

# Meadow Pointe Community Development District

## Board of Supervisors

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

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David Wenck, District Manager  
Kathryn "KC" Hopkinson, District Counsel  
Tonja Stewart, District Engineer  
Keith Fisk, Operations Manager

## Regular Meeting Agenda

Thursday, June 15, 2023, 7:00 P.M.

**Meeting URL:** <https://us06web.zoom.us/j/81341763227>

Meeting ID: 813 4176 3227

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 (305) 224-1968**

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

### Regular Meeting

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 May 18, 2023 Meeting
  - B. Acceptance of May 2023 Financials
5. Old Business
  - A. Discussion of Waste Pickup RFP
6. Deed Restriction and Architectural Review Matters
7. Operations Matters
8. Community Council Update
9. District Manager
  - A. Investment Recommendation
  - B. Discussion of the Approved, Modified Tentative FY 2024 Budget
10. New Business
11. Supervisor Comments
12. Audience Comments (3 minute time limit)
13. Adjournment.

**Note:** The next meeting is scheduled for July 20, 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, May 18, 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://us06web.zoom.us/j/82967680453?> and Meeting ID: 829 6768 0453

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

Residents

*The following is a summary of the discussions and actions taken at the May 18, 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**

There were none.

**FOURTH ORDER OF BUSINESS** **Consent Agenda**

**A. Approval of the Minutes of the April 20, 2023 Meeting**

**B. Acceptance of April 2023 Financials**

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

**FIFTH ORDER OF BUSINESS** **Old Business**

**A. Discussion of Waste Pickup RFP**

- Mr. Smith reported Meadow Pointe 1, 2, 3, and 4 have reviewed, and approved the 15 page request for proposal, it will be published and available to all vendors on May 31<sup>st</sup>. The RFP will be sent to licensed Pasco County vendors. The vendors will have until Friday, June 30<sup>th</sup> to submit their proposals. A copy of the RFP was provided to the Board.

**SIXTH ORDER OF BUSINESS**

**Deed Restriction and Architectural Review Matters**

Mr. Fisk noted at the last DRVb meeting we had 12 cases and 6 will go to the next step which will go to a Notice of Intent to Levy Fines against the property.

**SEVENTH ORDER OF BUSINESS**

**Operations Matters**

- Mr. Fisk noted a developer contacted us regarding purchasing a portion of land that is between County Line Road and Aronwood Boulevard. They are interested in putting in an organic market and other high-end restaurants.

At this point in the meeting District Counsel joined via phone. District Counsel updated the Board on updating the the deed restrictions.

Mr. Smith responded to Counsel’s comments, and noted the Board will further discuss the matter later in the meeting.

- Mr. Fisk asked for the Board’s advice on the request made by a developer to purchase certain District land.

Each Supervisor expressed their thoughts regarding the developer’s request and Mr. Fisk will relay the Board’s recommendation of not selling the land to the developer at this point in time.

- Mr. Fisk also reported a resident of Meadow Pointe in Summerbrook is interested in occupying the clubhouse at 7:00 a.m. until 10:00 a.m. to hold meetings for a networking group of 40 to 50 people. The request is for Thursday mornings for the whole year. They need someone to set the room up in the morning, and someone to take it down when they are done, however, we don’t have staff to do that. The fee for the group would be \$25 per hour.

The consensus of the Board was to inform the interested party that 8 a.m. is the earliest the room can be occupied.

- Mr. Fisk reported on a deed restriction received regarding Airbnb’s located in the community. After checking with Pasco County Code Enforcement, they allow short term rentals of up to seven days.

**EIGHTH ORDER OF BUSINESS**

**Community Council Update**

Nothing to report.

**NINTH ORDER OF BUSINESS**

**District Manager**

**A. Discussion of the Proposed Fiscal Year 2024 Budget and Consideration of Resolution 2023-03 Approving the Budget, and Setting the Public Hearing.**

Mr. Wenck noted the Board has reviewed the proposed fiscal year 2024 budget.

The Board discussed the budget and agreed to an increase of \$50 per resident with the funds being added to the Utility - Refuse Removal line of the Residential Services Fund.

The final budget will be adopted at the August 17, 2023 public hearing.

On MOTION by Ms. Willis seconded by Mr. Kirkland with all in favor Resolution 2023-03 approving a proposed Operation and Maintenance Budget for fiscal year 2023/2024, setting a public hearing on the adoption of the budget for Thursday, August 17, 2023 at 7:00 P.M. at the Meadow Pointe Clubhouse was adopted. 4-0

**B. Number of Registered Voters from Pasco County SOE – 2985**

**TENTH ORDER OF BUSINESS**

**New Business**

Mr. Smith discussed the possibility of changing the Deed Restrictions as previously discussed with District Counsel. Additional consultation will be scheduled between the Chairman and District Counsel to verify the process for making changes to the Deed Restrictions.

**ELEVENTH ORDER OF BUSINESS**

**Supervisor Comments**

Ms. Willis reported on security patrol. They are coming out between 4 and 8 a.m., between 2 and 6 p.m. and between 4 and 8 p.m. The hourly rate is \$60 per hour with no additional fees.

On MOTION by Mr. Smith seconded by Mr. Sourk with all in favor the FHP patrols at 16 hours per month/1 shift per week for the remainder of the fiscal year was approved. 4-0

Ms. Willis commented on county matters regarding a flashing beacon, school zone signs, no-parking signs in Parkland, and crosswalks.

Mr. Kirkland inquired about where the county stands regarding the streets and Mr. Fisk responded.

Mr. Smith discussed moving bank account balances in an effort to accrue more interest.

Mr. Smith requested having the District Accountant’s put a proposal together for options regarding the District’s existing bank accounts.

**TWELFTH ORDER OF BUSINESS**

**Audience Comments**

There were none.

**THIRTEENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business to discuss, the meeting adjourned.

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**Meadow Pointe**

Community Development District

**Notes to the Financial Statements**

**Financial Overview / Highlights**

- ▶ Total revenues are currently at 100.97% of the annual budget. 99.25% of special assessments have been collected through May.
  
- ▶ Total expenditures are at approximately 53.83% 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	\$44,914	\$64,483	70%	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	\$4,480	\$6,720	67%	All payments to OLM for landscape inspections.
R&M-Lake	\$16,030	\$27,500	58%	All payments for monthly lake maintenance and repairs.
R&M-Landscape Renovations	\$36,810	\$20,000	184%	All payments to Greenview Landscaping for renovations, removal of Liriope, level dirt and install SOD/flowers.
R&M-Mulch	\$14,850	\$13,000	114%	Greenview Landscaping for mulch installation.
R&M-Trees	\$13,500	\$15,000	90%	Brightview Landscape Services for tree removal.
<i><b>Parks and Recreation</b></i>				
ProfServ-Pool Maintenance	\$26,275	\$30,000	88%	Pavers Rescue repair pool and shower areas - \$11,418, Triangle Pool Service installed motor - \$3,356, Aquaworx annual maintenance - \$9,500.
Communication - Telephone	\$4,047	\$6,000	67%	Spectrum and Verizon monthly charges.
R&M-General	\$7,772	\$38,200	20%	All payments for repair and maintenance items.
Op Supplies - General	\$32,292	\$36,287	89%	Includes pool chemicals - \$1,176, security detail - \$1,600, cleaning supplies, holiday gifts for employees - \$1,200, pool chemicals - \$2,085, and misc expenses.

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

**Balance Sheet**  
May 31, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	RESIDENTIAL SERVICES FUND	TOTAL
<b>ASSETS</b>			
Cash - Checking Account	\$ 1,179,345	\$ -	\$ 1,179,345
Cash On Hand/Petty Cash	300	-	300
Accounts Receivable	9,500	-	9,500
Due From Other Funds	-	231,736	231,736
Investments:			
Money Market Account	620,346	-	620,346
Prepaid Items	571	-	571
Utility Deposits - TECO	18,775	-	18,775
<b>TOTAL ASSETS</b>	<b>\$ 1,828,837</b>	<b>\$ 231,736</b>	<b>\$ 2,060,573</b>
<b>LIABILITIES</b>			
Accounts Payable	\$ 11,715	\$ 13,522	\$ 25,237
Accrued Expenses	21,194	-	21,194
Accrued Taxes Payable	2,180	-	2,180
Sales Tax Payable	173	-	173
Deposits	600	-	600
Due To Other Funds	231,736	-	231,736
<b>TOTAL LIABILITIES</b>	<b>267,598</b>	<b>13,522</b>	<b>281,120</b>
<b>FUND BALANCES</b>			
<b>Nonspendable:</b>			
Prepaid Items	571	-	571
Deposits	18,775	-	18,775
<b>Assigned to:</b>			
Operating Reserves	262,932	43,679	306,611
<b>Unassigned:</b>			
	1,278,961	174,535	1,453,496
<b>TOTAL FUND BALANCES</b>	<b>\$ 1,561,239</b>	<b>\$ 218,214</b>	<b>\$ 1,779,453</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 1,828,837</b>	<b>\$ 231,736</b>	<b>\$ 2,060,573</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending May 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>REVENUES</b>					
Interest - Investments	\$ 2,500	\$ 1,667	\$ 12,236	\$ 10,569	489.44%
Interest - Tax Collector	-	-	469	469	0.00%
Special Assmnts- Tax Collector	1,427,125	1,427,125	1,416,055	(11,070)	99.22%
Special Assmnts- Discounts	(57,085)	(57,085)	(54,754)	2,331	95.92%
Other Miscellaneous Revenues	5,500	3,667	3,751	84	68.20%
Access Cards	1,000	667	3,080	2,413	308.00%
Amenities Revenue	-	-	11,173	11,173	0.00%
<b>TOTAL REVENUES</b>	<b>1,379,040</b>	<b>1,376,041</b>	<b>1,392,010</b>	<b>15,969</b>	<b>100.94%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
P/R-Board of Supervisors	12,000	8,000	9,510	(1,510)	79.25%
FICA Taxes	918	612	459	153	50.00%
ProfServ-Engineering	10,000	6,667	-	6,667	0.00%
ProfServ-Legal Services	10,000	6,667	3,711	2,956	37.11%
ProfServ-Mgmt Consulting	64,483	42,989	44,914	(1,925)	69.65%
ProfServ-Property Appraiser	150	150	150	-	100.00%
ProfServ-Recording Secretary	1,500	1,000	-	1,000	0.00%
Auditing Services	5,200	5,200	4,245	955	81.63%
Website Hosting/Email services	1,553	1,553	1,553	-	100.00%
Postage and Freight	2,000	1,333	1,087	246	54.35%
Insurance - General Liability	35,364	26,523	32,204	(5,681)	91.06%
Printing and Binding	1,500	1,000	2	998	0.13%
Legal Advertising	1,100	733	-	733	0.00%
Miscellaneous Services	100	67	89	(22)	89.00%
Misc-Assessment Collection Cost	28,543	28,543	27,226	1,317	95.39%
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>134,512</b>	<b>127,623</b>	<b>6,889</b>	<b>71.74%</b>
<b>Field</b>					
Contracts-Security Services	1,600	1,067	-	1,067	0.00%
Contracts-Landscape	158,421	105,614	104,413	1,201	65.91%
Contracts-Landscape Consultant	6,720	4,480	4,480	-	66.67%
Utility - General	20,000	13,333	8,956	4,377	44.78%
R&M-General	36,000	24,000	4,353	19,647	12.09%
R&M-Irrigation	10,000	6,667	1,950	4,717	19.50%
R&M-Lake	27,500	18,333	16,030	2,303	58.29%
R&M-Landscape Renovations	20,000	13,333	36,810	(23,477)	184.05%
R&M-Mulch	13,000	8,667	14,850	(6,183)	114.23%
R&M-Sidewalks	10,000	6,667	-	6,667	0.00%
R&M-Trees	15,000	10,000	13,500	(3,500)	90.00%
Cap Outlay-Machinery and Equip	5,000	3,333	-	3,333	0.00%
<b>Total Field</b>	<b>323,241</b>	<b>215,494</b>	<b>205,342</b>	<b>10,152</b>	<b>63.53%</b>



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending May 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	108,209	120,535	(12,326)	74.26%
<b>Total Road and Street Facilities</b>	<b>162,314</b>	<b>108,209</b>	<b>120,535</b>	<b>(12,326)</b>	<b>74.26%</b>
<b><u>Parks and Recreation</u></b>					
Payroll-Salaries	270,000	180,000	163,387	16,613	60.51%
Payroll-Benefits	4,500	3,000	-	3,000	0.00%
FICA Taxes	20,655	13,770	12,754	1,016	61.75%
Life and Health Insurance	9,000	6,000	1,223	4,777	13.59%
Workers' Compensation	8,611	5,741	4,098	1,643	47.59%
ProfServ-Pool Maintenance	30,000	20,000	26,275	(6,275)	87.58%
Contracts-Pest Control	1,113	742	-	742	0.00%
Communication - Telephone	6,000	4,000	4,047	(47)	67.45%
Utility - General	40,000	26,667	27,574	(907)	68.94%
R&M-General	38,200	25,467	7,772	17,695	20.35%
R&M-Mulch	5,000	3,333	-	3,333	0.00%
R&M-Fitness Equipment	1,800	1,200	-	1,200	0.00%
Holiday Decoration	13,000	8,667	6,926	1,741	53.28%
Misc-News Letters	7,500	5,000	-	5,000	0.00%
Special Events	5,000	3,333	2,530	803	50.60%
Op Supplies - General	36,287	24,191	32,292	(8,101)	88.99%
Subscriptions and Memberships	1,043	695	-	695	0.00%
Capital Outlay	41,700	27,800	-	27,800	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>535,796</b>	<b>288,878</b>	<b>246,918</b>	<b>40.37%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,379,040</b>	<b>994,011</b>	<b>742,378</b>	<b>251,633</b>	<b>53.83%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	-	382,030	649,632	267,602	0.00%
Net change in fund balance	\$ -	\$ 382,030	\$ 649,632	\$ 267,602	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>\$ 1,293,303</b>	<b>\$ 1,560,905</b>		

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending May 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><u>REVENUES</u></b>					
Special Assmnts- Tax Collector	330,649	330,649	328,084	(2,565)	99.22%
Special Assmnts- Discounts	(13,226)	(13,226)	(12,685)	541	95.91%
<b>TOTAL REVENUES</b>	<b>317,423</b>	<b>317,423</b>	<b>315,399</b>	<b>(2,024)</b>	<b>99.36%</b>
<b><u>EXPENDITURES</u></b>					
<b><u>Administration</u></b>					
ProfServ-Administrative	2,100	1,400	-	1,400	0.00%
ProfServ-Legal Services	7,000	4,667	458	4,209	6.54%
Deed Restrictions	7,200	4,800	-	4,800	0.00%
Deed Restrictions-Printing & Postage	7,200	4,800	1,665	3,135	23.13%
Misc-Assessment Collection Cost	6,613	6,613	6,308	305	95.39%
Office Supplies	3,000	2,000	58	1,942	1.93%
<b>Total Administration</b>	<b>33,113</b>	<b>24,280</b>	<b>8,489</b>	<b>15,791</b>	<b>25.64%</b>
<b><u>Garbage/Solid Waste Services</u></b>					
Utility - Refuse Removal	284,310	189,540	179,144	10,396	63.01%
<b>Total Garbage/Solid Waste Services</b>	<b>284,310</b>	<b>189,540</b>	<b>179,144</b>	<b>10,396</b>	<b>63.01%</b>
<b>TOTAL EXPENDITURES</b>	<b>317,423</b>	<b>213,820</b>	<b>187,633</b>	<b>26,187</b>	<b>59.11%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	-	103,603	127,766	24,163	0.00%
Net change in fund balance	\$ -	\$ 103,603	\$ 127,766	\$ 24,163	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>90,782</b>	<b>90,782</b>	<b>90,782</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 90,782</b>	<b>\$ 194,385</b>	<b>\$ 218,548</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				\$1,757,774	\$ 1,427,125	\$ 330,649
Allocation %				100%	81%	19%
11/07/22	\$ 12,982	\$ 705	\$ 265	\$ 13,952	\$ 11,328	\$ 2,625
11/15/22	\$ 73,097	\$ 3,108	\$ 1,492	\$ 77,697	\$ 63,082	\$ 14,615
11/21/22	\$ 280,342	\$ 11,919	\$ 5,721	\$ 297,983	\$ 241,930	\$ 56,053
11/25/22	\$ 98,558	\$ 4,190	\$ 2,011	\$ 104,760	\$ 85,054	\$ 19,706
12/02/22	\$ 616,517	\$ 26,192	\$ 12,582	\$ 655,290	\$ 532,026	\$ 123,264
12/09/22	\$ 376,313	\$ 15,820	\$ 7,680	\$ 399,813	\$ 324,605	\$ 75,207
12/20/22	\$ 65,728	\$ 2,701	\$ 1,341	\$ 69,771	\$ 56,647	\$ 13,124
01/12/23	\$ 28,100	\$ 923	\$ 573	\$ 29,596	\$ 24,029	\$ 5,567
02/07/23	\$ 48,836	\$ 1,747	\$ 997	\$ 51,579	\$ 41,877	\$ 9,702
03/08/23	\$ 14,179	\$ 129	\$ 289	\$ 14,598	\$ 11,852	\$ 2,746
04/13/23	\$ 23,614	\$ 5	\$ 482	\$ 24,101	\$ 19,567	\$ 4,533
05/10/23	\$ 4,899	\$ -	\$ 100	\$ 4,999	\$ 4,059	\$ 940
<b>TOTAL</b>	<b>\$ 1,643,166</b>	<b>\$ 67,439</b>	<b>\$ 33,534</b>	<b>\$ 1,744,139</b>	<b>\$ 1,416,055</b>	<b>\$ 328,084</b>
% COLLECTED				99%	99%	99%
<b>TOTAL OUTSTANDING</b>				<b>\$ 13,635</b>	<b>\$ 11,070</b>	<b>\$ 2,565</b>

# Meadow Pointe

Community Development District

## Cash and Investment Report May 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	1,131,251
Checking Account - Operating	Regions	0.00%	n/a	48,095
		<b>Subtotal</b>		<u>1,179,345</u>
Petty Cash		0.00%	n/a	300
Money Market Account	Bank United	4.50%	n/a	98,470
Money Market Account	Valley National	4.50%	n/a	493,017
Money Market Account	Truist	0.01%	n/a	28,859
		<b>Subtotal</b>		<u>620,347</u>
		<b>Total</b>		<u>\$ 1,799,992</u>

**Meadow Pointe**

Community Development District

**Cash Receipts Schedule**  
**May 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	11,328		11,328	See assessment collection worksheet
11/15/22	Tax Collector	63,082		63,082	See assessment collection worksheet
11/21/22	Tax Collector	241,930		241,930	See assessment collection worksheet
11/25/22	Tax Collector	85,054		85,054	See assessment collection worksheet
12/01/22	Fobs / Rentals	383	383		
12/02/22	Tax Collector	532,026		532,026	See assessment collection worksheet
12/13/23	Fobs / Rentals / Parking	536	536		
12/09/22	Tax Collector	324,605		324,605	See assessment collection worksheet
12/20/22	Tax Collector	56,647		56,647	See assessment collection worksheet
01/06/23	Interest	571	571		
01/12/23	Tax Collector	24,029		24,029	See assessment collection worksheet
02/01/23	Rentals / Agreements / Fobs / Parking	2,570	2,570		
02/07/23	Tax Collector	41,877		41,877	See assessment collection worksheet
02/28/23	Rentals / Agreements / Fobs / Parking	2,355	2,355		
03/01/23	Fobs / Rentals	1,005	1,005		
03/08/23	Tax Collector	11,852		11,852	See assessment collection worksheet
03/16/23	Fobs / Rentals / Parking	914	914		
03/30/23	Refund - Times Publishing	1,181	1,181		
04/13/23	Tax Collector	19,567		19,567	See assessment collection worksheet
05/01/23	Reimbursement	469	469		
05/10/23	Tax Collector	4,059		4,059	See assessment collection worksheet
05/23/23	Rentals / Agreements / Fobs	4,054	4,054		
<b>Total</b>		<b>1,434,059</b>	<b>18,004</b>	<b>1,416,055</b>	

**MEADOW POINTE**  
Community Development District

***Annual Operating Budget***  
Fiscal Year 2024

Modified Tentative Budget:  
(Printed on 6/07/2023 4pm)

Prepared by:



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**Meadow Pointe**  
**Community Development District**

**Operating Budget**  
Fiscal Year 2024



**Summary of Revenues, Expenditures and Changes in Fund Balances**  
 General Fund  
 Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2021	FY 2022	BUDGET FY 2023	THRU MAY-2023	JUN- SEP-2023	PROJECTED FY 2023	BUDGET FY 2024
<b>REVENUES</b>							
Interest - Investments	2,773	6,142	2,500	12,236	6,992	19,228	2,500
Interest - Tax Collector	304	75	-	469	235	704	-
Special Assmnts- Tax Collector	1,119,334	1,119,334	1,427,125	1,416,055	11,070	1,427,125	1,427,125
Special Assmnts- Discounts	(42,926)	(42,843)	(57,085)	(54,754)	-	(54,754)	(57,085)
Other Miscellaneous Revenues	4,908	4,202	5,500	3,751	1,876	5,627	5,500
Access Cards	1,575	2,700	1,000	3,080	250	3,330	1,000
Amenities Revenue	11,570	13,752	-	11,173	250	11,423	-
<b>TOTAL REVENUES</b>	<b>1,097,538</b>	<b>1,103,362</b>	<b>1,379,040</b>	<b>1,392,010</b>	<b>20,672</b>	<b>1,412,682</b>	<b>1,379,040</b>

**EXPENDITURES**

*Administrative*

P/R-Board of Supervisors	22,600	21,567	12,000	9,510	2,490	12,000	12,000
FICA Taxes	1,729	1,331	918	459	459	918	918
ProfServ-Engineering	2,770	7,147	10,000	-	10,000	10,000	10,000
ProfServ-Legal Services	15,185	12,489	10,000	3,711	6,289	10,000	10,000
ProfServ-Mgmt Consulting	64,483	77,826	64,483	44,914	19,569	64,483	64,483
ProfServ-Property Appraiser	150	150	150	150	-	150	150
ProfServ-Recording Secretary	375	625	1,500	-	1,500	1,500	1,500
Auditing Services	4,600	4,245	5,200	4,245	955	5,200	5,200
Website Hosting/Email services	-	1,553	1,553	1,553	-	1,553	1,553
Postage and Freight	806	3,431	2,000	1,087	913	2,000	2,000
Insurance - General Liability	35,585	30,454	35,364	32,204	-	32,204	35,364
Printing and Binding	2	53	1,500	2	1,498	1,500	1,500
Legal Advertising	1,424	3,406	1,100	-	1,100	1,100	1,100
Miscellaneous Services	31	1,713	100	89	100	189	100
Misc-Assessment Collection Cost	17,536	17,332	28,543	27,226	-	27,226	28,543
Misc-Reserve Study	-	3,900	-	-	-	-	-
Misc-Taxes	2,374	2,298	3,300	2,298	1,002	3,300	3,300
Annual District Filing Fee	175	175	175	175	-	175	175
<b>Total Administrative</b>	<b>169,825</b>	<b>189,695</b>	<b>177,886</b>	<b>127,623</b>	<b>45,875</b>	<b>173,498</b>	<b>177,886</b>

*Field*

Contracts-Security Services	-	-	1,600	-	-	-	1,600
Contracts-Landscape	144,018	144,017	158,421	104,413	54,008	158,421	158,421
Contracts-Landscape Consultant	6,720	6,720	6,720	4,480	2,240	6,720	6,720
Utility - General	12,969	13,719	20,000	8,956	11,044	20,000	20,000
R&M-General	31,938	77,874	36,000	4,353	2,000	6,353	36,000
R&M-Irrigation	2,480	450	10,000	1,950	8,050	10,000	10,000
R&M-Lake	24,243	21,120	27,500	16,030	11,470	27,500	27,500
R&M-Landscape Renovations	14,773	19,706	20,000	36,810	10,000	46,810	20,000
R&M-Mulch	13,200	14,850	13,000	14,850	5,000	19,850	13,000
R&M-Sidewalks	-	-	10,000	-	10,000	10,000	10,000
R&M-Trees	-	-	15,000	13,500	1,500	15,000	15,000
Misc-Contingency	14,200	-	-	-	-	-	-
Cap Outlay-Machinery and Equip	-	112,305	5,000	-	5,000	5,000	5,000
<b>Total Field</b>	<b>264,541</b>	<b>410,761</b>	<b>323,241</b>	<b>205,342</b>	<b>120,312</b>	<b>325,654</b>	<b>323,241</b>

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
 General Fund  
 Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2021	FY 2022	BUDGET FY 2023	THRU MAY-2023	JUN- SEP-2023	PROJECTED FY 2023	BUDGET FY 2024
<b>Road and Street Facilities</b>							
Electricity - Streetlights	137,892	163,998	162,314	120,535	41,779	162,314	162,314
<b>Total Road and Street Facilities</b>	<b>137,892</b>	<b>163,998</b>	<b>162,314</b>	<b>120,535</b>	<b>41,779</b>	<b>162,314</b>	<b>162,314</b>
<b>Parks and Recreation</b>							
Payroll-Salaries	219,252	241,877	270,000	163,387	106,613	270,000	270,000
Payroll-Benefits	-	-	4,500	-	4,500	4,500	4,500
FICA Taxes	16,785	18,925	20,655	12,754	7,901	20,655	20,655
Life and Health Insurance	1,223	3,620	9,000	1,223	7,777	9,000	9,000
Workers' Compensation	3,293	4,389	8,611	4,098	4,513	8,611	8,611
ProfServ-Pool Maintenance	-	-	30,000	26,275	3,725	30,000	30,000
Contracts-Pest Control	-	-	1,113	-	1,113	1,113	1,113
Communication - Telephone	5,259	6,142	6,000	4,047	1,953	6,000	6,000
Utility - General	31,987	39,979	40,000	27,574	12,426	40,000	40,000
R&M-General	87,641	22,740	38,200	7,772	30,428	38,200	38,200
R&M-Mulch	4,720	-	5,000	-	5,000	5,000	5,000
R&M-Fitness Equipment	-	-	1,800	-	1,800	1,800	1,800
Holiday Decorations	-	-	13,000	6,926	-	6,926	13,000
Misc-News Letters	7,160	1,259	7,500	-	7,500	7,500	7,500
Special Events	-	-	5,000	2,530	2,470	5,000	5,000
Op Supplies - General	62,448	80,002	36,287	32,292	3,995	36,287	36,287
Subscriptions and Memberships	305	-	1,043	-	1,043	1,043	1,043
Capital Outlay	65,747	3,788	41,700	-	41,700	41,700	41,700
Reserves	-	-	176,190	-	-	-	176,190
<b>Total Parks and Recreation</b>	<b>505,820</b>	<b>422,721</b>	<b>715,599</b>	<b>288,878</b>	<b>244,457</b>	<b>533,335</b>	<b>715,599</b>
<b>TOTAL EXPENDITURES</b>	<b>1,078,078</b>	<b>1,187,175</b>	<b>1,379,040</b>	<b>742,378</b>	<b>452,423</b>	<b>1,194,801</b>	<b>1,379,040</b>
Excess (deficiency) of revenues							
Over (under) expenditures	19,460	(83,813)	-	649,632	(431,751)	217,881	-
Net change in fund balance	19,460	(83,813)	-	649,632	(431,751)	217,881	-
<b>FUND BALANCE, BEGINNING</b>	975,625	995,086	911,273	911,273		911,273	1,129,154
<b>FUND BALANCE, BEGINNING</b>	<b>\$ 995,086</b>	<b>\$ 911,273</b>	<b>\$ 911,273</b>	<b>\$ 1,560,905</b>	<b>\$ (431,751)</b>	<b>\$ 1,129,154</b>	<b>\$ 1,129,154</b>

**Exhibit "A"**  
Allocation of Fund Balances

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2024	\$ 1,129,154
Net Change in Fund Balance - Fiscal Year 2024	-
Reserves - Fiscal Year 2024 Additions	176,190
<b>Total Funds Available (Estimated) - 9/30/2024</b>	<b>1,305,344</b>

**ALLOCATION OF AVAILABLE FUNDS**

***Nonspendable Fund Balance***

Deposits	18,775
Subtotal	<u>18,775</u>

***Assigned Fund Balance***

Operating Reserve - First Quarter Operating Capital	344,760 <sup>(1)</sup>
Reserves (FY 2023)	176,190
Reserves (FY 2024)	176,190
Subtotal	<u>697,140</u>

<b>Total Allocation of Available Funds</b>	<b>715,915</b>
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<b>Total Unassigned (undesignated) Cash</b>	<b>\$ <u>589,429</u></b>
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**Notes**

(1) Represents approximately 3 months of operating expenditures

**Budget Narrative**  
Fiscal Year 2024

<b>REVENUES</b>
-----------------

**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.

<b>EXPENDITURES</b>
---------------------

**Administrative****P/R-Board of Supervisors/FICA Taxes**

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. The members will participate with payroll taxes.

**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.

**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.

**Budget Narrative**  
Fiscal Year 2024

<b>EXPENDITURES</b>
---------------------

**Administrative** (continued)**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.

**Website Hosting**

This represents the expenditure of the District's website and data standards.

**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.

**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.

**MEADOW POINTE**

Community Development District

*General Fund***Budget Narrative**  
Fiscal Year 2024**EXPENDITURES****Field** (continued)**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.

**R&M-Trees**

This represents the expenditure of tree replacement with the District.

**R&M-Sidewalks**

This represents the expenditure of maintaining the sidewalks within the District.

**Deed Restrictions**

The expenditure of notice of the use of property within the District.

**Deed Restriction-Printing & Postage**

The expenditure of printing and mailing the deed restrictions to the recipients within the District.

**Contracts-Security Services**

This represents the expenditure of patrol services with the Florida Highway Patrol.

**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.

**Parks and Recreation-General****Payroll-Salaries/FICA Taxes**

Payroll and payroll taxes for clubhouse employees.

**MEADOW POINTE**

Community Development District

*General Fund***Budget Narrative**  
Fiscal Year 2024**EXPENDITURES****Parks & Recreation** (continued)**Life & Health Insurance**

Insurance for employees.

**Employee Benefit-401K**

The retirement benefit for the District's 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.

**R&M-Pool**

The District expenditures related to the maintenance and repair of the pool and/or spa.

**R&M-Fitness Equipment**

This represents the repair and replacement of equipment within the District's fitness center.

**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.

**Contracts-Pest Control**

The District has contract with a pest control company to provide services on a monthly basis.

**Special Events**

This is for any special event the District may hold during the year.

**Holiday Decorations**

The cost associated with holiday lighting and decorations.

**Subscriptions and Memberships**

Various membership fees incurred by the District.

**Reserves**

To establish reserve funds for future repairs and maintenance for the Parks &amp; Recreation area

**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 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL THRU MAY-2023	PROJECTED JUN- SEP-2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
<b>REVENUES</b>							
Special Assmnts- Tax Collector	152,670	152,670	330,649	328,084	2,565	330,649	403,544
Special Assmnts- Discounts	(5,855)	(5,844)	(13,226)	(12,685)	-	(12,685)	(16,142)
<b>TOTAL REVENUES</b>	<b>146,815</b>	<b>146,826</b>	<b>317,423</b>	<b>315,399</b>	<b>2,565</b>	<b>317,964</b>	<b>387,403</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
ProfServ-Administrative	2,100	3,575	2,100	-	2,100	2,100	2,100
ProfServ-Legal Services	2,894	3,339	7,000	458	4,000	4,458	7,000
Deed Restrictions	-	-	7,200	-	5,000	5,000	7,200
Deed Restrictions-Printing & Postage	-	-	7,200	1,665	5,000	6,665	7,200
Misc-Assessment Collection Cost	2,937	2,381	6,613	6,308	-	6,308	8,071
Office Supplies	3,693	383	3,000	58	1,500	1,558	3,000
<b>Total Administrative</b>	<b>11,624</b>	<b>9,678</b>	<b>33,113</b>	<b>8,489</b>	<b>17,600</b>	<b>26,089</b>	<b>34,571</b>
<i>Garbage/Solid Waste Services</i>							
Utility - Refuse Removal	156,764	159,564	284,310	179,144	105,166	284,310	352,832
<b>Total Garbage/Solid Waste Services</b>	<b>156,764</b>	<b>159,564</b>	<b>284,310</b>	<b>179,144</b>	<b>105,166</b>	<b>284,310</b>	<b>352,832</b>
<b>TOTAL EXPENDITURES</b>	<b>168,388</b>	<b>169,242</b>	<b>317,423</b>	<b>187,633</b>	<b>122,766</b>	<b>310,399</b>	<b>387,403</b>
Excess (deficiency) of revenues Over (under) expenditures	(21,573)	(22,416)	-	127,766	(120,201)	7,565	-
Net change in fund balance	(21,573)	(22,416)	-	127,766	(120,201)	7,565	-
<b>FUND BALANCE, BEGINNING</b>	134,769	113,196	90,780	90,782	-	90,782	98,347
<b>FUND BALANCE, ENDING</b>	<b>\$ 113,196</b>	<b>\$ 90,778</b>	<b>\$ 90,780</b>	<b>\$ 218,548</b>	<b>\$ (120,201)</b>	<b>\$ 98,347</b>	<b>\$ 98,347</b>



**Exhibit "B"**  
Allocation of Fund Balances

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2024	\$ 98,347
Net Change in Fund Balance - Fiscal Year 2024	-
Reserves - Fiscal Year 2024 Additions	-
<b>Total Funds Available (Estimated) - 9/30/2024</b>	<b>98,347</b>

**ALLOCATION OF AVAILABLE FUNDS**

***Assigned Fund Balance***

Operating Reserve - First Quarter Operating Capital	96,851 <sup>(1)</sup>
Reserves	-
Subtotal	<u>96,851</u>
<b>Total Allocation of Available Funds</b>	<b>96,851</b>

<b>Total Unassigned (undesignated) Cash</b>	<b><u>\$ 1,496</u></b>
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**Notes**

(1) Represents approximately 3 months of operating expenditures

**Budget Narrative**  
Fiscal Year 2024

**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 2024

**Comparison of Non-Ad Valorem Assessment Rates  
Fiscal Year 2024 vs. Fiscal Year 2023**

Product Designation	General Fund						Total Assessments per Unit			Units
	General Services			Residential Services			FY 2024	FY 2023	Percent Change	
	FY 2024	FY 2023	Percent Change	FY 2024	FY 2023	Percent Change				
Residential	\$646.22	\$646.22	0.00%	\$276.78	\$226.78	22.05%	\$923.00	\$873.00	5.73%	1458
Commercial	\$8,659.59	\$8,659.59	0.00%	\$0.00	\$0.00	n/a	\$8,659.59	\$8,659.59	0.00%	56
										<b>1,514</b>

*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.*