



August 25, 2015

Ken Comia, Planner  
City of Groveland  
156 S. Lake Avenue  
Groveland, Florida 34736

Re: Cypress Oaks Plat  
**Application # 2015-65**  
**1<sup>st</sup> Review**

Dear Mr. Comia:

We received your comments dated August 10, 2015 and offer the following responses.

**REVIEWING DEPARTMENT:**

**CITY ATTORNEY**

1. Engineer's letter of certification as to cost of entire construction of infrastructure was not provided. Sec 145-48(c)(8).

**Response: The Engineer's letter of certification for the cost of construction is included with this response.**

2. Performance Bond. The date of the approved construction plans specified in the bond is November 2014; however, the plat has changed therefore, City needs to ensure correct construction plans are referred to as being approved. Additionally, bond should state that the improvements shall be free from defects in materials and workmanship. Sec. 145-106.

**Response: The date for the approved construction plans that is specified in the draft performance bond has been changed to the July 24, 2015 approval date. Also, the draft performance bond now states that the improvements shall be free from defects in materials and workmanship. The revised draft performance bond is included with this response.**

3. The square footage of the property. Sec. 145-48(d)(3).

**Response: The square footage has been added at the end of the legal description shown on Sheet 1 of the plat.**

4. Certification of engineer that the plat agrees with the construction plans was not provided. Sec. 145-48(c)(13).

**Response: The certification from the Engineer is included with this response.**

5. Declaration of Covenants, Conditions, Restrictions and Easements for Cypress Oaks:

- a. Page 16, paragraph S provides for no parking along the street or the rights of way. FYI – since this project is not proposed as a gated community only the City can enforce the no parking on the street or on the rights of way, and such restriction, must be imposed by Council. This comment does not require you to delete the provision; however, this is provided for information only.

**Response: Noted**

- b. Please add: A minimum of five percent of the annual assessments must be set aside to replace landscaping in the common areas, including landscape buffer, street trees, and parks/recreation areas.

**Response: This has been added to paragraph 4.3. This has been highlighted in the revised Declarations attached with this response.**

- c. Please add: No amendments to the Declaration of Covenants, Conditions, Restrictions and Easements relating to utility easements, storm water management, and minimum percentage of annual assessments set aside for landscaping, or effective period of the Declaration or termination of the Declaration shall be made without prior approval to the City of Groveland.

**Response: This has been added to paragraph 10.3. This has been highlighted in the revised Declarations attached with this response.**

**We have also revised paragraph 4.4 of the Declaration.**

6. Surveyor's Note (10) – Provides for Tracts H and I to be owned and maintained by the Cypress Oaks HOA; however, these tracts are for future development, additionally, they are not included in the Quit Claim Deed to the HOA. Usually future development tracts are reserved to be owned by the developer. Please clarify and revise documents accordingly.

**Response: Note (10) has been revised to show that future development tracts H and I will be owned and maintained by Hanover Cypress Oaks, LLC. The revised draft plat is attached with this response**

**Note that the previously submitted Quit Claim Deed and the Bill of Sale have been revised to correct the companies in the execution and notary signature blocks. The revised forms are included with this response.**

7. Surveyor's Note (11) – Does not state who Tract G is to be owned by.

**Response: Tract G has been added to the list of tracts in Note (10) to be owned and maintained by the Cypress Oaks HOA.**

8. Certificates of Approval of Municipality – please correct spelling of “Circuit”.

**Response: The spelling has been corrected.**

9. Certificate of Clerk – Please correct spelling of “Circuit”.

**Response: The spelling has been corrected.**

10. Main entrance road off of CR 565A appears to only be 20.43 feet. Please clarify.

**Response: A 60’ right-of-way at the entrance will be conveyed to Lake County by a Quit Claim Deed to provide connectivity to Jack Underwood Rd. The additional right-of-way for Jack Underwood road will be conveyed on the same deed. The deed will be recorded simultaneously with the plat. This is now noted on the plat**

11. A CD of final version of final approved plat will be required prior to recording plat. Sec. 145-48(c)(17).

**Response: A CD of the CAD file and plat PDF’s has been included with this response.**

12. A CD of approved as-builts prepared and certified by a professional land surveyor will be required prior to City’s acceptance of infrastructure. Sec. 145-48(c)(18).

**Response: Noted. The certified as-builts will be provided for the City’s final acceptance.**

13. Fees for recording must be remitted to City upon request. Sec. 145-48(c)(19).

**Response: Noted. Please let us know what the fees are and they will be remitted to the City.**

14. A maintenance bond will be required prior to the City’s acceptance of the infrastructure. Please provide proposed maintenance bond for review prior to its issuance. Sec. 145-48(c)(11).

**Response: A draft maintenance bond is provided with this submittal. This is the same maintenance bond form provided by the City of Groveland for use on the Eagle Pointe Phase 2 project.**

15. The title opinion for the property will need to be updated with an effective date that is within 30 days of plat approval and recording. Please provide the updated title opinion prior to plat approval by the City Council.

**Response: An updated title opinion will be provided prior to approval by the City Council.**

**Also, the changes needed on the draft plat by the reviewing surveyor have been completed. The revised draft plat is included with this response.**

We trust our responses are sufficient for your approval of this project. If you have any questions, please feel free to call us.

Sincerely,

Hanover Cypress Oaks, LLC

A handwritten signature in blue ink, appearing to read "Rick Perkinson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Rick Perkinson, P.E.  
Sr. Project Manager