

Meadow Pointe Community Development District

Board of Supervisors

Kelly L. Garvin, Chairperson

Patricia J. Asklar, Vice Chairman

Lutfi Jadallah, Treasurer

Dawn Khalil, Assistant Secretary

Dennis Smith, Assistant Secretary

Mark Vega, District Manager

Tracy Robin, District Counsel

Tonja Stewart, District Engineer

Keith Fisk, Operations Manager

Regular Meeting & Public Hearing Agenda

Thursday, August 20, 2020 6:30 P.M.

Meeting URL: <http://us02web.zoom.us/j/88243994258>

Meeting ID: 882 4399 4258

Phone in number: 1-929-205-6099

1. Call to Order and Roll Call
2. Audience Comments: There are two opportunities for audience comments on any CDD matter during the course of the meeting as noted in the agenda. Additionally, audience comments are permitted on any matter being discussed by the Board. In order to maintain order and in the interest of time and fairness to other speakers, each speaker must be recognized by the Chair and comments are limited to three minutes per person. This time may be extended at the discretion of the Chair. Only one person may speak at a time. Although Supervisors may not necessarily respond to the comments, they will be taken into consideration by the Supervisors.
3. Consent Agenda
 - A. Minutes of the July 2, 2020 Meeting Page 2
 - B. Minutes of the July 16, 2020 Meeting Page 4
 - C. Approval of the Annual Meeting Schedule for FY2021 Page 7
 - D. Approval of Financial Statements – June 2020
4. Deed Restriction and Architectural Review Matters
5. Public Hearing to Adopt the Budget for Fiscal Year 2021
 - A. Proposed Budget Fiscal Year 2021 Page 8
 - B. Resolution 2020-4 Adopting the FY 2021 Budget Page 23
 - C. Resolution 2020-5 Levying Non-Ad Valorem Assessments Page 26
6. District Manager's Report
 - A. Discussion of items to be posted to the District Website
7. Operations Manager's Report
8. Chairman's Comments
9. Supervisors' Reports, Requests and Comments
10. Audience Comments
11. Adjournment

Note: The next meeting is scheduled for September 3, 2020

District Office:

2654 Cypress Ridge Boulevard, Suite 101
Wesley Chapel, FL 33544

Meeting Location:

via Zoom

**MINUTES OF MEETING
MEADOW POINTE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Meadow Pointe Community Development District was held Thursday, July 2, 2020 at 6:30 PM at the Meadow Pointe Community Center, 28245 County Line Road, Wesley Chapel, Florida.

Present and constituting a quorum were:

Kelly Garvin, Chair
Patricia Asklar, Vice Chair
Lutfi Jadallah, Treasurer
Dawn Khalil, Assistant Secretary
Dennis Smith, Assistant Secretary
Mr. Keith Fisk, Operations Manager

Also present were:

Residents

The following is a summary of the discussions and actions taken by the Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Call to Order

Mrs. Garvin called the meeting to order and all Supervisors identified themselves.

SECOND ORDER OF BUSINESS

Audience Comments

Audience Comments were received.

THIRD ORDER OF BUSINESS

Deed restrictions and Architectural Review Matters

There being none, the Board clarified that Lutfi Jadallah will take over ARC reviews as of July 7, 2020, and the next item followed.

FOURTH ORDER OF BUSINESS

Approval of Financials & Invoices through May 2020

| |
|---|
| On MOTION by Mr. Jadallah seconded by Ms. Asklar with all in favor, Financials and Invoices for May 2020 were approved. |
|---|

FIFTH ORDER OF BUSINESS Operational Matters

Mr. Fisk informed the Board that a staff member came to work feeling ill on 6/26 and 6/27, and later tested positive for coronavirus. He will call the Board of Health to determine next steps. He will post a notice alerting pool guests of the possible exposure.

SIXTH ORDER OF BUSINESS Audience Comments

Audience Comments were received.

SIXTH ORDER OF BUSINESS Adjournment

On MOTION by Mr. Smith seconded by Ms. Khalil with all in favor, the motion to adjourn was approved.

Kelly Garvin, Chair

**MINUTES OF MEETING
MEADOW POINTE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Meadow Pointe Community Development District was held Thursday, July 16, 2020 at 6:30 p.m. via Zoom at <http://zoom.us02web.zoom.us/j/87117387963>, phone in #1 929-205-6099.

Present remotely and constituting a quorum were:

| | |
|--------------------|---------------------|
| Kelly L. Garvin | Chairman |
| Patricia J. Asklar | Vice Chair |
| Lutfi Jadallah | Treasurer |
| Dennis Smith | Assistant Secretary |
| Dawn Khalil | Assistant Secretary |

Two residents Zoom

| | |
|----------------|------------------|
| Mark Vega | District Manager |
| Deanna Sourk | Office Manager |
| Angel Montagna | Inframark |

The following is a summary of the discussions and actions taken at the July 16, 2020 Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Mr. Vega called the meeting to order and a quorum was established.

SECOND ORDER OF BUSINESS

Audience Comments-Remote

There are two opportunities for audience comments on any CDD matter during the course of the meeting as noted in the agenda. Additionally, audience comments are permitted on any matter being discussed by the Board. In order to maintain order and in the interest of time and fairness to other speakers, each speaker must be recognized by the Chair and comments are limited to three minutes per person. This time may be extended at the discretion of the Chair. Only one person may speak at a time. Although Supervisors may not necessarily respond to the comments, they will be taken into consideration by the Supervisors.

Mr. Vega announced the names of 2 audience members listening to the meeting remotely.

THIRD ORDER OF BUSINESS

Consent Agenda

- A. Minutes of June 4, 2020 Meeting
- B. Minutes of June 18, 2020 Meeting

| |
|---|
| On MOTION by Mr. Jadallah seconded by Ms. Asklar with all in favor, the consent agenda items A & B were approved. 5/0 |
|---|

FOURTH ORDER OF BUSINESS**Deed Restriction and Architectural
Review Matters**

Mr. Smith noted no Architectural Review items and no new Deed Restriction items.

FIFTH ORDER OF BUSINESS**District Manager's Report**

Mr. Vega reminded the Board that three Board members will be required to attend the August 20, 2020 regular meeting and budget public hearing, which may be conducted either in-person or via zoom. Access information will be posted to the District's website. Also, the fiscal year 2021 meeting schedule will be available for Board review at the August Board meeting and when the approved meeting schedule is advertised the ad will include a clause noting that meetings may also be conducted virtually via zoom.

SIXTH ORDER OF BUSINESS**Operations Manager's Report**

There was no report currently as Mr. Fisk was on vacation.

SEVENTH ORDER OF BUSINESS**Chairman's Comments**

Nothing to report.

EIGHTH ORDER OF BUSINESS**Supervisors' Reports, Requests and
Comments**

Mr. Jadallah commented on an email from Pasco County about trash. The email stated starting July 24th if residents have containers with lids, they would like to have them out early and if trash cans with no lids, not to put them out more than 24 hours before pickup.

Ms. Khalil reported a resident's comment regarding recycling pickup going to only once per week. Mr. Smith noted this came from the county and they were told that they are confusing the residents.

Mr. Smith commented on the county repairing some of the sidewalks on County Line Road; they are responsible for anything from Woodlands east to Meadow Pointe II and anything up to the entrance to the Meadowlands on the western end. With reference to the County Line Road resurfacing, he will send an email to someone at the county asking what the status of that is because it was mentioned that by the end of June, they would have authorization to go ahead with a notice to proceed and then the contractor would have to come up with a date. An update on this issue will be requested.

NINTH ORDER OF BUSINESS

Audience Comments

An audience member, inquired about who is responsible for trees hanging over the road at County Line.

Mr. Smith responded Keith Fisk has been trying to contact the county on that matter.

TENTH ORDER OF BUSINESS

Adjournment

| |
|---|
| On MOTION by Mr. Smith seconded by Ms. Khalil with all in favor, the meeting was adjourned. 5/0 |
|---|

Proposed
Notice of Meetings
Meadow Pointe Community Development District

The Board of Supervisors of the Meadow Pointe Community Development District will hold their meetings for Fiscal Year 2021 on the first and third Thursday of each month (**except as noted below**) at 6:30 P.M. in the Meadow Pointe Clubhouse C, 28245 County Line Road, Wesley Chapel, Florida as follows:

| | |
|-------------------|--------------------|
| October 1, 2020 | April 1, 2021 |
| October 15, 2020 | April 15, 2021 |
| November 5, 2020 | May 6, 2021 |
| November 19, 2020 | May 20, 2021 |
| December 3, 2020 | June 3, 2021 |
| December 17, 2020 | June 17, 2021 |
| January 7, 2021 | July 1, 2021 |
| January 21, 2021 | July 15, 2021 |
| February 4, 2021 | August 5, 2021 |
| February 18, 2021 | August 19, 2021 |
| March 4, 2021 | September 2, 2021 |
| March 18, 2021 | September 16, 2021 |

In addition to the regular meetings listed above, the District will conduct a Deed Restriction Violation Board meeting in the Meadow Pointe Clubhouse, 28245 County Line Road, Wesley Chapel, Florida at 7:00 P.M. on the second and fourth Monday of each month (**except as noted below**) as follows:

| | |
|-------------------|--------------------|
| | April 12, 2021 |
| October 12, 2020 | April 26, 2021 |
| October 26, 2020 | May 10, 2021 |
| November 9, 2020 | June 14, 2021 |
| November 23, 2020 | June 28, 2021 |
| December 14, 2020 | |
| January 11, 2021 | July 12, 2021 |
| January 18, 2021 | July 26, 2021 |
| February 8, 2021 | August 9, 2021 |
| February 22, 2021 | August 23, 2021 |
| March 8, 2021 | September 13, 2021 |
| March 22, 2021 | September 27, 2021 |

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meeting may be continued to a date, time, and place to be specified on the record at the meeting.

There may be occasions when one or more Supervisors will participate by telephone. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (954) 603-0033 at least two (2) calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 711, for aid in contacting the District Office.

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting 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.

Mark Vega
District Manager

MEADOW POINTE
Community Development District

Annual Operating Budget
Fiscal Year 2021

Version 3 - Revised Tentative Budget:
(Printed on 8/14/2020 10am)

Prepared by:



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Meadow Pointe
Community Development District

Operating Budget
Fiscal Year 2021

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Revised Tentative Budget

| ACCOUNT DESCRIPTION | ACTUAL FY 2018 | ACTUAL FY 2019 | ADOPTED BUDGET FY 2020 | ACTUAL THRU JUL-2020 | PROJECTED AUG- SEP-2020 | TOTAL PROJECTED FY 2020 | ANNUAL BUDGET FY 2021 |
|---|-------------------|-------------------|------------------------------|----------------------------|-------------------------------|-------------------------------|-----------------------------|
| REVENUES | | | | | | | |
| Interest - Investments | \$ 10,798 | \$ 17,873 | \$ 5,000 | \$ 10,019 | \$ 2,004 | \$ 12,023 | \$ 5,000 |
| Interest - Tax Collector | 255 | 299 | - | 319 | - | 319 | - |
| Special Assmnts- Tax Collector | 1,063,610 | 1,063,610 | 1,119,333 | 1,119,334 | - | 1,119,334 | 1,119,333 |
| Special Assmnts- Discounts | (40,626) | (40,622) | (44,773) | (42,791) | - | (42,791) | (44,773) |
| Other Miscellaneous Revenues | 1,509 | 998 | 500 | 7,053 | - | 7,053 | 500 |
| Access Cards | 2,330 | 2,017 | 1,000 | 692 | 140 | 832 | 1,000 |
| Amenities Revenue | 23,632 | 22,516 | 19,600 | 12,146 | - | 12,146 | 5,000 |
| TOTAL REVENUES | 1,061,508 | 1,066,691 | 1,100,660 | 1,106,772 | 2,144 | 1,108,916 | 1,086,060 |
| EXPENDITURES | | | | | | | |
| <i>Administrative</i> | | | | | | | |
| P/R-Board of Supervisors | 22,000 | 23,200 | 24,000 | 18,800 | 4,000 | 22,800 | 24,000 |
| FICA Taxes | 1,683 | 1,775 | 1,836 | 1,438 | 306 | 1,744 | 1,836 |
| ProfServ-Engineering | 5,550 | 2,830 | 10,000 | 2,835 | 1,667 | 4,502 | 10,000 |
| ProfServ-Legal Services | 3,456 | 2,267 | 10,000 | 1,846 | 1,667 | 3,513 | 10,000 |
| ProfServ-Mgmt Consulting Serv | 62,605 | 64,483 | 64,483 | 55,214 | 9,269 | 64,483 | 64,483 |
| ProfServ-Property Appraiser | 150 | 150 | 150 | 150 | - | 150 | 150 |
| ProfServ-Recording Secretary | - | - | 1,500 | - | - | - | 1,500 |
| Auditing Services | 4,500 | 4,500 | 5,200 | 4,500 | - | 4,500 | 5,200 |
| Postage and Freight | 1,110 | 980 | 2,000 | 773 | 155 | 928 | 2,000 |
| Insurance - General Liability | 30,100 | 30,685 | 35,288 | 32,797 | - | 32,797 | 35,288 |
| Printing and Binding | 256 | 151 | 1,500 | 33 | 7 | 40 | 1,500 |
| Legal Advertising | 1,080 | 1,712 | 1,100 | 771 | 329 | 1,100 | 1,100 |
| Miscellaneous Services | 11 | 11 | 100 | 1 | 17 | 18 | 100 |
| Misc-Assessmnt Collection Cost | 15,675 | 18,438 | 22,386 | 21,535 | - | 21,535 | 22,387 |
| Misc-Taxes | 2,428 | 2,424 | 3,300 | 2,878 | - | 2,878 | 3,300 |
| Annual District Filing Fee | 175 | 175 | 175 | 175 | - | 175 | 175 |
| Total Administrative | 150,779 | 153,781 | 183,018 | 143,746 | 17,415 | 161,161 | 183,019 |
| <i>Field</i> | | | | | | | |
| Contracts-Landscape | 144,018 | 144,018 | 144,019 | 120,015 | 24,003 | 144,018 | 144,019 |
| Contracts-Landscape Consultant | 6,160 | 6,720 | 6,720 | 5,600 | 1,120 | 6,720 | 6,720 |
| Utility - General | 14,089 | 11,759 | 20,000 | 13,424 | 2,685 | 16,109 | 20,000 |
| R&M-General | 16,012 | 48,620 | 36,000 | 5,675 | 1,135 | 6,810 | 36,000 |
| R&M-Irrigation | 3,255 | 1,430 | 10,000 | 1,640 | 1,667 | 3,307 | 10,000 |
| R&M-Lake | 24,143 | 24,243 | 25,000 | 20,203 | 4,041 | 24,244 | 25,000 |
| R&M-Landscape Renovations | 5,825 | 2,520 | 15,000 | 12,185 | 5,000 | 17,185 | 20,000 |
| R&M-Mulch | 12,540 | 12,540 | 13,000 | 12,540 | 460 | 13,000 | 13,000 |
| Cap Outlay-Machinery and Equip | - | - | 5,000 | - | 5,000 | 5,000 | 5,000 |
| Total Field | 226,042 | 251,850 | 274,739 | 191,282 | 45,110 | 236,392 | 279,739 |
| <i>Road and Street Facilities</i> | | | | | | | |
| Electricity - Streetlighting | 137,310 | 137,988 | 150,000 | 114,007 | 22,801 | 136,808 | 150,000 |
| Total Road and Street Facilities | 137,310 | 137,988 | 150,000 | 114,007 | 22,801 | 136,808 | 150,000 |

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Revised Tentative Budget

| ACCOUNT DESCRIPTION | ACTUAL FY 2018 | ACTUAL FY 2019 | ADOPTED BUDGET FY 2020 | ACTUAL THRU JUL-2020 | PROJECTED AUG- SEP-2020 | TOTAL PROJECTED FY 2020 | ANNUAL BUDGET FY 2021 |
|--|-------------------|-------------------|------------------------------|----------------------------|-------------------------------|-------------------------------|-----------------------------|
| <i>Parks and Recreation - General</i> | | | | | | | |
| Payroll-Salaries | 177,387 | 186,429 | 215,000 | 166,352 | 38,648 | 205,000 | 230,000 |
| FICA Taxes | 13,994 | 14,714 | 16,448 | 12,690 | 2,957 | 15,647 | 17,595 |
| Life and Health Insurance | 1,223 | 1,223 | 9,000 | 1,223 | - | 1,223 | 9,000 |
| Workers' Compensation | 5,738 | 4,476 | 8,611 | 3,824 | 1,912 | 5,736 | 8,611 |
| Communication - Telephone | 5,193 | 5,599 | 6,000 | 4,675 | 935 | 5,610 | 6,000 |
| Utility - General | 36,848 | 35,818 | 40,000 | 25,944 | 7,335 | 33,279 | 40,000 |
| R&M-General | 41,865 | 33,230 | 94,500 | 76,628 | 15,326 | 91,954 | 94,500 |
| R&M-Mulch | - | - | 5,000 | - | 833 | 833 | 5,000 |
| Misc-News Letters | 6,415 | 7,452 | 11,000 | 3,582 | 6,418 | 10,000 | 11,000 |
| Op Supplies - General | 52,002 | 59,210 | 55,000 | 36,648 | 7,330 | 43,978 | 60,000 |
| Subscriptions and Memberships | 705 | 560 | 1,000 | 705 | - | 705 | 1,000 |
| Capital Outlay | 240,579 | 111,668 | 257,638 | 104,472 | 50,000 | 154,472 | 246,873 |
| Reserve - Parking Lots/Courts | 34,750 | - | - | - | - | - | - |
| Reserve - Swimming Pools | 51,748 | - | - | - | - | - | - |
| <i>Total Parks and Recreation - General</i> | 668,447 | 460,379 | 719,197 | 436,743 | 131,693 | 568,436 | 729,579 |
| TOTAL EXPENDITURES | 1,182,578 | 1,003,998 | 1,326,954 | 885,778 | 217,020 | 1,102,798 | 1,342,337 |
| Excess (deficiency) of revenues | | | | | | | |
| Over (under) expenditures | (121,070) | 62,693 | (226,294) | 220,994 | (214,876) | 6,118 | (256,277) |
| OTHER FINANCING SOURCES (USES) | | | | | | | |
| Contribution to (Use of) Fund Balance | - | - | (226,294) | - | - | - | (256,277) |
| TOTAL OTHER SOURCES (USES) | - | - | (226,294) | - | - | - | (256,277) |
| Net change in fund balance | (121,070) | 62,693 | (226,294) | 220,994 | (214,876) | 6,118 | (256,277) |
| FUND BALANCE, BEGINNING | 936,119 | 815,049 | 877,742 | 877,742 | - | 877,742 | 883,860 |
| FUND BALANCE, ENDING | \$ 815,049 | \$ 877,742 | \$ 651,448 | \$ 1,098,736 | \$ (214,876) | \$ 883,860 | \$ 627,583 |

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

| | <u>Amount</u> |
|--|----------------|
| Beginning Fund Balance - Fiscal Year 2021 | \$ 883,860 |
| Net Change in Fund Balance - Fiscal Year 2021 | (256,277) |
| Reserves - Fiscal Year 2021 Additions | - |
| Total Funds Available (Estimated) - 9/30/2021 | 627,583 |

ALLOCATION OF AVAILABLE FUNDS***Nonspendable Fund Balance***

| | |
|----------|--------|
| Deposits | 19,513 |
| Subtotal | 19,513 |

Assigned Fund Balance

| | |
|---|------------------------|
| Operating Reserve - First Quarter Operating Capital | 273,866 ⁽¹⁾ |
| Subtotal | 273,866 |

| | |
|--|----------------|
| Total Allocation of Available Funds | 293,379 |
|--|----------------|

| | |
|---|-------------------|
| Total Unassigned (undesignated) Cash | \$ 334,204 |
|---|-------------------|

Notes

(1) Represents approximately 3 months of operating expenditures

MEADOW POINTE

Community Development District

*General Fund***Budget Narrative**
Fiscal Year 2021**REVENUES****Interest-Investments**

The District earns interest on the monthly average collected balance for their operating accounts.

Special Assessments-Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year.

Special Assessments-Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

Other Miscellaneous Revenues

The District receives amounts for parking permits and other miscellaneous items.

Access Cards

The District receives amounts for key fobs.

Amenities Revenues

The District receives amounts for rental of clubhouse facilities and class fees.

EXPENDITURES**Administrative****P/R-Board of Supervisors**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance. The amount for the Fiscal Year is based upon all supervisors attending all of the meetings.

Professional Services-Engineering

The District's engineer provides general engineering services to the District, i.e. attendance and preparation for monthly board meetings when requested, review of invoices, and other specifically requested assignments.

Professional Services-Legal Services

The District's Attorney provides general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research as directed or requested by the Board of Supervisors and the District Manager.

Professional Services-Management Consulting Services

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

MEADOW POINTE

Community Development District

General Fund

Budget Narrative Fiscal Year 2021

EXPENDITURES

Administrative (continued)

Professional Services-Property Appraiser

The Property Appraiser provides the District with a listing of the legal description of each property parcel within the District boundaries, and the names and addresses of the owners of such property. The District reimburses the Property Appraiser for necessary administrative costs incurred to provide this service. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The budgeted amount for property appraiser costs was based on a flat fee of \$150.

Professional Services-Recording Secretary

The District will use the services of Inframark to transcribe the minutes of the monthly meetings.

Auditing Services

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees from an existing engagement letter, including for a moderate increase.

Postage and Freight

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Insurance-General Liability

The District's General Liability & Public Officials Liability Insurance policy is with Preferred Governmental Insurance Trust. They specialize in providing insurance coverage to governmental agencies. The budgeted amount allows for a projected increase in the premium.

Printing and Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

Miscellaneous Services

This includes monthly bank charges and other miscellaneous expenses that may be incurred during the year.

Miscellaneous-Assessment Collection Costs

The District reimburses the Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budgeted amount for collection costs was based on a maximum of 2% of the anticipated assessment collections.

Miscellaneous-Taxes

This includes charges for non ad-valorem property taxes.

MEADOW POINTE

Community Development District

*General Fund***Budget Narrative**
Fiscal Year 2021**EXPENDITURES****Administrative** (continued)**Annual District Filing Fee**

The District is required to pay an annual fee of \$175 to the Department of Community Affairs.

Field**Contracts-Landscape**

The District currently has a contract with a landscape firm to provide landscaping services for the District. Also included in this are miscellaneous landscape repairs and maintenance items.

Contracts-Landscape Consultant

The District currently has a contract with a landscape consultant to monitor the quality of the landscaping services.

Utility-General

Electricity and water irrigation usage for District facilities and assets.

R&M-General

The District periodically implements needed repairs to ensure maintenance of District assets.

R&M-Irrigation

This includes repairs and maintenance of the irrigation system to ensure proper operation and adequate water for District plantings.

R&M-Lake

The District currently has a contract with a certified lake maintenance company to ensure the proper flow and function of the storm water system.

R&M-Landscape Renovations

This will include the cost to install any new landscapes within the District.

R&M-Mulch

This includes the cost of mulch for the District facilities.

Capital Outlay-Machinery and Equipment

The District will replace existing equipment or purchase new equipment for District facilities.

Road and Street Facilities**Electricity-Streetlighting**

Streetlighting usage for District facilities and assets.

Budget Narrative
Fiscal Year 2021

| |
|---------------------|
| EXPENDITURES |
|---------------------|

Parks and Recreation-General

Payroll-Salaried

Payroll for clubhouse employees.

FICA Taxes

Payroll taxes for employees.

Life & Health Insurance

Insurance for employees.

Workers' Compensation

Workers' compensation for employees.

Communication-Telephone

Telephone and cable expenses for field services.

Utility-General

Electricity and water usage for District facilities and assets.

R&M-General

The District periodically implements needed repairs to ensure maintenance of District assets.

R&M-Mulch

This includes the cost of mulch for the District facilities.

Misc-Newsletters

Costs to publish the District's newsletter and website maintenance.

Operating Supplies-General

The District will provide necessary consumable supplies to operate District facilities.

Subscriptions and Memberships

Various membership fees incurred by the District.

Capital Outlay

The District will replace existing equipment or purchase new equipment or facilities.

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Revised Tentative Budget

| ACCOUNT DESCRIPTION | ACTUAL FY 2018 | ACTUAL FY 2019 | ADOPTED BUDGET FY 2020 | ACTUAL THRU JUL-2020 | PROJECTED AUG- SEP-2020 | TOTAL PROJECTED FY 2020 | ANNUAL BUDGET FY 2021 |
|--|-------------------|-------------------|------------------------------|----------------------------|-------------------------------|-------------------------------|-----------------------------|
| REVENUES | | | | | | | |
| Interest - Investments | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Special Assmnts- Tax Collector | 189,458 | 189,458 | 152,670 | 152,670 | - | 152,670 | 152,670 |
| Special Assmnts- Discounts | (7,237) | (7,236) | (6,107) | (5,836) | - | (5,836) | (6,107) |
| Other Miscellaneous Revenues | 5,107 | 1,257 | - | - | - | - | - |
| TOTAL REVENUES | 187,328 | 183,479 | 146,563 | 146,834 | - | 146,834 | 146,563 |
| EXPENDITURES | | | | | | | |
| <i>Administrative</i> | | | | | | | |
| ProfServ-Administrative | 2,100 | 2,100 | 2,100 | 1,750 | 350 | 2,100 | 2,100 |
| ProfServ-Legal Services | 5,385 | 965 | 7,000 | 1,147 | 229 | 1,376 | 7,000 |
| Misc-Assessmnt Collection Cost | 3,645 | 3,645 | 3,053 | 2,937 | - | 2,937 | 3,053 |
| Office Supplies | 2,648 | 2,079 | 3,000 | 1,649 | 330 | 1,979 | 3,000 |
| Total Administrative | 13,778 | 8,789 | 15,153 | 7,483 | 909 | 8,392 | 15,153 |
| <i>Garbage/Solid Waste Services</i> | | | | | | | |
| Utility - Refuse Removal | 151,165 | 151,130 | 153,965 | 128,304 | 25,661 | 153,965 | 156,764 |
| Total Garbage/Solid Waste Services | 151,165 | 151,130 | 153,965 | 128,304 | 25,661 | 153,965 | 156,764 |
| TOTAL EXPENDITURES | 164,943 | 159,919 | 169,118 | 135,787 | 26,570 | 162,357 | 171,917 |
| Excess (deficiency) of revenues Over (under) expenditures | 22,385 | 23,560 | (22,555) | 11,047 | (26,570) | (15,523) | (25,354) |
| OTHER FINANCING SOURCES (USES) | | | | | | | |
| Contribution to (Use of) Fund Balance | - | - | (22,555) | - | - | - | (25,354) |
| TOTAL OTHER SOURCES (USES) | - | - | (22,555) | - | - | - | (25,354) |
| Net change in fund balance | 22,385 | 23,560 | (22,555) | 11,047 | (26,570) | (15,523) | (25,354) |
| FUND BALANCE, BEGINNING | 103,223 | 125,608 | 149,168 | 149,168 | - | 149,168 | 133,645 |
| FUND BALANCE, ENDING | \$ 125,608 | \$ 149,168 | \$ 126,613 | \$ 160,215 | \$ (26,570) | \$ 133,645 | \$ 108,291 |

Exhibit "B"
Allocation of Fund Balances

AVAILABLE FUNDS

| | <u>Amount</u> |
|--|----------------|
| Beginning Fund Balance - Fiscal Year 2021 | \$ 133,645 |
| Net Change in Fund Balance - Fiscal Year 2021 | (25,354) |
| Reserves - Fiscal Year 2021 Additions | - |
| Total Funds Available (Estimated) - 9/30/2021 | 108,291 |

ALLOCATION OF AVAILABLE FUNDS***Assigned Fund Balance***

| | |
|---|-----------------------|
| Operating Reserve - First Quarter Operating Capital | 42,979 ⁽¹⁾ |
| Subtotal | <u>42,979</u> |
| Total Allocation of Available Funds | 42,979 |

| | |
|---|-------------------------|
| Total Unassigned (undesignated) Cash | <u>\$ 65,311</u> |
|---|-------------------------|

Notes

(1) Represents approximately 3 months of operating expenditures

MEADOW POINTE

Community Development District

Residential Services Fund

Budget Narrative
Fiscal Year 2021

REVENUES

Special Assessments-Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the deed restriction enforcement and trash collection during the Fiscal Year.

Special Assessments-Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

EXPENDITURES

Administrative

Professional Services - Administrative

The District receives Accounting and Administrative services as part of a Management Agreement with Inframark. The amount is based on a fee of \$175 per month.

Professional Services-Legal Services

The District's Attorney provides general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research as directed or requested by the Board of Supervisors and the District Manager including architectural review and deed restriction matters.

Miscellaneous-Assessment Collection Cost

The District reimburses the Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budgeted amount for collection costs was based on a maximum of 2% of the anticipated assessment collections.

Office Supplies

Supplies used in the administration of residential services.

Garbage/Solid Waste Services

Utility-Refuse Removal

The District has a contract with Progressive Waste for residential trash collection.

Meadow Pointe
Community Development District

Supporting Budget Schedules
Fiscal Year 2021

**Comparison of Non-Ad Valorem Assessment Rates
Fiscal Year 2021 vs. Fiscal Year 2020**

| Product Designation | General Fund | | | | | | Total Assessments per Unit | | | Units |
|---------------------|------------------|------------|----------------|----------------------|----------|----------------|----------------------------|------------|----------------|-------|
| | General Services | | | Residential Services | | | FY 2021 | FY 2020 | Percent Change | |
| | FY 2021 | FY 2020 | Percent Change | FY 2021 | FY 2020 | Percent Change | | | | |
| Residential | \$506.85 | \$506.85 | 0.00% | \$104.71 | \$104.71 | 0.00% | \$611.56 | \$611.56 | 0.00% | 1458 |
| Commercial | \$6,791.95 | \$6,791.95 | 0.00% | \$0.00 | \$0.00 | n/a | \$6,791.95 | \$6,791.95 | 0.00% | 56 |
| | | | | | | | | | | 1,514 |

NOTE: The assessments provided on this page are based on preliminary numbers and are for review purposes only. The final assessments will be computed with the financial consultant.

RESOLUTION 2020-4

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MEADOW POINTE COMMUNITY DEVELOPMENT DISTRICT ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager submitted, prior to June 15th, to the Board of Supervisors (“**Board**”) of the Meadow Pointe 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 2019-2020 and/or revised projections for fiscal year 2020-2021.
- 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

Meadow Pointe Community Development District for the Fiscal Year Beginning October 1, 2020, and Ending September 30, 2021”.

- 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, 2020, and ending September 30, 2021, 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 | \$_____ |
| Total Residential Services Funds | \$_____ |
| Total All Funds* | \$_____ |

*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 make 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 subparagraphs 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 20, 2020.

Attested By:

**Meadow Pointe
Community Development District**

Name: _____
Secretary/Assistant Secretary

Kelly L. Garvin
Chair of the Board of Supervisors

Exhibit A: FY 2020-2021 Adopted Budget

RESOLUTION 2020-5

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MEADOW POINTE 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; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Meadow Pointe 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 2020-2021 attached hereto as **Exhibit A (“FY 2020-2021 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 2020-2021 Budget;

WHEREAS, the provision of the activities described in the FY 2020-2021 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 2020-2021 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 2020-2021 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 the Assessment Roll to the Tax Collector pursuant to the Uniform Method; and

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.

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 2020-2021 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 2020-2021 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 2020-2021 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 all Debt Assessments and all O&M Assessments.** The collection of all Debt Assessments and all O&M Assessments for all lands within the District, shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in the Assessment Roll. All assessments collected by the Tax Collector shall be due, payable, and enforced pursuant to Chapter 197, Florida Statutes.
- b. **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. 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 9. Effective Date. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

Passed and Adopted on August 20, 2020.

Attested By:

**Meadow Pointe
Community Development District**

Name: _____
Secretary/Assistant Secretary

Kelly L. Garvin
Chair of the Board of Supervisors

Exhibit A: FY 2020-2021 Budget