

RESOLUTION 2010-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF GREYHAWK LANDING COMMUNITY DEVELOPMENT DISTRICT ADOPTING AN AMENDED CAPITAL/FIXED ASSET POLICY; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Greyhawk Landing 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 Manatee County, Florida; and

WHEREAS, Chapter 190, Florida Statutes, authorizes the District to adopt rules and policies to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, the District is the owner of various capital assets located in the District and wishes to provide for the protection and efficient administration of District assets and to further comply with the requirements of Chapter 274, Fla. Stat. and additional applicable law; and

WHEREAS, the District has prepared a District policy regarding the definition, useful life, inventory and disposal of the District's Capital/Fixed Assets (hereinafter the "Asset Policy"); and

WHEREAS, the Asset Policy attached hereto as Attachment "A", incorporated herein by reference, has been approved by the Board after discussion at a duly noticed public meeting;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE GREYHAWK LANDING COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Asset Policy attached hereto and identified as Attachment "A" is hereby adopted pursuant to this Resolution and shall become effective immediately. The Asset Policy shall stay in full force and effect until such time as the District Board of Supervisors may amend the Asset Policy in accordance with Chapter 190, Florida Statutes.

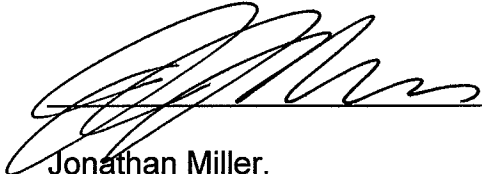
SECTION 2. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

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 This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 22th day of October, 2009.

ATTEST:

**GREYHAWK LANDING COMMUNITY
DEVELOPMENT DISTRICT**



Jonathan Miller,
Assistant Secretary

Sandra McDonald

Sandra McDonald,
Board Chair

**GREYHAWK LANDING (GHL)
COMMUNITY DEVELOPMENT DISTRICT (CDD)
OFFICIAL POLICY**

Capital / Fixed Assets

I. Establishment/Applicability.

- A. This policy is established for the purpose of providing a district wide policy regarding the definition, useful life, inventory and disposal of the District's Capital/Fixed Assets.
- B. This policy is applicable to all District activities and its staff/employees.
- C. Authority:
 - 1. This procedure is established by GHL CDD Resolution 2010-02, dated 10/22/09 in accordance with
 - 2. Florida Statutes 190, 274.02 and 274.12
 - 3. Rule of the Auditor General, Chapter 10.400
 - 4. GASB Statement No. 34
 - 5. Governmental Generally Accepted Accounting Principles

II. Definitions for various terms used in this policy are provided in Appendix A.

III. Responsible Parties.

- A. District Board of Supervisors (BOS) is responsible for the approval of:
 - 1. The District's annual operation budget and the Capital Improvement and Maintenance Plan (CIP) and budget.
 - 2. Capital asset purchases which are \$5,000 and above.
 - 3. Approval of the disposal of surplus property.
- B. District Manager is responsible for:
 - 1. Review of all purchases to insure that they are proper and funded.
 - 2. Assist the BOS and/or Field Manager with capital/fixed asset matters (i.e. bid process, acquisition, accountability, surplus decisions, update forms, disposal, transfers, etc.).
 - 3. Notifying the Property Insurance carrier to insure that new item is added to District's Insurance Property Listing for coverage.
- C. Field Manager is responsible for:
 - 1. Requisition/procurement of capital/fixed assets in accordance as approved.
 - 2. Obtaining BOS approval for purchase, where necessary.

**GREYHAWK LANDING (GHL)
COMMUNITY DEVELOPMENT DISTRICT (CDD)
OFFICIAL POLICY**

3. Accountability of all GHL CDD property assigned to the district.
4. Insuring District's compliance with this policy.
5. Completion of required forms.
6. Certifying to the District Manager surplus property for the district.

D. District Management Finance Department is responsible for:

1. Insuring all capital/fixed assets are recorded in the District accounting records.
2. Insure that payment for purchased capital/fixed assets is timely and accurate.
3. Insuring that all capital/fixed asset purchases are fully recorded in the appropriate District property records.
4. Insuring that all disposed property is duly recorded and property records appropriately adjusted.

IV. Acquisition of Capital/Fixed Assets.

- A. The acquisition of Capital/Fixed Assets needs to stand the test of the fiduciary trust imposed by the residents (taxpayers). That is, all acquisitions (purchases) of capital/fixed assets must be: (1) carefully thought out; (2) for essential/necessary district service requirements; (3) within budgetary guidelines; (4) fully justifiable; and (5) deliberate.
- B. Purchases must meet the direction and policies of the District and Florida Statutes.
- C. Upon receipt of the Capital/Fixed Asset, the Field Manager will complete the Capital/Fixed Asset Acquisition Form (Appendix C).

V. Inventory of District Capital/Fixed Asset Property.

- A. No later than the end of February each year, the District Manager along with the Field Manager will conduct an annual physical inventory of all District Capital/Fixed Asset Property assigned/allocated to the CDD.
- B. Prior to completion of the annual inventory, *any and all discrepancies will attempt to be resolved*. Where resolution cannot be accomplished, a fully documented and signed explanation will be attached to the annual inventory printout.
- C. Upon completion of the annual inventory, the District Manager will:
 1. Retain inventory sheets and all supporting documentation
 2. Advise the District BOS on the results of the inventory.
 3. Deal with any missing property according to the following paragraph.

**GREYHAWK LANDING (GHL)
COMMUNITY DEVELOPMENT DISTRICT (CDD)
OFFICIAL POLICY**

D. Lost or Stolen CDD Capital/Fixed Asset Property.

1. The District Manager will be responsible for reporting all lost or stolen GHL CDD capital/fixed asset property in the following manner:
 - a. Notify applicable Police or Sheriff's Department of suspected stolen property.
 - b. Notify the District BOS at the earliest convenience via E-mail and a formal report at the next BOS Meeting.
 - c. Complete Capital/Fixed Asset Disposition Form (Appendix D) citing method of disposition as being "STOLEN" or "LOST". Copy to be retained in District Property File.
 - d. Annotate the applicable Capital/Fixed Asset Inventory Sheet as "STOLEN" or "LOST" and the approximate date of occurrence.
 - e. Provide detailed explanation of the circumstances for the loss or theft and attach to the Capital/Fixed Asset Inventory Sheet.
 - f. Duplicate copy of Disposition Form and explanation should be sent to Insurance Carrier.
 - g. Continued/follow up actions:
 - (i) Coordinate with Law Enforcement for any additional supporting documentation.
 - (ii) Keep District BOS advised regarding the theft or loss of District property.
 - (iii) Advise District Management Finance Department of theft or loss for adjustment to property file.
 - (iv) Advise Insurance Carrier of theft or loss for reimbursement for loss and removal of property from District Insurance Property Listing. Be prepared to file all necessary report forms and supporting documentation.

VI. Surplus Property Disposal.

A. Responsibility.

1. It is the responsibility of each and every staff member to insure that all District Property is used for its intended purpose and to report when an item is no longer needed or useful.
2. Specific responsibilities are outlined:
 - a. District BOS.
 - (i) Review and approve/disapprove each surplus disposal request on a case-by-case basis.
 - (ii) Provide direction and approval of method of disposal.
 - (iii) Direct District Management to effect approved disposals.

**GREYHAWK LANDING (GHL)
COMMUNITY DEVELOPMENT DISTRICT (CDD)
OFFICIAL POLICY**

b. Field Manager.

- (i) Will send notification of surplus item(s) to the District Manager using the Capital/Fixed asset Disposition Form (Appendix D) and provide justification for surplus status.
- (ii) Will place surplus item(s) in a secured area until disposal is effected.
- (iii) Effect disposal as directed by District BOS.
- (iv) Submit report on disposal to District Manager. Annotate applicable Capital/Fixed Asset Sheet with "Disposed by _____" and the date of disposal.

c. District Manager.

- (i) Review request for disposal of surplus item(s). Insure that all documentation and justification is complete.
- (ii) Submit request for disposal to the District BOS.
- (iii) Upon approval and direction coordinate with Field Manager to effect disposal(s).
- (iv) Annotate copy of District Inventory Sheet with "Disposed by _____" and the Date of Disposal by the item(s) being disposed of.
- (v) If item(s) to be sold at auction, coordinate all actions necessary to accomplish this. Accountability of property and monies received from sale is mandatory. At end of Auction, monies are to be turned over to District Management Finance/Accounting Department.
- (vi) Provide report to District BOS on results of disposal.
- (vii) Notify Property Insurance Carrier of disposed items to be removed from Insurance Property List.
- (viii) File copy of Capital/Fixed Asset Disposition Form in District Property File.

d. District Management Finance & Accounting:

- (i) Receipt all monies collection for disposal sales. Provide copy of receipt to District Manager.
- (ii) Record receipts to the applicable District Accounting Records.
- (iii) Record disposal of Capital/Fixed Assets in the District Accounting Records.

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OFFICIAL POLICY**

B. Methods of Disposal of Surplus Property. The following are the approved methods of surplus property disposal:

TABLE 1 – Approved Methods of Surplus Property Disposal

METHOD OF DISPOSAL	EXPLANATION	APPROVAL AUTHORITY
REMOVAL TO DUMP/LANDFILL	For Surplus Property that has little or no value or is unsafe or unhealthy to be auctioned/sold.	District BOS
TRANSFER	For usable Surplus Property that has little or no value to District but has some value and use that could be utilized by another district.	District BOS
DONATION	For usable Surplus Property that has little or no value to the district but has some productivity that could be utilized by a Not-for-Profit organization.	District BOS
AUCTION OR SALE	For usable Surplus Property that would generate some monetary return which would help to offset item's original or replacement cost.	District BOS

NOTE: If surplus property was acquired with *Grant Funds*. Prior to disposing of any capital/fixed asset purchased with grant monies, the granting agency must be contacted, in writing, for their disposition instructions. Should the District be permitted to dispose of the property itself, then the above procedure must be followed. Otherwise, disposition instructions from the granting agency must be thoroughly complied with.

VII. Listing of Appendices.

Table 2 provides a listing of Appendices attached to and applicable to this policy. The appendices are provided to further understanding of the Capital/Fixed Asset Policy and to provide the tools to implement said policy.

TABLE 2 – Listing of Appendices

APPENDIX	TITLE	PAGE(S)
A.	Definitions	A-1
B.	Capital/Fixed Asset Useful Life Chart	B-1 – B-2
C.	Capital/Fixed Asset Acquisition Form	C-1
D.	Capital/Fixed Asset Disposition Form	D-1

**GREYHAWK LANDING (GHL)
COMMUNITY DEVELOPMENT DISTRICT (CDD)
OFFICIAL POLICY**

VIII. Effective Date.

This policy shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 22ND DAY OF OCTOBER 2009.

**GREYHAWK LANDING COMMUNITY
DEVELOPMENT DISTRICT**

Sandra McDonald

CHARIMAN/VICE CHAIRMAN

ATTEST:


SECRETARY/ASST. SECRETARY

GREYHAWK CAPITAL/FIXED ASSET POLICY

APPENDIX A - DEFINITIONS

A. Capital/Fixed Assets.

1. GHLCDD has defined Capital/Fixed Assets, and Capital Outlay as:
 - a. Individual items which cost \$5,000 or more (this amount will be adjusted in accordance with FS 274.02 and Chapter 10.400, Rules of the Auditor General) and have a useful life expectancy of two [2] or more years, AND/OR
 - b. Any item under a capital lease

B. Capital Lease.

1. A lease agreement is classified as a capital lease when substantially all of the risks and benefits of ownership are assumed by the *lessee*. A capital lease is viewed as an installment purchase of property rather than the rental of property.
2. Criteria for lease to be capitalized (when *any one of the four* criteria is a characteristic of the lease):
 - a. The lease transfers ownership of the property to the lessee by the end of the lease term.
 - b. The lease contains a bargain purchase option. This exists when the lessee can exercise a provision in the lease and buy the property sometime during the term of lease at an amount substantially less than the estimated fair value of the property.
 - c. The lease term is equal to 75% or more of the estimated economic life of the leased property.
 - d. The present value of the minimum lease payments at the inception of the lease, excluding executory costs, equals at least 90% of the fair value of the leased property.

C. Grant Purchased Item.

1. That non-consumable tangible personal property purchased using grant funds.

E. Repair.

The restoration of a capital/fixed asset to its full productive capacity after damage, accident, or prolonged use, without increase in the asset's previously estimated service life or productive capacity.

GREYHAWK CAPITAL/FIXED ASSET POLICY
APPENDIX A – DEFINITIONS

F. Surplus Property.

1. That non-consumable tangible personal property deemed to be: (1) excess to the needs of the district; (2) obsolete; (3) no longer useful; (4) or have no value to GHLCDD.

G. Useful Life.

1. An estimate of how long an item of property can be expected to be useable in trade or business or to produce income. Specifically, it is the length of time when an asset wears out, decays, gets used up, becomes obsolete, or loses its value from natural causes. The GHLCDD adopted Asset Useful Life Chart is at Appendix B.

**GREYHAWK CAPITAL/FIXED ASSET POLICY
APPENDIX B- CAPITAL/FIXED ASSET USEFUL LIFE**

Capital Assets Est Value \$2,381,834
Annual Maintenance \$88,715
Annual Capital Reserves \$52,412

FISCAL YEAR 2009 - 2010

Asset Category & Listing	Useful Life	Value	Maintenance Timeframe	Annual Maintenance	Capital Reserve Accrual
1. OTHER PHYSICAL ENVIRONMENT					
<u>Monuments</u>					
<i>Front Entrance (2)</i>	Unlimited	\$100,000	Every 7 yrs clean, caulk and paint	} \$2,575	**
<i>Rear Entrance (2)</i>	Unlimited	\$6,000	Every 7 yrs clean, caulk and paint		**
<i>Neighborhood (10)</i>	Unlimited	\$30,000	Every 7 yrs clean, caulk and paint		**
<u>Boundary Walls (6' ft high)</u>	Unlimited	\$65 per LF *	Every 7 yrs clean, caulk and paint Maintain sections, complete in 7 yrs	\$3,605 \$.40 per SF maintenance	**
<u>Lake Fountains</u>	5yrs	\$7,200	Replace pump	\$824	\$1,030
2. ROAD & STREET FACILITIES					
<u>Roads (Approx 10 miles)</u>	20 yrs	\$1,190,340	Resurface as needed	\$5,150	\$10,300
<u>Parking Lot (3)</u>	20 yrs		Restripe as needed		
<u>Guard Rails</u>	Unlimited	\$70 per LF *	Repair as needed	-	**
<u>Street Lights (Leased)</u>	40 Yrs	\$850 *	\$80 per bulb replacement. Budget includes lease & repairs	-	-
<u>Sidewalks</u>	Unlimited	\$10 per LF *	Repair as needed	\$2,575	**
<u>Street Signage</u>					
<i>Speed Limit/Children Playing</i>	Unlimited	\$1,300 *	Repair as needed	-	**
<i>Stop Signs</i>	Unlimited	\$6,800 *	Repair as needed	-	**
<u>Guardhouse</u>					
<i>Structure</i>	Unlimited	\$30,000	Every 7 yrs clean, caulk and paint	\$206	**
<i>HVAC (Guardhouse)</i>	10 yrs	\$2,500 *	Annual Service	\$567	-
<i>Drinking Fountains</i>	10 Yrs	\$965 (Double) *	Repair/replace as needed	-	-
<i>Office Equipment</i>			Replace as needed	-	-
<u>Gates</u>					
<i>Motors</i>	12 Yrs	\$3,200 *	Quarterly Service, incl Arms	} \$15,450	-
<i>Arms</i>	Unlimited	\$150 *	None		-
3. SECURITY OPERATIONS					
<u>Vehicle</u>	7 yrs	\$18,000	Yearly Maintenance	\$2,060	\$2,575
<u>Surveillance System</u>	10 yrs	\$85,663	Yearly Maintenance	\$5,000	\$8,600
4. PARKS & RECREATION					
<u>Basketball Court</u>					
<i>Surface</i>	Unlimited	\$13,250	Restripe court	\$155	\$103
<i>Lighting</i>	Unlimited	\$6,120	Replace bulbs	\$412	-
<i>Backboard & Rims</i>	10 Yrs	\$1,000 *	Repair/replace as needed	-	-
<u>Baseball backstop</u>	Unlimited	\$7,000	Repair/replace as needed	-	-
<u>Baseball Field</u>	5 Yrs	\$1,500	Repair/replace as needed	\$300	-
<u>Clubhouse</u>					
<i>Structure</i>	Unlimited	\$540,000	Every 7 yrs clean, caulk and paint	\$886	\$2,060
<i>HVAC</i>	10 yrs	\$5,000	Annual Service	\$515	\$515
<i>Outdoor Furniture</i>	-	-	Replace As Needed	\$5,000	-
<i>Drinking Fountains (multiple)</i>	10 Yrs	\$650 (Single) *	Repair/replace as needed	-	-
<i>Security/Fire Alarm</i>	Unlimited	\$965 (DbI) *	Replace Battery Annually	\$26	-

**GREYHAWK CAPITAL/FIXED ASSET POLICY
APPENDIX B- CAPITAL/FIXED ASSET USEFUL LIFE**

Asset Category & Listing	Useful Life	Value	Maintenance Timeframe	Annual Maintenance	Capital Reserve Accrual
4. PARKS & RECREATION CONT'D					
<u>Office Equipment</u>	-	-	Replace as needed	-	-
<u>Fitness Room Equipment</u>	10 Yrs	\$20,000	Repair as needed, inspect yearly	\$824	-
<i>Treadmill</i>	5 Yrs	\$3,500	Repair as needed, inspect yearly	\$145	-
<u>Tennis Cabana</u>					
<i>Structure</i>	Unlimited	\$40,000	Every 7 yrs clean, caulk and paint	\$515	**
<i>Drinking Fountains (multiple)</i>	10 Yrs	\$650 (Single) *	Repair/replace as needed	-	-
<i>Hot Water Heater</i>	7 Yrs	\$1,200 *	Drain Annually	\$206	-
<i>Cabana Lockers</i>	Unlimited	\$1,850 *	Repair/replace as needed	-	-
<u>Tennis Court</u>					
<i>Surface</i>	10 Yrs	\$35,579	Repaint surface as needed	\$258	\$515
<i>Tennis Court Nets</i>		\$735 *	Replace as needed	-	-
<i>Fence (Pool & Tennis Court)</i>	Unlimited	\$2,400 *	Repair as needed	\$258	-
<i>Wind Screen</i>	3yrs	\$2,500 *	Re-evaluate before replacing	-	-
<i>Lighting</i>	Unlimited	\$10,800	Replace bulbs	\$309	-
<u>Pool/Spa</u>					
<i>Deck pavers</i>	Unlimited	\$60,000	Seal Biennially starting 2008-09	\$5,768	-
<i>Pool Deck Outdoor Furniture</i>	5 yrs	\$3,500 *	Replace or add yearly as needed	\$1,350	-
<i>Pool pumps (6 units)</i>	5 yrs	\$12,000	Pump Repairs; Annual service	\$4,223	\$2,472
<i>Pool heaters (6 units)</i>	10 yrs	\$24,000	Compressor	\$3,605	\$2,472
<i>Play 'n Spray</i>	Pump 5 yrs	\$46,882	Color enhancement as needed Replace pump	\$4,120	\$2,060
<i>Pool Resurfacing</i>	8yrs	\$51,000	Resurface at end of useful life	-	\$12,500
<u>Docks/Fishing Pier</u>	12 yrs	\$8,000	Power wash & seal	\$258	\$515
<u>Playground Equipment</u>	15 Yrs	\$35,000	Repair as needed, inspect yearly;	\$1,545	\$1,545
<u>Playground Mulching</u>	1 Yr	\$2,000 *	6" lift, inspect yearly	\$2,000	-
<u>Benches (various sites)</u>	20 yrs	\$400 *		-	-
<u>Soccer Goals & Nets (4)</u>	18 months	\$4,625 *	Replace nets as needed (\$180)		
<u>Irrigation Pumps, Heads, Wells, Battery Packs</u>	no timeframe listed			\$10,300	\$5,150
<u>Drainage Facilities/Culverts</u>	TBD				
<u>Nature Trail</u>	20 Yrs	\$18 per LF *	As needed	\$7,725	-
Total		\$2,381,834		\$88,715	\$52,412

* Item not included in total

** Capital Reserve not necessary if repaired as necessary

**GREYHAWK CAPITAL/FIXED ASSET POLICY
APPENDIX C - CAPITAL/FIXED ASSET ACQUISITION FORM**

DATE _____

ITEM DESCRIPTION _____

MANUFACTURER: _____

MODEL NUMBER: _____ SERIAL NUMBER: _____

DATE OF ACQUISITION/RECEIPT: _____

DATE PUT INTO SERVICE: _____

METHOD OF ACQUISITION:

<input type="checkbox"/>	PURCHASED	<input type="checkbox"/>	GIFT
<input type="checkbox"/>	GRANT	<input type="checkbox"/>	CAPITAL LEASE
<input type="checkbox"/>	OTHER (please specify) _____		

PURCHASED/LEASED FROM: _____

QUANTITY: _____

UNIT COST: _____ TOTAL COST _____

NOTES: _____

ON SITE FACILITY MANAGER SIGNATURE

DISTRICT MANAGER SIGNATURE

INTERNAL USE:

ASSET CATEGORY: Other Physical Environment
(circle one)
Road & Street Facilities
Parks & Recreation
Security Operations

USEFUL LIFE: _____ Years

MAINTENANCE TIMEFRAME _____

ANNUAL MAINTENANCE AMOUNT _____

CAPITAL RESERVE ACCRUAL _____

**GREYHAWK CAPITAL/FIXED ASSET POLICY
APPENDIX D - CAPITAL/FIXED ASSET DISPOSITION FORM**

DATE _____

ITEM DESCRIPTION _____

MANUFACTURER: _____

MODEL NUMBER: _____ SERIAL NUMBER: _____

PROPERTY TAG #: _____ DATE OF DISPOSITION: _____

METHOD OF DISPOSITION:

SURPLUS
STOLEN
LOST

WORN OUT/BEYOND REPAIR
TRANSFERRED
LOANED

IF LOST OR STOLEN ATTACH DETAILED STATEMENT/REPORT.

TRANSFERRED TO : _____

LOANED TO : _____

QUANTITY: _____

JUSTIFICATION FOR DISPOSITION: _____

NOTES:

ON SITE FACILITY MANAGER SIGNATURE

DISTRICT MANAGER SIGNATURE

INTERNAL USE:

BOARD OF SUPERVISORS:

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APPROVAL

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DISAPPROVAL

DATE OF ACTION: _____