

# MEMORANDUM



Public Works Department  
Fiscal Services Division  
1022 26<sup>th</sup> Ave. E.  
Bradenton, FL 34285

## MANATEE COUNTY FLORIDA

Phone: 941-708-7450  
Fax: 941-708-7502  
[www.myanatee.org](http://www.myanatee.org)

**To:** Vicki Tessemer, Board Records Manager, Clerk of the Circuit Court

**Thru:** Carmen Mosley, Fiscal Operations Division Manager

**From:** Jane Oliver, Bond Coordinator

**Date:** January 30, 2013

**Subject:** RIVA TRACE  
PDR-04-14/11-S-15 (F)  
RELEASE PRIVATE IMPROVEMENTS AGREEMENT  
RELEASE CASHIER'S CHECKS

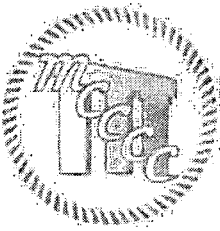
Please schedule on your consent calendar for the next available Board of County Commissioner's Agenda, the following "Form of Motion".

- **Authorization to release** the following *Required Improvements Agreement and Temporary Construction Easement for Private Improvements* securing mulch path improvements in the amount of \$5,684.00;
- **Authorization to release and return** the following funds for performance of required private improvements. Documents will be returned to Carlos Beruff, President of Riva Trace, LLC located at 2212 58<sup>th</sup> Avenue East, Bradenton, FL 34203;
  - **Cashier Check** No. 23000917 issued through First Federal Bank of Florida;
  - **Amount** of Performance Bond \$2,884.00
  - **Cashier Check** No. 2300097 issued through First Federal Savings Bank of Florida;
  - **Amount** of Performance Bond \$2,800.00
  - **TOTAL Amount** \$5,684.00;

CM/jo

RELEASED IN OPEN SESSION FEBRUARY 12, 2013  
BOARD OF COUNTY COMMISSIONERS

cc: Records Management  
Andy Fischer, Infrastructure Inspections Division Manager  
Carlos Beruff, Medallion Homes



Manatee County

R.B. 'Chips' Shore

Clerk of the Circuit Court and Comptroller

P.O. Box 25400 • Bradenton, Florida 34206 • (941) 749-1800 • FAX: (941) 741-4082 • www.manateeclear.com

TO: Finance Department

FROM: Susan G. Romine, Board Records Director *SJR*

RE: Riva Trace

DATE: March 1, 2012

**RECEIVED**  
**MAR - 1 2012**  
**FINANCE DEPT.**

Please set up an account for First Federal Bank of Florida checks 23000891 (\$30,015.00), 23000972 (\$2,800.00), 23000917 (\$2,884.00), and 22000922 (\$10,821.18). These checks were accepted by the Board of County Commissioners on February 28, 2012, in conjunction with agreement warranting required improvements and agreements guaranteeing completion of required improvements.

Supporting material is attached for your information.

Please forward the account number information to Diane Vollmer, Board Records.

Thank you for your assistance.

**Attachments**


*101-0-229100 / 02500673003*

*Riva Trace 1st Federal*

"Pride in Service with a Vision to the Future"

Clerk of Circuit and County Court - Clerk of Board of County Commissioners - County Comptroller, Auditor and Recorder

TO: Finance Department  
FROM: Vicki Tessmer, Board Records Supervisor  
RE: Cash Bond Release – Riva Trace  
DATE: February 13, 2013



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Please release First Federal Savings Bank of Florida Cashier Check Numbers 23000917 and 23000972, \$5,684, accepted by the Board of County Commissioners on February 28, 2012 (supporting material is attached for your information). Please send confirmation of payment to Jane Oliver, Bond Coordinator, at [jane.oliver@mymanatee.org](mailto:jane.oliver@mymanatee.org).

Please return the check to: Carlos Beruff  
President of Riva Trace LLC  
2212 58th Avenue East  
Bradenton, FL 34203

Thank you for your assistance.

RBS/VT/qa  
Attachments

**MANATEE COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AUDIT SLIP**

BR0003  
AUDIT SLIP NUMBER

Carlos Beruff, President of Riva Trace LLC  
Vendor Name

2212 58th Avenue East  
Address

Bradenton      FL      34203  
City                  State      Zip Code

\_\_\_\_\_  
Phone number

I hereby certify that the materials or services have been received, inspected and found satisfactory for the purpose for which they were purchased.  
**(ONLY COMPLETE IF ITEMS HAVE BEEN RECEIVED)**

Received by \_\_\_\_\_ Date \_\_\_\_\_

*Webi J. J. [Signature]*  
Payment Authorization by:

Board Records  
Dept/Div

Quantana Acevedo  
Contact Person

749-1800 ext. 4183  
Phone

REASON FOR PURCHASE Bond Release

ITEM	GENERIC DESCRIPTION	QTY	UNIT	AMOUNT	ACCT KEY	OJB	JL NUMBER	ACTIVITY
	Cashier Checks:							
	23000917	1		\$2,884	1010000000	22900	250067	3003
	23000972	1		\$2,800	1010000000	22900	250067	3003

TOTAL AMOUNT \$ \$5,684.00

**FINANCE USE ONLY**

DESC \_\_\_\_\_

PE ID \_\_\_\_\_ PO | \_\_\_\_\_

INV NUMBER \_\_\_\_\_

INV AMT \$ \_\_\_\_\_ INV DATE \_\_\_\_\_

DUE DATE \_\_\_\_\_

TERMS \_\_\_\_\_ DISCOUNT \_\_\_\_\_ SEP CK \_\_\_\_\_

RELATE CODES \_\_\_\_\_

SEC REF \_\_\_\_\_ DIVISION \_\_\_\_\_

VENDOR ACCT# \_\_\_\_\_