

# Meadow Pointe Community Development District

## Board of Supervisors

Michael Smith, Chairman  
Alicia Willis, Vice-Chairman  
Alan Sourk, Assistant Secretary  
Nathaniel Kirkland, Assistant Secretary

Agenda Page 1  
David Wenck, District Manager  
Tracy Robin, District Counsel  
Tonja Stewart, District Engineer  
Keith Fisk, Operations Manager

## Regular Meeting Agenda

Thursday, February 16, 2023, 7:00 P.M.

**Meeting URL:** <https://us02web.zoom.us/j/3797970647>

Meeting ID: 379 797 0647

If you do not have a way to join Zoom via a device connected to the internet you can also call into the meeting **Dial In (646) 558- 8656**

**A hybrid meeting procedure using media technology communications to allow audience members to attend via ZOOM.**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Audience Comments (3) Minute Time Limit
4. Consent Agenda
  - A. Approval of the Minutes of the January 19, 2023 Meeting
  - B. Acceptance of January, 2023 Financials
5. Old Business
  - Update on County Crosswalks
6. Deed Restriction and Architectural Review Matters
  - Review of Deed Restriction System
7. Operations Matters
8. Community Council Update
9. District Manager
10. Aquatics Report
11. New Business
12. Supervisor Comments
13. Audience Comments (3 minute time limit)
14. Adjournment

**Note:** The next meeting is scheduled for March 16, 2023

**Meeting Location:** 28245 County Line Road Wesley Chapel, FL 33544

**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, January 19, 2023 at 7:00 p.m. at the Meadow Pointe Community Park, Clubhouse A 28245 County Line Road Wesley Chapel, FL 33544, and residents attended via Zoom at <https://us02web.zoom.us/j/3797970647>, and Meeting ID: 379 797 0647

Present and constituting a quorum were:

Michael Smith	Chairman
Alicia Willis	Vice Chair
Alan Sourk	Assistant Secretary
Nathaniel Kirkland	Assistant Secretary

Also present:

David Wenck	District Manager
Keith Fisk	Operations Manager
Dennis Costa	Community Council
Residents	

*The following is a summary of the discussions and actions taken at the January 19, 2023 Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

The meeting was called to order and a quorum was established.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

The Pledge of Allegiance was recited.

**THIRD ORDER OF BUSINESS**

**Audience Comments**

Audience members commented on the following:

- Road maintenance.
- Speeding.

**FOURTH ORDER OF BUSINESS**

**Organizational Matters**

**A. Oath of Office to Newley Elected Supervisors – Nathaniel Kirkland (Seat 1) and Alan Sourk (Seat 2)**

Mr. Wenck being a notary of the State of Florida administered the Oath of Office to Nathaniel Kirkland.

The oath of office was previously administered to Mr. Alan Sourk, and his oath and administrative fee was forwarded to the state.

**B. Discussion of Vacant Seat 4**

Mr. Smith noted there were a number of interested parties and only one of the submitters was present at today’s meeting.

**C. Resolution 2023-2 – Designation of Officers**

On MOTION by Mr. Kirkland seconded by Ms. Willis keeping the slate of officers as they currently are with Mr. Smith serving as Chairman, Ms. Willis serving as Vice Chairman, Mr. Kirkland and Mr. Sourk serving as Assistant Secretaries, was adopted. 4-0

**FIFTH ORDER OF BUSINESS**

**Consent Agenda**

**A. Approval of the Minutes of the November 17, 2022 Meeting**

**B. Acceptance of December 31, 2022 Financials**

On MOTION by Ms. Willis seconded by Mr. Kirkland with all in favor the consent agenda was accepted. 4-0

**SIXTH ORDER OF BUSINESS**

**Old Business**

**A. Discussion of Violation Review**

- Mr. Smith noted it has been decided that the inspection/violation program is not working very well and recommended suspending the process.

On MOTION by Ms. Willis seconded by Mr. Smith with all in favor stopping the current Deed Restriction service with Inframark was approved. 4-0

- Alternative methods for deed restriction inspections and reporting of violations were discussed.

**SEVENTH ORDER OF BUSINESS**

**Deed Restriction and Architectural Review Matters**

- The owner of 1701 Firewheel Drive submitted an application to paint their house an unapproved color. Contact with the owner was attempted before the painting began, but the house was painted before the color was approved. Owner was informed of an ARC violation for the paint color, however the owner has not responded.

The ARC violation has now become a Deed Restriction Violation. The owner will be contacted with a DRVB letter indicating he must go to the clubhouse to attend one of the District’s Violation Board meetings.

The CDD Board will determine if this is a violation

- A consensus of the Board was that the paint violation is an official Deed Restriction.

**EIGHTH ORDER OF BUSINESS**

**Operation Matters**

- Mr. Fisk reported the proposal for the new landscaping work was received and the cost is \$20,135 starting in Summerbrook, though Pinedale going into Meadow Point II.

On MOTION by Ms. Willis seconded by Mr. Kirkland with all in favor moving forward with the new landscaping project at a cost of \$20,135 for the front entrances of Summerbrook and Pinedale, funds to be taken from Field, under Landscape and Renovations, was approved. 4-0

- Key Fobs – 250 more key fobs were ordered at a cost of \$1,578.84

On MOTION by Ms. Willis seconded by Mr. Kirkland with all in favor purchasing 250 additional key fobs at a cost of \$1,578.84, to be taken from the Parks and Recreation Operating Supplies, was approved. 4-0

- Lap pool motor the 7 ½ HP, three phase, motor is going out. Requesting Board approval to replace the pump at a cost of \$2,699.95. Additional expenses if, after removing the pool motor, parts need to be replaced the cost will be \$4,455.75.

On MOTION by Ms. Willis seconded by Mr. Kirkland with all in favor replacing the lap pool motor and any additional parts for a total of not to exceed \$5,000 was approved. 4-0

- Cameras at all entrances were discussed.
- Pressure washing was discussed, and additional proposals will be requested.
- Removing plants in the center island in the Meadowlands and putting sod down at a cost of \$2,625.

On MOTION by Mr. Smith seconded by Ms. Willis with all in favor removing the plantings in the center island in the Meadowlands, in the median west of Arronwood and installing sod at a cost of \$2,625 was approved. 4-0

- New sod east of the Woodlands entrance at a cost of \$1,750, for 1,000 square feet of sod.

On MOTION by Ms. Willis seconded by Mr. Smith with all in favor installing new sod east of the Woodlands entrance at a cost of not to exceed \$1,750 was approved. 4-0

**NINTH ORDER OF BUSINESS**

**Community Council Update**

- Mr. Costa commented on issues to work on this year regarding decorating the entrances for the upcoming year. He would like to look into timers instead of sensors and he would



**Meadow Pointe**

**Governmental Funds**

Community Development District

**Notes to the Financial Statements**

**Financial Overview / Highlights**

- ▶ Total revenues are currently at 101.87% of the annual budget. 101.67% of special assessments have been collected through January.
  
- ▶ Total expenditures are at approximately 26.62% of the annual budget.

**Variance Analysis**

Account Name	YTD Actual	Annual Budget	% of Budget	Explanation
<b>Expenditures - General Fund</b>				
<i><b>Administrative</b></i>				
ProfServ-Mgmt Consulting Serv	\$18,046	\$64,483	28%	Budget includes monthly management fee and annual fee for assessment roll preparation.
Web Hosting/Email services	\$1,553	\$1,553	0%	Annual Website Services for FY2023.
Insurance-General Liability	\$32,204	\$35,364	91%	EGIS Insurance premium has been paid for FY2023.
Annual District Filing Fee	\$175	\$175	100%	Annual Filing for FY 2023.
<i><b>Field</b></i>				
Contracts-Landscape Consultants	\$2,240	\$6,720	33%	All payments to OLM for landscape inspections.
R&M-Lake	\$6,870	\$27,500	25%	All payments for monthly lake maintenance and repairs.
R&M-Landscape Renovations	\$9,500	\$20,000	48%	Greenview Landscaping for renovations, removal of Liriope, level dirt and install SOD/flowers.
R&M-Trees	\$13,500	\$15,000	90%	Brightview Landscape Srvc tree removal.
<i><b>Parks and Recreation</b></i>				
ProfServ-Pool Maintenance	\$11,418	\$30,000	38%	Pavers Rescue to repair pool and shower areas.
Communication - Telephone	\$1,491	\$6,000	25%	Spectrum and Verizon monthly charges.
R&M-General	\$4,414	\$38,200	12%	All payments for repair and maintenance items.
Op Supplies - General	\$16,138	\$36,287	44%	Includes pool chemicals - \$1,176, security detail - \$1,600, cleaning supplies, holiday gifts for employees - \$1,200, and misc expenses.

*The notes are intended to provide additional information helpful when reviewing the financial statements.*

**Balance Sheet**  
January 31, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	RESIDENTIAL SERVICES FUND	TOTAL
<b>ASSETS</b>			
Cash - Checking Account	\$ 1,525,486	\$ -	\$ 1,525,486
Cash On Hand/Petty Cash	300	-	300
Due From Other Funds	-	204,580	204,580
Investments:			
Money Market Account	614,480	-	614,480
Prepaid Items	13,202	-	13,202
Utility Deposits - TECO	18,775	-	18,775
<b>TOTAL ASSETS</b>	<b>\$ 2,172,243</b>	<b>\$ 204,580</b>	<b>\$ 2,376,823</b>
<b>LIABILITIES</b>			
Accounts Payable	\$ 3,383	\$ -	\$ 3,383
Accrued Expenses	14,600	5,374	19,974
Deposits	600	-	600
Due To Other Funds	204,580	-	204,580
<b>TOTAL LIABILITIES</b>	<b>223,163</b>	<b>5,374</b>	<b>228,537</b>
<b>FUND BALANCES</b>			
<b>Nonspendable:</b>			
Prepaid Items	13,202	-	13,202
Deposits	18,775	-	18,775
<b>Assigned to:</b>			
Operating Reserves	262,932	43,679	306,611
<b>Unassigned:</b>			
	1,654,171	155,527	1,809,698
<b>TOTAL FUND BALANCES</b>	<b>\$ 1,949,080</b>	<b>\$ 199,206</b>	<b>\$ 2,148,286</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 2,172,243</b>	<b>\$ 204,580</b>	<b>\$ 2,376,823</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending January 31, 2023

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>VARIANCE (\$) FAV(UNFAV)</b>	<b>YTD ACTUAL AS A % OF ADOPTED BUD</b>
<b>REVENUES</b>					
Interest - Investments	\$ 2,500	\$ 833	\$ 6,370	\$ 5,537	254.80%
Interest - Tax Collector	-	-	295	295	0.00%
Special Assmnts- Tax Collector	1,427,125	1,141,701	1,450,999	309,298	101.67%
Special Assmnts- Discounts	(57,085)	(45,669)	(57,691)	(12,022)	101.06%
Other Miscellaneous Revenues	5,500	1,833	1,913	80	34.78%
Access Cards	1,000	333	584	251	58.40%
Amenities Revenue	-	-	2,425	2,425	0.00%
<b>TOTAL REVENUES</b>	<b>1,379,040</b>	<b>1,099,031</b>	<b>1,404,895</b>	<b>305,864</b>	<b>101.87%</b>

**EXPENDITURES**

**Administration**

P/R-Board of Supervisors	12,000	4,000	4,355	(355)	36.29%
FICA Taxes	918	306	199	107	21.68%
ProfServ-Engineering	10,000	3,333	-	3,333	0.00%
ProfServ-Legal Services	10,000	3,333	1,441	1,892	14.41%
ProfServ-Mgmt Consulting	64,483	21,494	18,046	3,448	27.99%
ProfServ-Property Appraiser	150	150	-	150	0.00%
ProfServ-Recording Secretary	1,500	500	-	500	0.00%
Auditing Services	5,200	2,600	-	2,600	0.00%
Website Hosting/Email services	1,553	1,553	1,553	-	100.00%
Postage and Freight	2,000	667	743	(76)	37.15%
Insurance - General Liability	35,364	17,682	32,204	(14,522)	91.06%
Printing and Binding	1,500	500	2	498	0.13%
Legal Advertising	1,100	367	-	367	0.00%
Miscellaneous Services	100	33	112	(79)	112.00%
Misc-Assessment Collection Cost	28,543	22,835	27,866	(5,031)	97.63%
Misc-Taxes	3,300	3,300	2,298	1,002	69.64%
Annual District Filing Fee	175	175	175	-	100.00%
<b>Total Administration</b>	<b>177,886</b>	<b>82,828</b>	<b>88,994</b>	<b>(6,166)</b>	<b>50.03%</b>

**Field**

Contracts-Security Services	1,600	533	-	533	0.00%
Contracts-Landscape	158,421	52,807	51,606	1,201	32.58%
Contracts-Landscape Consultant	6,720	2,240	2,240	-	33.33%
Utility - General	20,000	6,667	3,278	3,389	16.39%
R&M-General	36,000	12,000	649	11,351	1.80%
R&M-Irrigation	10,000	3,333	1,100	2,233	11.00%
R&M-Lake	27,500	9,167	6,870	2,297	24.98%
R&M-Landscape Renovations	20,000	6,667	9,500	(2,833)	47.50%
R&M-Mulch	13,000	4,333	-	4,333	0.00%
R&M-Sidewalks	10,000	3,333	-	3,333	0.00%
R&M-Trees	15,000	5,000	13,500	(8,500)	90.00%
Cap Outlay-Machinery and Equip	5,000	1,667	-	1,667	0.00%
<b>Total Field</b>	<b>323,241</b>	<b>107,747</b>	<b>88,743</b>	<b>19,004</b>	<b>27.45%</b>



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending January 31, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>Road and Street Facilities</u></b>					
Electricity - Streetlights	162,314	54,105	57,484	(3,379)	35.42%
<b>Total Road and Street Facilities</b>	<b>162,314</b>	<b>54,105</b>	<b>57,484</b>	<b>(3,379)</b>	<b>35.42%</b>
<b><u>Parks and Recreation</u></b>					
Payroll-Salaries	270,000	90,000	71,247	18,753	26.39%
Payroll-Benefits	4,500	1,500	-	1,500	0.00%
FICA Taxes	20,655	6,885	5,571	1,314	26.97%
Life and Health Insurance	9,000	3,000	-	3,000	0.00%
Workers' Compensation	8,611	2,870	3,884	(1,014)	45.11%
ProfServ-Pool Maintenance	30,000	10,000	11,418	(1,418)	38.06%
Contracts-Pest Control	1,113	371	-	371	0.00%
Communication - Telephone	6,000	2,000	1,491	509	24.85%
Utility - General	40,000	13,333	10,778	2,555	26.95%
R&M-General	38,200	12,733	4,414	8,319	11.55%
R&M-Mulch	5,000	1,667	-	1,667	0.00%
R&M-Fitness Equipment	1,800	600	-	600	0.00%
Holiday Decoration	13,000	4,333	6,926	(2,593)	53.28%
Misc-News Letters	7,500	2,500	-	2,500	0.00%
Special Events	5,000	1,667	-	1,667	0.00%
Op Supplies - General	36,287	12,096	16,138	(4,042)	44.47%
Subscriptions and Memberships	1,043	348	-	348	0.00%
Capital Outlay	41,700	13,900	-	13,900	0.00%
1st Quarter Operating Reserves	176,190	176,190	-	176,190	0.00%
<b>Total Parks and Recreation</b>	<b>715,599</b>	<b>355,993</b>	<b>131,867</b>	<b>224,126</b>	<b>18.43%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,379,040</b>	<b>600,673</b>	<b>367,088</b>	<b>233,585</b>	<b>26.62%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	-	498,358	1,037,807	539,449	0.00%
Net change in fund balance	\$ -	\$ 498,358	\$ 1,037,807	\$ 539,449	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>911,273</b>	<b>911,273</b>	<b>911,273</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 911,273</b>	<b>\$ 1,409,631</b>	<b>\$ 1,949,080</b>		

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending January 31, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<b>REVENUES</b>					
Interest - Investments	\$ -	\$ -	\$ -	\$ -	0.00%
Special Assmnts- Tax Collector	330,649	264,519	197,864	(66,655)	59.84%
Special Assmnts- Discounts	(13,226)	(10,581)	(7,867)	2,714	59.48%
<b>TOTAL REVENUES</b>	<b>317,423</b>	<b>253,938</b>	<b>189,997</b>	<b>(63,941)</b>	<b>59.86%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
ProfServ-Administrative	2,100	700	-	700	0.00%
ProfServ-Legal Services	7,000	2,333	458	1,875	6.54%
ProfServ-Mgmt Consulting	-	-	5,374	(5,374)	0.00%
Deed Restrictions	7,200	2,400	-	2,400	0.00%
Deed Restrictions-Printing & Postage	7,200	2,400	805	1,595	11.18%
Misc-Assessment Collection Cost	6,613	5,290	3,800	1,490	57.46%
Office Supplies	3,000	1,000	58	942	1.93%
<b>Total Administration</b>	<b>33,113</b>	<b>14,123</b>	<b>10,495</b>	<b>3,628</b>	<b>31.69%</b>
<b>Garbage/Solid Waste Services</b>					
Utility - Refuse Removal	284,310	94,770	84,374	10,396	29.68%
<b>Total Garbage/Solid Waste Services</b>	<b>284,310</b>	<b>94,770</b>	<b>84,374</b>	<b>10,396</b>	<b>29.68%</b>
<b>TOTAL EXPENDITURES</b>	<b>317,423</b>	<b>108,893</b>	<b>94,869</b>	<b>14,024</b>	<b>29.89%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	-	145,045	95,128	(49,917)	0.00%
Net change in fund balance	\$ -	\$ 145,045	\$ 95,128	\$ (49,917)	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>104,078</b>	<b>104,079</b>	<b>104,078</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 104,078</b>	<b>\$ 249,124</b>	<b>\$ 199,206</b>		

# Meadow Pointe

Community Development District

**Non-Ad Valorem Special Assessments  
(Pasco County Tax Collector - Monthly Collection Distributions)  
For the Fiscal Year Ending September 30, 2023**

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	ALLOCATION	
					General Fund Assessments	Residential Services Fund Assessments
Assessments Levied				\$1,757,771	\$ 1,546,839	\$ 210,933
Allocation %				100%	88.00%	12.00%
11/07/22	\$ 12,982	\$ 705	\$ 265	\$ 13,952	\$ 12,278	\$ 1,674
11/15/22	\$ 73,097	\$ 3,108	\$ 1,492	\$ 77,697	\$ 68,373	\$ 9,324
11/21/22	\$ 280,342	\$ 11,919	\$ 5,721	\$ 297,983	\$ 262,225	\$ 35,758
11/25/22	\$ 98,558	\$ 4,190	\$ 2,011	\$ 104,760	\$ 92,189	\$ 12,571
12/02/22	\$ 616,517	\$ 26,192	\$ 12,582	\$ 655,290	\$ 576,656	\$ 78,635
12/09/22	\$ 376,313	\$ 15,820	\$ 7,680	\$ 399,813	\$ 351,835	\$ 47,978
12/20/22	\$ 65,728	\$ 2,701	\$ 1,341	\$ 69,771	\$ 61,398	\$ 8,373
01/12/23	\$ 28,100	\$ 923	\$ 573	\$ 29,596	\$ 26,045	\$ 3,552
<b>TOTAL</b>	<b>\$ 1,551,638</b>	<b>\$ 65,558</b>	<b>\$ 31,666</b>	<b>\$ 1,648,863</b>	<b>\$ 1,450,999</b>	<b>\$ 197,864</b>

% COLLECTED 94%                      94%                      94%

<b>TOTAL OUTSTANDING</b>	<b>\$ 108,908</b>	<b>\$ 95,839</b>	<b>\$ 13,069</b>
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# Meadow Pointe

Community Development District

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## Cash and Investment Report January 31, 2023

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>MATURITY</u>	<u>BALANCE</u>
<b>GENERAL FUND</b>				
Checking Account - Operating	SouthState	0.00%	n/a	1,490,405
Checking Account - Operating	Regions	0.00%	n/a	35,081
		<b>Subtotal</b>		<u>1,525,486</u>
Petty Cash		0.00%	n/a	300
Money Market Account	Bank United	0.15%	n/a	97,634
Money Market Account	Valley National	0.25%	n/a	487,988
Money Market Account	Truist	0.01%	n/a	28,859
		<b>Subtotal</b>		<u>614,480</u>
		<b>Total</b>		<u>\$ 2,140,266</u>

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**Meadow Pointe**  
Community Development District

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**Cash Receipts Schedule**  
**January 31, 2023**

<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Misc. Income</u>	<u>Other</u>	<u>Description</u>
10/04/21	Rentals / Fobs	724	724		
10/20/22	Rentals / Agreements / Fobs / Parking	1,931	1,931		
10/20/22	HOA Fines / Legal Fees / Fobs	1,309	1,309		
11/01/22	Sales Tax Collection Allowance	3	3		
11/07/22	Tax Collector	12,278		12,278	See assessment collection worksheet
11/15/22	Tax Collector	68,373		68,373	See assessment collection worksheet
11/21/22	Tax Collector	262,225		262,225	See assessment collection worksheet
11/25/22	Tax Collector	92,189		92,189	See assessment collection worksheet
12/01/22	Fobs / Rentals	383	383		
12/02/22	Tax Collector	576,656		576,656	See assessment collection worksheet
12/09/22	Tax Collector	351,835		351,835	See assessment collection worksheet
12/20/22	Tax Collector	61,398		61,398	See assessment collection worksheet
01/06/23	Interest	571	571		
01/12/23	Tax Collector	28,100		28,100	
<b>Total</b>		<b>1,457,975</b>	<b>4,922</b>	<b>1,453,054</b>	