2025)	7/9/2025	8/8/2025	Net 30	
Estimate # 114331				

Invoice Details				
Description of Services & Items	Unit	Quantity	Rate	Amount
#114331 - Two Rivers East Roadway Rough Cutting Contract (2025)				\$9,855.71
LCR003: Additional Areas - Start 7/1/25				\$9,855.71

**Billing Questions**  
[Francine.Martinez@Down2Earthinc.com](mailto:Francine.Martinez@Down2Earthinc.com)  
(352) 523-4954

Visit us at <https://dtelandscape.com> for all other questions or concerns.

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[DTElandscape.propertyserviceportal.com](https://dtelandscape.com/terms-and-conditions/)

Subtotal	\$9,855.71
Sales Tax	\$0.00
<b>Total</b>	<b>\$9,855.71</b>
Credits/Payments	(\$0.00)
<b>Balance Due</b>	<b>\$9,855.71</b>

  
2002 West Grand Parkway North  
Suite 100  
Katy, TX 77449

**BILL TO**  
Two Rivers East Community  
Development District  
2005 Pan Am Cir Ste 300  
Tampa FL 33607-6008  
United States

**INVOICE#**  
153051

**CUSTOMER ID**  
C3191

**PO#**

**DATE**  
7/1/2025

**NET TERMS**  
Due On Receipt

**DUE DATE**  
7/1/2025

Services provided for the Month of: July 2025

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Accounting Services	1	Ea	750.00		750.00
Administration	1	Ea	375.00		375.00
District Management	1	Ea	2,083.33		2,083.33
Financial & Revenue Collection	1	Ea	416.67		416.67
Recording Secretary	1	Ea	200.00		200.00
Rental & Leases	1	Ea	50.00		50.00
Technology/Data Storage	1	Ea	50.00		50.00
Website Maintenance / Admin	1	Ea	100.00		100.00
Dissemination Services	1	Ea	416.67		416.67
Construction Accounting	1	Ea	500.00		500.00
Field Services	1	Ea	1,000.00		1,000.00
<b>Subtotal</b>					<b>5,941.67</b>

<b>Subtotal</b>	\$5,941.67
<b>Tax</b>	\$0.00
<b>Total Due</b>	\$5,941.67

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:  
Account Name: INFRAMARK, LLC  
ACH - Bank Routing Number: 111000614 / Account Number: 912593196  
Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.

**Straley Robin Vericker**

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400

Federal Tax Id. - 20-1778458

Two Rivers East CDD  
 2005 Pan Am Circle, Suite 300  
 Tampa, FL 33607

July 09, 2025

Client: 001581

Matter: 000001

Invoice #: 26813

Page: 1

RE: General

For Professional Services Rendered Through June 30, 2025

**SERVICES**

Date	Person	Description of Services	Hours	Amount
6/2/2025	JMV	REVIEW CDD AUDIT NOTICE; PREPARE DISTRICT COUNSEL RESPONSE.	1.1	\$445.50
6/2/2025	WAS	DRAFT REQUEST TO USPS FOR ZIP CODE CHANGE.	1.0	\$335.00
6/2/2025	AM	REVIEW AUDITOR REQUEST LETTER FOR FISCAL YEAR ENDED SEPTEMBER 30, 2024; PREPARE DRAFT AUDIT RESPONSE LETTER.	0.5	\$97.50
6/2/2025	KCH	WORK ON PETITION TO USPS FOR ZIP CODE REVIEW AND NAME CHANGE.	0.3	\$112.50
6/5/2025	JMV	PREPARE ZIP CODE PETITION.	0.5	\$202.50
6/5/2025	WAS	COMMUNICATIONS REGARDING ZIP CODE AMENDMENT REQUEST.	0.2	\$67.00
6/6/2025	WAS	REVISIONS TO ZIP CODE BOUNDARY PETITION.	0.4	\$134.00
6/6/2025	KCH	PREPARE UPDATED RESOLUTION FOR SPENDING AUTHORITY.	0.2	\$75.00
6/9/2025	CAW	REVIEW AND REVISE COMMUNITY PETITION FOR PLACE NAME CHANGE AND ZIP CODE CHANGE.	0.1	\$37.50
6/9/2025	WAS	COMMUNICATIONS REGARDING ZIP CODE BOUNDARY PETITION.	0.2	\$67.00
6/9/2025	MS	RECEIVE, REVIEW, AND REVISE COMMUNITY PETITION FOR PLACE NAME CHANGE AND ZIP CODE.	0.4	\$78.00
6/10/2025	JMV	REVIEW AND FINALIZE PETITION.	0.3	\$121.50
6/10/2025	WAS	REVIEW AND FINALIZE PETITION FOR ZIP CODE BOUNDARY AMENDMENT.	0.4	\$134.00



## SERVICES

Date	Person	Description of Services	Hours	Amount
6/12/2025	LC	REVIEW BOARD SEATS AND TERMS; REVIEW SUPERVISOR OF ELECTIONS NUMBER OF QUALIFIED VOTERS FOR 2025 AND UPDATE RECORDS RE SAME.	0.2	\$39.00
6/13/2025	JMV	PREPARE LEGAL NOTICES FOR CDD BOARD MEETING AND PUBLIC HEARING; PREPARE RESOLUTION FOR CDD BOARD MEETING.	1.0	\$405.00
6/13/2025	WAS	COMMUNICATIONS REGARDING ZIP CODE PETITION.	0.1	\$33.50
6/16/2025	WAS	COMMUNICATIONS REGARDING ZIP CODE PETITION.	0.1	\$33.50
6/17/2025	KCH	PREPARE FOR AND ATTEND BOS MEETING IN PERSON; FINAL PREPOF PETITION FOR ZIP CODE BOUNDARY REVIEW AND PLACE NAME CHANGE AND SEND SAME.	1.5	\$562.50
6/18/2025	WAS	REVIEW FINAL TRANSMISSION OF ZIP CODE PETITION.	0.1	\$33.50
6/19/2025	LC	RESEARCH RE FUNDING ALLOCATION RESOLUTIONS.	0.2	\$39.00
6/20/2025	KCH	PREPARE FOR AND ATTEND EPG OPERATIONS MEETING IN PERSON.	0.4	\$150.00
6/24/2025	CAW	REVIEW 2025/2026 BUDGET, NOTICE OF PUBLIC HEARING TO ADOPT BUDGET, RESOLUTION ADOPTING BUDGET, AND DEVELOPER FUNDING AGREEMENT.	0.3	\$112.50
6/25/2025	LC	REVIEW SPREADSHEET FROM J. COOPER RE SEAT DESIGNATIONS AND TERMS; RESEARCH RE SAME; REVISE SPREADSHEET TO CORRECT INFORMATION.	0.3	\$58.50
6/30/2025	CAW	REVIEW AND RESPOND TO EMAIL CORRESPONDENCE FROM J. COOPER AND B. LAMB REGARDING 2025/2026 BUDGET.	0.2	\$75.00
6/30/2025	LC	REVIEW CORRESPONDENCE FROM J. COOPER REQUESTING INFORMATION ON PROJECTED FIRST GENERAL ELECTION AND PROJECTED TURNOVER DATES; UPDATE J. COOPER'S SPREADSHEET RE SAME.	0.1	\$19.50
6/30/2025	MB	REVIEW DISTRICT MASTER LANDSCAPE MAINTENANCE AGREEMENT, DTE POND, MERITAGE AND LODGE GRASS PROPOSALS; PREPARE ADDENDUM #1 TO THE LANDSCAPE MAINTENANCE AGREEMENT.	1.9	\$712.50
Total Professional Services			12.0	\$4,181.00

## DISBURSEMENTS

Date	Description of Disbursements	Amount
6/17/2025	Postage	\$2.04

DISBURSEMENTS

Date	Description of Disbursements	Amount
	Total Disbursements	\$2.04
	Total Services	\$4,181.00
	Total Disbursements	\$2.04
	Total Current Charges	\$4,183.04
	Previous Balance	\$4,797.00
	Less Payments	(\$4,797.00)
	PAY THIS AMOUNT	\$4,183.04

Please Include Invoice Number on all Correspondence



PASCO COUNTY UTILITIES  
CUSTOMER INFORMATION & SERVICES  
P.O. BOX 2139  
NEW PORT RICHEY, FL 34656-2139

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14-92800

**TWO RIVERS EAST**

EPG TWO RIVERS LLC

Service Address: **36709 COOLRIDGE PLACE RECLAIM METER #3**

Bill Number: 22729453

Billing Date: 7/21/2025

Billing Period: 6/5/2025 to 7/7/2025

**Pending Board of County Commissioners approval new rates, fees, and charges  
take effect Oct. 1, 2025.**

Account #	Customer #
1246155	01523787
Please use the 15-digit number below when making a payment through your bank	
124615501523787	

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	241609326	6/5/2025	0	7/7/2025	216	32	216

Usage History

Water

July 2025 216  
June 2025 0

Transactions

Current Transactions

Reclaimed

Reclaimed

216 Thousand Gals X \$0.81

174.96

**Total Current Transactions**

174.96

**TOTAL BALANCE DUE**

**\$174.96**

Annual Water Quality Report: The 2024 Consumer Confidence  
Report is available online at [bit.ly/PascoRegional2024](https://bit.ly/PascoRegional2024). To request a  
paper copy, please call (813) 929-2733.

Please return this portion with payment

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EPG TWO RIVERS LLC  
111 S ARMENIA AVENUE SUITE 201  
TAMPA FL 33607

Account # 1246155  
Customer # 01523787  
Balance Forward 0.00  
Current Transactions 174.96

**Total Balance Due \$174.96**  
**Due Date 8/7/2025**

10% late fee will be applied if paid after due date

Round-Up Donations to Charity

Amount Enclosed

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EPG TWO RIVERS LLC

Service Address: **RECLAIM METER #4**

Bill Number: 22729456

Billing Date: 7/21/2025

Billing Period: 6/5/2025 to 6/24/2025

**Pending Board of County Commissioners approval new rates, fees, and charges  
take effect Oct. 1, 2025.**

Account #	Customer #
1246255	01523787
Please use the 15-digit number below when making a payment through your bank	
124625501523787	

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	241609335	6/5/2025	0	6/24/2025	10	19	10

Usage History		
Water		
June 2025	10	
June 2025	0	

Transactions	
Previous Bill	13.82
Payment 07/08/25	-13.82 CR
<b>Past Due</b>	0.00
Current Transactions	
Reclaimed	
Reclaimed Water Base Charge	12.20
Adjustments	
Backflow Fee	6.64
<b>Total Current Transactions</b>	18.84

**TOTAL BALANCE DUE \$18.84**

\*Past due balance is delinquent and subject to further fees and immediate disconnect.

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EPG TWO RIVERS LLC  
111 S ARMENIA AVENUE SUITE 201  
TAMPA FL 33607

Account # 1246255  
Customer # 01523787  
Past Due 0.00  
Current Transactions 18.84

<b>Total Balance Due</b>	<b>\$18.84</b>
<b>Due Date</b>	<b>8/7/2025</b>

10% late fee will be applied if paid after due date

Round-Up Donations to Charity	
Amount Enclosed	

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**TWO RIVERS EAST**

EPG TWO RIVERS LLC

Service Address: **1926 COOLRIDGE PLACE RECLAIM METER**

Bill Number: 22729452

Billing Date: 7/21/2025

Billing Period: 6/5/2025 to 7/7/2025

**Pending Board of County Commissioners approval new rates, fees, and charges  
take effect Oct. 1, 2025.**

Account #	Customer #
1246145	01523787
Please use the 15-digit number below when making a payment through your bank	
124614501523787	

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	241609336	6/5/2025	0	7/7/2025	15	32	15

Usage History

Water

July 2025	15
June 2025	0

Transactions

Current Transactions

Reclaimed

Reclaimed 15 Thousand Gals X \$0.81 12.15

**Total Current Transactions**

12.15

**TOTAL BALANCE DUE**

**\$12.15**

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EPG TWO RIVERS LLC  
111 S ARMENIA AVENUE SUITE 201  
TAMPA FL 33607

Account # 1246145  
Customer # 01523787  
Balance Forward 0.00  
Current Transactions 12.15

<b>Total Balance Due</b>	<b>\$12.15</b>
<b>Due Date</b>	<b>8/7/2025</b>

10% late fee will be applied if paid after due date

Round-Up Donations to Charity

Amount Enclosed


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**TWO RIVERS EAST CDD**

Service Address: **2420 LODGE GRASS BLVD BOULEVARD RECLAIM 2 INCH**

Bill Number: 22729564

Billing Date: 7/21/2025

Billing Period: 6/5/2025 to 7/7/2025

**Pending Board of County Commissioners approval new rates, fees, and charges  
take effect Oct. 1, 2025.**

Account #	Customer #
1247975	01554184
Please use the 15-digit number below when making a payment through your bank	
124797501554184	

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	241579032	6/5/2025	0	7/7/2025	10	32	10

Usage History  
Reclaimed  
July 2025 10  
June 2025 0

Transactions  
Current Transactions  
Reclaimed  
Reclaimed 10 Thousand Gals X \$0.81 8.10  
**Total Current Transactions 8.10**  
**TOTAL BALANCE DUE \$8.10**

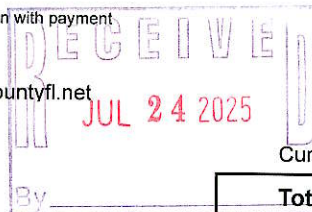
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TO PAY ONLINE, VISIT [pascoeasypay.pascocountyfl.net](http://pascoeasypay.pascocountyfl.net)

☐ Check this box if entering change of mailing address on back.



Account # 1247975  
Customer # 01554184  
Balance Forward 0.00  
Current Transactions 8.10

**Total Balance Due \$8.10**  
**Due Date 8/7/2025**

10% late fee will be applied if paid after due date

Round-Up Donations to Charity  
Amount Enclosed

☐ Check this box to participate in Round-Up.

TWO RIVERS EAST CDD  
2005 PAN AM CIRCLE SUITE 300  
TAMPA FL 33607

PASCO COUNTY UTILITIES  
CUSTOMER INFORMATION & SERVICES  
P.O. BOX 2139  
NEW PORT RICHEY, FL 34656-2139

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PASCO COUNTY UTILITIES  
CUSTOMER INFORMATION & SERVICES  
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Pay By Phone: 1-855-786-5344

4213 1 1

14-92800

**TWO RIVERS EAST COMMUNITY DEVELOPMENT DISTRICT**

Service Address: **2176 STILLVIEW PASS RECLAIM METER D**

Bill Number: 22731132

Billing Date: 7/21/2025

Billing Period: 6/5/2025 to 7/7/2025

**Pending Board of County Commissioners approval new rates, fees, and charges take effect Oct. 1, 2025.**

Account #	Customer #
1301525	01550300
Please use the 15-digit number below when making a payment through your bank	
130152501550300	

Service	Meter #	Previous		Current		# of Days	Consumption in thousands
		Date	Read	Date	Read		
Reclaim	232149364	6/5/2025	577	7/7/2025	750	32	173

**Usage History**  
Reclaimed

July 2025 173  
June 2025 212  
May 2025 365

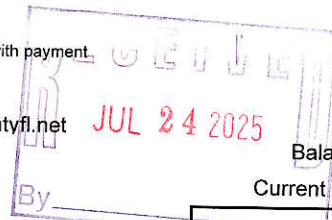
**Transactions**

Previous Bill 171.72  
Payment 07/10/25 -171.72 CR  
**Balance Forward** 0.00  
Current Transactions  
Reclaimed  
Reclaimed 173 Thousand Gals X \$0.81 140.13  
**Total Current Transactions** 140.13  
**TOTAL BALANCE DUE \$140.13**

Annual Water Quality Report: The 2024 Consumer Confidence Report is available online at [bit.ly/PascoRegional2024](https://bit.ly/PascoRegional2024). To request a paper copy, please call (813) 929-2733.

Please return this portion with payment.

TO PAY ONLINE, VISIT [pascoeasypay.pascocountyfl.net](https://pascoeasypay.pascocountyfl.net)



Account # 1301525  
Customer # 01550300  
Balance Forward 0.00  
Current Transactions 140.13

☐ Check this box if entering change of mailing address on back.

**Total Balance Due \$140.13**  
**Due Date 8/7/2025**

10% late fee will be applied if paid after due date

Round-Up Donations to Charity	
Amount Enclosed	

☐ Check this box to participate in Round-Up.



TWO RIVERS EAST COMMUNITY DEVELOPMENT DISTRICT  
2005 PAN AM CIRCLE SUITE 300  
TAMPA FL 33607

PASCO COUNTY UTILITIES  
CUSTOMER INFORMATION & SERVICES  
P.O. BOX 2139  
NEW PORT RICHEY, FL 34656-2139

015503004130152552273113210000140137

**Attendance Confirmation**  
for  
BOARD OF SUPERVISORS

---

District Name: Two Rivers East

Board Meeting Date: July 15, 2025

	Name	In Attendance Please X	Paid
1	Carlos de la Ossa	X	\$200
2	Nicholas Dister	X	\$200
3	Ryan Motko	X	\$200
4	Thomas Spence	X	\$200
5	Angie Grunwald	X	\$200

The supervisors present at the above referenced meeting should be compensated accordingly

Approved for payment:

*Jayna Cooper*

7.15.25

---

District Manager Signature

---

Date

**\*\* PLEASE RETURN SIGNED DOCUMENT TO LORI BINGLE \*\***



**Attendance Confirmation**  
for  
BOARD OF SUPERVISORS

---

District Name: Two Rivers East

Board Meeting Date: July 15, 2025

Name	In Attendance Please X	Paid
1 Carlos de la Ossa	X	\$200
2 Nicholas Dister	X	\$200
3 Ryan Motko	X	\$200
4 Thomas Spence	X	\$200
5 Angie Grunwald	X	\$200

The supervisors present at the above referenced meeting should be compensated accordingly

Approved for payment:

*Jayna Cooper*

7.15.25

---

District Manager Signature

---

Date

**\*\* PLEASE RETURN SIGNED DOCUMENT TO LORI BINGLE \*\***

**Grau and Associates**

1001 W. Yamato Road, Suite 301  
Boca Raton, FL 33431  
www.graucpa.com

**Phone: 561-994-9299**

**Fax: 561-994-5823**

*Two Rivers East Community Development District  
2005 Pan Am Circle, Suite 300  
Tampa, FL 33607*

Invoice No. 27980  
Date 07/01/2025

---

SERVICE	AMOUNT
Audit FYE 09/30/2024	\$ <u>1,200.00</u>
Current Amount Due	\$ <u><u>1,200.00</u></u>

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
1,200.00	0.00	0.00	0.00	0.00	1,200.00

Payment due upon receipt.

  
2002 West Grand Parkway North  
Suite 100  
Katy, TX 77449

**BILL TO**  
Two Rivers East Community  
Development District  
2005 Pan Am Cir Ste 300  
Tampa FL 33607-6008  
United States

<b>INVOICE#</b>
154352
<b>CUSTOMER ID</b>
C3191
<b>PO#</b>

<b>DATE</b>
7/16/2025
<b>NET TERMS</b>
Due On Receipt
<b>DUE DATE</b>
7/16/2025

Services provided for the Month of: June 2025

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Postage	2	Ea	0.69		1.38
<b>Subtotal</b>					<b>1.38</b>

<b>Subtotal</b>	\$1.38
<b>Tax</b>	\$0.00
<b>Total Due</b>	\$1.38

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:  
Account Name: INFRAMARK, LLC  
ACH - Bank Routing Number: 111000614 / Account Number: 912593196  
Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.

**Attendance Confirmation**  
for  
BOARD OF SUPERVISORS

---

District Name: Two Rivers East

Board Meeting Date: July 15, 2025

	Name	In Attendance Please X	Paid
1	Carlos de la Ossa	X	\$200
2	Nicholas Dister	X	\$200
3	Ryan Motko	X	\$200
4	Thomas Spence	X	\$200
5	Angie Grunwald	X	\$200

The supervisors present at the above referenced meeting should be compensated accordingly

Approved for payment:

*Jayna Cooper*

7.15.25

\_\_\_\_\_  
District Manager Signature

\_\_\_\_\_  
Date

**\*\* PLEASE RETURN SIGNED DOCUMENT TO LORI BINGLE \*\***

**Attendance Confirmation**  
for  
BOARD OF SUPERVISORS

District Name: Two Rivers East

Board Meeting Date: July 15, 2025

	Name	In Attendance Please X	Paid
1	Carlos de la Ossa	X	\$200
2	Nicholas Dister	X	\$200
3	Ryan Motko	X	\$200
4	Thomas Spence	X	\$200
5	Angie Grunwald	X	\$200

The supervisors present at the above referenced meeting should be compensated accordingly

Approved for payment:

*Jayna Cooper*

7.15.25

District Manager Signature

Date

**\*\* PLEASE RETURN SIGNED DOCUMENT TO LORI BINGLE \*\***

# Tampa Bay Times

tampabay.com

Times Publishing Company  
DEPT 3396  
PO BOX 123396  
DALLAS, TX 75312-3396  
Toll Free Phone 1 (877) 321-7355  
Fed Tax ID 59-0482470

## DVERTISING INVOICE

Agenda page 50

vertising Run Dates	Advertiser Name	
7/23/25-7/23/25	TWO RIVERS EAST CDD	
Billing Date	Sales Rep	Customer Account
7/23/2025	Deirdre Bonett	TB325212
Total Amount Due	Invoice Number	
\$1,068.00	47221-072325	

### PAYMENT DUE UPON RECEIPT

Start	Stop	Ad Number	Product	Placement	Description PO Number	Ins.	Size	et Amount
7/23/25	7/23/25	47221	Tampa Bay Times , tampabay.com	B Section	Budget Assessments	1	4.00x10.25 IN	\$1,066.00
					Affidavit Fee			\$2.00
7/23/25	7/23/25	47221	Tampa Bay Times , tampabay.com	B Section	Budget Assessments	1	4.00x10.25 IN	\$0.00

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

# Tampa Bay Times

tampabay.com

Times Publishing Company  
DEPT 3396  
PO BOX 123396  
DALLAS, TX 75312-3396  
Toll Free Phone 1 (877) 321-7355

Advertising Run Dates	A vertiser Name	
7/23/25-7/23/25	TWO RIVERS EAST CDD	
Billing Date	Sales Rep	Customer Account
7/23/2025	Deirdre Bonett	TB325212
Total Amount Due	Invoice Number	
\$1,068.00	47221-072325	

DO OT SE D CASH BY M IL

PLEASE MAKE CHECK PAYABLE TO: TIMES PUBLISHING COMPANY

TWO RIVERS EAST CDD  
2005 Pan Am Cir Ste 300 # Stuite  
Tampa, FL 33607-6008

#### REMIT TO:

Times Publishing Company  
DEPT 3396  
PO BOX 123396  
DALLAS, TX 75312-3396

47221

# Tampa Bay Times

Published Daily

STATE OF FLORIDA} ss

COUNTY OF HERNANDO, CITRUS, PASCO,

PINELLAS, HILLSBOROUGH County

Before the undersigned authority personally appeared Deirdre Bonett who on oath says that he/she is a Legal Advertising Representative of the Tampa Bay Times a daily newspaper printed in St. Petersburg, in Hernando, Citrus, Pasco, Pinellas, Hillsborough County, Florida that the attached copy of advertisement being a Legal Notice in the matter Budget Assessments was published in said newspaper by print in the issues of 07/23/25 or by publication on the newspaper's website, if authorized.

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes. Affiant further says the said Tampa Bay Times is a newspaper published in Hernando, Citrus, Pasco, Pinellas, Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hernando, Citrus, Pasco, Pinellas, Hillsborough County, Florida each day and has been entered as a second class mail matter at the post office in said Hernando, Citrus, Pasco, Pinellas, Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she 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.

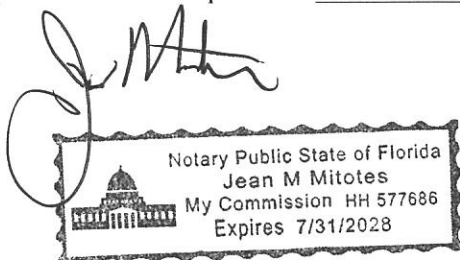
Signature of Affiant

Sworn to and subscribed before me this **07/23/2025**

Signature of Notary of Public

Personally known ☒ or produced identification.

Type of identification produced \_\_\_\_\_



# Notice of Public Hearing and Board of Supervisors Meeting of the Two Rivers East Community Development District

Agenda page 52

The Board of Supervisors (the "Board") of the Two Rivers East Community Development District (the "District") will hold a public hearing and a meeting on Tuesday, August 19, 2025, at 11:00 a.m. at the SpringHill Suites by Marriott Tampa Suncoast Parkway located at 16615 Crosspointe Run, Land O'Lakes, Florida 34648.

The purpose of the public hearing is to receive public comments on the proposed adoption of the District's fiscal year 2025-2026 proposed budget and the proposed levy of its annually recurring non-ad valorem special assessments for operation and maintenance to fund the items described in the proposed budget (the "O&M Assessments").

At the conclusion of the public hearing, the Board will, by resolution, adopt a final budget, provide for the levy,

collection, and enforcement of the O&M Assessments, and certify an assessment roll. A meeting of the Board will also be held where the Board may consider any other business that may properly come before it.

A copy of the proposed budget, preliminary assessment roll, and the agenda may be viewed on the District's website at <https://tworiverseastcdd.com/> at least 2 days before the meeting, or may be obtained by contacting the District Manager's office via email at [jayna.cooper@inframark.com](mailto:jayna.cooper@inframark.com) or via phone at 813-873-7300.

The table below presents the proposed schedule of the O&M Assessments. Amounts are preliminary and subject to change at the meeting and in any future year.

**Assessment Summary**  
Fiscal Year 2026 vs. Fiscal Year 2025

ASSESSMENT ALLOCATION										
Assessment Area One - Parcels E-1, E-2, F-1 & F-2										
Product	Units	General Fund			Debt Service Series 2023			Total Assessments per Unit		
		FY 2026	FY 2025	Dollar Change	FY 2026	FY 2025	Dollar Change	FY 2026	FY 2025	Dollar Change
Single Family 40'	560	\$ 1,725.99	\$ 228.40	\$ 1,497.58	\$ 1,383.00	\$ 1,383.00	\$ -	\$ 3,108.99	\$ 1,611.40	\$ 1,497.58
Single Family 50'	446	\$ 2,157.48	\$ 285.50	\$ 1,871.98	\$ 1,729.00	\$ 1,729.00	\$ -	\$ 3,886.48	\$ 2,014.50	\$ 1,871.98
Single Family 60'	204	\$ 2,588.98	\$ 342.61	\$ 2,246.37	\$ 2,074.00	\$ 2,074.00	\$ -	\$ 4,662.98	\$ 2,416.61	\$ 2,246.37
	1210									

The O&M Assessments (in addition to debt assessments, if any) will appear on November 2025 county property tax bill. Amount shown includes all applicable collection costs. Property owner is eligible for a discount of up to 4% if paid early.

The County Tax Collector will collect the assessments for all lots and parcels within the District. Alternatively, the District may elect to directly collect its assessments in accordance with Chapter 190, Florida Statutes. Failure to pay the District's assessments will cause a tax certificate to be issued against the property which may result in a loss of title or a foreclosure action to be filed against the property. All affected property owners have the right to appear at the public hearing and to file written objections with the District within 20 days of publication of this notice.

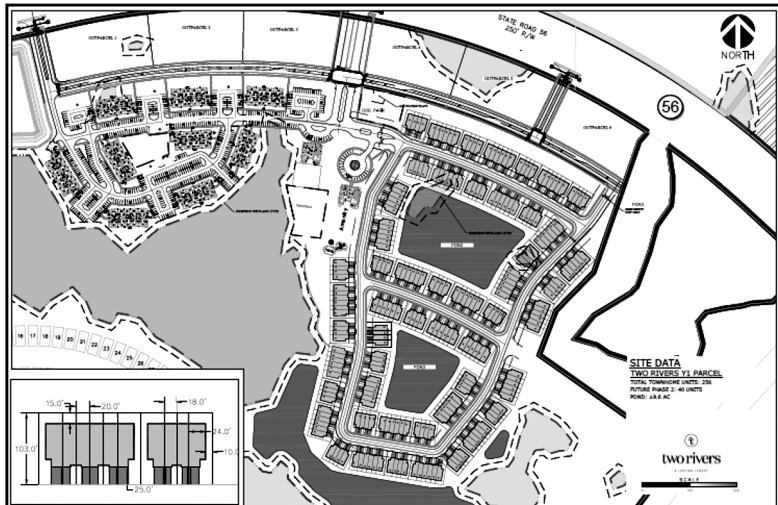
The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. They may be continued to a date, time, and place to be specified on the record at the hearing or meeting. There may be occasions when staff or Board members may participate by speaker telephone.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations because of a disability or physical impairment should contact the District Manager's office at least 2 business days prior to the meeting. If

you are hearing or speech impaired, please contact the Florida Relay Service at 711 or 1-800-955-8771 (TTY), or 1-800-955-8770 (voice) for aid in contacting the District Manager's office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the public hearing or meeting is advised that person will need a record of 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 such appeal is to be based.

Jayna Cooper  
District Manager





**Attendance Confirmation**  
for  
BOARD OF SUPERVISORS

---

District Name: Two Rivers East

Board Meeting Date: July 15, 2025

---

	Name	In Attendance Please X	Paid
1	Carlos de la Ossa	X	\$200
2	Nicholas Dister	X	\$200
3	Ryan Motko	X	\$200
4	Thomas Spence	X	\$200
5	Angie Grunwald	X	\$200

The supervisors present at the above referenced meeting should be compensated accordingly

Approved for payment:

*Jayna Cooper*

7.15.25

---

District Manager Signature

---

Date

**\*\* PLEASE RETURN SIGNED DOCUMENT TO LORI BINGLE \*\***



Corporate Trust Services  
EP-MN-WN3L  
60 Livingston Ave.  
St. Paul, MN 55107

Invoice Number: 7795964  
Account Number: 237595000  
Invoice Date: 06/25/2025  
Direct Inquiries To: Duffy, Leanne M  
Phone: (407)-835-3807

Two Rivers East CDD  
C/O District Manager  
2005 Pan AM Circle Ste 300  
Tampa, FL 33607  
United States



**TWO RIVERS EAST COMMUNITY DEVELOPMENT DISTRICT SPECIAL ASSESSMENT BONDS, SERIES 2023 REVENUE FUND**

The following is a statement of transactions pertaining to your account. For further information, please review the attached.  
**STATEMENT SUMMARY**

**PLEASE REMIT BOTTOM COUPON PORTION OF THIS PAGE WITH CHECK PAYMENT OF INVOICE.**

**TOTAL AMOUNT DUE \$4,256.13**

All invoices are due upon receipt.

Please detach at perforation and return bottom portion of the statement with your check, payable to U.S. Bank.

**TWO RIVERS EAST COMMUNITY DEVELOPMENT DISTRICT SPECIAL ASSESSMENT BONDS, SERIES 2023 REVENUE FUND**

Invoice Number: 7795964  
Account Number: 237595000  
Current Due: \$4,256.13  
  
Direct Inquiries To: Duffy, Leanne M  
Phone: (407)-835-3807

Wire Instructions:  
U.S. Bank  
ABA # 091000022  
Acct # 1-801-5013-5135  
Trust Acct # 237595000  
Invoice # 7795964  
Attn: Fee Dept St. Paul

Please mail payments to:  
U.S. Bank  
CM-9690  
PO BOX 70870  
St. Paul, MN 55170-9690





Corporate Trust Services  
EP-MN-WN3L  
60 Livingston Ave.  
St. Paul, MN 55107

Invoice Number: 7795964  
Invoice Date: 06/25/2025  
Account Number: 237595000  
Direct Inquiries To: Duffy, Leanne M  
Phone: (407)-835-3807

TWO RIVERS EAST COMMUNITY DEVELOPMENT  
DISTRICT SPECIAL ASSESSMENT BONDS, SERIES  
2023 REVENUE FUND

Accounts Included 237595000 237595001 237595002 237595003 237595004 237595005  
In This Relationship: 237595006

CURRENT CHARGES SUMMARIZED FOR ENTIRE RELATIONSHIP				
Detail of Current Charges	Volume	Rate	Portion of Year	Total Fees
04200 Trustee	1.00	3,950.00	100.00%	\$3,950.00
Subtotal Administration Fees - In Advance 06/01/2025 - 05/31/2026				\$3,950.00
Incidental Expenses 06/01/2025 to 05/31/2026	3,950.00	0.0775		\$306.13
Subtotal Incidental Expenses				\$306.13
TOTAL AMOUNT DUE				\$4,256.13



**INVOICE**

**BAYHEAD ECOLOGICAL  
SOLUTIONS LLC**  
PO Box 1256  
Palm Harbor, FL 34682

jbusch@bayheadecological.com  
+1 (727) 482-2480  
www.bayheadecological.net

**Bill to**

Two Rivers East CDD  
2005 Pan Am Circle Suite 300  
Tampa, FL 33607

**Ship to**

Two Rivers East CDD  
2005 Pan Am Circle Suite 300  
Tampa, FL 33607

**Invoice details**

Invoice no.: 2231  
Terms: Net 30  
Invoice date: 06/04/2025  
Due date: 07/04/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		<b>Services</b>	C: 0099EPG\ 005- Two Rivers\ Two Rivers East 100% Complete	1	\$4,942.50	\$4,942.50

**Total** **\$4,942.50**

Thank you for your business. We accept cash or checks.

**Note to customer**

Make all checks payable to Bayhead Ecological Solutions, LLC

**INVOICE**

**BAYHEAD ECOLOGICAL  
SOLUTIONS LLC**  
PO Box 1256  
Palm Harbor, FL 34682

jbusch@bayheadecological.com  
+1 (727) 482-2480  
www.bayheadecological.net

**Bill to**

Two Rivers East CDD  
2005 Pan Am Circle Suite 300  
Tampa, FL 33607

**Ship to**

Two Rivers East CDD  
2005 Pan Am Circle Suite 300  
Tampa, FL 33607

**Invoice details**

Invoice no.: 2230  
Terms: Net 30  
Invoice date: 05/20/2025  
Due date: 06/19/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		<b>Services</b>	C: 0099EPG\ 005- Two Rivers\ Two Rivers East 50%	1	\$4,942.50	\$4,942.50

**Total** **\$4,942.50**

Thank you for your business. We accept cash or checks.

**Note to customer**

Make all checks payable to Bayhead Ecological Solutions, LLC

**INVOICE**

**BAYHEAD ECOLOGICAL  
SOLUTIONS LLC**  
PO Box 1256  
Palm Harbor, FL 34682

jbusch@bayheadecological.com  
+1 (727) 482-2480  
www.bayheadecological.net

**Bill to**

Two Rivers East CDD  
2005 Pan Am Circle Suite 300  
Tampa, FL 33607

**Ship to**

Two Rivers East CDD  
2005 Pan Am Circle Suite 300  
Tampa, FL 33607

**Invoice details**

Invoice no.: 2297  
Terms: Net 30  
Invoice date: 07/22/2025  
Due date: 08/21/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		<b>Services</b>	C:0099EPG\ 005-Two Rivers\ Two Rivers East Hurricane Buffer Removal 50% Deposit	1	\$12,326.00	\$12,326.00

**Total** **\$12,326.00**

Thank you for your business. We accept cash or checks.

**Note to customer**

Make all checks payable to Bayhead Ecological Solutions, LLC

**Down to Earth**

PO Box 72701  
Cleveland, Ohio 44192-0002  
(321) 263-2700



Invoice: #147109  
June 2025

**Customer**

Two Rivers East  
Inframark Management Services  
2654 Cypress Ridge Blvd, Suite 101  
Wesley Chapel, FL 33544

**Property / Project Address**

Two Rivers East  
1988 Draughton Drive  
Zephyrhills, FL 33541

<b><u>Project/Job</u></b>	<b><u>Invoice Date</u></b>	<b><u>Date Due</u></b>	<b><u>Terms</u></b>	<b><u>Customer PO #</u></b>
Additional mowing of East 6/10	6/30/2025	7/15/2025	Net 15	
Estimate # 121072				

**Invoice Details**

<b>Description of Services &amp; Items</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
#121072 - Additional mowing of East 6/10				<b>\$1,500.00</b>
<ul style="list-style-type: none"> <li>Additional mowing areas requested by Carlos on 6/10. Mowing along Lodge grass from the sidewalk to the walls. Week of 6/11 Prior to contract signing</li> </ul>				

Estimates require a 50% deposit to order and schedule any approved work. Price does not include any irrigation repairs. Irrigation repairs to be billed separately on a time and material basis.

<b>LCE025: Tree/Plant Installation</b>	<b>\$1,500.00</b>
Site Prep, Removal, & Disposal (E) (Labor)	\$1500.00

**Billing Questions**

[Francine.Martinez@Down2Earthinc.com](mailto:Francine.Martinez@Down2Earthinc.com)  
(352) 523-4954

Visit us at <https://dtelandscape.com> for all other questions or concerns.

Please click the link below to be directed to the Down to Earth customer portal to view invoices and to make payment by credit card. A processing fee of 2.75% will be added to all credit card payments.

[DTElandscape.propertyserviceportal.com](https://dtelandscape.com/terms-and-conditions/)

Subtotal	\$1,500.00
Sales Tax	\$0.00
<b>Total</b>	<b>\$1,500.00</b>
Credits/Payments	(\$0.00)
<b>Balance Due</b>	<b>\$1,500.00</b>



## Re: Two Rivers Approvals

**From** Cooper, Jayna <jayna.cooper@inframark.com>  
**Date** Thu 1/9/2025 7:27 PM  
**To** Dave Towsley <dave.towsley@down2earthinc.com>  
**Cc** Christopher Labenz <chris.labenz@down2earthinc.com>; Bryce Haake <Bryce.Haake@down2earthinc.com>

### Attention!

**Notice: External Email**  
 Use caution when opening links, attachments, and when prompted to enter User IDs, Passwords or Confidential Information.  
 Please report any suspicious email to IT Support.

Hi Dave,

Please use this email as authorization to perform work up to \$6,000 without preapproval at Two Rivers North & Two Rivers West.

Thank you,

Jayna Cooper | CDM | District Manager



2005 Pan Am Circle, Suite 300 | Tampa, FL 33607  
 813.608-8242 | [www.inframarkims.com](http://www.inframarkims.com)

Please send invoices to - [inframarkcms@payableslockbox.com](mailto:inframarkcms@payableslockbox.com)

**From:** Dave Towsley <dave.towsley@down2earthinc.com>  
**Sent:** Wednesday, January 8, 2025 9:19 AM  
**To:** Cooper, Jayna <jayna.cooper@inframark.com>  
**Cc:** Christopher Labenz <chris.labenz@down2earthinc.com>; Bryce Haake <Bryce.Haake@down2earthinc.com>  
**Subject:** Two Rivers Approvals

### This Message Is From an External Sender

This message came from outside your organization. Please use caution when clicking links.

Good morning, Jayna, it was nice talking with you yesterday. I am super excited to be working with you and the whole team out at Two Rivers. I can tell from everyone that I have spoken with that this community is going to be amazing.



As I get brought up to speed, I will be handling the daily workload out on property. Speaking with Chris and also with yourself I understand there is a monthly pre-approved landscaping budget of \$6k. This covers any dead plant material and irrigation work. If I can get from you a simple email stating this, I will attach it to your account, so we won't have any delays in getting work done. I will still notify you of any work that is getting done so everyone is aware. If you could please add me to any email groups or other contacts that I need to manage this property I would greatly appreciate that. I look forward to meeting up with you later this morning.

**Dave Towsley**  
**Account Manager**  
**Sarasota/Ruskin/Tampa**  
**813-215-9978**

**[Dave.Towsley@down2earthinc.com](mailto:Dave.Towsley@down2earthinc.com)**

7840 Fruitville Rd.

Sarasota, FL 34240

[www.dtlandscape.com](http://www.dtlandscape.com)



**Down to Earth**

PO Box 72701  
Cleveland, Ohio 44192-0002  
(321) 263-2700



Invoice: #147110  
June 2025

**Customer**

Two Rivers East  
Inframark Management Services  
2654 Cypress Ridge Blvd, Suite 101  
Wesley Chapel, FL 33544

**Property / Project Address**

Two Rivers East  
1988 Draughton Drive  
Zephyrhills, FL 33541

<b><u>Project/Job</u></b>	<b><u>Invoice Date</u></b>	<b><u>Date Due</u></b>	<b><u>Terms</u></b>	<b><u>Customer PO #</u></b>
Additional mowing of East 6/18	6/30/2025	7/15/2025	Net 15	
Estimate # 121073				

**Invoice Details**

<b>Description of Services &amp; Items</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
#121073 - Additional mowing of East 6/18				<b>\$1,500.00</b>
<ul style="list-style-type: none"> <li>Additional mowing areas requested by Carlos on 6/10. Mowing along Lodge grass from the sidewalk to the walls. Week of 6/18. Prior to contract signing</li> </ul>				

Estimates require a 50% deposit to order and schedule any approved work. Price does not include any irrigation repairs. Irrigation repairs to be billed separately on a time and material basis.

<b>LCE025: Tree/Plant Installation</b>	<b>\$1,500.00</b>
Site Prep, Removal, & Disposal (E) (Labor)	\$1500.00

**Billing Questions**

[Francine.Martinez@Down2Earthinc.com](mailto:Francine.Martinez@Down2Earthinc.com)  
(352) 523-4954

Visit us at <https://dtelandscape.com> for all other questions or concerns.

Please click the link below to be directed to the Down to Earth customer portal to view invoices and to make payment by credit card. A processing fee of 2.75% will be added to all credit card payments.

[DTElandscape.propertyserviceportal.com](https://dtelandscape.com/terms-and-conditions/)

Subtotal	\$1,500.00
Sales Tax	\$0.00
<b>Total</b>	<b>\$1,500.00</b>
Credits/Payments	(\$0.00)
<b>Balance Due</b>	<b>\$1,500.00</b>



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**Re: Two Rivers Approvals**

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**From** Cooper, Jayna <jayna.cooper@inframark.com>

**Date** Thu 1/9/2025 7:27 PM

**To** Dave Towsley <dave.towsley@down2earthinc.com>

**Cc** Christopher Labenz <chris.labenz@down2earthinc.com>; Bryce Haake <Bryce.Haake@down2earthinc.com>

**Attention!****Notice: External Email**

**Use caution when opening links, attachments, and when prompted to enter User IDs, Passwords or Confidential Information.**

**Please report any suspicious email to IT Support.**

Hi Dave,

Please use this email as authorization to perform work up to \$6,000 without preapproval at Two Rivers North & Two Rivers West.

Thank you,

**Jayna Cooper** | CDM | District Manager



2005 Pan Am Circle, Suite 300 | Tampa, FL 33607

813.608-8242 | [www.inframarkims.com](http://www.inframarkims.com)

Please send invoices to - [inframarkcms@payableslockbox.com](mailto:inframarkcms@payableslockbox.com)

---

**From:** Dave Towsley <dave.towsley@down2earthinc.com>

**Sent:** Wednesday, January 8, 2025 9:19 AM

**To:** Cooper, Jayna <jayna.cooper@inframark.com>

**Cc:** Christopher Labenz <chris.labenz@down2earthinc.com>; Bryce Haake <Bryce.Haake@down2earthinc.com>

**Subject:** Two Rivers Approvals

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**This Message Is From an External Sender**

This message came from outside your organization. Please use caution when clicking links.

Good morning, Jayna, it was nice talking with you yesterday. I am super excited to be working with you and the whole team out at Two Rivers. I can tell from everyone that I have spoken with that this community is going to be amazing.

As I get brought up to speed, I will be handling the daily workload out on property. Speaking with Chris and also with yourself I understand there is a monthly pre-approved landscaping budget of \$6k. This covers any dead plant material and irrigation work. If I can get from you a simple email stating this, I will attach it to your account, so we won't have any delays in getting work done. I will still notify you of any work that is getting done so everyone is aware. If you could please add me to any email groups or other contacts that I need to manage this property I would greatly appreciate that. I look forward to meeting up with you later this morning.

**Dave Towsley**  
**Account Manager**  
**Sarasota/Ruskin/Tampa**  
**813-215-9978**

**[Dave.Towsley@down2earthinc.com](mailto:Dave.Towsley@down2earthinc.com)**

7840 Fruitville Rd.

Sarasota, FL 34240

[www.dtelandscape.com](http://www.dtelandscape.com)



# **Two Rivers East Community Development District**

Financial Statements  
(Unaudited)

Period Ending  
July 31, 2025

Prepared by:



2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607  
Phone (813) 873-7300 ~ Fax (813) 873-7070

**TWO RIVERS EAST****Balance Sheet**

As of July 31, 2025

*(In Whole Numbers)*

ACCOUNT DESCRIPTION	GENERAL FUND	DEBT SERVICE FUND	CAPITAL PROJECTS FUND	GENERAL LONG-TERM DEBT FUND	TOTAL
<b><u>ASSETS</u></b>					
Cash - Operating Account	\$ 145,224	\$ -	\$ -	\$ -	\$ 145,224
Cash in Transit	-	320,796	-	-	320,796
Due From Developer	19,060	-	-	-	19,060
Due From Other Funds	-	5,680	817	-	6,497
Investments:					
Acq. & Const. (Offsite Project)	-	-	156	-	156
Acquisition & Construction Account	-	-	947	-	947
Reserve Fund	-	1,850,247	-	-	1,850,247
Revenue Fund	-	1,816,126	-	-	1,816,126
Deposits - Electric	161,983	-	-	-	161,983
Deposits - Water	281	-	-	-	281
Amount Avail In Debt Services	-	-	-	2,480,347	2,480,347
Amount To Be Provided	-	-	-	23,409,653	23,409,653
<b>TOTAL ASSETS</b>	<b>\$ 326,548</b>	<b>\$ 3,992,849</b>	<b>\$ 1,920</b>	<b>\$ 25,890,000</b>	<b>\$ 30,211,317</b>
<b><u>LIABILITIES</u></b>					
Accounts Payable	\$ 117	\$ -	\$ -	\$ -	\$ 117
Accounts Payable - Other	1,065	-	-	-	1,065
Due To Developer	162,240	-	-	-	162,240
Bonds Payable - Series 2023	-	-	-	25,890,000	25,890,000
Due To Other Funds	6,497	-	-	-	6,497
<b>TOTAL LIABILITIES</b>	<b>169,919</b>	<b>-</b>	<b>-</b>	<b>25,890,000</b>	<b>26,059,919</b>
<b><u>FUND BALANCES</u></b>					
Restricted for:					
Debt Service	-	3,992,849	-	-	3,992,849
Capital Projects	-	-	1,920	-	1,920
Unassigned:	156,629	-	-	-	156,629
<b>TOTAL FUND BALANCES</b>	<b>156,629</b>	<b>3,992,849</b>	<b>1,920</b>	<b>-</b>	<b>4,151,398</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 326,548</b>	<b>\$ 3,992,849</b>	<b>\$ 1,920</b>	<b>\$ 25,890,000</b>	<b>\$ 30,211,317</b>

**TWO RIVERS EAST**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2025  
General Fund (001)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>REVENUES</b>				
Special Assmnts- Tax Collector	\$ -	\$ 436	\$ 436	0.00%
Special Assmnts- CDD Collected	-	334,877	334,877	0.00%
Developer Contribution	305,625	12,132	(293,493)	3.97%
<b>TOTAL REVENUES</b>	<b>305,625</b>	<b>347,445</b>	<b>41,820</b>	<b>113.68%</b>

**EXPENDITURES****Administration**

Supervisor Fees	12,000	8,200	3,800	68.33%
ProfServ-Dissemination Agent	4,200	4,167	33	99.21%
ProfServ-Info Technology	600	500	100	83.33%
ProfServ-Recording Secretary	2,400	2,000	400	83.33%
ProfServ-Trustee Fees	6,500	-	6,500	0.00%
District Counsel	9,500	23,190	(13,690)	244.11%
District Engineer	9,500	9,920	(420)	104.42%
Administrative Services	4,500	4,750	(250)	105.56%
Management & Accounting Services	9,000	-	9,000	0.00%
District Manager	25,000	23,876	1,124	95.50%
Accounting Services	9,000	9,000	-	100.00%
Auditing Services	6,000	5,700	300	95.00%
Website Compliance	1,800	1,500	300	83.33%
Postage, Phone, Faxes, Copies	500	16	484	3.20%
Rentals & Leases	600	500	100	83.33%
Public Officials Insurance	2,475	2,475	-	100.00%
Legal Advertising	3,500	4,460	(960)	127.43%
Bank Fees	200	-	200	0.00%
Financial & Revenue Collections	1,200	1,950	(750)	162.50%
Meeting Expense	4,000	87	3,913	2.18%
Website Administration	1,200	1,022	178	85.17%
Miscellaneous Expenses	250	-	250	0.00%
Office Supplies	100	-	100	0.00%
Dues, Licenses, Subscriptions	175	325	(150)	185.71%
<b>Total Administration</b>	<b>114,200</b>	<b>103,638</b>	<b>10,562</b>	<b>90.75%</b>

**TWO RIVERS EAST**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2025  
General Fund (001)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>Utility Services</u></b>				
Utility - Water	-	2,154	(2,154)	0.00%
<b>Total Utility Services</b>	-	2,154	(2,154)	0.00%
<b><u>Other Physical Environment</u></b>				
ProfServ-Wildlife Management Service	6,400	-	6,400	0.00%
Contracts-Landscape	125,000	28,816	96,184	23.05%
Contracts-Aquatic Control	38,000	-	38,000	0.00%
Insurance - General Liability	3,025	2,725	300	90.08%
R&M-Other Landscape	9,000	29,111	(20,111)	323.46%
<b>Total Other Physical Environment</b>	181,425	60,652	120,773	33.43%
<b><u>Contingency</u></b>				
Misc-Contingency	10,000	27,135	(17,135)	271.35%
<b>Total Contingency</b>	10,000	27,135	(17,135)	271.35%
<b>TOTAL EXPENDITURES</b>	<b>305,625</b>	<b>193,579</b>	<b>112,046</b>	<b>63.34%</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	153,866	153,866	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2024)</b>		<b>2,763</b>		
<b>FUND BALANCE, ENDING</b>		<b>\$ 156,629</b>		



**TWO RIVERS EAST**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2025  
Debt Service Fund (200)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ 93,909	\$ 93,909	0.00%
Special Assmnts- CDD Collected	1,845,900	3,953,138	2,107,238	214.16%
<b>TOTAL REVENUES</b>	<b>1,845,900</b>	<b>4,047,047</b>	<b>2,201,147</b>	<b>219.25%</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Debt Service</u></b>				
Principal Debt Retirement	370,000	370,000	-	100.00%
Interest Expense	1,475,900	1,484,919	(9,019)	100.61%
<b>Total Debt Service</b>	<b>1,845,900</b>	<b>1,854,919</b>	<b>(9,019)</b>	<b>100.49%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,845,900</b>	<b>1,854,919</b>	<b>(9,019)</b>	<b>100.49%</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	2,192,128	2,192,128	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2024)</b>		<b>1,800,721</b>		
<b>FUND BALANCE, ENDING</b>		<b>\$ 3,992,849</b>		

**TWO RIVERS EAST**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending July 31, 2025  
Capital Projects Fund (300)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ 23,618	\$ 23,618	0.00%
<b>TOTAL REVENUES</b>	<b>-</b>	<b>23,618</b>	<b>23,618</b>	<b>0.00%</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Construction In Progress</u></b>				
Construction in Progress	-	928,834	(928,834)	0.00%
<b>Total Construction In Progress</b>	<b>-</b>	<b>928,834</b>	<b>(928,834)</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>928,834</b>	<b>(928,834)</b>	<b>0.00%</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	(905,216)	(905,216)	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2024)</b>		<b>907,136</b>		
<b>FUND BALANCE, ENDING</b>		<b>\$ 1,920</b>		

# Bank Account Statement

Two Rivers East CDD

Bank Account No. 9075

Statement No. 07-25

Statement Date 07/31/25

<b>G/L Account No. 101001 Balance at 07/31/25</b>	145,223.94	<b>Statement Balance</b>	152,580.70
<b>Positive Adjustments</b>	0.00	<b>Outstanding Deposits</b>	6,992.80
<b>Subtotal</b>	145,223.94	<b>Subtotal</b>	159,573.50
<b>Negative Adjustments</b>	0.00	<b>Outstanding Checks</b>	-14,349.56
<b>Ending G/L Balance</b>	145,223.94	<b>Ending Balance</b>	145,223.94

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
<b>Deposits</b>							
							0.00
07/01/2025		BD00036	Special Assmnts-CDD Collected	Deposit No. BD00036	1,073.50	1,073.50	0.00
07/07/2025		BD00037	Special Assmnts-CDD Collected	Deposit No. BD00037	21,166.23	21,166.23	0.00
07/10/2025		BD00038	Special Assmnts-CDD Collected	Deposit No. BD00038	268.37	268.37	0.00
07/23/2025		BD00039	Special Assmnts-CDD Collected	Deposit No. BD00039	268.37	268.37	0.00
07/28/2025		BD00040	Special Assmnts-CDD Collected	Deposit No. BD00040	268.37	268.37	0.00
<b>Total Deposits</b>					23,044.84	23,044.84	0.00
<b>Checks</b>							
							0.00
05/22/2025		1201	NICHOLAS J. DISTER	Check for Vendor V00008	-200.00	-200.00	0.00
06/11/2025		1209	INFRAMARK LLC	Check for Vendor V00003	-5,941.67	-5,941.67	0.00
06/25/2025		1214	PASCO COUNTY UTILITIES	Check for Vendor V00042	-61.68	-61.68	0.00
07/02/2025		1215	INFRAMARK LLC	Check for Vendor V00003	-5.52	-5.52	0.00
07/02/2025		1216	PASCO COUNTY UTILITIES	Check for Vendor V00042	-534.72	-534.72	0.00
07/02/2025		1217	STRALEY ROBIN VERICKER	Check for Vendor V00005	-4,797.00	-4,797.00	0.00
07/02/2025		1218	TWO RIVERS NORTH CDD	Check for Vendor V00043	-607.88	-607.88	0.00
07/02/2025		1219	UNITED LAND SERVICES BAYHEAD	Check for Vendor V00044	-3,300.00	-3,300.00	0.00
07/09/2025		1220	ECOLOGICAL SOLUTIONS, LLC	Check for Vendor V00045	-4,942.50	-4,942.50	0.00
07/09/2025		1221	DOWN TO EARTH	Check for Vendor V00040	-8,905.96	-8,905.96	0.00
07/09/2025		1222	GRAU AND ASSOCIATES	Check for Vendor V00017	-1,200.00	-1,200.00	0.00
07/09/2025		1223	INFRAMARK LLC BAYHEAD	Check for Vendor V00003	-5,941.67	-5,941.67	0.00
07/09/2025		1224	ECOLOGICAL SOLUTIONS, LLC	Check for Vendor V00045	-4,942.50	-4,942.50	0.00

# Bank Account Statement

Two Rivers East CDD

**Bank Account No.** 9075

**Statement No.** 07-25

**Statement Date** 07/31/25

07/16/2025	1225	ANGIE GRUNWALD	Check for Vendor V00038	-200.00	-200.00	0.00
07/16/2025	1226	CARLOS DE LA OSSA	Check for Vendor V00014	-200.00	-200.00	0.00
07/16/2025	1227	DOWN TO EARTH	Check for Vendor V00040	-9,855.71	-9,855.71	0.00
07/16/2025	1228	NICHOLAS J. DISTER	Check for Vendor V00008	-200.00	-200.00	0.00
07/16/2025	1230	STRALEY ROBIN VERICKER	Check for Vendor V00005	-4,183.04	-4,183.04	0.00
07/16/2025	1231	THOMAS R. SPENCE	Check for Vendor V00011	-200.00	-200.00	0.00
07/16/2025	1232	U.S. BANK	Check for Vendor V00032	-4,256.13	-4,256.13	0.00
<b>Total Checks</b>				-60,475.98	-60,475.98	0.00

## Outstanding Checks

04/17/25	Payment	1183	RYAN MOTKO	Check for Vendor V00009	-200.00
05/22/25	Payment	1202	RYAN MOTKO	Check for Vendor V00009	-200.00
07/16/25	Payment	1229	RYAN MOTKO	Check for Vendor V00009	-200.00
07/30/25	Payment	1233	BAYHEAD ECOLOGICAL SOLUTIONS, LLC	Check for Vendor V00045	-12,326.00
07/30/25	Payment	1234	INFRAMARK LLC	Check for Vendor V00003	-1.38
07/30/25	Payment	1235	PASCO COUNTY UTILITIES	Check for Vendor V00042	-354.18
07/30/25	Payment	1236	TAMPA BAY TIMES	Check for Vendor V00012	-1,068.00
<b>Total Outstanding Checks</b>					-14,349.56

## Outstanding Deposits

04/30/25	Payment	BD00021	Special Assmnts-CDD Collected	Deposit No. BD00021	6,992.80
<b>Total Outstanding Deposits</b>					6,992.80

**Down to Earth**

PO Box 72701  
Cleveland, Ohio 44192-0002  
(321) 263-2700

# Estimate: #123292

**Customer Address**

Inframark  
Jayna Cooper  
2005 Pan Am Circle Suite 300  
Tampa, Florida 33604  
Jayna.Cooper@inframark.com  
813-608-8242

**Billing Address**

Inframark CCD  
Inframark Management Services  
2654 Cypress Ridge Blvd, Suite 101  
Wesley Chapel, FL 33544

**Physical Job Address**

Two Rivers East  
1988 Draughton Drive  
Zephyrhills, FL 33541

**Job**

Bush hogging of ponds

**Estimated Job Start Date**

July 14, 2025

**Proposed By**

Dave Towsley

**Due Date**

<b><u>Estimate Details</u></b>				
<b>Description of Services &amp; Materials</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
<b>Tree/Plant Installation</b>				
(Bush Hog)	Each	1	\$3,850.00	\$3,850.00
<b>Subtotal</b>				<b>\$3,850.00</b>
Estimated Tax				\$0.00
<b>Job Total</b>				<b>\$3,850.00</b>

- Bushhogging of Dr. Horton/ Lennar and Meritage ponds prior to contact start date. These ponds are extremely over grown. This was discussed during the turn over walks and approved by Carlos on 6/13

Estimates require a 50% deposit to order and schedule any approved work. Price does not include any irrigation repairs. Irrigation repairs to be billed separately on a time and material basis.

Proposed By:

Agreed & Accepted By:

**Dave Towsley**

Down to Earth

07/28/2025

Date

Inframark

Date

Estimates require a 50% deposit to order and schedule any approved work. The remaining invoice balance is due upon receipt. Pricing on this proposal is good for 30 days from the date created. Actual irrigation repairs will be billed at our standard labor rate plus materials. Any loss or damage from theft, tampering, vandalism, drainage, soil conditions, salt, frost, wildlife, pests, disease, lack of proper maintenance, or acts of God are excluded from this warranty. Additionally, anything underground that cannot be marked by "No Cuts", if damaged, is not covered in the above proposal. Unless specifically quoted, this job only includes an irrigation check. If irrigation services are required, an additional bid will be submitted. If the additional bid is not accepted, DTE is not responsible for loss of materials installed. This proposal is subject to our Terms & Conditions at <https://dtelandscape.com/terms-and-conditions/>.

**Down to Earth**

PO Box 72701  
Cleveland, Ohio 44192-0002  
(321) 263-2700

# Estimate: #123491

**Customer Address**

Inframark  
Jayna Cooper  
2005 Pan Am Circle Suite 300  
Tampa, Florida 33604  
Jayna.Cooper@inframark.com  
813-608-8242

**Billing Address**

Inframark CCD  
Inframark Management Services  
2654 Cypress Ridge Blvd, Suite 101  
Wesley Chapel, FL 33544

**Physical Job Address**

Two Rivers East  
1988 Draughton Drive  
Zephyrhills, FL 33541

**Job**

Additional mowing of East 6/29

**Estimated Job Start Date**

June 18, 2025

**Proposed By**

Dave Towsley

**Due Date**

<b><u>Estimate Details</u></b>				
<b>Description of Services &amp; Materials</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
<b>Tree/Plant Installation</b>				
Site Prep, Removal, & Disposal (E)				\$1,500.00
			<b>Subtotal</b>	<b>\$1,500.00</b>
			Estimated Tax	\$0.00
			<b>Job Total</b>	<b>\$1,500.00</b>

- Additional mowing areas requested by Carlos on 6/10. Mowing along Lodge grass from the sidewalk to the walls. Week of 6/29. Prior to contract signing

Estimates require a 50% deposit to order and schedule any approved work. Price does not include any irrigation repairs. Irrigation repairs to be billed separately on a time and material basis.

Proposed By:

Agreed & Accepted By:

**Dave Towsley**

Down to Earth

07/28/2025

Date

Inframark

Date

Estimates require a 50% deposit to order and schedule any approved work. The remaining invoice balance is due upon receipt. Pricing on this proposal is good for 30 days from the date created. Actual irrigation repairs will be billed at our standard labor rate plus materials. Any loss or damage from theft, tampering, vandalism, drainage, soil conditions, salt, frost, wildlife, pests, disease, lack of proper maintenance, or acts of God are excluded from this warranty. Additionally, anything underground that cannot be marked by "No Cuts", if damaged, is not covered in the above proposal. Unless specifically quoted, this job only includes an irrigation check. If irrigation services are required, an additional bid will be submitted. If the additional bid is not accepted, DTE is not responsible for loss of materials installed. This proposal is subject to our Terms & Conditions at <https://dtelandscape.com/terms-and-conditions/>.

**Down to Earth**

PO Box 72701  
Cleveland, Ohio 44192-0002  
(321) 263-2700

# Estimate: #123490

**Customer Address**

Inframark  
Jayna Cooper  
2005 Pan Am Circle Suite 300  
Tampa, Florida 33604  
Jayna.Cooper@inframark.com  
813-608-8242

**Billing Address**

Inframark CCD  
Inframark Management Services  
2654 Cypress Ridge Blvd, Suite 101  
Wesley Chapel, FL 33544

**Physical Job Address**

Two Rivers East  
1988 Draughton Drive  
Zephyrhills, FL 33541

**Job**

Additional mowing of East 6/25

**Estimated Job Start Date**

June 18, 2025

**Proposed By**

Dave Towsley

**Due Date**

<b><u>Estimate Details</u></b>				
<b>Description of Services &amp; Materials</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
<b>Tree/Plant Installation</b>				
Site Prep, Removal, & Disposal (E)				\$1,500.00
			<b>Subtotal</b>	<b>\$1,500.00</b>
			Estimated Tax	\$0.00
			<b>Job Total</b>	<b>\$1,500.00</b>

- Additional mowing areas requested by Carlos on 6/10. Mowing along Lodge grass from the sidewalk to the walls. Week of 6/23. Prior to contract signing

Estimates require a 50% deposit to order and schedule any approved work. Price does not include any irrigation repairs. Irrigation repairs to be billed separately on a time and material basis.

Proposed By:

Agreed & Accepted By:

**Dave Towsley**

Down to Earth

07/28/2025

Date

Inframark

Date

Estimates require a 50% deposit to order and schedule any approved work. The remaining invoice balance is due upon receipt. Pricing on this proposal is good for 30 days from the date created. Actual irrigation repairs will be billed at our standard labor rate plus materials. Any loss or damage from theft, tampering, vandalism, drainage, soil conditions, salt, frost, wildlife, pests, disease, lack of proper maintenance, or acts of God are excluded from this warranty. Additionally, anything underground that cannot be marked by "No Cuts", if damaged, is not covered in the above proposal. Unless specifically quoted, this job only includes an irrigation check. If irrigation services are required, an additional bid will be submitted. If the additional bid is not accepted, DTE is not responsible for loss of materials installed. This proposal is subject to our Terms & Conditions at <https://dtelandscape.com/terms-and-conditions/>.



**TWO RIVERS EAST COMMUNITY DEVELOPMENT  
TWO RIVERS EAST HURRICANE CLEAN UP REMOVAL  
MANATEE COUNTY, FLORIDA**

**SCOPE OF WORK**

**1.0 HURRICANE TREE BUFFER REMOVAL**

Bayhead Ecological Solutions, LLC (Bayhead) will initiate a onetime removal of the woody hurricane downed trees in the buffer vegetation species; slash pine (*Pinus elliottii*), live oak (*Quercus virginiana*) and laurel oak (*Quercus laurifolia*) from the wetland buffer listed at the northwest and northeast intersection of Sagemore Drive & Stillview Pass in Wesley Chapel, Florida. Bayhead will remove any large, downed tree material within enhancement buffers (as necessary to improve preserve habitats for aesthetics to potential buyers).

The crew will work to keep the heavy equipment out of the wetland buffer areas. These areas are considered hurricane clean up. Working in these areas is necessary to continue the schedule for opening model homes, and sales opportunities scheduled for summer of 2025. The large woody material will be cut by chainsaw and be piled in approved staging areas before removing and transferring the approved staging area where the site contractor will burn.

Bayhead will stage all removed vegetation debris within unclear portions of future development area farm fields. The site contractor will dispose of debris with future development clearing. Staging locations will be proposed at our discretion and approved before work begins. Staging locations may be adjusted according to the site developer preference.

**RESPONSIBILITIES OF THE CLIENT**

- 1. The client will provide a letter of permission for Bayhead to access the properties as necessary for fieldwork.
- 2. The client will provide any engineering, surveying, or other professional services.

**COST**

The compensation for services by Bayhead pursuant to the Work Scope is based on the fee schedule attached to the contract. Total contact amount to be billed on a complete percentage basis for a lump sum fee of **\$29,652.00**.

**Task 1.0: Hurricane Tree Buffer Removal (anticipate 12 Days) ..... \$24,652.00**





Invoices will be submitted on a percent complete basis. All rates and fees shall be subject to renegotiation after a one (1) month period from the date of this Agreement if it has not been accepted. In the event new or additional regulations are adopted or implemented after the date of this Agreement, any additional work effort will be extra to this Agreement.

Jeffrey Busch  
Sr. Ecologist/Principal  
07/22/2025

Signed by:

CC0CB251E795481...

Carlos de la Ossa  
7/18/2025

# **Sixth Order of Business**



Arturo Gandarilla  
DISTRICT FIELD COORDINATOR

## TWO RIVERS EAST AUGUST FIELD INSPECTION REPORT, 8/6/25, 3:37 PM

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Two Rivers East CDD, Down to Earth

Wednesday, August 6, 2025

Prepared For Board Of Supervisors

8 Items Identified

**Completed**

**Not completed/No  
response**

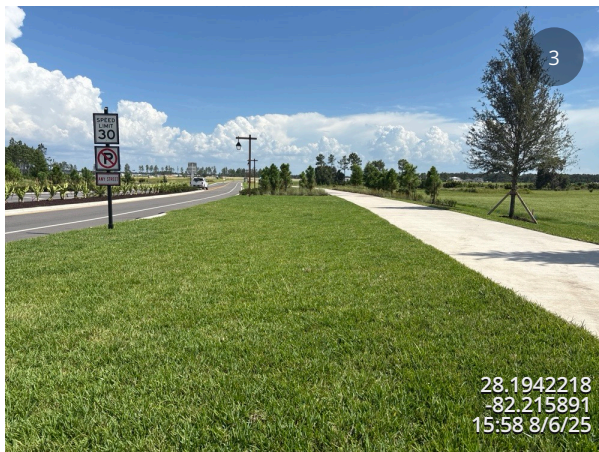
**Scheduled/Monitoring**

## ITEM 1- LODGE GRASS BLVD

Due By: Monday, August 25, 2025

Assigned To: Randy Suggs

Photos 1 through 3 show the entrance of Two Rivers East off Lodge Grass. The landscape appears well-maintained, and the roadways are clear. **However, there is some plant material that is either dead, stressed, or beginning to decline. Weeds are also present in the beds. Suggs is aware of both issues and will be addressing them, including replacing plant material and taking care of the weeds as soon as possible.**





## ITEM 2- LODGE GRASS BLVD

Due By: Monday, August 25, 2025

Assigned To: Randy Suggs

Photos 1 through 4, taken off Lodge Grass Boulevard, show the overall condition of the landscape. One of the photos provides a wide-angle view that captures the general appearance of the area.



### ITEM 3- LODGE GRASS BLVD

Assigned To: Down To Earth

Heading south on Lodge Grass Boulevard, Down to Earth (DTE) is maintaining both sides of the boulevard. Overall, the landscape looks good and they are doing a good job with the maintenance. There are just a few areas that need some attention, but I've spoken with the account manager and they will be addressing those issues.





## ITEM 4- BREKEY WAY

Due By: Monday, August 25, 2025

Assigned To: Down To Earth

Photos 1 through 4 show that the area around the lift station is overall well-maintained. However, there are some weeds in the beds that need to be addressed. The hedges should also be trimmed back from the wall. Additionally, there is some dead plant material that will need to be replaced.



## ITEM 5- DRAUGHTON DR.

Due By: Monday, August 25, 2025

Assigned To: Down To Earth

The shell trail that runs from Draughton Drive to Cool Ridge Place needs to be treated for weeds and have a soft edge added. Additionally, when mowing, the crew should ensure that grass clippings are kept off the shell path or blown off once mowing is complete in that area.





## ITEM 6- BREKEY WAY

Due By: Monday, August 25, 2025

Assigned To: Down To Earth

Photos 1 through 3 show that the pocket park is in need of attention. There are weeds throughout the beds, and the St. Augustine grass has runners encroaching into the beds that need to be scuffled, treated with weed control, and soft-edged.



## ITEM 7- SAGEMOOR DR.

Assigned To: Down To Earth

The pocket park turf and sidewalk are well maintained.





## ITEM 8- SAGEMOOR DR.

Due By: Monday, August 25, 2025

Assigned To: Down To Earth

Photos 1 through 3 show weeds present in the Liriope bed at the pocket park, along with St. Augustine runners encroaching into the landscape bed. These areas need to be scuffed and treated with weed control where applicable. Turf fertility appears to be good, and the sidewalks are well-edged and clean.

