

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, May 18, 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 April 20, 2023 Meeting
 - B. Acceptance of April 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. Discussion of the Proposed Fiscal Year 2024 Budget and Consideration of Resolution 2023-03 Approving the Budget, and Setting the Public Hearing
 - B. Number of Registered Voters from Pasco County SOE – 2985
10. New Business
11. Supervisor Comments
12. Audience Comments (3 minute time limit)
13. Adjournment.

Note: The next meeting is scheduled for June 15, 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, April 20, 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 (remote)	Assistant Secretary

Also present:

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

The following is a summary of the discussions and actions taken at the April 20, 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.

On MOTION by Ms. Willis seconded by Mr. Sourk with all in favor allowing Mr. Kirkland to fully participate in today's meeting remotely due to unusual circumstances was approved. 3-0

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 March 16, 2023 Meeting

B. Acceptance of March, 2023 Financials

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

FIFTH ORDER OF BUSINESS

Old Business

- Ms. Kathryn Hopkinson introduced herself as the new District Counsel for the District.
Ms. Hopkinson reported on her review and research of the Deed Restrictions.
- The waste removal fee increase was briefly discussed and Ms. Hopkinson commented on an agreement she is working on that would allow Meadow Pointe 1 to get bids for Meadow Pointe 1, 2, 3, and 4 to streamline the waste management for waste pickup, and recycling pickup.

SIXTH ORDER OF BUSINESS

Deed Restriction and Architectural Review Matters

The update on the ARC's that were approved have been submitted to the Board.

The Board inquired about using the HOA attorney for letters of intent to fine and lien on deed restrictions.

SEVENTH ORDER OF BUSINESS

Operations Matters

Mr. Fisk noted a camera needs to be replaced and a proposal from Complete IT was received. Proposals will be discussed at the next regular Board meeting.

The Tampa Bay lift station located on Tangledvine Drive was discussed. Work will be ongoing on the lift station for the next seven months. On May 1st they will shut down the power to the pumps there, and they will be running generators from 6:30 a.m. to 3:30 p.m.

EIGHTH ORDER OF BUSINESS Community Council Update

Mr. Dennis Costa discussed paint for the mail posts.

The June event was briefly discussed.

On MOTION by Mr. Smith seconded by Ms. Willis with all in favor, authorizing a budget for the June 3rd pool event in the amount of not to exceed \$900 was approved. 4-0

NINTH ORDER OF BUSINESS

District Manager

- Quarterly Compliance Audit Report from Campus Suite
Mr. Wenck noted the report from Campus Suite indicates that the website is in compliance.

TENTH ORDER OF BUSINESS

New Business

- Discussion of Waste Connections, Inc. Contract
This item was discussed earlier in the meeting.

- Discussion of Blue Water Aquatics Contract
The contract amount will be increased by \$1,700 annually. The total cost will be \$29,128.80 per year.
- Greenview, the landscape company, will not require an increase.
- Discussion of Complete IT Service & Solutions Estimate
- Consideration of Filling Vacant Board Seat, Seat 4

Mr. Sourk MOVED seconded by Mr. Kirkland, to nominate Ms. Stephanie Costa to fill the currently vacant Board seat, seat 4.

Discussion.

Mr. Sourk withdrew the motion he made above and Mr. Kirkland withdrew his second.

ELEVENTH ORDER OF BUSINESS

Supervisor Comments

- Ms. Willis updated the Board regarding the off duty officer for patrolling the roadways. Pasco County cannot guarantee a radar-trained and certified deputy to come out.

TWELFTH ORDER OF BUSINESS

Audience Comments

There were none.

THIRTEENTH ORDER OF BUSINESS

Meeting Suspended

WORKSHOP MEETING 8:00 p.m.

• **Discussion of Preliminary, Proposed, Fiscal Year 2024 Budget**

As per the District Manager’s notes, the Board would like the budget put back to the original version with all of the increase for the trash pickup put back in the Residential Fund showing the full increase on that line item.

Restore the two Deed Restriction lines to the \$7,200 each.

Also don’t calculate absorbing any of the increase using left-over funds.

FOURTEENTH ORDER OF BUSINESS

Adjournment

The regular meeting reconvened and a quorum was re-established.

There being no further business to discuss, the meeting adjourned at 8:47 p.m.

Meadow Pointe

Community Development District

Notes to the Financial Statements

Financial Overview / Highlights

- ▶ Total revenues are currently at 100.28% of the annual budget. 98.94% of special assessments have been collected through April.

- ▶ Total expenditures are at approximately 47.46% 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	\$39,540	\$64,483	61%	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>Field</i>				
Contracts-Landscape Consultants	\$3,920	\$6,720	58%	All payments to OLM for landscape inspections.
R&M-Lake	\$13,740	\$27,500	50%	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>Parks and Recreation</i>				
ProfServ-Pool Maintenance	\$25,080	\$30,000	84%	Pavers Rescue repair pool and shower areas - \$11,418, Triangle Pool Service installed motor - \$3,356, Aquaworx annual maintenance - \$9,500.
Communication - Telephone	\$3,358	\$6,000	56%	Spectrum and Verizon monthly charges.
R&M-General	\$6,874	\$38,200	18%	All payments for repair and maintenance items.
Op Supplies - General	\$29,854	\$36,287	82%	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

April 30, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	RESIDENTIAL SERVICES FUND	TOTAL
ASSETS			
Cash - Checking Account	\$ 1,267,802	\$ -	\$ 1,267,802
Cash On Hand/Petty Cash	300	-	300
Due From Other Funds	-	255,061	255,061
Investments:			
Money Market Account	620,346	-	620,346
Prepaid Items	13,773	-	13,773
Utility Deposits - TECO	18,775	-	18,775
TOTAL ASSETS	\$ 1,920,996	\$ 255,061	\$ 2,176,057

LIABILITIES			
Accounts Payable	\$ 6,284	\$ 13,297	\$ 19,581
Accrued Expenses	19,374	-	19,374
Deposits	600	-	600
Due To Other Funds	255,061	-	255,061
TOTAL LIABILITIES	281,319	13,297	294,616

FUND BALANCES			
Nonspendable:			
Prepaid Items	13,773	-	13,773
Deposits	18,775	-	18,775
Assigned to:			
Operating Reserves	262,932	43,679	306,611
Unassigned:	1,344,197	198,085	1,542,282
TOTAL FUND BALANCES	\$ 1,639,677	\$ 241,764	\$ 1,881,441

TOTAL LIABILITIES & FUND BALANCES	\$ 1,920,996	\$ 255,061	\$ 2,176,057
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Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 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	\$ 1,458	\$ 12,235	\$ 10,777	489.40%
Interest - Tax Collector	-	-	469	469	0.00%
Special Assmnts- Tax Collector	1,427,125	1,427,125	1,411,996	(15,129)	98.94%
Special Assmnts- Discounts	(57,085)	(57,085)	(54,754)	2,331	95.92%
Other Miscellaneous Revenues	5,500	3,208	3,222	14	58.58%
Access Cards	1,000	583	1,990	1,407	199.00%
Amenities Revenue	-	-	7,733	7,733	0.00%
TOTAL REVENUES	1,379,040	1,375,289	1,382,891	7,602	100.28%
EXPENDITURES					
Administration					
P/R-Board of Supervisors	12,000	7,000	8,125	(1,125)	67.71%
FICA Taxes	918	536	398	138	43.36%
ProfServ-Engineering	10,000	5,833	-	5,833	0.00%
ProfServ-Legal Services	10,000	5,833	2,293	3,540	22.93%
ProfServ-Mgmt Consulting	64,483	37,615	39,540	(1,925)	61.32%
ProfServ-Property Appraiser	150	150	-	150	0.00%
ProfServ-Recording Secretary	1,500	875	-	875	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	1,167	1,051	116	52.55%
Insurance - General Liability	35,364	26,523	32,204	(5,681)	91.06%
Printing and Binding	1,500	875	2	873	0.13%
Legal Advertising	1,100	642	-	642	0.00%
Miscellaneous Services	100	58	89	(31)	89.00%
Misc-Assessment Collection Cost	28,543	28,543	27,145	1,398	95.10%
Misc-Taxes	3,300	3,300	2,298	1,002	69.64%
Annual District Filing Fee	175	175	175	-	100.00%
Total Administration	177,886	125,878	119,118	6,760	66.96%
Field					
Contracts-Security Services	1,600	933	-	933	0.00%
Contracts-Landscape	158,421	92,412	91,211	1,201	57.58%
Contracts-Landscape Consultant	6,720	3,920	3,920	-	58.33%
Utility - General	20,000	11,667	7,840	3,827	39.20%
R&M-General	36,000	21,000	1,678	19,322	4.66%
R&M-Irrigation	10,000	5,833	1,950	3,883	19.50%
R&M-Lake	27,500	16,042	13,740	2,302	49.96%
R&M-Landscape Renovations	20,000	11,667	36,810	(25,143)	184.05%
R&M-Mulch	13,000	7,583	14,850	(7,267)	114.23%
R&M-Sidewalks	10,000	5,833	-	5,833	0.00%
R&M-Trees	15,000	8,750	13,500	(4,750)	90.00%
Cap Outlay-Machinery and Equip	5,000	2,917	-	2,917	0.00%
Total Field	323,241	188,557	185,499	3,058	57.39%

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 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	94,683	104,475	(9,792)	64.37%
Total Road and Street Facilities	162,314	94,683	104,475	(9,792)	64.37%
<u>Parks and Recreation</u>					
Payroll-Salaries	270,000	157,500	132,457	25,043	49.06%
Payroll-Benefits	4,500	2,625	-	2,625	0.00%
FICA Taxes	20,655	12,049	10,343	1,706	50.08%
Life and Health Insurance	9,000	5,250	1,223	4,027	13.59%
Workers' Compensation	8,611	5,023	3,884	1,139	45.11%
ProfServ-Pool Maintenance	30,000	17,500	25,080	(7,580)	83.60%
Contracts-Pest Control	1,113	649	-	649	0.00%
Communication - Telephone	6,000	3,500	3,358	142	55.97%
Utility - General	40,000	23,333	23,511	(178)	58.78%
R&M-General	38,200	22,283	6,874	15,409	17.99%
R&M-Mulch	5,000	2,917	-	2,917	0.00%
R&M-Fitness Equipment	1,800	1,050	-	1,050	0.00%
Holiday Decoration	13,000	7,583	6,926	657	53.28%
Misc-News Letters	7,500	4,375	-	4,375	0.00%
Special Events	5,000	2,917	2,155	762	43.10%
Op Supplies - General	36,287	21,167	29,584	(8,417)	81.53%
Subscriptions and Memberships	1,043	608	-	608	0.00%
Capital Outlay	41,700	24,325	-	24,325	0.00%
1st Quarter Operating Reserves	176,190	176,190	-	176,190	0.00%
Total Parks and Recreation	715,599	490,844	245,395	245,449	34.29%
TOTAL EXPENDITURES	1,379,040	899,962	654,487	245,475	47.46%
Excess (deficiency) of revenues					
Over (under) expenditures	-	475,327	728,404	253,077	0.00%
Net change in fund balance	\$ -	\$ 475,327	\$ 728,404	\$ 253,077	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2022)	911,273	911,273	911,273		
FUND BALANCE, ENDING	\$ 911,273	\$ 1,386,600	\$ 1,639,677		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending April 30, 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>REVENUES</u>					
Special Assmnts- Tax Collector	330,649	330,649	327,144	(3,505)	98.94%
Special Assmnts- Discounts	(13,226)	(13,226)	(12,685)	541	95.91%
TOTAL REVENUES	317,423	317,423	314,459	(2,964)	99.07%
<u>EXPENDITURES</u>					
<u>Administration</u>					
ProfServ-Administrative	2,100	1,225	-	1,225	0.00%
ProfServ-Legal Services	7,000	4,083	458	3,625	6.54%
Deed Restrictions	7,200	4,200	-	4,200	0.00%
Deed Restrictions-Printing & Postage	7,200	4,200	1,219	2,981	16.93%
Misc-Assessment Collection Cost	6,613	6,613	6,289	324	95.10%
Office Supplies	3,000	1,750	58	1,692	1.93%
Total Administration	33,113	22,071	8,024	14,047	24.23%
<u>Garbage/Solid Waste Services</u>					
Utility - Refuse Removal	284,310	165,848	155,452	10,396	54.68%
Total Garbage/Solid Waste Services	284,310	165,848	155,452	10,396	54.68%
TOTAL EXPENDITURES	317,423	187,919	163,476	24,443	51.50%
Excess (deficiency) of revenues Over (under) expenditures	-	129,504	150,983	21,479	0.00%
Net change in fund balance	\$ -	\$ 129,504	\$ 150,983	\$ 21,479	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2022)	90,781	90,782	90,781		
FUND BALANCE, ENDING	\$ 90,781	\$ 220,286	\$ 241,764		

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
TOTAL	\$ 1,638,267	\$ 67,439	\$ 33,434	\$ 1,739,140	\$ 1,411,996	\$ 327,144
% COLLECTED				99%	99%	99%
TOTAL OUTSTANDING				\$ 18,634	\$ 15,129	\$ 3,505

Meadow Pointe

Community Development District

Cash and Investment Report April 30, 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	1,225,311
Checking Account - Operating	Regions	0.00%	n/a	42,491
		Subtotal		<u>1,267,802</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
		Subtotal		<u>620,346</u>
		Total		<u>\$ 1,888,448</u>

Meadow Pointe

Community Development District

Cash Receipts Schedule**April 30, 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
12/09/22	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
Total		1,424,941	12,945	1,411,996	

MEADOW POINTE
Community Development District

Annual Operating Budget
Fiscal Year 2024

Version 3 - Proposed Budget:
(Printed on 5/08/2023 9am)

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 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2021	FY 2022	BUDGET FY 2023	THRU APR-2023	MAY - SEP-2023	PROJECTED FY 2023	BUDGET FY 2024
REVENUES							
Interest - Investments	2,773	6,142	2,500	12,235	8,739	20,974	2,500
Interest - Tax Collector	304	75	-	469	335	804	-
Special Assmnts- Tax Collector	1,119,334	1,119,334	1,427,125	1,411,996	15,129	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	3,222	2,301	5,523	5,500
Access Cards	1,575	2,700	1,000	1,990	250	2,240	1,000
Amenities Revenue	11,570	13,752	-	7,733	250	7,983	-
TOTAL REVENUES	1,097,538	1,103,362	1,379,040	1,382,891	27,005	1,409,896	1,379,040

EXPENDITURES

Administrative

P/R-Board of Supervisors	22,600	21,567	12,000	8,125	3,875	12,000	12,000
FICA Taxes	1,729	1,331	918	398	520	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	2,293	7,707	10,000	10,000
ProfServ-Mgmt Consulting	64,483	77,826	64,483	39,540	24,943	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	1,051	949	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	27,145	-	27,145	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
Total Administrative	169,825	189,695	177,886	119,118	54,299	173,417	177,886

Field

Contracts-Security Services	-	-	1,600	-	-	-	1,600
Contracts-Landscape	144,018	144,017	158,421	91,211	67,210	158,421	158,421
Contracts-Landscape Consultant	6,720	6,720	6,720	3,920	2,800	6,720	6,720
Utility - General	12,969	13,719	20,000	7,840	12,160	20,000	20,000
R&M-General	31,938	77,874	36,000	1,678	2,000	3,678	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	13,740	13,760	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
Total Field	264,541	410,761	323,241	185,499	137,480	322,979	323,241

Summary of Revenues, Expenditures and Changes in Fund Balances
 General Fund
 Fiscal Year 2024 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2021	FY 2022	BUDGET FY 2023	THRU APR-2023	MAY - SEP-2023	PROJECTED FY 2023	BUDGET FY 2024
Road and Street Facilities							
Electricity - Streetlights	137,892	163,998	162,314	104,475	57,839	162,314	162,314
Total Road and Street Facilities	137,892	163,998	162,314	104,475	57,839	162,314	162,314
Parks and Recreation							
Payroll-Salaries	219,252	241,877	270,000	132,457	137,543	270,000	270,000
Payroll-Benefits	-	-	4,500	-	4,500	4,500	4,500
FICA Taxes	16,785	18,925	20,655	10,343	10,312	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	3,884	4,727	8,611	8,611
ProfServ-Pool Maintenance	-	-	30,000	25,080	4,920	30,000	30,000
Contracts-Pest Control	-	-	1,113	-	1,113	1,113	1,113
Communication - Telephone	5,259	6,142	6,000	3,358	2,642	6,000	6,000
Utility - General	31,987	39,979	40,000	23,511	16,489	40,000	40,000
R&M-General	87,641	22,740	38,200	6,874	31,326	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	2,155	2,845	5,000	5,000
Op Supplies - General	62,448	80,002	36,287	29,584	6,703	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
Total Parks and Recreation	505,820	422,721	715,599	245,395	287,940	533,335	715,599
TOTAL EXPENDITURES	1,078,078	1,187,175	1,379,040	654,487	537,558	1,192,045	1,379,040
Excess (deficiency) of revenues							
Over (under) expenditures	19,460	(83,813)	-	728,404	(510,553)	217,851	-
Net change in fund balance	19,460	(83,813)	-	728,404	(510,553)	217,851	-
FUND BALANCE, BEGINNING	975,625	995,086	911,273	911,273		911,273	1,129,124
FUND BALANCE, BEGINNING	\$ 995,086	\$ 911,273	\$ 911,273	\$ 1,639,677	\$ (510,553)	\$ 1,129,124	\$ 1,129,124

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2024	\$ 1,129,124
Net Change in Fund Balance - Fiscal Year 2024	-
Reserves - Fiscal Year 2024 Additions	176,190
Total Funds Available (Estimated) - 9/30/2024	1,305,314

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 ⁽¹⁾
Reserves (FY 2023)	176,190
Reserves (FY 2024)	176,190
Subtotal	<u>697,140</u>

Total Allocation of Available Funds	715,915
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Total Unassigned (undesignated) Cash	<u><u>\$ 589,399</u></u>
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Notes

(1) Represents approximately 3 months of operating expenditures

Budget Narrative
Fiscal Year 2024

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/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

EXPENDITURES

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 & 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 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2021	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL THRU APR-2023	PROJECTED MAY - SEP-2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
REVENUES							
Special Assmnts- Tax Collector	152,670	152,670	330,649	327,144	3,505	330,649	392,629
Special Assmnts- Discounts	(5,855)	(5,844)	(13,226)	(12,685)	-	(12,685)	(15,705)
TOTAL REVENUES	146,815	146,826	317,423	314,459	3,505	317,964	376,924
EXPENDITURES							
<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	1,219	5,000	6,219	7,200
Misc-Assessment Collection Cost	2,937	2,381	6,613	6,289	-	6,289	7,853
Office Supplies	3,693	383	3,000	58	1,500	1,558	3,000
Total Administrative	11,624	9,678	33,113	8,024	17,600	25,624	34,353
<i>Garbage/Solid Waste Services</i>							
Utility - Refuse Removal	156,764	159,564	284,310	155,452	128,858	284,310	342,572
Total Garbage/Solid Waste Services	156,764	159,564	284,310	155,452	128,858	284,310	342,572
TOTAL EXPENDITURES	168,388	169,242	317,423	163,476	146,458	309,934	376,924
Excess (deficiency) of revenues Over (under) expenditures	(21,573)	(22,416)	-	150,983	(142,953)	8,030	-
Net change in fund balance	(21,573)	(22,416)	-	150,983	(142,953)	8,030	-
FUND BALANCE, BEGINNING	134,769	113,196	90,780	90,781	-	90,781	98,811
FUND BALANCE, ENDING	\$ 113,196	\$ 90,778	\$ 90,780	\$ 241,764	\$ (142,953)	\$ 98,811	\$ 98,811

Exhibit "B"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2024	\$ 98,811
Net Change in Fund Balance - Fiscal Year 2024	-
Reserves - Fiscal Year 2024 Additions	-
Total Funds Available (Estimated) - 9/30/2024	98,811

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

Operating Reserve - First Quarter Operating Capital	94,231 ⁽¹⁾
Reserves	-
Subtotal	<u>94,231</u>
Total Allocation of Available Funds	94,231

Total Unassigned (undesignated) Cash	<u>\$ 4,580</u>
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Notes

(1) Represents approximately 3 months of operating expenditures

MEADOW POINTE

Community Development District

*Residential Services Fund***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%	\$269.29	\$226.78	18.75%	\$915.51	\$873.00	4.87%	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
										1,514

NOTE: The assessments provided on this page are based on preliminary numbers and are for review purposes only.

RESOLUTION 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MEADOW POINTE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED OPERATION AND MAINTENANCE BUDGET FOR FISCAL YEAR 2023/2024; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING, AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Meadow Pointe Community Development District (“**District**”) prior to June 15, 2023 a proposed operation and maintenance budget for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Proposed Budget**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to approve the Proposed Budget and set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE MEADOW POINTE COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget, including any modifications made by the Board, attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** The public hearing on said Proposed Budget is hereby declared and set for the following date, hour, and location:

DATE: August 17, 2023
 HOUR: 7:00 p.m.
 LOCATION: Meadow Pointe Clubhouse A
 28245 Country Line Road
 Wesley Chapel, Florida 33543

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Pasco County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, Florida Statutes, the District’s Secretary is further directed to post the Proposed Budget on the District’s website at least 2 days before the budget hearing date and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed by Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED ON MAY 18, 2023.

Attest:

**Meadow Pointe Community
Development District**

Print Name: _____
Secretary / Assistant Secretary

Print Name: _____
Chair/Vice Chair of the Board of Supervisors

Exhibit A: Proposed Budget for Fiscal Year 2023/2024



Brian E. Corley
Supervisor of Elections
PO Box 300
Dade City FL 33526-0300

1-800-851-8754
www.pascovotes.gov

April 26, 2023

Sandra Demarco, Recording Manager
210 N University Dr
Suite 702
Coral Springs FL 33071

Dear Sandra Demarco:

Pursuant to your request, the following voter registration statistics are provided for their respective community development districts as of April 15, 2023.

- Chapel Crossing Community Development District 69
- Heritage Springs Community Development District 2,111
- Lake Bernadette Community Development District 1,580
- Lexington Oaks Community Development District 3,044
- Meadow Pointe I Community Development District **2,985**
- Meadow Pointe II Community Development District 3,710
- New River Community Development District 930
- Oak Creek Community Development District 1,149
- Oakstead Community Development District 2,286
- Watergrass II Community Development District 1,997

As always, please call me if you have any questions or need additional information.

Sincerely,

Tiffannie A. Alligood
Chief Administrative Officer