

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

The regular meeting of the Board of Supervisors of the Meadow Pointe Community Development District was held Thursday, July 1, 2021 at 6:30 p.m. at the Meadow Pointe Community Park, Clubhouse A 28245 County Line Road Wesley Chapel, FL 33544 and residents attended via Zoom at <https://us02web.zoom.us/j/3797970647>, and Meeting ID: 379 797 0647

Present and constituting a quorum were:

Lutfi Jadallah	Chairman
Alicia Willis	Vice Chair
Kelly L. Garvin	Assistant Secretary
Michael Smith	Assistant Secretary

Also Present Remotely:  
Residents

*The following is a summary of the discussions and actions taken at the July 1, 2021 Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

**SECOND ORDER OF BUSINESS**

**Audience Comments-Remote**

Audience comments are permitted on any matter being discussed by the Board. In order to maintain order and in the interest of time and fairness to other speakers, each speaker must be recognized by the Chair and comments are limited to three minutes per person. This time may be extended at the discretion of the Chair. Only one person may speak at a time. Although Supervisors may not necessarily respond to the comments, they will be taken into consideration by the Supervisors.

The recording of this meeting began with a discussion regarding trees.

**THIRD ORDER OF BUSINESS**

**Deed Restriction and Architectural Review Matters**

There were no ARC cases pending for approval.

It was noted Ms. Garvin will be the next Supervisor to review any ARC applications for July 26, 2021 through September 16, 2021.

**FOURTH ORDER OF BUSINESS**

**Notice to Residents Regarding Seat 1 Vacancy**

There were no submissions as of today's date.

**FIFTH ORDER OF BUSINESS**

**Operations Manager**

Mr. Fisk reported the following:

- He received a few proposals for security systems; ADT has the lowest cost, installation for all 3 buildings is \$953 with a monthly service for monitoring the buildings for \$155.97.

On MOTION by Ms. Willis seconded by Ms. Garvin with all in favor, the proposal from ADT for security system alarm installation for three District buildings in the amount of \$953 and the monthly service charge of \$155.97 for monitoring the system was approved. 4/0

- Camera system – Proposal from Complete IT, keeping our cameras, using a new System called Eagle Eye, stored on the cloud, with everything updated at a cost of \$11,941.95. This comes with storing/monitoring our 25 cameras at \$7.50, which will be \$187.50 per month.

More proposals are coming from Complete IT to get the key fob system up and running again.

On MOTION by Mr. Smith seconded by Ms. Garvin with all in favor, the proposal from Complete IT for camera system equipment and services in the amount of not to exceed \$12,000 was approved. 4/0

**SIXTH ORDER OF BUSINESS**

**Chairman’s Comments**

Mr. Jadallah commented on an email received from a resident regarding harassment by a neighbor and a Board member asked Mr. Fisk to summarize the issue and he did so.

Mr. Jadallah also commented on a letter received from a resident regarding a pool slide issue. The resident was invited to attend today’s meeting to discuss this issue, however, he was not in attendance.

Mr. Jadallah recommended approving an additional suspension from the pool area (previously 30 days) for the resident involved and a reactivation fee of \$50.

A consensus of the Board was to approve the recommendation made by Mr. Jadallah.

Mr. Jadallah also commented on an approach for giving a recognition award to previous members of the Board and a consensus of the Board was to give them a \$100 gift card.

A discussion ensued regarding the monthly invoices.

Mr. Smith proposed a different method for Supervisors to review invoices, however, his proposed request was inaudible.

On MOTION by Ms. Willis seconded by Ms. Garvin with all in favor the May invoices were approved. 4/0

Mr. Jadallah commented on the FHP matter.

On MOTION by Mr. Smith seconded by Ms. Willis with all in favor authorizing additional FHP service for 16 hours, per month, for two months was approved. 4/0

Mr. Jadallah commented on something that is usually done every 2 years and hasn't been done since 2018, however whatever was discussed was not audible.

**SEVENTH ORDER OF BUSINESS**

**Supervisor Comments**

Board members asked questions regarding the District website postings and were encouraged to speak with the District Manager to get the information they needed.

On MOTION by Mr. Smith seconded by Ms. Garvin with all in favor eliminating the newsletter and assuring the CDD office is maintaining the District website was approved. 4/0

Mr. Smith commented on the ponds and plans to have the District Engineer submit a report on the status of the ponds. He will contact the District Manager to discuss the pond report process.

Mr. Smith also discussed street paving and possible assessments; however, the comments were inaudible.

He also commented on requesting a Reserve Study, which will be discussed with the District Manager for further discussion at the next meeting.

Mr. Smith requested that Mr. Fisk bring in a fitness company representative to look into doing a gym layout of what he would like to see become the Meadow Pointe Athletic Facility.

**Audience Comments**

A resident, who was connected to the meeting via zoom, indicated the audio of the whole meeting was terrible.

*Note from Inframark recording secretary who transcribed these minutes: Resident, was correct, the audio of this recording was terrible. Residents comments were loud and clear, but Supervisor's comments were inaudible. Keith Fisk's comments loud and clear.*

An, in-person audience member inquired about how to apply for the vacant Board seat and the Supervisors responded.

Another in-person audience member suggested having a banner announcing the meeting date and time for each Board meeting.

It was reported that Ms. Garvin and Ms. Willis will not attend the July 15, 2021 Board meeting.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Garvin seconded by Mr. Smith with all in favor, the meeting was adjourned. 4/0
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**MINUTES OF MEETING  
MEADOW POINTE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Meadow Pointe Community Development District scheduled for Thursday, July 15, 2021 at 6:30 p.m. was postponed to July 19, 2021 at 6:30 P.M. at the Meadow Pointe Community Park, Clubhouse A 28245 County Line Road Wesley Chapel, FL 33544 and residents attended via Zoom at <http://zoom.us02web.zoom.us/j/3797970647>, and via phone in #(312) 626-6799, Meeting ID: 3797970647

Present constituting a quorum were:

Lutfi Jadallah	Chairman
Alicia Willis	Vice Chairman
Kelly L. Garvin	Assistant Secretary
Michael Smith	Assistant Secretary
Mark Vega	District Manager
Dana Crosby Collier	District Counsel
Tonja Stewart	District Engineer

Also Present In-Person and Remotely: Residents

*The following is a summary of the discussions and actions taken at the July 19, 2021 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 with all Supervisors present.

Pledge of Allegiance

**SECOND ORDER OF BUSINESS**

**Audience Comments-Remote**

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

**THIRD ORDER OF BUSINESS**

**Consent Agenda**

**A.** Approval of the Minutes of the May 6, 2021 (Revised), May 20, 2021, June 3, 2021, and June 17, 2021 Meetings

- B. Acceptance of the May 31, 2021 Financials for Audit and the June 30, 2021 Check Register
- C. Notice to all residents of Meadow Pointe 1 CDD – Seat 1 is Vacant, and the Board will consider candidates to appoint at the August 19<sup>th</sup> meeting. If interested please send a letter of interest to [mark.vega@inframark.com](mailto:mark.vega@inframark.com) by close of day August 1, 2021. All candidates must be registered to vote in Pasco County and reside in Meadow Pointe 1 CDD. This notice is also posted to the CDD website. August 5<sup>th</sup> at 6:30 P.M. will be a mandatory interview with the Board.

On MOTION by Ms. Willis seconded by Ms. Garvin with all in favor of the consent agenda was accepted as amended. 4/0

**FOURTH ORDER OF BUSINESS**

**Deed Restrictions and ARC Matters**

Mr. Vega asked Mr. Smith if he could state what exactly he wants to amend on the Deed Restrictions.

Mr. Smith stated he wanted to address some of the unsightly properties.

Mrs. Crosby stated you currently have the power now and recited the Deed Restrictions.

Mr. Vega read an email he received from Mrs. Crosby on this matter. It read: To amend the Architectural Review Policy (ARP), in accordance with section 4.01 of the ARP, the Board of Supervisors may amend the ARP, including the procedures for submitting, reviewing, and approving applications, following notice of amendments or modifications to the ARP being provided to owners of the property. Notice to owners of the property within the District shall be done in the same manner as notice for any other regular business conducted by the District.

On MOTION by Mr. Smith seconded by Ms. Garvin with all in favor provisional approval of the rear siding install on 28643 Fairweather Drive, Wesley Chapel was approved. 4/0

**FIFTH ORDER OF BUSINESS**

**District Manager Report**

- A. Reserve Study  
Proposals will be presented next month.

**SIXTH ORDER OF BUSINESS**

**Operation Manager’s Report**

None.

**SEVENTH ORDER OF BUSINESS**

**Chairman's Comments**

Update on ARC responsibilities; Alicia's term ends July 26<sup>th</sup> and Kelly's term starts on August 9<sup>th</sup>.

**EIGHTH ORDER OF BUSINESS**

**Supervisors' Comments**

None.

**NINTH ORDER OF BUSINESS**

**Audience Comments**

Six residents were present, and comments were received on deed restrictions.

**TENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Ms. Garvin seconded by Mr. Smith with all in favor the meeting adjourned at 8:07 P.M.
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**MEADOW POINTE**  
Community Development District

***Annual Operating Budget***  
**Fiscal Year 2022**

**Version 3- Revised Tentative Budget:**  
(Printed on 8/3/2021 4pm)

Prepared by:





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

**Operating Budget**  
Fiscal Year 2022

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2022 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	FY 2019	FY 2020	BUDGET FY 2021	THRU JUN-2021	JUL- SEP-2021	PROJECTED FY 2021	BUDGET FY 2022
<b>REVENUES</b>							
Interest - Investments	\$ 17,873	\$ 10,410	\$ 5,000	\$ 2,221	\$ 740	\$ 2,961	\$ 2,500
Interest - Tax Collector	299	319	-	304		304	-
Special Assmnts- Tax Collector	1,063,610	1,119,334	1,119,333	1,119,334	-	1,119,334	1,119,333
Special Assmnts- Discounts	(40,622)	(42,791)	(44,773)	(42,926)		(42,926)	(44,773)
Other Miscellaneous Revenues	998	8,138	500	4,671	200	4,871	500
Access Cards	2,017	864	1,000	930	310	1,240	1,000
Amenities Revenue	22,516	13,696	5,000	7,410	2,470	9,880	5,000
<b>TOTAL REVENUES</b>	<b>1,066,691</b>	<b>1,109,970</b>	<b>1,086,060</b>	<b>1,091,944</b>	<b>3,720</b>	<b>1,095,664</b>	<b>1,083,560</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
P/R-Board of Supervisors	23,200	23,600	24,000	17,600	6,000	23,600	24,000
FICA Taxes	1,775	1,805	1,836	1,346	459	1,805	1,836
ProfServ-Engineering	2,830	14,403	10,000	667	2,500	3,167	10,000
ProfServ-Legal Services	2,267	1,846	10,000	11,582	3,861	15,443	10,000
ProfServ-Mgmt Consulting Serv	64,483	64,483	64,483	50,579	13,904	64,483	64,483
ProfServ-Property Appraiser	150	150	150	150	-	150	150
ProfServ-Recording Secretary	-	-	1,500	375	1,125	1,500	1,500
Auditing Services	4,500	4,500	5,200	4,600	-	4,600	5,200
Postage and Freight	980	856	2,000	701	500	1,201	2,000
Insurance - General Liability	30,685	32,797	35,288	35,520		35,520	35,288
Printing and Binding	151	38	1,500	-	200	200	1,500
Legal Advertising	1,712	1,846	1,100	245	850	1,095	1,100
Miscellaneous Services	11	1	100	31	20	51	100
Misc-Assessmnt Collection Cost	18,438	16,369	22,387	21,533	-	21,533	22,387
Misc-Taxes	2,424	2,878	3,300	2,374	-	2,374	3,300
Annual District Filing Fee	175	175	175	175	-	175	175
<b>Total Administrative</b>	<b>153,781</b>	<b>165,747</b>	<b>183,019</b>	<b>147,478</b>	<b>29,419</b>	<b>176,897</b>	<b>183,019</b>
<i>Field</i>							
Contracts-Landscape	144,018	144,018	144,019	108,014	36,005	144,019	144,019
Contracts-Landscape Consultant	6,720	6,720	6,720	5,040	1,680	6,720	6,720
Utility - General	11,759	14,829	20,000	10,327	3,442	13,769	20,000
R&M-General	48,620	9,844	36,000	30,198	9,000	39,198	36,000
R&M-Irrigation	1,430	1,640	10,000	2,480	827	3,307	10,000
R&M-Lake	24,243	24,243	25,000	18,182	6,061	24,243	25,000
R&M-Landscape Renovations	2,520	12,185	20,000	4,253	1,418	5,671	20,000
R&M-Mulch	12,540	12,540	13,000	13,200	-	13,200	13,000
Cap Outlay-Machinery and Equip	-	-	5,000	-	-	-	5,000
<b>Total Field</b>	<b>251,850</b>	<b>226,019</b>	<b>279,739</b>	<b>191,694</b>	<b>58,432</b>	<b>250,126</b>	<b>279,739</b>
<i>Road and Street Facilities</i>							
Electricity - Streetlighting	137,988	135,936	150,000	102,961	34,320	137,281	150,000
<b>Total Road and Street Facilities</b>	<b>137,988</b>	<b>135,936</b>	<b>150,000</b>	<b>102,961</b>	<b>34,320</b>	<b>137,281</b>	<b>150,000</b>

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2022 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	ADOPTED BUDGET FY 2021	ACTUAL THRU JUN-2021	PROJECTED JUL- SEP-2021	TOTAL PROJECTED FY 2021	ANNUAL BUDGET FY 2022
<b><i>Parks and Recreation - General</i></b>							
Payroll-Salaries	186,429	199,855	230,000	158,653	71,347	230,000	240,000
FICA Taxes	14,714	15,253	17,595	12,137	5,458	17,595	18,360
Life and Health Insurance	1,223	1,223	9,000	1,223	-	1,223	9,000
Workers' Compensation	4,476	3,824	8,611	3,293	1,098	4,391	8,611
Communication - Telephone	5,599	6,008	6,000	3,800	1,267	5,067	6,000
Utility - General	35,818	31,515	40,000	21,567	7,189	28,756	40,000
R&M-General	33,230	77,401	94,500	18,237	6,079	24,316	40,000
R&M-Mulch	-	-	5,000	4,720	-	4,720	5,000
Misc-News Letters	7,452	6,662	11,000	5,669	1,890	7,559	11,000
Op Supplies - General	59,210	56,952	60,000	75,483	25,161	100,644	60,000
Subscriptions and Memberships	560	705	1,000	-	1,000	1,000	1,000
Capital Outlay	111,668	84,986	246,873	101,690	-	101,690	246,873
Reserve - Parking Lots/Courts	-	-	-	-	-	-	-
Reserve - Swimming Pools	-	-	-	-	-	-	-
<b>Total Parks and Recreation - General</b>	<b>460,379</b>	<b>484,384</b>	<b>729,579</b>	<b>406,472</b>	<b>120,488</b>	<b>526,960</b>	<b>685,844</b>
<b>TOTAL EXPENDITURES</b>	<b>1,003,998</b>	<b>1,012,086</b>	<b>1,342,337</b>	<b>848,605</b>	<b>242,659</b>	<b>1,091,264</b>	<b>1,298,602</b>
Excess (deficiency) of revenues Over (under) expenditures	62,693	97,884	(256,277)	243,339	(238,939)	4,400	(215,042)
<b>OTHER FINANCING SOURCES (USES)</b>							
Contribution to (Use of) Fund Balance	-	-	(256,277)	-	-	-	(215,042)
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>(256,277)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(215,042)</b>
Net change in fund balance	62,693	97,884	(256,277)	243,339	(238,939)	4,400	(215,042)
<b>FUND BALANCE, BEGINNING</b>	815,049	877,742	883,860	975,625	-	975,625	980,025
<b>FUND BALANCE, ENDING</b>	<b>\$ 877,742</b>	<b>\$ 975,626</b>	<b>\$ 627,583</b>	<b>\$ 1,218,964</b>	<b>\$ (238,939)</b>	<b>\$ 980,025</b>	<b>\$ 764,983</b>

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

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2022	\$ 980,025
Net Change in Fund Balance - Fiscal Year 2022	(215,042)
Reserves - Fiscal Year 2022 Additions	-
<b>Total Funds Available (Estimated) - 9/30/2022</b>	<b>764,983</b>

**ALLOCATION OF AVAILABLE FUNDS**

***Nonspendable Fund Balance***

Deposits	19,461
Subtotal	<u>19,461</u>

***Assigned Fund Balance***

Operating Reserve - First Quarter Operating Capital	262,932 <sup>(1)</sup>
Subtotal	<u>262,932</u>

<b>Total Allocation of Available Funds</b>	<b>282,393</b>
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<b>Total Unassigned (undesignated) Cash</b>	<b><u><u>\$ 482,590</u></u></b>
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**Notes**

(1) Represents approximately 3 months of operating expenditures

**Budget Narrative**  
Fiscal Year 2022

<b>REVENUES</b>
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**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>
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**Administrative****P/R-Board of Supervisors**

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

**Professional Services-Engineering**

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

**Professional Services-Legal Services**

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

**Professional Services-Management Consulting Services**

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

**MEADOW POINTE**

Community Development District

*General Fund***Budget Narrative**  
Fiscal Year 2022**EXPENDITURES****Administrative** (continued)**Professional Services-Property Appraiser**

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

**Professional Services-Recording Secretary**

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

**Auditing Services**

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

**Postage and Freight**

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

**Insurance-General Liability**

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

**Printing and Binding**

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

**Legal Advertising**

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

**Miscellaneous Services**

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

**Miscellaneous-Assessment Collection Costs**

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

**Miscellaneous-Taxes**

This includes charges for non ad-valorem property taxes.

**Budget Narrative**  
Fiscal Year 2022

<b>EXPENDITURES</b>
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**Administrative** (continued)**Annual District Filing Fee**

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

**Field****Contracts-Landscape**

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

**Contracts-Landscape Consultant**

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

**Utility-General**

Electricity and water irrigation usage for District facilities and assets.

**R&M-General**

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

**R&M-Irrigation**

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

**R&M-Lake**

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

**R&M-Landscape Renovations**

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

**R&M-Mulch**

This includes the cost of mulch for the District facilities.

**Capital Outlay-Machinery and Equipment**

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

**Road and Street Facilities****Electricity-Streetlighting**

Streetlighting usage for District facilities and assets.



**MEADOW POINTE**

Community Development District

*General Fund***Budget Narrative**  
Fiscal Year 2022**EXPENDITURES****Parks and Recreation-General****Payroll-Salaried**

Payroll for clubhouse employees.

**FICA Taxes**

Payroll taxes for employees.

**Life & Health Insurance**

Insurance for employees.

**Workers' Compensation**

Workers' compensation for employees.

**Communication-Telephone**

Telephone and cable expenses for field services.

**Utility-General**

Electricity and water usage for District facilities and assets.

**R&M-General**

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

**R&M-Mulch**

This includes the cost of mulch for the District facilities.

**Misc-Newsletters**

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

**Operating Supplies-General**

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

**Subscriptions and Memberships**

Various membership fees incurred by the District.

**Capital Outlay**

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

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2022 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2019	ACTUAL FY 2020	ADOPTED BUDGET FY 2021	ACTUAL THRU JUN-2021	PROJECTED JUL- SEP-2021	TOTAL PROJECTED FY 2021	ANNUAL BUDGET FY 2022
<b>REVENUES</b>							
Interest - Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Special Assmnts- Tax Collector	189,458	152,670	152,670	152,670	-	152,670	152,670
Special Assmnts- Discounts	(7,236)	(5,836)	(6,107)	(5,855)	-	(5,855)	(6,107)
Other Miscellaneous Revenues	1,257	1,375	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>183,479</b>	<b>148,209</b>	<b>146,563</b>	<b>146,815</b>	<b>-</b>	<b>146,815</b>	<b>146,563</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
ProfServ-Administrative	2,100	2,100	2,100	1,575	525	2,100	2,100
ProfServ-Legal Services	965	1,192	7,000	1,421	474	1,895	7,000
Misc-Assessmnt Collection Cost	3,645	2,937	3,053	2,937	-	2,937	3,053
Office Supplies	2,079	2,414	3,000	2,108	703	2,811	3,000
<b>Total Administrative</b>	<b>8,789</b>	<b>8,643</b>	<b>15,153</b>	<b>8,041</b>	<b>1,701</b>	<b>9,742</b>	<b>15,153</b>
<i>Garbage/Solid Waste Services</i>							
Utility - Refuse Removal	151,130	153,964	156,764	117,573	39,191	156,764	159,564
<b>Total Garbage/Solid Waste Services</b>	<b>151,130</b>	<b>153,964</b>	<b>156,764</b>	<b>117,573</b>	<b>39,191</b>	<b>156,764</b>	<b>159,564</b>
<b>TOTAL EXPENDITURES</b>	<b>159,919</b>	<b>162,607</b>	<b>171,917</b>	<b>125,614</b>	<b>40,892</b>	<b>166,506</b>	<b>174,717</b>
Excess (deficiency) of revenues Over (under) expenditures	23,560	(14,398)	(25,354)	21,201	(40,892)	(19,691)	(28,154)
<b>OTHER FINANCING SOURCES (USES)</b>							
Contribution to (Use of) Fund Balance	-	-	(25,354)	-	-	-	(28,154)
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>(25,354)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(28,154)</b>
Net change in fund balance	23,560	(14,398)	(25,354)	21,201	(40,892)	(19,691)	(28,154)
<b>FUND BALANCE, BEGINNING</b>	<b>125,608</b>	<b>149,167</b>	<b>133,645</b>	<b>134,768</b>	<b>-</b>	<b>134,768</b>	<b>115,077</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 149,168</b>	<b>\$ 134,769</b>	<b>\$ 108,291</b>	<b>\$ 155,969</b>	<b>\$ (40,892)</b>	<b>\$ 115,077</b>	<b>\$ 86,922</b>

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

**AVAILABLE FUNDS**

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2022	\$ 115,077
Net Change in Fund Balance - Fiscal Year 2022	(28,154)
Reserves - Fiscal Year 2022 Additions	-
<b>Total Funds Available (Estimated) - 9/30/2022</b>	<b>86,922</b>

**ALLOCATION OF AVAILABLE FUNDS**

***Assigned Fund Balance***

Operating Reserve - First Quarter Operating Capital	43,679 <sup>(1)</sup>
Subtotal	<u>43,679</u>
<b>Total Allocation of Available Funds</b>	<b><u>43,679</u></b>

**Total Unassigned (undesignated) Cash** **\$ 43,243**

**Notes**

(1) Represents approximately 3 months of operating expenditures

**MEADOW POINTE**

Community Development District

*Residential Services Fund***Budget Narrative**  
Fiscal Year 2022**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 2022

**Comparison of Non-Ad Valorem Assessment Rates  
Fiscal Year 2022 vs. Fiscal Year 2021**

Product Designation	General Fund						Total Assessments per Unit			Units
	General Services			Residential Services			FY 2022	FY 2021	Percent Change	
	FY 2022	FY 2021	Percent Change	FY 2022	FY 2021	Percent Change				
Residential	\$506.85	\$506.85	0.00%	\$104.71	\$104.71	0.00%	\$611.56	\$611.56	0.00%	1458
Commercial	\$6,791.95	\$6,791.95	0.00%	\$0.00	\$0.00	n/a	\$6,791.95	\$6,791.95	0.00%	56
										1,514

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



## RESOLUTION 2021-05

### A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MEADOW POINTE COMMUNITY DEVELOPMENT DISTRICT ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the District Manager submitted, prior to June 15<sup>th</sup>, to the Board of Supervisors (“**Board**”) of the Meadow Pointe Community Development District (“**District**”) a proposed budget for the next ensuing budget year (“**Proposed Budget**”), along with an explanatory and complete financial plan for each fund, pursuant to the provisions of Sections 189.016(3) and 190.008(2)(a), Florida Statutes;

**WHEREAS**, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District at least 60 days prior to the adoption of the Proposed Budget pursuant to the provisions of Section 190.008(2)(b), Florida Statutes;

**WHEREAS**, the Board held a duly noticed public hearing pursuant to Section 190.008(2)(a), Florida Statutes;

**WHEREAS**, the District Manager posted the Proposed Budget on the District’s website at least 2 days before the public hearing pursuant to Section 189.016(4), Florida Statutes;

**WHEREAS**, the Board is required to adopt a resolution approving a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year pursuant to Section 190.008(2)(a), Florida Statutes; and

**WHEREAS**, the Proposed Budget projects the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:**

#### **Section 1. Budget**

- a.** That the Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s records office, and hereby approves certain amendments thereto, as shown below.
- b.** That the Proposed Budget as amended by the Board attached hereto as **Exhibit A**, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures for fiscal year 2020-2021 and/or revised projections for fiscal year 2021-2022.
- c.** That the adopted budget, as amended, shall be maintained in the office of the District Manager and at the District’s records office and identified as “The Budget for the



Meadow Pointe Community Development District for the Fiscal Year Beginning October 1, 2021, and Ending September 30, 2022”.

- d. The final adopted budget shall be posted by the District Manager on the District’s website within 30 days after adoption pursuant to Section 189.016(4), Florida Statutes.

**Section 2. Appropriations.** There is hereby appropriated out of the revenues of the District (the sources of the revenues will be provided for in a separate resolution), for the fiscal year beginning October 1, 2021, and ending September 30, 2022, the sum of \$\_\_\_\_\_, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

Total General Fund	\$ _____
Total Reserve Fund <i>[if Applicable]</i>	\$ _____
<b>Total All Funds*</b>	<b>\$ _____</b>

\*Not inclusive of any collection costs or early payment discounts.

**Section 3. Budget Amendments.** Pursuant to Section 189.016(6), Florida Statutes, the District at any time within the fiscal year or within 60 days following the end of the fiscal year may amend its budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. Any other budget amendments shall be adopted by resolution and be consistent with Florida law. This includes increasing any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and making the corresponding change to appropriations or the unappropriated balance.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this section and Section 189.016, Florida Statutes, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget(s) under subparagraph c. above are posted on the District’s website within 5 days after adoption pursuant to Section 189.016(7), Florida Statutes.

**Section 4. Effective Date.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**Passed and Adopted on August 19, 2021.**

Attested By:

**Meadow Pointe Community  
Development District**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Chair/Vice Chair of the Board of Supervisors

**Exhibit A: FY 2021-2022 Adopted Budget**



## RESOLUTION 2021-06

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE MEADOW POINTE COMMUNITY DEVELOPMENT DISTRICT IMPOSING ANNUALLY RECURRING OPERATIONS AND MAINTENANCE NON-AD VALOREM SPECIAL ASSESSMENTS; PROVIDING FOR COLLECTION AND ENFORCEMENT OF ALL DISTRICT SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENT OF THE ASSESSMENT ROLL; PROVIDING FOR CHALLENGES AND PROCEDURAL IRREGULARITIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Meadow Pointe Community Development District (“**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes for the purpose of providing, preserving, operating, and maintaining infrastructure improvements, facilities, and services to the lands within the District;

**WHEREAS**, the District is located in Pasco County, Florida (“**County**”);

**WHEREAS**, the Board of Supervisors of the District (“**Board**”) hereby determines to undertake various activities described in the District’s adopted budget for fiscal year 2021-2022 attached hereto as **Exhibit A (“FY 2021-2022 Budget”)** and incorporated as a material part of this Resolution by this reference;

**WHEREAS**, the District must obtain sufficient funds to provide for the activities described in the FY 2021-2022 Budget;

**WHEREAS**, the provision of the activities described in the FY 2021-2022 Budget is a benefit to lands within the District;

**WHEREAS**, the District may impose non-ad valorem special assessments on benefited lands within the District pursuant to Chapter 190, Florida Statutes;

**WHEREAS**, such special assessments may be placed on the County tax roll and collected by the local Tax Collector (“**Uniform Method**”) pursuant to Chapters 190 and 197, Florida Statutes;

**WHEREAS**, the District has, by resolution and public notice, previously evidenced its intention to utilize the Uniform Method;

**WHEREAS**, the District has approved an agreement with the County Property Appraiser (“**Property Appraiser**”) and County Tax Collector (“**Tax Collector**”) to provide for the collection of special assessments under the Uniform Method;

**WHEREAS**, it is in the best interests of the District to proceed with the imposition, levy, and collection of the annually recurring operations and maintenance non-ad valorem special assessments on all assessable lands in the amount contained for each parcel’s portion of the FY 2021-2022 Budget (“**O&M Assessments**”);

**WHEREAS**, the Board desires to collect the annual installment for the previously levied debt service non-ad valorem special assessments (“**Debt Assessments**”) in the amounts shown in the FY 2021-2022 Budget;

**WHEREAS**, the District adopted an assessment roll as maintained in the office of the District Manager, available for review, and incorporated as a material part of this Resolution by this reference (“**Assessment Roll**”);

**WHEREAS**, it is in the best interests of the District to certify the Assessment Roll to the Tax Collector pursuant to the Uniform Method; and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, including the property certified to the Tax Collector by this Resolution, as the Property Appraiser updates the property roll, for such time as authorized by Florida law.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:**

**Section 1. Benefit from Activities and O&M Assessments.** The provision of the activities described in the FY 2021-2022 Budget confer a special and peculiar benefit to the lands within the District, which benefits exceed or equal the O&M Assessments allocated to such lands. The allocation of the expenses of the activities to the specially benefited lands is shown in the FY 2021-2022 Budget and in the Assessment Roll.

**Section 2. O&M Assessments Imposition.** Pursuant to Chapter 190, Florida Statutes and procedures authorized by Florida law for the levy and collection of special assessments, the O&M Assessments are hereby imposed and levied on benefited lands within the District in accordance with the FY 2021-2022 Budget and Assessment Roll. The lien of the O&M Assessments imposed and levied by this Resolution shall be effective upon passage of this Resolution.

**Section 3. Collection and Enforcement of District Assessments.**

- a. **Uniform Method for all Debt Assessments and all O&M Assessments.** The collection of all Debt Assessments and all O&M Assessments for all lands within the District, shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in the Assessment Roll. All assessments collected by the Tax Collector shall be due, payable, and enforced pursuant to Chapter 197, Florida Statutes.
- b. **Future Collection Methods.** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

**Section 4. Certification of Assessment Roll.** The Assessment Roll is hereby certified and authorized to be transmitted to the Tax Collector.

**Section 5. Assessment Roll Amendment.** The District Manager shall keep apprised of all updates made to the County property roll by the Property Appraiser after the date of this Resolution and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law. After any amendment of the Assessment Roll, the District Manager shall file the updates to the tax roll in the District records.

**Section 6. Assessment Challenges.** The adoption of this Resolution shall be the final determination of all issues related to the O&M Assessments as it relates to property owners whose benefited property is subject to the O&M Assessments (including, but not limited to, the determination of special benefit and fair apportionment to the assessed property, the method of apportionment, the maximum rate of the O&M Assessments, and the levy, collection, and lien of the O&M Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 30 days from adoption date of this Resolution.

**Section 7. Procedural Irregularities.** Any informality or irregularity in the proceedings in connection with the levy of the O&M Assessments shall not affect the validity of the same after the adoption of this Resolution, and any O&M Assessments as finally approved shall be competent and sufficient evidence that such O&M Assessment was duly levied, that the O&M Assessment was duly made and adopted, and that all other proceedings adequate to such O&M Assessment were duly had, taken, and performed as required.

**Section 8. Severability.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**Section 9. Effective Date.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**Passed and Adopted on August 19, 2021.**

Attested By:

**Meadow Pointe Community  
Development District**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Chair/Vice Chair of the Board of Supervisors

**Exhibit A: FY 2021-2022 Budget**





Mark Vega  
Inframark

Meadow Pointe Community Development District  
28245 County Line Rd  
Wesley Chapel, FL 33543

Dear Board of Directors:

Custom Reserves proposes a Full Reserve Study for Meadow Pointe CDD who values the importance of future planning through reserves. A Reserve Study is a key financial planning tool that helps the board fulfill its fiduciary responsibility to maintain the common property.



A custom reserve study serves the specific needs of the community and acts as an independent analysis. The community would benefit greatly with the implementation of a comprehensive custom reserve study.



This correspondence outlines the complete scope of work you requested, including Objectives, Scope of Services, and the Benefits of going with Custom Reserves, Client Responsibilities, Report Use and Professional Fees located on the second to last page.

## **OBJECTIVES**

Conduct an on-site inspection of the common property, document condition and forecast a customized funding plan required to replace or repair these elements as they wear out over their useful lives.

## **SCOPE OF SERVICES**

### **Procedures**

1. An on-site meeting with Management and/or the Board.
2. Physical Analysis that includes and on-site inspection of the common property documented by photographs.
3. 30 year replacement/repair schedule that includes custom useful lives.
4. Financial Analysis with a 30 year Cash Flow and/or Component method of funding.
5. Electronic copy in PDF format of the Full Reserve Study that includes a detailed narrative including tables, graphs and charts depicting the findings.
6. Expenses and Funding Plan in excel for various Reserve Plan scenarios upon request.
7. One hard copy of the Full Reserve Study upon request.
8. Provide free unlimited phone and online support.
9. One revision of the study up to the end of the first fiscal year.

### **Reserve Categories included in this Proposal**

- a. Clubhouse components
- b. Pool components
- c. Property site components

## **BENEFITS**

Your services are provided by an Engineer with both reserve study credentials from the Association of Professional Reserve Analysts (APRA), and Community Associations Institute (CAI). Additional qualifications include a Licensed Home Inspector with the Florida Association of Building Inspectors and construction management experience i.e. estimating and scheduling.

Custom Reserves experience includes the inspection and analysis of the condition of hundreds of communities. A partial list of recent experience is attached.

Delivery of the report takes about four weeks from the date of inspection. When the Reserve Study is complete, your community will have access to live support and edit capability until the budget is approved. These edit changes include adjustments to variables such as costs, time of replacement, inflation and interest rates.

Cost estimates are based on localized information gathered from resources that include but not limited to contractors, and industry databases combined with experience in home building and site development. Useful lives are generated from several factors such as environment, materials and historical information.

### **CLIENT RESPONSIBILITIES**

This project requires involvement by your accounting personnel. To help achieve a smooth and successful implementation, it will be your responsibility to perform the following:

1. Include a copy of the financial statements i.e. balance sheet, income statement and or copy of the annual budget along with other financial reports.
2. Supply the governing documents if applicable.
3. Provide access to all common areas.
4. Disclose known historical information.

### **REPORT USE**

You may show our report in its entirety to those third parties who need to review the information contained herein. The Client and other third parties viewing this report should not reference Custom Reserves or our report, in whole or in part, in any document prepared and/or distributed to third parties without our written consent. This report contains intellectual property by Custom Reserves, LLC specified to this engagement.

Client agrees to indemnify and hold harmless Custom Reserves against any and all losses, claims, actions, damages, expenses or liabilities, including attorney's fees, to which Custom Reserves may become subject in connection with this engagement, because of any false, misleading or incomplete information supplied by client or third parties under client's control or direction.

The inspection and analysis of the subject property is limited to visual observations and is noninvasive. Custom Reserves does not investigate, nor assume any responsibility for any existence or impact of any hazardous materials, structural, latent or hidden defects which may or may not be present on or within the property. Our opinions of estimated costs and remaining useful lives are not a guarantee or a warranty of the common components.

### **CLIENT NAME**

Custom Reserves maintains the confidentiality of all conversations, documents provided and the contents of the report, subject to legal or administrative process or proceedings. These conditions can only be modified by written documents executed by both parties.

**PROFESSIONAL FEES**

Fee estimates are based on the components summarized under the scope of services. The fee for this Full Reserve Study is **\$3,900**.

Optional future services are available and can be locked in at the following rates if initialed below in conjunction with the current reserve study:

\_\_\_\_\_ Non-site Update in two years 50% of initial reserve study cost

\_\_\_\_\_ Update with site visit two- to three-years 75% of initial reserve study cost

Please note that a non-site update can be conducted one time between site visits.

Custom Reserves appreciates the opportunity to be of service. Upon acceptance of this proposal, please sign and return this page along with a 50% retainer deposit. A site inspection will be scheduled upon receipt of the retainer deposit. The balance will be due upon receipt of the report.

Sincerely,



**Paul Grifoni, RS, PRA**  
**Engineer**  
**Reserve Specialist, RS**  
**Professional Reserve Analyst, PRA**  
**Licensed Home Inspector**



5470 E Busch Blvd., Unit 171  
Tampa, FL 33617  
Office: (888) 927-7865  
Fax: (813) 200-8448  
[www.customreserves.com](http://www.customreserves.com)  
[contact@customreserves.com](mailto:contact@customreserves.com)

**Custom Reserves is committed to getting your community on track. A response policy of 24 hours is the dedication Custom Reserves provides.**

This letter sets forth the understanding of the Association and serves as confirmation of services provided by Custom Reserves.

Owner reserves the right to reject any and/or all Proposals received, and to rebid if the Owner deems necessary. Owner is not subject to pay any costs incurred by Vendors in the preparation and submission of their Proposals.

---

Accepted by

Title

Date

**REF #1002**

## EXPERIENCE

Experience includes condominiums, homeowners associations, planned unit developments, property owner associations, co-operatives and community development districts with construction styles that range from townhouses to hi-rises. Other experience includes specialty establishments such as golf clubs, international properties, vacation ownership resorts (timeshares) as well as worship, retreat and camp facilities.

A partial list of recent reserve study experience follows below:

**Oak Creek Community Development District** is located in Wesley Chapel and established in 2004 and is a planned unit development responsible for the common elements shared by 550 homes. The development contains a pool, playground, security system and ponds.

**Whitlock Homeowners Association** is a planned unit development established in 2002, located in Zephyrhills, FL and is responsible for the common elements shared by 222 property owners within 111 buildings. The development contains exterior building and property site components.

**Tampa Bay Golf and Country Club** is a 1,500 home planned unit development located in San Antonio FL and established in 2000. The development contains two golf courses, a clubhouse, two pools, a community center, a welcome center, and property site and maintenance components.

**Harbor Bay Community Development District** owns and operates the community areas of Mira Bay including common areas, recreational facilities, public roadways, storm water management systems, street lighting, landscaping, clubhouse with café, lap pool, waterslide, clay tennis courts 35,000 linear feet of sea wall, boatlifts.

**Sullivan Ranch** is a planned unit development located in Mount Dora, Florida and is responsible for the common components shared by 692 homes established in 2006. The Association is also responsible for the replacement of the roofs and painting of a Service Area that comprises 34 Villas and 32 Garden units. The development contains clubhouse, pool and property site components.

**Southshore Falls Homeowners Association** is a planned unit development established in 2004 and located in Apollo Beach, FL and is responsible for the common elements shared by 866 homes within 308 Single Family, 58 Quad and 163 Villa buildings. The amenity center includes a 14,000 square foot clubhouse, lagoon-style pool, fitness center, café, tennis and bocce courts.





# RESERVE STUDY PROPOSAL

Meadow Point 1 Community Development District

Prepared for:  
Mr. Mark Vega, District Manager  
c/o INFRAMARK

August 9, 2021



Prepared by:  
**Reserve Advisors, LLC**  
201 E. Kennedy Boulevard, Suite 1150  
Tampa, FL 33602  
(800) 980-9881  
[www.reserveadvisors.com](http://www.reserveadvisors.com)



August 9, 2021

Dear Mr. Mark Vega,

Thank you for the opportunity to present Meadow Point 1 Community Development District with this reserve study proposal.

As a fiduciary, your Board of Directors has been entrusted to represent and protect the best interests of their CDD. Our expert reserve study will be the guide that you and your board rely on for maintaining sufficient reserve funds and prioritizing long-term capital planning.

While our industry-leading team of consultants have conducted over 26,000 reserve studies, they will approach your study with the firm understanding that your CDD's needs are truly unique. That's why we guarantee:

**FULL ENGAGEMENT**



It's our job to understand your specific concerns and to discuss your priorities in order to ensure your reserve study experience exceeds your expectations.

**DETAILED UNDERSTANDING**



We will do whatever it takes to ensure Meadow Point 1 Community Development District has complete confidence in interpreting and putting into practice our findings and recommendations.



**ONGOING SUPPORT**



This will not be a one-and-done report. Unlike other firms, we provide your current and future boards with additional insight, availability to answer questions and guidance well beyond report delivery.

At Reserve Advisors, we take great pride in helping communities thrive. By applying industry leading expertise, we deliver unbiased guidance that supports the Meadow Point 1 Community Development District Board with maintaining their CDD's long-term physical and financial health.

Please sign and return the [Confirmation of Services](#) page to get started.

Sincerely,

Matt Kuisle, Southeast Regional Executive Director  
(800) 980-9881



# RESERVE STUDY BENEFITS



## FOR BOARDS

- ✓ Fulfills your fiduciary responsibility
- ✓ Supports board decisions
- ✓ Streamlines your budget process
- ✓ Prioritizes capital projects



## FOR HOMEOWNERS

- ✓ Ensures fair and equitable reserve contributions
- ✓ Reduces long-term cost of ownership
- ✓ Minimizes risk of assessments

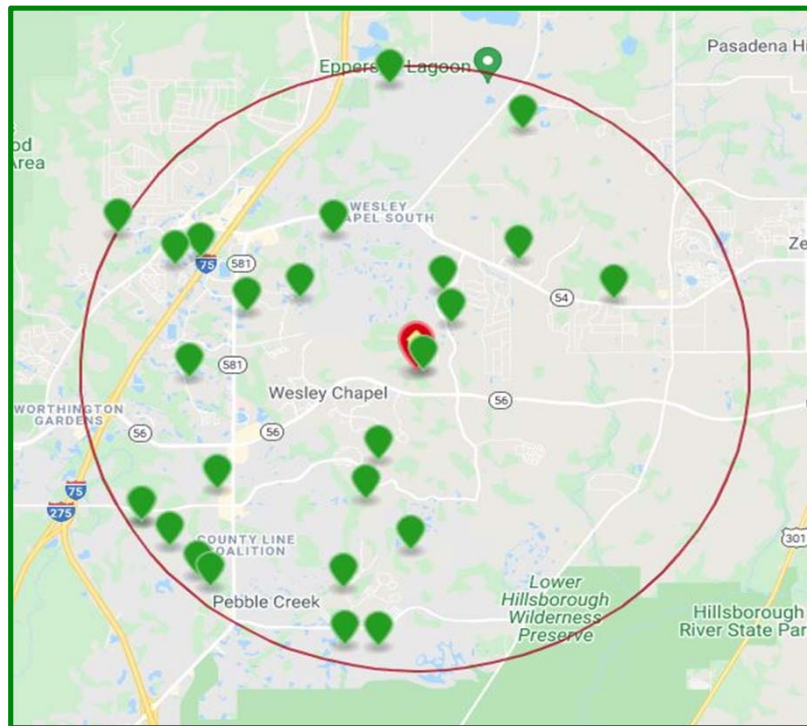
## MAIN REASONS COMMUNITIES CHOOSE RESERVE ADVISORS

<ul style="list-style-type: none"> <li>✓ <b>Multi-disciplined Expert Engineers</b> <ul style="list-style-type: none"> <li>• With more than 40 engineers, we match our expertise with your community rather than a “one size fits all” engineer</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Dedicated Support During and After the Reserve Study</b> <ul style="list-style-type: none"> <li>• Industry leading support by our team of multi-disciplined engineers ensures your complete satisfaction</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>✓ <b>Comprehensive Reports to Solve Problems Before They Escalate</b> <ul style="list-style-type: none"> <li>• Thorough condition assessments that prioritize your near-term projects</li> <li>• Best practices and technical illustrations to better understand project scope and compare contractor bids</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Knowledge of Local Replacement Costs</b> <ul style="list-style-type: none"> <li>• Our proprietary cost database comprises actual client project costs and is the basis for adequate — not excessive — reserve budgets</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>✓ <b>Unbiased Recommendations With Your Best Interests in Mind</b> <ul style="list-style-type: none"> <li>• We do not provide design or project management services</li> <li>• We do not profit from your capital projects</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Exclusive and Unique Easy-to-use Expenditures Table</b> <ul style="list-style-type: none"> <li>• View all of your community’s reserve components in one place</li> <li>• See all of your prioritized capital projects for the next 30 years</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>✓ <b>Unmatched Local Experience</b> <ul style="list-style-type: none"> <li>• Intimate working knowledge of local costs and conditions that affect your community</li> </ul> </li> </ul>	



**CLIENTS SERVED NEAR YOU**

Red represents your property, Green represents our clients.  
 References available upon request.



**Name**

- Arbors at Wiregrass Ranch Community Association, Inc.
- Meadow Pointe IV-A Master Association, Inc.
- Meadow Pointe North Community Association, Inc.
- Lettingwell Homeowners Association, Inc.
- Estancia at Wiregrass Master Property Owners Association, Inc. - Santeri Villas
- Anand Vihar Club Villas
- New River Homeowners' Association, Inc.
- Saddlebrook Golf and Country Club Condominium Association, Inc.
- Estancia at Wiregrass Master Property Owners Association, Inc.
- Stone Creek Townhomes Owners' Association, Inc.
- Hamilton Park of Pasco County Homeowners Association, Inc.
- Villas at Edenfield Association, Inc.
- The Lakes of Northwood Homeowners Association, Inc.
- Santa Fe at Westbrooke Homeowners Association, Inc.
- Kingshyre at Cross Creek Homeowners' Association, Inc.
- Westbrook Estates Homeowners Association, Inc.
- WaterGrass I Community Development District
- Arbor Greene Community Development District
- Palm Cove of Wesley Chapel Homeowners Association, Inc.
- The Hammocks Townhomes Homeowners Association

**City**

- Wesley Chapel
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- Tampa
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- Tampa



## QUALIFICATIONS

### SPECIALIZING IN RESERVE STUDIES SINCE 1991

Reserve Advisors is an engineering firm that specializes in reserve study consulting services for common-interest communities. We've partnered with more than 26,000 clients, providing communities across the United States the peace of mind that comes from long-term planning and proactive asset management. Our full-time staff of engineers conduct life and valuation analyses for building, mechanical system, site and recreational components and utilizes its breadth of experience to deliver the most realistic capital planning solutions in the industry.

**44**  
ENGINEERS

**26,000**  
RESERVE STUDIES CONDUCTED

**270+**  
YEARS OF RESERVE STUDY EXPERIENCE

### A LEADERSHIP TEAM LIKE NO OTHER

Reserve Advisors' leadership team comprises 5 licensed professional engineers with a combined 50 years of reserve study experience. What sets our leadership team apart is the around-the-clock collaboration they demonstrate to share field intelligence, market trends and to discover new products, materials, and best practices. The intelligence they gather is constantly enhancing our recommendations for the good of your community, and keeps Reserve Advisors a step ahead.

<p><b>Matt Kuisle</b> <b>REGIONAL EXECUTIVE DIRECTOR</b> <i>21 Years of Experience</i> <i>275+ Studies Conducted</i></p>		<p><b>B.S. CIVIL ENGINEERING</b> Professional Engineer (FL) Reserve Specialist Professional Reserve Analyst</p>
<p><b>Nancy Daniel</b> <b>REGIONAL ENGINEERING MANAGER</b> <i>7 Years of Experience</i> <i>350+ Studies Conducted</i></p>		<p><b>B.S. MECHANICAL ENGINEERING</b> Professional Engineer (TX) Reserve Specialist Licensed Community Association Manager (FL)</p>



## SCOPE OF WORK

### FOR CONFIDENCE IN ALL DECISIONS

Reserve Advisors will perform a Full Reserve Study (Level I) in accordance with Community Associations Institute (CAI) National Reserve Study Standards. The reserve study includes both a physical analysis and financial analysis of your association's common property. Your reserve study comprises the following activities:

**Physical Analysis:** The reserve study consultant develops a detailed list of reserve components, also known as a component inventory, and related quantities for each. A condition assessment or physical evaluation is completed for each reserve component and the current condition of each is documented with photographs. Life and valuation estimates are performed to determine estimated useful lives, remaining useful lives and current cost of repair or replacement.

**Financial Analysis:** The reserve study consultant identifies the current reserve fund status in terms of cash value. A funding plan is then prepared. The funding plan outlines recommended annual reserve contributions to offset the future cost of capital projects over the next 30 years.

Meadow Point 1 Community Development District comprises 1,458 residential units and 56 commercial units in Wesley Chapel. We've identified and will include the following reserve components in your Full Reserve Study:

#### Site Components

- Pools including Fence, Deck, Mechanicals & Furniture (2)
- Pool House
- Basketball Courts (2)
- Shuffleboard Courts
- Tennis Courts (2)
- Playgrounds (3)
- Parking Areas
- Post or Pole Lights
- Ponds (50)
- Irrigation System
- Storm Water Management Systems
- Landscaping
- Dock
- Perimeter Walls

- Monuments
- Signage
- Pavilion
- Pinedale Cabana
- Racquetball/Activity Room Building
- Garage
- Office/Fitness Center
- Shade Structures
- Pickleball Courts
- Waterslide

#### Clubhouse Elements

- Roofs including Assembly
- Exterior Wall Finishes
- Plumbing, Mechanical and HVAC Systems

Scope of work includes all property owned-in-common as defined in your association's declaration and other property specifically identified that you'd like us to include.

## KEY ELEMENTS OF YOUR RESERVE ADVISORS RESERVE STUDY

### INDUSTRY LEADING SUPPORT

- ✓ Your reserve study experience is tailored to your specific needs, ensuring your CDD's concerns are thoroughly addressed and its priorities are met
- ✓ We provide current and future boards with additional insight, availability to answer questions and guidance well beyond report delivery

### TABLES AND GRAPHS EXCLUSIVE TO RESERVE ADVISORS

- ✓ **Reserve Expenditures** - View your CDD's entire schedule of prioritized expenditures for the next 30-years; on one spreadsheet

### RESERVE EXPENDITURES

Reserve Component Inventory	Estimated 1st Year of Event	RUL = 0 FY2021	1 2022	2 2023	3 2024	4 2025	5 2026
<b>Exterior Building Elements</b>							
Roofs, Asphalt Shingles, Phased	2025					228,696	234,414
Roofs, Flat, Phased	2025					71,748	73,542
Walls, Stucco, Paint Finishes and Capital Repairs	2022		38,438	39,398	40,383		
Walls, Trim, Soffits and Fascia, Paint Finishes	2022		12,812	13,133	13,461		
<b>Property Site Elements</b>							
Asphalt Pavement, Mill and Overlay, Phased	2025					108,643	111,359
Pavers, Masonry	2025					22,518	
Retaining Walls, Timber (Replace with Masonry)	2024				76,998	78,923	
<b>Anticipated Expenditures, By Year</b>		0	51,250	52,531	130,842	510,528	419,315



- ✓ **Funding Plan** - Establishes adequate, not excessive recommended annual reserve contributions to meet your future project needs

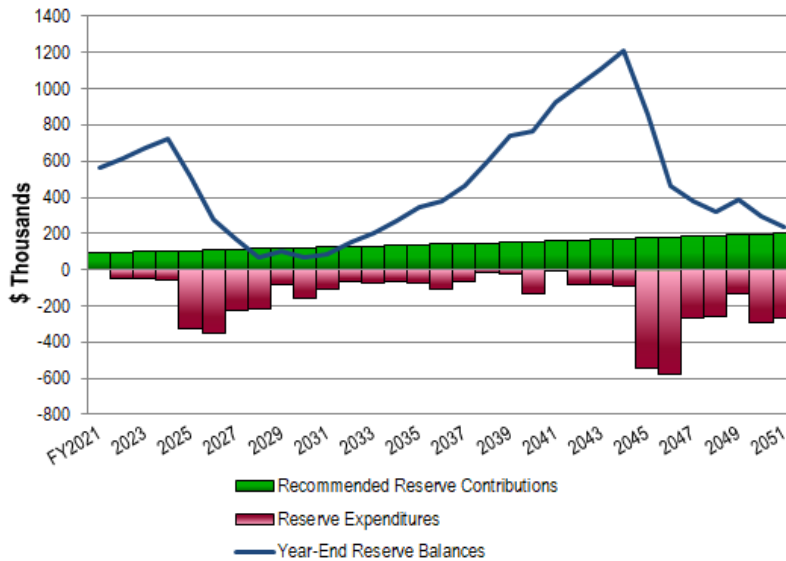
### RESERVE FUNDING PLAN

	Individual Reserve Budgets & Cash Flows for the Next 30 Years					
	FY2021	2022	2023	2024	2025	2026
Reserves at Beginning of Year	567,289	666,648				357,432
<b>Total Recommended Reserve Contributions</b>	<b>92,000</b>	<b>95,500</b>				<b>109,500</b>
Estimated Interest Earned, During Year	7,359	8,265				2,430
Anticipated Expenditures, By Year	0	(51,250)	(52,531)	(130,842)	(510,528)	(419,315)
<b>Anticipated Reserves at Year End</b>	<b>\$666,648</b>	<b>\$719,163</b>	<b>\$774,541</b>	<b>\$755,323</b>	<b>\$357,432</b>	<b>\$50,047</b>



## KEY ELEMENTS OF YOUR RESERVE ADVISORS RESERVE STUDY

- ✓ **Reserve Funding Graph** highlights your community's financial health and provides visibility to your projected 30-year cash flow



## COMPREHENSIVE REPORTS

Reserve Advisors delivers insights that enhance your ability to make informed decisions. Our reports:

- ✓ Include detailed photos that document the condition of your property
- ✓ Provide project-specific best practices and diagrams to help you understand the scope of future projects
- ✓ Recommend preventative maintenance activities to maximize component useful lives



Location	Square Footage	Year of Construction
Concord Lane	500	2001-2002
Kennel Lane	500	2001
Burford and Hanna Streets	400	2004-2007
Ball and Elm Streets	600	2003-2004
Wain, Clay and Stearn Lanes	400	2008
Washington Street	500	2008
Jackson Street	400	2008-2010
Wain and Cobble Lanes	200	2012-2016
Wain Street	500	2012-2016



## FORESITE

- ✓ Our proprietary cloud-based application that allows for easy collaboration with your board. Record comments and bids. Also track actual replacement costs and reserve contributions over time. Optionally, subscribe to ForeSite Plus to create unlimited reserve expenditure and reserve funding scenarios. [View Preview Video](#)

[Download Our Report Overview](#)



**It is more than just a reserve study.  
 It's added value and peace of mind with unconditional support.**

**CONFIRMATION OF SERVICES FOR  
 MEADOW POINT 1 COMMUNITY DEVELOPMENT DISTRICT**

**Full Reserve Study** for a total investment of **\$7,500** (includes all expenses). You'll receive:



- Electronic PDF Report with 30-year Reserve Expenditure and Funding Plan tables
- Excel file of Reserve Expenditures and Funding Plan with formulas for “what-if” scenarios



- We tailor your experience to your specific needs and ensure your priorities are addressed
- Meeting with our engineer on the day of our visual property inspection
- We are available to answer questions and to provide guidance well beyond report delivery



- ForeSite Basic – Access your reserve study files online, record comments and project costs. Also, receive a free 60-day trial to [ForeSite Plus](#).

**OPTIONAL SERVICES**

- \_\_\_ One (1) Bound Report hard copy (no charge); Additional copies at \$75 ea. – indicate quantity: \_\_\_
- \_\_\_ [ForeSite™ Plus](#) 3-year subscription empowers multiple users to create, share and collaborate with unlimited models and scenarios for **\$750** per year
- \_\_\_ [Insurance Appraisal](#) by a credentialed member of the American Society of Appraisers for **\$1,500**
- \_\_\_ Include Flood Values for an additional **\$200**

**To authorize the reserve study:**

**1. Sign and email agreement to  
 Matt@reserveadvisors.com.**

Signature: \_\_\_\_\_

(Print Name): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

For: **Meadow Point 1 Community  
 Development District (211737)**

**2. Send \$3,750 retainer to:**  
 Reserve Advisors, LLC  
 735 N. Water Street, Suite 175  
 Milwaukee, WI 53202

\*Retainer invoice will be emailed to you and is due upon authorization and prior to inspection. The balance is due net 30 days from report shipment. Following receipt of balance due, you may request one set of complimentary changes within six months of report shipment. Agreement is subject to our Professional Services Conditions.

You will receive your electric report approximately four (4) weeks after our inspection, based on timely receipt of all necessary information from you. Authorization to inspection time varies depending on demand for our services. This proposal is valid for 45 days.



## PROFESSIONAL SERVICE CONDITIONS

**Our Services** - Reserve Advisors, LLC (RA) performs its services as an independent contractor in accordance with our professional practice standards and its compensation is not contingent upon our conclusions. The purpose of our reserve study is to provide a budget planning tool that identifies the current status of the reserve fund, and an opinion recommending an annual funding plan to create reserves for anticipated future replacement expenditures of the property.

Our inspection and analysis of the subject property is limited to visual observations, is noninvasive and is not meant to nor does it include investigation into statutory, regulatory or code compliance. RA inspects sloped roofs from the ground and inspects flat roofs where safe access (stairs or ladder permanently attached to the structure) is available. The report is based upon a "snapshot in time" at the moment of inspection. RA may note visible physical defects in our report. The inspection is made by employees generally familiar with real estate and building construction but in the absence of invasive testing RA cannot opine on, nor is RA responsible for, the structural integrity of the property including its conformity to specific governmental code requirements for fire, building, earthquake, and occupancy, or any physical defects that were not readily apparent during the inspection.

RA is not responsible for conditions that have changed between the time of inspection and the issuance of the report. RA does not investigate, nor assume any responsibility for any existence or impact of any hazardous materials, such as asbestos, urea-formaldehyde foam insulation, other chemicals, toxic wastes, environmental mold or other potentially hazardous materials or structural defects that are latent or hidden defects which may or may not be present on or within the property. RA does not make any soil analysis or geological study as part of its services; nor does RA investigate water, oil, gas, coal, or other subsurface mineral and use rights or such hidden conditions. RA assumes no responsibility for any such conditions. The Report contains opinions of estimated costs and remaining useful lives which are neither a guarantee of the actual costs of replacement nor a guarantee of remaining useful lives of any property element.

RA assumes, without independent verification, the accuracy of all data provided to it. You agree to indemnify and hold RA harmless against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorneys' fees, to which we may become subject in connection with this engagement, because of any false, misleading or incomplete information which we have relied upon supplied by you or others under your direction, or which may result from any improper use or reliance on the Report by you or third parties under your control or direction. Your obligation for indemnification and reimbursement shall extend to any director, officer, employee, affiliate, or agent of RA. Liability of RA and its employees, affiliates, and agents for errors and omissions, if any, in this work is limited to the amount of its compensation for the work performed in this engagement.

**Report** - RA completes the services in accordance with the Proposal. The Report represents a valid opinion of RA's findings and recommendations and is deemed complete. RA, however, considers any additional information made available to us within 6 months of issuing the Report if a timely request for a revised Report is made. RA retains the right to withhold a revised Report if payment for services was not tendered in a timely manner. All information received by RA and all files, work papers or documents developed by RA during the course of the engagement shall remain the property of RA and may be used for whatever purpose it sees fit.

**Your Obligations** - You agree to provide us access to the subject property for an on-site visual inspection. You agree to provide RA all available, historical and budgetary information, the governing documents, and other information that we request and deem necessary to complete the Report. You agree to pay actual attorneys' fees and any other costs incurred to collect on any unpaid balance for RA's services.

**Use of Our Report** - Use of our Report is limited to only the purpose stated herein. You hereby acknowledge that any use or reliance by you on the Report for any unauthorized purpose is at your own risk and you shall hold RA harmless from any consequences of such use. Use by any unauthorized third party is unlawful. The Report in whole or in part ***is not and cannot be used as a design specification for design engineering purposes or as an appraisal.*** You may show our Report in its entirety to the following third parties: members of your organization, your accountant, attorney, financial institution and property manager who need to review the information contained herein. Without the written consent of RA, you shall not disclose the Report to any other third party. ***The Report*** contains intellectual property developed by RA and ***shall not be reproduced or distributed to any party that conducts reserve studies without the written consent of RA.***

RA will include your name in our client lists. RA reserves the right to use property information to obtain estimates of replacement costs, useful life of property elements or otherwise as RA, in its sole discretion, deems appropriate.

**Payment Terms, Due Dates, and Interest Charges** - Retainer payment is due upon authorization and prior to inspection. The balance is due net 30 days from the report shipment date. Any balance remaining 30 days after delivery of the Report shall accrue an interest charge of 1.5% per month. Any litigation necessary to collect an unpaid balance shall be venued in Milwaukee County Circuit Court for the State of Wisconsin.





**PROPOSED**

**Notice of Meetings**  
**Meadow Pointe Community Development District**

The Board of Supervisors of the Meadow Pointe Community Development District will hold their meetings for Fiscal Year 2022 on the first and third Thursday of each month (**except as noted below**) at 6:30 P.M. in the Meadow Pointe Clubhouse A, 28245 County Line Road, Wesley Chapel, Florida as follows:

October 7, 2021	April 7, 2022
October 21, 2021	April 21, 2022
November 4, 2021	May 5, 2022
November 18, 2021	May 19, 2022
December 2, 2021	June 2, 2022
December 16, 2021	June 16, 2022
January 6, 2022	July 7, 2022
January 20, 2022	July 21, 2022
February 3, 2022	August 4, 2022
February 17, 2022	August 18, 2022
March 3, 2022	September 1, 2022
March 17, 2022	September 15, 2022

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

October 11, 2021	
October 25, 2021	
November 8, 2021	May 9, 2022
November 22, 2021	May 23, 2022
December 13, 2021	June 13, 2022
January 10, 2022	June 27, 2022
January 24, 2022	July 11, 2022
February 14, 2022	July 25, 2022
February 28, 2022	August 8, 2022
March 14, 2022	August 22, 2022
March 28, 2022	September 12, 2022
April 11, 2022	September 26, 2022
April 25, 2022	

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

Please check the District's website for the latest information: [www.meadowpointecdd.com](http://www.meadowpointecdd.com).

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

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Mark Vega  
 District Manager