

# PURCHASING POLICY EXCEPTION FORM

**FROM:**

DATE: 10/17/2022  
DEPARTMENT: Public Works  
VENDOR: River Country Estates

DEPT DIRECTOR/  
MGR SIGNATURE: *Elaine N. Suga* DATE: 10.17.2022

Amount of Invoice: \$3,640.00 Invoice Date: 10/17/2022

The attached request for disbursement does not appear to be in compliance with County Purchasing Policy, for the following reason:

River Country Estates Owners Association did not provide the County with the necessary vendor quotes due to cost of the project; nor did they communicate to County their intention of performing the repairs. The vendor is an MSBU party to an agreement with the County for reimbursement of budgeted MSBU expenditures. The repairs are deemed necessary and FY23 funding is available

**Please forward all documentation with this form attached, and letter of explanation, to the Chief Procurement Officer.**

**TO: CHIEF PROCUREMENT OFFICER**  
Please review, and upon approval, forward to County Administration.

*Carl Rosoff - date* Date: 10/19/2022

Resolution: The county department personnel assigned as contact to River Country Estates Owners Association provided written notification of the County's procurement policy to River Country Estates immediately upon awareness of this purchase. The county department personnel also provided detailed information on how to meet the requirements of procurement policy for this incident.

**To process this disbursement, the request must be approved by the County Administrator.**

**TO: COUNTY ADMINISTRATOR**,  
Please review, and upon approval, forward to the Finance Department for processing.  
APPROVED FOR PAYMENT:

COUNTY ADMINISTRATOR (or designee): *Joby H. Phillip*  
DATE: 10/19/22

APPROVED FOR PAYMENT:  
FINANCE DIRECTOR/  
ASST. FINANCE DIRECTOR

*Frances Pioszak*

Date:

**APPROVED**  
By Frances Pioszak at 3:38 pm, Oct 20, 2022

# Memo



**DEPARTMENT OF  
PUBLIC WORKS**

**To:** Tony Brady  
**From:** Shannan Lakis, DPW Special Assessment Coordinator  
**Date:** October 17, 2022  
**Re:** Purchasing Policy Exception for River Country Estates MSBU

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Tony,

Please see attached letter from DPW to River Country Estates Owners Association detailing the issues requiring the purchasing policy exception. In short, the HOA approved and paid for necessary repair work without communicating to the County ahead of time; and in doing so, did not meet the purchasing requirements. There is adequate funding in the FY23 expenditure account 7031-09031-5304690.



## DEPARTMENT OF PUBLIC WORKS

AQUATIC SERVICES • ENGINEERING • ROADS/BRIDGE MAINTENANCE • STORMWATER MANAGEMENT • TRAFFIC • WATERWAYS MAINTENANCE

1525 EAST JEFFERSON STREET • BROOKSVILLE, FLORIDA 34601  
P 352.754.4060 • F 352.754.4423 • W [www.HernandoCounty.us](http://www.HernandoCounty.us)

10/13/22

Mr. Brian Morgan  
River Country Estates Owners Association  
5331 Commercial Way, Suite 106  
Spring Hill, FL 34606

I am in receipt of a request for reimbursement of \$3,640.00 in expenses for River Country Estates Homeowners Association (RCEOA). In reviewing the information, I have several issues and concerns that need to be addressed and resolved.

Due to the cost to level and stabilize the park gazebo exceeding the \$2,500.00 threshold, three vendor quotes were required to be obtained for the work. Upon receipt of the quotes, a Purchase Order would then be issued. However, no quotes were provided to our office nor was there any communication from RCEOA that they intended to have the repair work done. Thus, no Purchase Order was issued for the work. Yet Argyle Construction completed the work and payment was issued by the RCEOA. This does not follow the County's established purchasing policies to process MSBU funds for payment and will require policy exception approval by our office (Dept of Public Works) to the Board of County Commissioners.

When the yearly budgets were provided to RCEOA on February 9, 2022, it was explained that funding for special projects including the gazebo would be budgeted in fiscal year 2023 expenditure. However, the gazebo repair work was completed in September which falls in fiscal year 2022. Again, there was no communication from RCEOA that they planned to have work completed during the 2022 budget period.

As the County's agreement is with RCEOA, reimbursement requests must be written as an invoice from RCEOA to Hernando County. What was submitted to our office was the invoice from Argyle Construction to RCEOA and proof of payment. This is considered supporting documentation for the expense and not an adequate invoice. Request for the invoice was made by this office on October 4<sup>th</sup> and included the attached example. To date, no response has been received from RCEOA.

Processing of this reimbursement is on hold until we receive the appropriate invoice from RCEOA. Should the reimbursement receive policy exception approval, the invoice will be paid from the FY23 budget, consequently reducing available funds for special projects in 2023.

If you have any questions or concerns, you can contact me at (352) 754-4060.

Sincerely,

*Shannan Lakis*  
Special Assessment Coordinator

Example of Acceptable RCEOA Reimbursement Request

**River Country Estates Owners Association, Inc.**

530 Commercial Way,  
Suite 100  
Spring Hill, FL 34606  
Phone: 352-946-0740  
rceoa@ampabay.org.com

Transportation Services  
1525 E. Jefferson Street  
Brooksville, FL 34601

Re: MSBU Reimbursement Request

Date: 5/3/18

Please find the attached receipts and proof of payment for expenses involving our Park, Entrance and common areas.

|  |                  |
|--|------------------|
| 1. Road to Road - Entrance Services Repair | \$ <u>107.00</u> |
| 2. _____                                   | \$ _____         |
| 3. _____                                   | \$ _____         |
| 4. _____                                   | \$ _____         |
| 5. _____                                   | \$ _____         |

All checks may be made payable to RCEOA, Inc  
Please call with any questions.

For the RCEOA Board,

David Bonomo, President  
Doug Edwards, Treasurer



OWNERS' ASSOCIATION, INC.

5331 COMMERCIAL WAY SUITE 106 SPRING HILL, FL 34606

rceoa@tampabay.rr.com (352) 596-0740 www.rivercountryestates.net

Victoria Waite, Special Assessments Coordinator  
Hernando County Department of Public Works  
1525 E. Jefferson Street  
Brooksville, FL 34601

Re: MSBU Reimbursement Request

Date: 10/17/22

Please find the attached receipts and proof of payment for expenses involving our Park, Entrance and common areas:

|  |                              |
|--|------------------------------|
| 1. <u>PAVILION REPAIR</u>              | \$ <u>3220.<sup>00</sup></u> |
| 2. <u>Basketball Court Void filled</u> | \$ <u>420.<sup>00</sup></u>  |
| 3. _____                               | \$ _____                     |
| 4. _____                               | \$ _____                     |
| 5. _____                               | \$ _____                     |

3640<sup>00</sup>  
Jed

All checks may be made payable to: RCEOA, Inc.  
Please call with any questions.

Sincerely,  
RCEOA, Inc.

# ◆ ARGYLE CONSTRUCTION, INC.

5331 Commercial Way Suite 105 Spring Hill, FL 34606 352.596.1954 FL License CBC056961

September 17, 2022

Mr. Brian Morgan  
River Country Estates Owners Association  
5331 Commercial Way Suite 106  
Spring Hill, FL 34606

River Country Multi Purpose  
MSBU  
7031-09031-5304690  
Payment for Gazebo Repairs

\*\*\*\*\***INVOICE 22917**\*\*\*\*\*

## RCEOA PARK GAZEBO LEVELING AND STABILIZATION

- Excavated corners of structure
- Jacked and leveled slab (2-1/2 to 3 inches per corner)
- Poured and placed new 4000 psi minimum concrete "corner footers"
- Hand-graded site around newly poured concrete areas
- Cleaned up site and removed construction debris

**TOTAL FOR THIS WORK SCOPE.....\$ 3,220.00**

## PLUS – PLACE AND STABILIZE CONCRETE AT RCEOA BASKETBALL COURT

- Fill void at corner of court with slurry concrete mix as needed

**TOTAL FOR THIS WORK SCOPE.....\$ 420.00**

**TOTAL FOR THIS INVOICE.....\$ 3,640.00**

Please remit payment to: **ARGYLE CONSTRUCTION, INC.**  
**5331 Commercial Way—Suite 105**  
**Spring Hill, FL 34606**

Thank you again for your patience!

River Country Estates Owners' Assn. Inc.  
5331 Commercial Way, Ste 106  
Spring Hill, FL 34606  
(352) 596-0740

Regions Bank  
4730 Commercial Way  
Spring Hill, FL 34606  
63-466/631

7072

9/19/2022

PAY TO THE  
ORDER OF

ARGYLE CONSTRUCTION

\$ \*\*3,640.00

Three Thousand Six Hundred Forty and 00/100

DOLLARS

ARGYLE CONSTRUCTION  
TIM STOOPS  
5331 COMMERCIAL WAY #105  
SPRING HILL, FL 34606



PARK PAVILION AND BASKETBALL COURT REPAIR

⑈007072⑈ ⑆063104668⑆ 0321340358⑈

River Country Estates Owners' Assn. Inc.

7072

ARGYLE CONSTRUCTION

9/19/2022

Fill void ar corner of court with concrete  
Excavation. leveling of slab. concrete footers, grading

420.00  
3,220.00

REGIONS BANK - CH PARK PAVILION AND BASKETBALL COURT RE

3,640.00

River Country Estates Owners' Assn. Inc.

7072

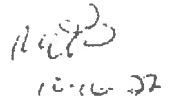
ARGYLE CONSTRUCTION

9/19/2022

Fill void ar corner of court with concrete  
Excavation. leveling of slab, concrete footers, grading

420.00  
3,220.00

5304690



REGIONS BANK - CH PARK PAVILION AND BASKETBALL COURT RE

3,640.00

