

Meadow Pointe Community Development District

Board of Supervisors

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

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

Regular Meeting Agenda

Thursday, February 15, 2024, 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 January 18, 2024 Meeting
 - B. Acceptance of December 2023 Financials
5. Spectrum Non-Bulk Agreement Discussion
6. Deed Restriction and Architectural Review Matters
7. Discussion Regarding Budget Time Line for Any Changes
8. Operations Matters
9. Community Council Update
10. District Manager
11. New Business
12. Supervisor Comments
13. Audience Comments (3 minute time limit)
14. Adjournment.

Note: The next meeting is scheduled for March 21, 2024

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 18, 2024 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	Inframark District Manager
Keith Fisk	Operations Manager

Residents

The following is a summary of the discussions and actions taken at the January 18, 2024 Board of Supervisors meeting as per the District Managers notes.

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

Ms. Rothen addressed the Board regarding use of the pickleball courts by non-residents and suggested implementing a reservation system similar to the Meadow Pointe 2 system.

Ms. Parry addressed the Board regarding signage in the community.

Mr. Viti addressed the Board regarding safety protection and speeding.

Ms. Rybalt also addressed the Board regarding use of the pickleball courts.

Mr. Abrams addressed the Board regarding removal of trees behind his house at the pond area.

A resident commented on a request sent to the county regarding speed bumps.

An online resident, Danielle, addressed the Board regarding a notice she received for a deed restriction of a cracked sidewalk. She requested an extension of the deadline for repair.

January 18, 2024

Meadow Pointe C.D.D.

The resident, Danielle, also requested an update on the resurfacing of the splash pad.

FIFTH ORDER OF BUSINESS

Deed Restriction and Architecture Matters

A resident submitted photos for an ARC application which was approved.

FOURTH ORDER OF BUSINESS

Consent Agenda

A. Approval of the Minutes of the November 16, 2023 Meeting

B. Acceptance of November 2023 Financials

C. Ratification of Acceptance of Engagement Letter from Berger Toombs for the Year Ended September 2023

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

SIXTH ORDER OF BUSINESS

Operations Matters

Mr. Fisk reported on the following:

- Splash pad update – Aquaworks will begin work on features next week.
- Update on the room – Floors installed, baseboards installed, room painted, purchased three arcade games.
- Waiting on Pasco County call back on drainage problem on the road.

SEVENTH ORDER OF BUSINESS

Community Council Update

Mr. Costa noted we will do another wine tasting event on February 9th.

The Spring Fair will take place in late March or early April, asking for suggestions.

Tentative date for egg hunt March 16, 2024.

EIGHTH ORDER OF BUSINESS

District Manager

None.

An item for the next meeting’s agenda will be Discussion of Spectrum non-bulk agreement.

NINTH ORDER OF BUSINESS

New Business

- Discussion of Ground Based Solar
- Motion to Direct Inframark Accounting Department to Close the Current Credit Card at Truist Bank and open a new Credit Card account with Valley National Bank

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Meadow Pointe C.D.D.

On MOTION by Mr. Smith seconded by Mr. Kirkland with all in favor directing Inframark Accounting Department to close the current credit card account with Truist Bank and open a new credit card account with Valley National Bank was approved. 4-0

- Discussion of Resident Complaint Regarding Pickleball Court Usage by Non-Resident’s
A discussion ensued with the following being noted: handle the pickleball courts the same as the racquetball court, notice on website, hang signs on the court that effective a certain date resident will need to call the clubhouse to make a reservation which will only be for one hour. Resident to make one one-hour reservation per night. Utilize a camera at the court or add an alarm to the gate.
Mr. Fisk noted we will get an alarm for the gate and post signs at the courts noting beginning on January 29, 2024 reservations can be made.
- Addition of Bulk Pickup by Coastal Waste Monthly for an Additional \$1 Per Home Per Month
Discussion ensued.

On MOTION by Ms. Willis seconded by Mr. Kirkland with all in favor contracting with Coastal Waste to add an additional monthly bulk pickup for an additional \$1 per home, per month, for the remainder of the fiscal year for a total of \$14,580 was approved. 4-0

The information regarding the additional bulk pickup will be posted to the District’s website.

- Status of Resident Lounge/Indoor Recreation Center
Not discussed.
- Discussion Regarding Use of Property for a Disabled Adult Group Home
For informational purposes, Mr. Smith reported that a realtor has contacted Mr. Fisk and himself to discuss the possibility of using a house in Meadow Pointe for the purpose of using it as an adult group home for the disabled.
The party who made the request was to have attended today’s meeting, but they did not.

TENTH ORDER OF BUSINESS

Supervisor Comments

Mr. Smith led a discussion regarding neighborhood speeding issues.

January 18, 2024

Meadow Pointe C.D.D.

We need all residents to call the Sherriff's department.

The wall was discussed, quotes were received to remove the bamboo and do the wall repair.

ELEVENTH ORDER OF BUSINESS

Audience Comments

Tennis courts and wind screen issues were discussed.

Early hours fitness room matters were discussed.

Pickleball court use was discussed again.

On MOTION by Mr. Smith seconded by Mr. Kirkland with all in favor collecting voluntary email contacts from residents was approved. 4-0

TWELFTH ORDER OF BUSINESS

Adjournment

There being no further business to discuss,

On MOTION by Mr. Smith seconded by Mr. Kirkland with all in favor the meeting adjourned. 4-0

Meadow Pointe

Community Development District

Notes to the Financial Statements

Financial Overview / Highlights

- ▶ Total revenues are currently at 94.95% of the annual budget. 93.78% of special assessments have been collected through December.

- ▶ Total expenditures are at approximately 25.90% of the annual budget.

Variance Analysis

Account Name	YTD Actual	Annual Budget	% of Budget	Explanation
Expenditures - General Fund				
<i>Administrative</i>				
ProfServ-Mgmt Consulting Serv	\$16,121	\$64,483	25%	Budget includes monthly management fee and annual fee for assessment roll preparation.
Web Hosting/Email services	\$1,553	\$1,553	100%	Annual Website Services for FY2024.
Insurance-General Liability	\$43,735	\$35,364	124%	EGIS Insurance premium has been paid for FY2024.
Annual District Filing Fee	\$175	\$175	100%	Annual Filing for FY 2024.
<i>Field</i>				
Contracts-Security Services	\$3,080	\$1,600	193%	All payments to Daniel L. Lavallo.
R&M-General	\$5,921	\$36,000	16%	Neptune Multi Services - pressure wash sidewalk/fences.
R&M-Lake	\$6,870	\$27,500	25%	All payments for monthly lake maintenance and repairs.
R&M-Landscape Renovations	\$2,736	\$20,000	14%	Greenview Landscaping - removed dirt/debris, added SOD.
R&M-Trees	\$1,150	\$15,000	8%	Two Men & A Chainsaw - removed trees.
<i>Parks and Recreation</i>				
ProfServ-Pool Maintenance	\$12,197	\$30,000	41%	Triangle Pool Service - replace flow switch, install chemical controller - \$2,542. Specialty Surfaces - installation of splash pad - \$9,655.
Communication - Telephone	\$979	\$6,000	16%	Spectrum and Verizon monthly charges.
Holiday Decorations	\$12,000	\$13,000	92%	Events Done Bright - holiday decorations.
Op Supplies - General	\$14,216	\$36,287	39%	Includes pool chemicals - \$1,946, employee bonuses - \$2,400, cleaning supplies and misc expenses.
Capital Outlay	\$4,711	\$41,700	11%	Fitrev - various equipment installation with subscriptions and pad reupholstery.
Reserve	\$8,271	\$176,190	5%	Aquaworx - deposit for new splash features.

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

Balance Sheet
December 31, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	RESIDENTIAL SERVICES FUND	TOTAL
<u>ASSETS</u>			
Cash - Checking Account	\$ 1,877,674	\$ 403	\$ 1,878,077
Cash On Hand/Petty Cash	300	-	300
Due From Other Funds	-	416,146	416,146
Investments:			
Money Market Account	667,903	-	667,903
Prepaid Items	2,092	-	2,092
Utility Deposits - TECO	18,775	-	18,775
TOTAL ASSETS	\$ 2,566,744	\$ 416,549	\$ 2,983,293
<u>LIABILITIES</u>			
Accounts Payable	\$ 34,143	\$ 78,971	\$ 113,114
Accrued Expenses	15,000	-	15,000
Sales Tax Payable	35	-	35
Deposits	600	-	600
Due To Other Funds	416,146	-	416,146
TOTAL LIABILITIES	465,924	78,971	544,895
<u>FUND BALANCES</u>			
Nonspendable:			
Prepaid Items	2,092	-	2,092
Deposits	18,775	-	18,775
Assigned to:			
Operating Reserves	300,713	72,242	372,955
Reserves - Park	176,190	-	176,190
Unassigned:			
	1,603,050	265,336	1,868,386
TOTAL FUND BALANCES	\$ 2,100,820	\$ 337,578	\$ 2,438,398
TOTAL LIABILITIES & FUND BALANCES	\$ 2,566,744	\$ 416,549	\$ 2,983,293

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 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
REVENUES					
Interest - Investments	\$ 2,500	\$ 625	\$ 11,644	\$ 11,019	465.76%
Interest - Tax Collector	-	-	99	99	0.00%
Special Assmnts- Tax Collector	1,427,125	1,250,162	1,338,407	88,245	93.78%
Special Assmnts- Discounts	(57,085)	(50,520)	(53,506)	(2,986)	93.73%
Other Miscellaneous Revenues	5,500	1,375	9,693	8,318	176.24%
Access Cards	1,000	250	632	382	63.20%
Amenities Revenue	-	-	2,459	2,459	0.00%
TOTAL REVENUES	1,379,040	1,201,892	1,309,428	107,536	94.95%
EXPENDITURES					
Administration					
P/R-Board of Supervisors	12,000	3,000	2,965	35	24.71%
FICA Taxes	918	230	122	108	13.29%
ProfServ-Engineering	10,000	2,500	304	2,196	3.04%
ProfServ-Legal Services	10,000	2,500	105	2,395	1.05%
ProfServ-Mgmt Consulting	64,483	16,121	16,121	-	25.00%
ProfServ-Property Appraiser	150	150	-	150	0.00%
ProfServ-Recording Secretary	1,500	375	-	375	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	500	267	233	13.35%
Insurance - General Liability	35,364	35,364	43,735	(8,371)	123.67%
Printing and Binding	1,500	375	-	375	0.00%
Legal Advertising	1,100	275	143	132	13.00%
Miscellaneous Services	100	25	-	25	0.00%
Misc-Assessment Collection Cost	28,543	25,004	25,698	(694)	90.03%
Misc-Taxes	3,300	3,300	969	2,331	29.36%
Annual District Filing Fee	175	175	175	-	100.00%
Total Administration	177,886	94,047	92,157	1,890	51.81%
Field					
Contracts-Security Services	1,600	400	3,080	(2,680)	192.50%
Contracts-Landscape	158,421	39,605	39,605	-	25.00%
Contracts-Landscape Consultant	6,720	1,680	1,680	-	25.00%
Utility - General	20,000	5,000	5,780	(780)	28.90%
R&M-General	36,000	9,000	5,921	3,079	16.45%
R&M-Irrigation	10,000	2,500	500	2,000	5.00%
R&M-Lake	27,500	6,875	6,870	5	24.98%
R&M-Landscape Renovations	20,000	5,000	2,736	2,264	13.68%
R&M-Mulch	13,000	3,250	-	3,250	0.00%
R&M-Sidewalks	10,000	2,500	-	2,500	0.00%
R&M-Trees	15,000	3,750	1,150	2,600	7.67%
Cap Outlay-Machinery and Equip	5,000	1,250	-	1,250	0.00%
Total Field	323,241	80,810	67,322	13,488	20.83%

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 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
<u>Road and Street Facilities</u>					
Electricity - Streetlights	162,314	40,578	47,250	(6,672)	29.11%
Total Road and Street Facilities	162,314	40,578	47,250	(6,672)	29.11%
<u>Parks and Recreation</u>					
Payroll-Salaries	270,000	67,500	64,174	3,326	23.77%
Payroll-Benefits	4,500	1,125	-	1,125	0.00%
FICA Taxes	20,655	5,164	5,000	164	24.21%
Life and Health Insurance	9,000	2,250	2,112	138	23.47%
Workers' Compensation	8,611	8,611	3,768	4,843	43.76%
ProfServ-Pool Maintenance	30,000	7,500	12,197	(4,697)	40.66%
Contracts-Pest Control	1,113	278	225	53	20.22%
Communication - Telephone	6,000	1,500	979	521	16.32%
Utility - General	40,000	10,000	13,117	(3,117)	32.79%
R&M-General	38,200	9,550	8,671	879	22.70%
R&M-Mulch	5,000	1,250	-	1,250	0.00%
R&M-Fitness Equipment	1,800	450	-	450	0.00%
Holiday Decoration	13,000	13,000	12,000	1,000	92.31%
Misc-News Letters	7,500	1,875	-	1,875	0.00%
Special Events	5,000	1,250	1,050	200	21.00%
Op Supplies - General	36,287	9,072	14,216	(5,144)	39.18%
Subscriptions and Memberships	1,043	261	-	261	0.00%
Capital Outlay	41,700	10,425	4,711	5,714	11.30%
Reserve	176,190	176,190	8,271	167,919	4.69%
Total Parks and Recreation	715,599	327,251	150,491	176,760	21.03%
TOTAL EXPENDITURES	1,379,040	542,686	357,220	185,466	25.90%
Excess (deficiency) of revenues					
Over (under) expenditures	-	659,206	952,208	293,002	0.00%
Net change in fund balance	\$ -	\$ 659,206	\$ 952,208	\$ 293,002	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	1,148,612	1,148,612	1,148,612		
FUND BALANCE, ENDING	\$ 1,148,612	\$ 1,807,818	\$ 2,100,820		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 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>
REVENUES					
Interest - Investments	\$ -	\$ -	\$ 2,721	\$ 2,721	0.00%
Special Assmnts- Tax Collector	330,649	289,649	310,094	20,445	93.78%
Special Assmnts- Discounts	(13,226)	(11,705)	(12,397)	(692)	93.73%
TOTAL REVENUES	317,423	277,944	300,418	22,474	94.64%
EXPENDITURES					
Administration					
ProfServ-Administrative	2,100	525	-	525	0.00%
ProfServ-Legal Services	7,000	1,750	-	1,750	0.00%
Deed Restrictions	7,200	1,800	-	1,800	0.00%
Deed Restrictions-Printing & Postage	7,200	1,800	12	1,788	0.17%
Misc-Assessment Collection Cost	6,613	5,793	5,954	(161)	90.03%
Office Supplies	3,000	750	-	750	0.00%
Total Administration	33,113	12,418	5,966	6,452	18.02%
Garbage/Solid Waste Services					
Utility - Refuse Removal	284,310	71,078	64,857	6,221	22.81%
Total Garbage/Solid Waste Services	284,310	71,078	64,857	6,221	22.81%
TOTAL EXPENDITURES	317,423	83,496	70,823	12,673	22.31%
Excess (deficiency) of revenues Over (under) expenditures	-	194,448	229,595	35,147	0.00%
Net change in fund balance	\$ -	\$ 194,448	\$ 229,595	\$ 35,147	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)	107,983	107,983	107,983		
FUND BALANCE, ENDING	\$ 107,983	\$ 302,431	\$ 337,578		

Meadow Pointe

Community Development District

**Non-Ad Valorem Special Assessments
(Pasco County Tax Collector - Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2024**

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%
11/07/23	\$ 14,848	\$ 807	\$ 303	\$ 15,958	\$ 12,956	\$ 3,002
11/14/23	\$ 92,809	\$ 3,946	\$ 1,894	\$ 98,649	\$ 80,092	\$ 18,557
11/21/23	\$ 56,671	\$ 2,409	\$ 1,157	\$ 60,237	\$ 48,906	\$ 11,331
11/29/23	\$ 279,455	\$ 11,882	\$ 5,703	\$ 297,039	\$ 241,164	\$ 55,875
12/01/23	\$ 126,483	\$ 5,378	\$ 2,581	\$ 134,442	\$ 109,153	\$ 25,289
12/07/23	\$ 960,471	\$ 40,798	\$ 19,601	\$ 1,020,871	\$ 828,838	\$ 192,033
12/14/23	\$ 9,525	\$ 337	\$ 194	\$ 10,056	\$ 8,164	\$ 1,892
12/29/23	\$ 10,684	\$ 346	\$ 218	\$ 11,248	\$ 9,132	\$ 2,116
TOTAL	\$ 1,550,946	\$ 65,903	\$ 31,652	\$ 1,648,501	\$ 1,338,407	\$ 310,094

% COLLECTED 94% 94% 94%

TOTAL OUTSTANDING	\$ 109,273	\$ 88,718	\$ 20,555
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Meadow Pointe

Community Development District

Cash and Investment Report December 31, 2023

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>MATURITY</u>	<u>BALANCE</u>
GENERAL FUND				
Checking Account - Operating	SouthState	0.00%	n/a	1,590,642
Checking Account - Operating	Valley National	5.38%	n/a	268,165
Checking Account - Operating	Regions	0.00%	n/a	19,269
		Subtotal		<u>1,878,076</u>
Petty Cash		0.00%	n/a	300
Money Market Account	Bank United	5.25%	n/a	667,903
		Subtotal		<u>667,903</u>
		Total		<u>\$ 2,546,280</u>

Meadow Pointe

Community Development District

**Cash Receipts Schedule
December 31, 2023**

<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Misc. Income</u>	<u>Other</u>	<u>Description</u>
10/31/23	Rentals / Fobs / Parking / Vending Sales	2,070	2,070		
11/07/23	Tax Collector	12,956		12,956	See assessment collection worksheet
11/14/23	Tax Collector	80,092		80,092	See assessment collection worksheet
11/21/23	Tax Collector	48,906		48,906	See assessment collection worksheet
11/29/23	Tax Collector	241,165		241,165	See assessment collection worksheet
11/30/23	Rentals / Fobs / Parking / Vending Sales / Agreements	1,374	1,374		
11/30/23	Deed Violations	4,050	4,050		
12/01/23	Tax Collector	109,153		109,153	See assessment collection worksheet
12/07/23	Tax Collector	828,838		828,838	See assessment collection worksheet
12/14/23	Tax Collector	8,164		8,164	See assessment collection worksheet
12/21/23	Rentals / Fobs / Parking / Vending Sales	590	590		
12/21/23	Fines-Deed Violation Payments	4,700	4,700		
12/29/23	Tax Collector	9,132		9,132	See assessment collection worksheet
Total		1,351,190	12,784	1,338,407	