

**FOUR SEASONS AT CRYSTAL SPRINGS
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
REGULAR MEETING
MAY 10, 2019**

FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT AGENDA MAY 10, 2019 AT 11:00 a.m.

Hernando County Public Library
Main Library
238 Howell Avenue, Brooksville, FL 34601

District Board of Supervisors	Supervisor	Bill Conerly
	Supervisor	Jack Koehler
	Supervisor	Eric Davidson
	Supervisor	Ryan Sampson
	Supervisor	Vacant
District Manager	Meritus	Debby Nussel
District Attorney	Straley Robin Vericker	Mark Straley
		Vivek Babbar
District Engineer	Stantec	Tonja Stewart

All cellular phones and pagers must be turned off while in the meeting room

The meeting will begin at **11:00 a.m.** Following the **Call to Order**, the public has the opportunity to comment on posted agenda items during the second section called **Audience Questions and Comments on Agenda Items**. Each individual is limited to **three (3) minutes** for such comment. The Board is not required to take action at this time, but will consider the comments presented as the agenda progresses. Following public comment, the meeting will proceed with the third section called **Vendor and Staff Reports**. This section will allow Vendors and District Engineer and Attorney to update Board on work and to present proposals. The fourth section is called **Business Items**. This section contains items for approval by the District Board of Supervisors that may require discussion, motions, and votes on an item-by-item basis. The fifth section is called **Consent Agenda**. The Consent Agenda section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The sixth section will be **Management Reports**. This section allows the District Manager and Staff to update the Board of Supervisors on any pending issues that are being researched for Board action. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. In the event of a Public Hearing, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion, and vote.

The seventh section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet the District's needs. The final section is called **Audience Questions, Comments and Discussion Forum**. This portion of the agenda is where individuals may comment on matters that concern the District. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 397-5120, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same 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 the appeal is to be based.

Agendas can be reviewed by contacting the Manager's office at (813) 397-5120 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting.

Four Seasons at Crystal Springs Community Development District

Dear Board Members:

The Regular Meeting of the Board of Supervisors of Four Seasons at Crystal Springs Community Development District will be held on **Monday, May 10, 2019 at 11:00 a.m.**, at the Hernando County Public Library - Main Library located at 238 Howell Avenue, Brooksville, FL 34601. The agenda is included below.

1. CALL TO ORDER/ROLL CALL

2. PUBLIC COMMENT ON AGENDA ITEMS

3. BUSINESS ITEMS

- A. Consideration of Resolution 2019-01; Approving FY 2020 Proposed Budget and Setting Public Hearing Tab 01
- B. Consideration of Resolution 2019-02; Canvassing and Certifying the Results of the Landowners Election..... Tab 02
- C. Consideration of Resolution 2019-03; Designation of Officers Tab 03
- D. Annual Qualified Electors Disclosure Tab 04
- E. General Matters of the District

4. CONSENT AGENDA

- A. Consideration of Board of Supervisors Regular and Public Hearing Meeting Minutes October 15, 2018..... Tab 05
- B. Consideration of Board of Supervisors Landowners Election Meeting Minutes April 3, 2019 Tab 06
- C. Consideration of Operations and Maintenance Expenditures September 2018..... Tab 07
- D. Consideration of Operations and Maintenance Expenditures October 2018..... Tab 08
- E. Consideration of Operations and Maintenance Expenditures November 2018..... Tab 09
- F. Consideration of Operations and Maintenance Expenditures December 2018..... Tab 10
- G. Consideration of Operations and Maintenance Expenditures January 2019 Tab 11
- H. Consideration of Operations and Maintenance Expenditures February 2019 Tab 12
- I. Consideration of Operations and Maintenance Expenditures March 2019..... Tab 13
- J. Review of Financial Statements Month Ending March 31, 2019..... Tab 14

5. STAFF REPORTS

- A. District Counsel
- B. District Engineer
- C. District Manager

6. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS

7. ADJOURNMENT

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 397-5120.

Sincerely,

Debby Nussel
District Manager

RESOLUTION 2019-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2019/2020; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the District Manager prepared and submitted to the Board of Supervisors (“Board”) of the Four Seasons at Crystal Springs Community Development District (“District”) prior to June 15, 2019, a proposed operations and maintenance budget for Fiscal Year 2019/2020; and

WHEREAS, the Board has considered the proposed budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT:

1. **BUDGET APPROVED.** The operating budget proposed by the District Manager for Fiscal Year 2019/2020 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said budget.

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

DATE: _____

HOUR: _____

LOCATION: _____

3. **TRANSMITTAL OF BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the proposed budget to Hernando County, Florida at least 60 days prior to the hearing date set above.

4. **POSTING OF BUDGETS.** In accordance with Section 189.016, Florida Statutes, the District's Secretary is further directed to post the approved proposed budget on the District's website at least two days before the budget hearing date as set forth in section 2.

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 THIS 10TH DAY OF MAY, 2019.

ATTEST:

**FOUR SEASONS AT CRYSTAL
SPRINGS COMMUNITY
DEVELOPMENT DISTRICT**

Signature

Signature

Printed Name

Printed Name

Title:

- ☐ Secretary
- ☐ Assistant Secretary

Title:

- ☐ Chair of the Board of Supervisors
- ☐ Vice Chair of the Board of Supervisors

Exhibit A: Proposed FY 2019/2020 Budget

2020



FOUR SEASONS AT CRYSTAL SPRINGS

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2020
PROPOSED ANNUAL OPERATING BUDGET

MAY 10, 2019



FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2020 PROPOSED ANNUAL OPERATING BUDGET

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MAY 10, 2019

FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT

BUDGET INTRODUCTION

Background Information

The Four Seasons at Crystal Springs Community Development District is a local special purpose government authorized by Chapter 190, Florida Statutes, as amended. The Community Development District (CDD) is an alternative method for planning, financing, acquiring, operating and maintaining community-wide infrastructure in master planned communities. The CDD also is a mechanism that provides a “solution” to the State’s needs for delivery of capital infrastructure to service projected growth without overburdening other governments and their taxpayers. CDDs represent a major advancement in Florida’s effort to manage its growth effectively and efficiently. This allows the community to set a higher standard for construction along with providing a long-term solution to the operation and maintenance of community facilities.

The following report represents the District budget for Fiscal Year 2020, which begins on October 1, 2019. The District budget is organized by fund to segregate financial resources and ensure that the segregated resources are used for their intended purpose, and the District has established the following funds.

<u>Fund Number</u>	<u>Fund Name</u>	<u>Services Provided</u>
001	General Fund	Operations and Maintenance of Community Facilities

Facilities of the District

The District’s existing facilities include storm-water management (lake and water control structures), wetland preserve areas, street lighting, landscaping, entry signage, entry features, irrigation distribution facilities, recreational center, parks, pool facility, tennis courts and other related public improvements.

Maintenance of the Facilities

In order to maintain the facilities, the District conducts hearings to adopt an operating budget each year. This budget includes a detailed description of the maintenance program along with an estimate of the cost of the program. The funding of the maintenance budget is levied as a non-ad valorem assessment on your property by the District Board of Supervisors.

FOUR SEASONS AT CRYSTAL SPRINGS

COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2019 Final Operating Budget	Current Period Actuals 10/1/18 - 2/28/19	Projected Revenues & Expenditures 3/1/19 to 9/30/19	Total Actuals and Projections Through 9/30/19	Over/(Under) Budget Through 9/30/19
REVENUES					
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES					
Developer Contributions	13,605.00	8,524.00	4,712.80	13,236.80	(368.20)
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	13,605.00	8,524.00	4,712.80	13,236.80	(368.20)
TOTAL REVENUES	\$13,605.00	\$8,524.00	\$4,712.80	\$13,236.80	(\$368.20)
EXPENDITURES					
LEGISLATIVE					
Supervisor Fees	400.00	200.00	200.00	400.00	0.00
TOTAL LEGISLATIVE	400.00	200.00	200.00	400.00	0.00
FINANCIAL & ADMINISTRATIVE					
District Manager	7,500.00	2,500.00	3,500.00	6,000.00	(1,500.00)
District Engineer	500.00	0.00	0.00	0.00	(500.00)
Public Officials Insurance	3,000.00	938.00	1,313.20	2,251.20	(748.80)
Legal Advertising	800.00	257.00	359.80	616.80	(183.20)
Bank Fees	230.00	41.00	57.40	98.40	(131.60)
Dues, Licenses & Fees	175.00	175.00	245.00	420.00	245.00
Miscellaneous Fees	500.00	0.00	0.00	0.00	(500.00)
TOTAL FINANCIAL & ADMINISTRATIVE	12,705.00	3,911.00	5,475.40	9,386.40	(3,318.60)
LEGAL COUNSEL					
District Counsel	500.00	395.00	305.00	700.00	200.00
TOTAL LEGAL COUNSEL	500.00	395.00	305.00	700.00	200.00
OTHER PHYSICAL ENVIRONMENT					
Property & Casualty Insurance	0.00	1,146.00	1,604.40	2,750.40	2,750.40
TOTAL OTHER PHYSICAL ENVIRONMENT	0.00	1,146.00	1,604.40	2,750.40	2,750.40
TOTAL EXPENDITURES	\$13,605.00	\$5,652.00	\$7,584.80	\$13,236.80	(\$368.20)
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	\$0.00	\$2,872.00	(\$2,872.00)	\$0.00	(\$0.00)

FISCAL YEAR 2019 BUDGET ANALYSIS

FOUR SEASONS AT CRYSTAL SPRINGS

COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2019 Final Operating Budget	Total Actuals and Projections Through 9/30/19	Over/(Under) Budget Through 9/30/19	Fiscal Year 2020 Proposed Operating Budget	Increase / (Decrease) from FY 2019 to FY 2020
REVENUES					
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES					
Developer Contributions	13,605.00	13,236.80	(368.20)	15,605.00	2,000.00
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	13,605.00	13,236.80	(368.20)	15,605.00	2,000.00
TOTAL REVENUES	\$13,605.00	\$13,236.80	(\$368.20)	\$15,605.00	\$2,000.00
EXPENDITURES					
LEGISLATIVE					
Supervisor Fees	400.00	400.00	0.00	0.00	(400.00)
TOTAL LEGISLATIVE	400.00	400.00	0.00	0.00	(400.00)
FINANCIAL & ADMINISTRATIVE					
District Manager	7,500.00	6,000.00	(1,500.00)	6,000.00	(1,500.00)
District Engineer	500.00	0.00	(500.00)	500.00	0.00
Public Officials Insurance	3,000.00	2,251.20	(748.80)	2,500.00	(500.00)
Legal Advertising	800.00	616.80	(183.20)	800.00	0.00
Bank Fees	230.00	98.40	(131.60)	105.00	(125.00)
Dues, Licenses & Fees	175.00	420.00	245.00	175.00	0.00
Miscellaneous Fees	500.00	0.00	(500.00)	0.00	(500.00)
Website Maintenance	0.00	0.00	0.00	2,000.00	2,000.00
TOTAL FINANCIAL & ADMINISTRATIVE	12,705.00	9,386.40	(3,318.60)	12,080.00	(625.00)
LEGAL COUNSEL					
District Counsel	500.00	700.00	200.00	500.00	0.00
TOTAL LEGAL COUNSEL	500.00	700.00	200.00	500.00	0.00
OTHER PHYSICAL ENVIRONMENT					
Property & Casualty Insurance / FY 2020 General Liability	0.00	2,750.40	2,750.40	3,025.00	3,025.00
TOTAL OTHER PHYSICAL ENVIRONMENT	0.00	2,750.40	2,750.40	3,025.00	3,025.00
TOTAL EXPENDITURES	\$13,605.00	\$13,236.80	(\$368.20)	\$15,605.00	\$2,000.00
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	\$0.00	\$0.00	(\$0.00)	\$0.00	\$0.00

FISCAL YEAR 2020
PROPOSED ANNUAL OPERATING BUDGET

FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Financial & Administrative

District Manager

The District retains the services of a consulting manager, who is responsible for the daily administration of the District's business, including any and all financial work related to the Bond Funds and Operating Funds of the District, and preparation of the minutes of the Board of Supervisors. In addition, the District Manager prepares the Annual Budget(s), implements all policies of the Board of Supervisors, and attends all meetings of the Board of Supervisors.

District Engineer

Consists of attendance at scheduled meetings of the Board of Supervisors, offering advice and consultation on all matters related to the works of the District, such as bids for yearly contracts, operating policy, compliance with regulatory permits, etc.

Disclosure Reporting

On a quarterly and annual basis, disclosure of relevant district information is provided to the Muni Council, as required within the bond indentures.

Trustees Fees

This item relates to the fee assessed for the annual administration of bonds outstanding, as required within the bond indentures.

Auditing Services

The District is required to annually undertake an independent examination of its books, records and accounting procedures. This audit is conducted pursuant to State Law and the Rules of the Auditor General.

Postage, Phone, Fax, Copies

This item refers to the cost of materials and service to produce agendas and conduct day-to-day business of the District.

Miscellaneous Administration

This is required of the District to store its official records.

Public Officials Insurance

The District carries Public Officials Liability in the amount of \$1,000,000.

Legal Advertising

This is required to conduct the official business of the District in accordance with the Sunshine Law and other advertisement requirements as indicated by the Florida Statutes.

FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Bank Fees

The District operates a checking account for expenditures and receipts.

Dues, Licenses & Fees

The District is required to file with the County and State each year.

Miscellaneous Fees

To provide for unbudgeted administrative expenses.

Investment Reporting Fees

This is to provide an investment report to the District on a quarterly basis.

Office Supplies

Cost of daily supplies required by the District to facilitate operations.

Technology Services

This is to upgrade and keep current the operating components to comply with new governmental accounting standards along with basic website maintenance.

Website Administration

This is for maintenance and administration of the District's official website.

Capital Outlay

This is to purchase new equipment as required.

Legal Counsel

District Counsel

Requirements for legal services are estimated at an annual expenditures on an as needed and also cover such items as attendance at scheduled meetings of the Board of Supervisor's, Contract preparation and review, etc.

Electric Utility Services

Electric Utility Services

This item is for street lights, pool, recreation facility and other common element electricity

Garbage/Solid Waste Control Services

Garbage Collection

This item is for pick up at the recreation facility and parks as needed.

Water-Sewer Combination Services

Water Utility Services

This item is for the potable and non-potable water used for irrigation.

FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Other Physical Environment

Waterway Management System

This item is for maintaining the multiple waterways that compose the District's waterway management system and aids in controlling nuisance vegetation that may otherwise restrict the flow of water.

Property & Casualty Insurance

The District carries \$1,000,000 in general liability and also has sovereign immunity.

Entry & Walls Maintenance

This item is for maintaining the main entry feature and other common area walls.

Landscape Maintenance

The District contracts with a professional landscape firm to provide service through a public bid process. This fee does not include replacement material or irrigation repairs.

Miscellaneous Landscape

This item is for any unforeseen circumstances that may effect the appearance of the landscape program.

Plant Replacement Program

This item is for landscape items that may need to be replaced during the year.

Property Taxes

This item is for property taxes assessed to lands within the District.

Irrigation Maintenance

Repairs necessary for everyday operation of the irrigation system to ensure its effectiveness.

Pool Maintenance

This item is necessary to contract with a vendor to maintain the pool within state guidelines for public use.

Clubhouse Maintenance

This item provides for operations, maintenance, and supplies to the District's Amenity Center.

RESOLUTION 2019-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES, ADDRESSING SEAT NUMBER DESIGNATIONS ON THE BOARD OF SUPERVISORS, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Four Seasons at Crystal Springs Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, pursuant to Section 190.006(2), Florida Statutes, a landowners meeting is required to be held within 90 days of the District’s creation and every two years following the creation of the District for the purpose of electing supervisors of the District; and

WHEREAS, following proper publication and notice thereof, on April 3, 2019, the owners of land within the District held a meeting for the purpose of electing supervisors to the District’s Board of Supervisors (“Board”); and

WHEREAS, at the April 3, 2019 meeting, the below recited persons were duly elected by virtue of the votes cast in their respective favor; and

WHEREAS, the Board, by means of this Resolution, desires to canvas the votes, declare and certify the results of the landowner’s election, and announce the Board Members, seat number designations on the Board.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The recitals as stated above are true and correct and by this reference are incorporated into and form a material part of this Resolution.

SECTION 2. The following persons are found, certified, and declared to have been duly elected as Supervisors of and for the District, having been elected by the votes cast in their favor as shown below:

Bill Conerly	267	Votes (4 year term)	Seat # 1
Jack Koehler	267	Votes (4 year term)	Seat # 2
Ryan Sampson	265	Votes (4 year term)	Seat # 4

SECTION 3. Said terms of office commence on April 3, 2019.

SECTION 4. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect. To the extent the provisions of this Resolution conflict with the provisions of any other resolution of the District, the provisions of this Resolution shall prevail.

PASSED AND ADOPTED this 10th day of May, 2019.

ATTEST:

**FOUR SEASONS AT CRYSTAL SPRINGS
COMMUNITY DEVELOPMENT DISTRICT**

Secretary/ Assistant Secretary
Print Name: _____

Chair/ Vice Chair
Print Name: _____

RESOLUTION 2019-03

**A RESOLUTION OF THE BOARD OF SUPERVISORS
DESIGNATING THE OFFICERS OF FOUR SEASONS AT
CRYSTAL SPRINGS COMMUNITY DEVELOPMENT
DISTRICT, AND PROVIDING FOR AN EFFECTIVE
DATE.**

WHEREAS, Four Seasons at Crystal Springs Community Development District (the “District”), is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the County of Hernando; and

WHEREAS, the Board of Supervisors (hereinafter the “Board”) now desires to designate the Officers of the District per F.S. 190.006(6).

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD
OF SUPERVISORS OF FOUR SEASONS AT CRYSTAL
SPRINGS COMMUNITY DEVELOPMENT DISTRICT:**

1. The following persons are elected to the offices shown, to wit:

_____	Chairman
_____	Vice-Chairman
<u>Brian Lamb</u>	Secretary
<u>Eric Davidson</u>	Treasurer
<u>Debby Nussel</u>	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

2. This Resolution shall become effective immediately upon its adoption.

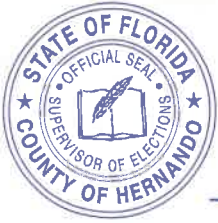
PASSED AND ADOPTED THIS 10th DAY OF MAY, 2019.

ATTEST:

**FOUR SEASONS AT CRYSTAL SPRINGS
COMMUNITY DEVELOPMENT DISTRICT**

Secretary/ Assistant Secretary
Print Name: _____

Chair/ Vice Chair
Print Name: _____



Shirley Anderson
Hernando County Supervisor of Elections

Received
APR 17 2019

April 15, 2019

Meritus
2005 Pan Am Circle, Ste: 300
Tampa, FL 33607

Dear Ms. Crutchfield:

As of April 15, 2019 there are no registered voters within the Four Seasons at Crystal Springs Community Development District and Southern Hills Plantation II has 128 registered voters.

If I can be of further assistance, let me know.

Sincerely,

Shirley Anderson
Supervisor of Elections

Enc.

Date 4/15/2019
Time 08:08 AM

Hernando County, FL

Shirley Anderson
Supervisor of Elections
Active Voters by District/Precinct

FOUR SEASONS

17 NATIVITY LUTHERAN CHUF

FOUR SEASONS

<u>Dem</u>	<u>Rep</u>	<u>NPA</u>	<u>Other</u>	<u>Total</u>	<u>White</u>	<u>Black</u>	<u>Hispanic</u>	<u>Other</u>	<u>Male</u>	<u>Female</u>	<u>Other</u>
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0

Date 4/15/2019
Time 08:08 AM

Hernando County, FL

Shirley Anderson
Supervisor of Elections
Active Voters by District/Precinct

SOUTHERN HILLS 2

4 JEROME BROWN COMMUN
SOUTHERN HILLS 2

<u>Dem</u>	<u>Rep</u>	<u>NPA</u>	<u>Other</u>	<u>Total</u>	<u>White</u>	<u>Black</u>	<u>Hispanic</u>	<u>Other</u>	<u>Male</u>	<u>Female</u>	<u>Other</u>
33	67	28	0	128	119	1	8	0	64	64	0
33	67	28	0	128	119	1	8	0	64	64	0

**FOUR SEASONS AT CRYSTAL SPRINGS
COMMUNITY DEVELOPMENT DISTRICT**

October 15, 2018 Minutes of Regular Meeting and Public Hearing

Minutes of the Regular Meeting and Public Hearing

The Regular Meeting and Public Hearing of the Board of Supervisors for Four Seasons of Crystal Springs Community Development District was held on **Monday, October 15, 2018 at 1:00 p.m.** at the Silver Thorn Club, The Legends Room, located at 4550 Golf Club Lane, Brooksville, FL 34609.

1. CALL TO ORDER/ROLL CALL

Debby Nussel called the Regular Meeting and Public Hearing of Four Seasons at Crystal Springs Community Development District to order on **Monday, October 15, 2018 at 1:03 p.m.**

Board Members Present and Constituting a Quorum:

Brian Farrar	Chairman
Christine Farrar	Vice Chairman
Eric Davidson	Supervisor

Staff Members Present:

Debby Nussel	Meritus
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2. PUBLIC COMMENTS ON AGENDA ITEMS

There were no audience members present.

3. PUBLIC HEARING ON PROPOSED FISCAL YEAR 2019 BUDGET

A. Open Public Hearing on Adopting Fiscal Year 2019 Budget

MOTION TO:	Open the public hearing.
MADE BY:	Supervisor Davidson
SECONDED BY:	Supervisor C. Farrar
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

B. Staff Presentations

Mrs. Nussel went over the budget line items with the Board.

MOTION TO:	Approve the Fiscal Year 2019 budget.
MADE BY:	Supervisor B. Farrar
SECONDED BY:	Supervisor C. Farrar
DISCUSSION:	Mrs. Nussel updated the Board on website ADA compliance. She stated that there have been lawsuits filed and won against CDDs for not having websites that are ADA compliant. The insurance company has stated that the CDD need to make the website ADA compliant, or they will be dropped from coverage. Counsel also recommended making sure the CDD website is ADA compliant. The Chair recommended for this item to be tabled for now until the next meeting so the new Board can decide. The Board agreed.
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously

C. Public Comments

There were no members of the public present.

D. Close Public Hearing on Adopting Fiscal Year 2019 Budget

MOTION TO:	Close the public hearing.
MADE BY:	Supervisor Davidson
SECONDED BY:	Supervisor C. Farrar
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously

E. Consideration of Resolution 2019-01; Adopting Fiscal Year 2019 Budget

MOTION TO:	Approve Resolution 2019-01.
MADE BY:	Supervisor B. Farrar
SECONDED BY:	Supervisor C. Farrar
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously

4. BUSINESS ITEMS

A. Consideration of Resolution 2019-02; Setting Fiscal Year 2019 Meeting Schedule

Mrs. Nussel went over the resolution and meeting schedule with the Board. She recommended to wait on running the ad until the new Board is elected. The Board agreed.

MOTION TO:	Approve Resolution 2019-02.
MADE BY:	Supervisor C. Farrar
SECONDED BY:	Supervisor Davidson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

B. General Matters of the District

5. CONSENT AGENDA

A. Consideration of Board of Supervisors Meeting Minutes June 11, 2018

The Board reviewed the minutes.

MOTION TO:	Approve the June 11, 2018 meeting minutes.
MADE BY:	Supervisor C. Farrar
SECONDED BY:	Supervisor Davidson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

B. Consideration of Operations and Maintenance Expenditures July 2018

C. Consideration of Operations and Maintenance Expenditures August 2018

The Board reviewed the O&Ms for July 2018 and August 2018.

MOTION TO: Approve the July 2018 O&Ms and the August 2018 O&Ms.
MADE BY: Supervisor B. Farrar
SECONDED BY: Supervisor Davidson
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion passed unanimously

E. Review of Financial Statements through August 30, 2018

The financials were reviewed and accepted.

6. STAFF REPORTS

- A. District Counsel
- B. District Engineer
- C. District Manager

7. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS

There were no supervisor requests or audience comments.

8. ADJOURNMENT

MOTION TO: Adjourn.
MADE BY: Supervisor C. Farrar
SECONDED BY: Supervisor Davidson
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
3/0 - Motion passed unanimously

**These minutes were done in summary format.*

**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 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.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.

Signature

Printed Name

Title:

- ☐ **Chairman**
☐ **Vice Chairman**

Signature

Printed Name

Title:

- ☐ **Secretary**
☐ **Assistant Secretary**

Recorded by Records Administrator

Signature

Date

Official District Seal

FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT

April 3, 2019 Minutes of the Landowner's Election

Minutes of the Landowner's Election

The Landowner's Election of the Board of Supervisors for Four Seasons at Crystal Springs Community Development District were held on Wednesday, April 3, 2019 at 10:00 a.m. at Hernando County Public Library – Main Library, located at 238 Howell Ave., Brooksville, FL 34601.

1. CALL TO ORDER/ROLL CALL

Gene Roberts called the Landowner's Election of the Board of Supervisors of the Four Seasons at Crystal Springs Community Development District to order on April 3, 2019 at 10:05 a.m.

Staff Members Present:

Gene Roberts Meritus

There were no audience members present.

2. APPOINTMENT OF MEETING CHAIRMAN

Gene Roberts from Meritus stated that he will be serving as the meeting chairman.

3. ANNOUNCEMENT OF CANDIDATES/CALL FOR NOMINATIONS

Mr. Roberts stated that there were three nominations for candidates: Bill Conerly, Jack Koehler, and Ryan Sampson. There were 267 votes eligible. Mr. Roberts had a ballot and proxy in hand from Walton Acquisitions Florida LLC.

4. ELECTION OF SUPERVISORS

Mr. Roberts announced the results: Bill Conerly received 267 votes, Jack Koehler received 267 votes, and Ryan Sampson received 265 votes. Bill Conerly will have Seat 1 with a four-year term, Jack Koehler will have Seat 2 with a four-year term, and Ryan Sampson will have Seat 4 with a two-year term.

5. OWNERS REQUEST

There were no requests.

6. ADJOURNMENT

The Landowner's Election was adjourned.

**These minutes were done in summary format.*

**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 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.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.

Signature

Printed Name

Title:

- ☐ **Secretary**
☐ **Assistant Secretary**

Signature

Printed Name

Title:

- ☐ **Chairman**
☐ **Vice Chairman**

Recorded by Records Administrator

Signature

Date

Official District Seal

4 Seasons at Crystal Sp. Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
Meritus Districts	8525	\$ 520.04		Management Services - September
Monthly Contract Sub-Total		\$ 520.04		
Variable Contract				
Variable Contract Sub-Total		\$ 0.00		
Utilities				
Utilities Sub-Total		\$ 0.00		
Regular Services				
Regular Services Sub-Total		\$ 0.00		
Additional Services				
Additional Services Sub-Total		\$ 0.00		
TOTAL:		\$ 520.04		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

Meritus Districts

2005 Pan Am Circle
Suite 120
Tampa, FL 33607

INVOICE

Invoice Number: 8525
Invoice Date: Sep 1, 2018
Page: 1

Voice: 813-397-5121
Fax: 813-873-7070

Bill To:

Four Seasons @ Crystal Springs CDD
2005 Pan Am Circle
Suite 120
Tampa, FL 33607

Ship to:

2005 Pan Am Circle
Suite 120
Tampa, FL 33607

Customer ID	Customer PO	Payment Terms	
Four Seasons		Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			9/1/18

Quantity	Item	Description	Unit Price	Amount
	District Mgmt Svcs	District Management Services - September		500.00
	Bank Fee	SunTrust acct analysis fee		20.04
Subtotal				520.04
Sales Tax				
Total Invoice Amount				520.04
Payment/Credit Applied				
TOTAL				520.04

Check/Credit Memo No:

4 Seasons at Crystal Sp. Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
Meritus Districts	8584	\$ 520.88		Management Services - October
Monthly Contract Sub-Total		\$ 520.88		
Variable Contract				
Straley Robin Vericker	16321	\$ 345.00		Professional Services - thru 10/15/2018
Variable Contract Sub-Total		\$ 345.00		
Utilities				
Utilities Sub-Total		\$ 0.00		
Regular Services				
Egis	8137	\$ 5,000.00		Insurance Package 10/01/2018 to 10/01/2019
Supervisor: Christine Farrar	CF101518	200.00	\$ 200.00	Supervisor Fee - 10/15/2018
Regular Services Sub-Total		\$ 5,200.00		
Additional Services				
DEO	72709	\$ 175.00		FY 2018/2019 Speciat District Fee - 10/01/2018
Tampa Bay Times	693854 100818	90.00		Notice of Meeting Change - 10/07/2018
Additional Services Sub-Total		\$ 265.00		
TOTAL:		\$ 6,330.88		

Approved (with any necessary revisions noted):

4 Seasons at Crystal Sp. Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
--------	---------------------------	--------	-----------------	----------------------

Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

2005 Pan Am Circle
Suite 120
Tampa, FL 33607

Voice: 813-397-5121
Fax: 813-873-7070

INVOICE

Invoice Number: 8584
Invoice Date: Oct 1, 2018
Page: 1

Bill To:

Four Seasons @ Crystal Springs CDD
2005 Pan Am Circle
Suite 120
Tampa, FL 33607

Ship to:

2005 Pan Am Circle
Suite 120
Tampa, FL 33607

Customer ID	Customer PO	Payment Terms	
Four Seasons		Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			10/1/18

Quantity	Item	Description	Unit Price	Amount
	District Mgmt Svcs	District Management Services - October		500.00
	Bank Fee	SunTrust acct analysis fee		20.88
		M		
		Subtotal		520.88
		Sales Tax		
		Total Invoice Amount		520.88
		Payment/Credit Applied		
		TOTAL		520.88

Check/Credit Memo No:

Check/Credit Memo No:

Straley Robin Vericker

1510 W. Cleveland Street
Tampa, FL 33606
Telephone (813) 223-9400 * Facsimile (813) 223-5043
Federal Tax Id. - 20-1778458

Four Seasons at Crystal Springs
c/o MERITUS DISTRICTS
2005 PAN AM CIRCLE, SUITE 120
TAMPA, FL 33607

October 23, 2018
Client: 001352
Matter: 000001
Invoice #: 16321

Page: 1

RE: General

For Professional Services Rendered Through October 15, 2018

SERVICES

Date	Person	Description of Services	Hours	
9/19/2018	VKB	TELECONFERENCE WITH D. NUSSEL RE: BUDGET ADOPTION AND POTENTIAL SALE OF PROPERTY WITHIN DISTRICT.	0.2	
9/20/2018	LB	REVIEW EMAIL FROM B. CRUTCHFIELD RE PUBLICATION NOTICES FOR LANDOWNERS ELECTION; PREPARE EMAIL TO B. CRUTCHFIELD RE SAME; REVIEW EMAIL FROM B. CRUTCHFIELD RE DISTRIBUTION LIST AND SEATS UP FOR NOVEMBER 2018 LANDOWNERS ELECTION; OFFICE CONFERENCE WITH K. SCHALTER RE PUBLICATION NOTICE FOR SAME.	0.2	
9/28/2018	KMS	DRAFT AND REVISE LANDOWNER ELECTION NOTICE- NOVEMBER 2018 ELECTION.	0.7	
9/28/2018	LB	REVIEW AND REVISE PUBLICATION OF LANDOWNERS' ELECTION AND MEETING.	0.4	
10/1/2018	LB	FINALIZE PUBLICATION FOR LANDOWNERS MEETING; PREPARE EMAIL TO B. CRUTCHFIELD TRANSMITTING SAME FOR PUBLICATION.	0.2	
Total Professional Services			1.7	\$345.00

PERSON RECAP

Person	Hours	Amount
VKB Vivek K. Babbar	0.2	\$50.00

October 23, 2018

Client: 001352

Matter: 000001

Invoice #: 16321

Page: 2

PERSON RECAP

Person		Hours	Amount
KMS	Kristen M. Schalter	0.7	\$175.00
LB	Lynn Butler	0.8	\$120.00

Total Services	\$345.00	
Total Disbursements	\$0.00	
Total Current Charges		\$345.00

PAY THIS AMOUNT

\$345.00

Please Include Invoice Number on all Correspondence



Four Seasons at Crystal Springs Community Development Dist
c/o Meritus Corp
2005 Pan Am Circle, Ste 120
Tampa, FL 33607

INVOICE

Customer	Four Seasons at Crystal Springs Community Development District
Acct #	888
Date	10/05/2018
Customer Service	Charisse Bitner
Page	1 of 1

Payment Information	
Invoice Summary	\$ 5,000.00
Payment Amount	
Payment for:	Invoice#8137
100118386	

Thank You

Please detach and return with payment



Customer: Four Seasons at Crystal Springs Community Development District

Invoice	Effective	Transaction	Description	Amount
8137	10/01/2018	New business	Policy #100118386 10/01/2018-10/01/2019 Florida Insurance Alliance Package - New business Due Date: 11/4/2018 <i>Gen. liability - \$2750⁰⁰ -</i> <i>Pub officials - \$2250⁰⁰ -</i>	5,000.00
				Total
				\$ 5,000.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:
Egis Insurance Advisors LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453

Remit Payment To: Egis Insurance Advisors, LLC

(321)320-7665

Date

Lockbox 234021 PO Box 84021
Chicago, IL 60689-4002

cbitner@egisadvisors.com

10/05/2018

FOUR SEASONS AT CRYSTAL SPRINGS CDD

MEETING DATE: October 15, 2018

DMS Staff Signature Debby Nussel

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Brian Farrar	✓	Salary Waived	\$0.00
Christine Farrar	✓	Salary Accepted	\$200.00
Eric Davidson	✓	Salary Waived	\$0.00
Vacant		Salary Waived	\$0.00
Vacant		Salary Waived	\$0.00

CF101518

Florida Department of Economic Opportunity, Special District Accountability Program
FY 2018/2019 Special District Fee Invoice and Update Form
 Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 72709			Date Invoiced: 10/01/2018
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/03/2018: \$175.00

STEP 1: Review the following information, make changes directly on the form, and sign and date:

1. Special District's Name, Registered Agent's Name, and Registered Office Address:

Four Seasons at Crystal Springs Community Development District
 Mr. Brian K. Lamb
 2005 Pan Am Circle, Suite 120
 Tampa, FL 33607



OCT 04 2018

2. Telephone: (813) 873-7300
 3. Fax: (813) 873-7070
 4. Email: blamb@meritusdistricts.com
 5. Status: Independent
 6. Governing Body: Elected
 7. Website Address: FourSeasons.HOAHomePortal.com
 8. County(ies): Hernando
 9. Function(s): Community Development
 10. Boundary Map on File: 04/04/2008
 11. Creation Document on File: 04/04/2008
 12. Date Established: 11/06/2007
 13. Creation Method: Local Ordinance
 14. Local Governing Authority: Hernando County
 15. Creation Document(s): County Ordinance 2007-21
 16. Statutory Authority: Chapter 190, Florida Statutes
 17. Authority to Issue Bonds: Yes
 18. Revenue Source(s): Assessments
 19. Most Recent Update: 01/22/2018

brian.lamb@merituscorp.com

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature: _____ Date 10.5.18

STEP 2: Pay the annual fee or certify eligibility for the zero fee:

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.

1. _____ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
2. _____ This special district is in compliance with the reporting requirements of the Department of Financial Services.
3. _____ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2016/2017 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: _____ Denied: _____ Reason: _____

STEP 3: Make a copy of this form for your records.

STEP 4: Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.

4 Seasons at Crystal Sp. Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
Meritus Districts	8689	\$ 520.48		Management Services - November
Monthly Contract Sub-Total		\$ 520.48		
Variable Contract				
Variable Contract Sub-Total		\$ 0.00		
Utilities				
Utilities Sub-Total		\$ 0.00		
Regular Services				
Regular Services Sub-Total		\$ 0.00		
Additional Services				
Tampa Bay Times	696406 110218	\$ 167.20		Notice of Landowners Meeting 10/26/2018 thru 11/02/2018
Additional Services Sub-Total		\$ 167.20		
TOTAL:		\$ 687.68		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

2005 Pan Am Circle
Suite 120
Tampa, FL 33607

Voice: 813-397-5121
Fax: 813-873-7070

INVOICE

Invoice Number: 8689
Invoice Date: Nov 1, 2018
Page: 1

Bill To:
Four Seasons @ Crystal Springs CDD
2005 Pan Am Circle
Suite 120
Tampa, FL 33607

Ship to:	

Customer ID	Customer PO	Payment Terms	
Four Seasons		Net Due	
	Shipping Method	Ship Date	Due Date
	Best Way		11/1/18

Quantity	Item	Description	Unit Price	Amount
		District Management Services - November		500.00
		SunTrust acct analysis fee		20.48
		M		

Subtotal	520.48
Sales Tax	
Total Invoice Amount	520.48
Payment/Credit Applied	
TOTAL	520.48

40

4 Seasons at Crystal Sp. Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
Meritus Districts	8772	\$ 500.00		Management Services - December
Monthly Contract Sub-Total		\$ 500.00		
Variable Contract				
Variable Contract Sub-Total		\$ 0.00		
Utilities				
Utilities Sub-Total		\$ 0.00		
Regular Services				
Regular Services Sub-Total		\$ 0.00		
Additional Services				
Additional Services Sub-Total		\$ 0.00		
TOTAL:		\$ 500.00		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

2005 Pan Am Circle
Suite 120
Tampa, FL 33607

Voice: 813-397-5121
Fax: 813-873-7070

INVOICE

Invoice Number: 8772
Invoice Date: Dec 1, 2018
Page: 1

Bill To:
Four Seasons @ Crystal Springs CDD
2005 Pan Am Circle
Suite 120
Tampa, FL 33607

Ship to:

Customer ID	Customer PO	Payment Terms	
Four Seasons		Net Due	
	Shipping Method	Ship Date	Due Date
	Best Way		12/1/18

Quantity	Item	Description	Unit Price	Amount
		District Management Services - December		500.00

Subtotal	500.00
Sales Tax	
Total Invoice Amount	500.00
Payment/Credit Applied	
TOTAL	500.00

4 Seasons at Crystal Sp. Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
Meritus Districts	8844	\$ 500.00		Management Services - January
Monthly Contract Sub-Total		\$ 500.00		
Variable Contract				
Straley Robin Vericker	16500	\$ 50.00		Professional Services - thru 10/15/2018
Variable Contract Sub-Total		\$ 50.00		
Utilities				
Utilities Sub-Total		\$ 0.00		
Regular Services				
Regular Services Sub-Total		\$ 0.00		
Additional Services				
Additional Services Sub-Total		\$ 0.00		
TOTAL:		\$ 550.00		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

Meritus Districts

2005 Pan Am Circle
Suite 120
Tampa, FL 33607

Voice: 813-397-5121
Fax: 813-873-7070

INVOICE


Invoice Number: 8844
Invoice Date: Jan 1, 2019
Page: 1

Bill To:

Four Seasons @ Crystal Springs CDD
2005 Pan Am Circle
Suite 120
Tampa, FL 33607

Ship to:

Customer ID	Customer PO	Payment Terms	
Four Seasons		Net Due	
		Shipping Method	
		Best Way	
		Ship Date	Due Date
			1/1/19

Quantity	Item	Description	Unit Price	Amount
		District Management Services - January		500.00
				

Subtotal	500.00
Sales Tax	
Total Invoice Amount	500.00
Payment/Credit Applied	
TOTAL	500.00

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400 * Facsimile (813) 223-5043

Federal Tax Id. - 20-1778458

Four Seasons at Crystal Springs
c/o MERITUS DISTRICTS
2005 PAN AM CIRCLE, SUITE 120
TAMPA, FL 33607

December 18, 2018

Client: 001352

Matter: 000001

Invoice #: 16500

Page: 1

RE: General

For Professional Services Rendered Through December 15, 2018

SERVICES

Date	Person	Description of Services	Hours	
12/11/2018	VKB	TELECONFERENCE WITH B. CONERLY RE: POTENTIAL BUYER'S QUESTIONS RE: CDD.	0.2	
Total Professional Services			0.2	\$50.00

PERSON RECAP

Person	Hours	Amount
VKB Vivek K. Babbar	0.2	\$50.00

51400
3107
AR

December 18, 2018
Client: 001352
Matter: 000001
Invoice #: 16500

Page: 2

Total Services	\$50.00	
Total Disbursements	\$0.00	
Total Current Charges		\$50.00

PAY THIS AMOUNT

\$50.00

Please Include Invoice Number on all Correspondence

4 Seasons at Crystal Sp. Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
Meritus Districts	8892	\$ 500.00		Management Services - February
Monthly Contract Sub-Total		\$ 500.00		
Variable Contract				
Variable Contract Sub-Total		\$ 0.00		
Utilities				
Utilities Sub-Total		\$ 0.00		
Regular Services				
Regular Services Sub-Total		\$ 0.00		
Additional Services				
Additional Services Sub-Total		\$ 0.00		
TOTAL:		\$ 500.00		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

2005 Pan Am Circle
Suite 120
Tampa, FL 33607

Voice: 813-397-5121
Fax: 813-873-7070

INVOICE

Invoice Number: 8892
Invoice Date: Feb 1, 2019
Page: 1

Bill To:
Four Seasons @ Crystal Springs CDD 2005 Pan Am Circle Suite 120 Tampa, FL 33607

Ship to:

Customer ID	Customer PO	Payment Terms	
Four Seasons		Net Due	
	Shipping Method	Ship Date	Due Date
	Best Way		2/1/19

Quantity	Item	Description	Unit Price	Amount
		District Management Services - February		500.00

Subtotal	500.00
Sales Tax	
Total Invoice Amount	500.00
Payment/Credit Applied	
TOTAL	500.00

4 Seasons at Crystal Sp. Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
Meritus Districts	8947	\$ 500.00		Management Services - March
Monthly Contract Sub-Total		\$ 500.00		
Variable Contract				
Variable Contract Sub-Total		\$ 0.00		
Utilities				
Utilities Sub-Total		\$ 0.00		
Regular Services				
Regular Services Sub-Total		\$ 0.00		
Additional Services				
Tampa Bay Times	750530 030819	\$ 167.20		Notice of Election Meeting - 03/01/2019 thru 03/08/2019
Additional Services Sub-Total		\$ 167.20		
TOTAL:		\$ 667.20		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

2005 Pan Am Circle
Suite 300
Tampa, FL 33607

Voice: 813-397-5121
Fax: 813-873-7070

Invoice Number: 8948
Invoice Date: Mar 1, 2019
Page: 1

Four Seasons @ Crystal Springs CDD
2005 Pan Am Circle
Suite 300
Tampa, FL 33607

Customer ID	Customer PO	Payment Terms	
Four Seasons		Net Due	
	Shipping Method	Ship Date	Due Date
	Best Way		3/1/19

Quantity	Item	Description	Unit Price	Amount
		District Management Services - March		500.00
		M		

Subtotal	500.00
Sales Tax	
Total Invoice Amount	500.00
Payment/Credit Applied	
TOTAL	500.00

Received
MAR 15 2019

Four Seasons at Crystal Springs Community Development District

Financial Statements
(Unaudited)

Period Ending
March 31, 2019



Meritus Districts
2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607-1775
Phone (813) 873-7300 ~ Fax (813) 873-7070

Four Seasons at Crystal Springs CDD

Balance Sheet

As of 3/31/2019
(In Whole Numbers)

	<u>General Fund</u>	<u>Total</u>
Assets		
Cash-Operating Account	4,080	4,080
Prepaid Expenses	0	0
Prepaid Insurance-Gen Liab	1,375	1,375
Prepaid Insurance-Professional Liability	1,125	1,125
Other	<u>0</u>	<u>0</u>
Total Assets	<u>6,580</u>	<u>6,580</u>
Liabilities		
Accounts Payable	167	167
Other	<u>225</u>	<u>225</u>
Total Liabilities	<u>392</u>	<u>392</u>
Fund Equity & Other Credits		
Contributed Capital		
Fund Balance-Unreserved	4,400	4,400
Other	<u>1,788</u>	<u>1,788</u>
Total Fund Equity & Other Credits	<u>6,188</u>	<u>6,188</u>
Contributed Capital		
Total Liabilities & Fund Equity	<u>6,580</u>	<u>6,580</u>

Four Seasons at Crystal Springs CDD

Income Statement

001 - General Fund

From 10/1/2018 Through 3/31/2019

(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Contributions & Donations From Private Sources				
Developer Contributions	13,605	8,524	(5,081)	(37)%
Total Revenues	13,605	8,524	(5,081)	(37)%
Expenditures				
Legislative				
Supervisor Fees	400	200	200	50 %
Financial & Administrative				
District Manager	7,500	3,000	4,500	60 %
District Engineer	500	0	500	100 %
Public Officials Insurance	3,000	1,125	1,875	63 %
Legal Advertising	800	424	376	47 %
Bank Fees	230	41	189	82 %
Dues, Licenses & Fees	175	175	0	0 %
Miscellaneous Fees	500	0	500	100 %
Legal Counsel				
District Counsel	500	395	105	21 %
Other Physical Environment				
Property & Casualty Insurance	0	1,375	(1,375)	0 %
Total Expenditures	13,605	6,736	6,869	50 %
Excess Of Revenues Over (Under) Expenditures	0	1,788	1,788	0 %
Fund Balance, Beginning of Period	0	4,400	4,400	0 %
Fund Balance, End of Period	0	6,188	6,188	0 %

Four Seasons at Crystal Springs CDD
Reconcile Cash Accounts

Summary

Cash Account: 10101 Cash-Operating Account
Reconciliation ID: 03/31/2019
Reconciliation Date: 3/31/2019
Status: Locked

Bank Balance	4,080.05
Less Outstanding Checks/Vouchers	0.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	4,080.05
Balance Per Books	<u>4,080.05</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

Four Seasons at Crystal Springs CDD
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account
Reconciliation ID: 03/31/2019
Reconciliation Date: 3/31/2019
Status: Locked

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
1127	3/1/2019	System Generated Check/Voucher	500.00	Meritus Districts
Cleared Checks/Vouchers			500.00	

SUNTRUST BANK
PO BOX 305183
NASHVILLE TN 37230-5183

Page 1 of 1
36/E00/0175/0/42
03/31/2019



Account Statement

FOUR SEASONS AT CRYSTAL SPRINGS CDD
2005 PAN AM CIR STE 120
TAMPA FL 33607-2380

Questions? Please call
1-800-786-8787

Account Summary	Account Type	Account Number	Statement Period
	PUBLIC FUNDS PRIMARY CHECKING		03/01/2019 - 03/31/2019

Description	Amount	Description	Amount
Beginning Balance	\$4,580.05	Average Balance	\$4,128.43
Deposits/Credits	\$.00	Average Collected Balance	\$4,128.43
Checks	\$500.00	Number of Days in Statement Period	31
Withdrawals/Debits	\$.00		
Ending Balance	\$4,080.05		

Overdraft Protection	Account Number	Protected By
		Not enrolled
For more information about SunTrust's Overdraft Services, visit www.suntrust.com/overdraft .		

Checks	Check Number	Amount	Date Paid
	1127	500.00	03/04
Checks: 1			

Balance Activity History	Date	Balance	Collected Balance	Date	Balance	Collected Balance
	03/01	4,580.05	4,580.05	03/04	4,080.05	4,080.05

The Ending Daily Balances provided do not reflect pending transactions or holds that may have been outstanding when your transactions posted that day. If your available balance wasn't sufficient when transactions posted, fees may have been assessed.