

**FOUR SEASONS AT CRYSTAL SPRINGS
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
PUBLIC HEARING & REGULAR MEETING
AUGUST 18, 2017**

**FOUR SEASONS AT CRYSTAL SPRINGS
COMMUNITY DEVELOPMENT DISTRICT AGENDA
AUGUST 18, 2017 at 10:00 a.m.**

Silver Thorn Club, The Legends Room
4550 Golf Club Lane, Brooksville, FL 34609

District Board of Supervisors	Chairman	Brian Farrar
	Vice Chairman	Christine Farrar
	Supervisor	Eric Davidson
	Supervisor	Vacant
	Supervisor	Vacant
District Manager	Meritus	Debby Hukill
	Meritus	Brian Lamb
District Attorney	Straley & Robin	Mark Straley
District Engineer	Stantec	Tonja Stewart

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

The District Agenda is comprised of four different sections:

The meeting will begin at **10:00 a.m.**

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

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) 873-7300, 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.

August 18, 2017

Board of Supervisors
Four Seasons at Crystal Springs CDD

Dear Board Members:

The Public Hearing & Regular Meeting of the Board of Supervisors of the Four Seasons at Crystal Springs Community Development District will be held on **Friday, August 18, 2017 at 10:00 a.m.** at the Silver Thorn Club, The Legends Room, located at 4550 Golf Club Lane, Brooksville, FL 34609. Included below is the agenda:

Call in Number: 1-866-906-9330

Access Code: 4863181

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**
- 3. PUBLIC HEARING ON PROPOSED FISCAL YEAR 2018 BUDGET**
 - A. Open Public Hearing on Proposed Fiscal Year 2018 Budget
 - B. Staff Presentations
 - C. Public Comment
 - D. Close Public Hearing on Proposed Fiscal Year 2018 Budget
 - E. Consideration of Resolution 2017-04; Adopting Fiscal Year 2018 Budget.....Tab 01
- 4. BUSINESS ITEMS**
 - A. Consideration of Resolution 2017-05; Assessment ResolutionTab 02
 - B. Consideration of Resolution 2017-06; Setting Fiscal Year 2018 Meeting ScheduleTab 03
 - C. General Matters of the District
- 5. CONSENT AGENDA**
 - A. Consideration of the Board of Supervisors Meeting Minutes June 05, 2016Tab 04
 - B. Review of Financial Statements through July 31, 2017.....Tab 05
- 6. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
- 7. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**
- 8. 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 Hukill
District Manager

RESOLUTION 2017-04

**A RESOLUTION OF THE FOUR SEASONS AT CRYSTAL SPRINGS
COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE FINAL BUDGET
FOR THE FISCAL YEAR 2018 (BEGINNING OCTOBER 1, 2017 AND ENDING
SEPTEMBER 30, 2018)**

WHEREAS, the District Manager submitted to the Board of Supervisors (the “Board”) a proposed budget for the next ensuing fiscal year, pursuant to the provision of Chapters 190 and 197, Florida Statutes; and

WHEREAS, the Board adopted said proposed budget and set August 18, 2017 as the date for a public hearing thereon, to receive public comments and caused notice of such public hearing to be given by mail and/or publication pursuant to Chapters 190 and 197, Florida Statutes; and

WHEREAS, Florida Statutes require that the District Board, by resolution, adopt the final approved budget for the ensuing fiscal year; and

WHEREAS, the Board is empowered to impose special assessments upon the properties within the District.

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

Section 1. The Proposed Budget (as amended, if applicable) for Fiscal Year 2018 and attached hereto as Exhibit A, is hereby approved and adopted as Final, pursuant to Florida Statutes and incorporated herein by reference.

Section 2. Pursuant to the assessment levy approved in conjunction with the Adoption of the Fiscal Year 2018 Budget, attached hereto as Exhibit A.

Section 3. The Appropriate Officer(s) of the District and the District Manager are authorized to execute any and all necessary transmittals, certifications, or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

Section 4. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED THIS 18TH DAY OF AUGUST, 2017.

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

CHAIRMAN

ATTEST:

SECRETARY

2018



FOUR SEASONS AT CRYSTAL SPRINGS

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2018
PROPOSED ANNUAL OPERATING BUDGET

JUNE 5, 2017



FOUR SEASONS AT CRYSTAL SPRINGS

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2018 PROPOSED ANNUAL OPERATING BUDGET

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JUNE 5, 2017

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 2018, which begins on October 1, 2017. 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.

Fund Number

001

Fund Name

General Fund

Services Provided

Operations and Maintenance of
Community Facilities Financed by
Non-Ad Valorem Assessments

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 2017 Operating Budget	Current Period Actuals 10/1/2016 - 3/31/2017	Projected Revenues & Expenditures 4/1/17 to 9/30/17	Total Actuals and Projections Through 09/30/17	Over/(Under) Budget Through 09/30/17
REVENUES					
SPECIAL ASSESSMENTS					
Operations & Maintenance - Off Roll	15,405.00	0.00	0.00	0.00	(15,405.00)
TOTAL SPECIAL ASSESSMENTS	15,405.00	0.00	0.00	0.00	(15,405.00)
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES					
Developer Contributions	0.00	12,371.90	17,403.74	29,775.64	29,775.64
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	0.00	12,371.90	17,403.74	29,775.64	29,775.64
TOTAL REVENUES	\$15,405.00	\$12,371.90	\$17,403.74	\$29,775.64	\$14,370.64
EXPENDITURES					
LEGISLATIVE					
Supervisor Fees	1,200.00	0.00		0.00	(1,200.00)
TOTAL LEGISLATIVE	1,200.00	0.00	0.00	0.00	(1,200.00)
FINANCIAL & ADMINISTRATIVE					
District Manager	7,500.00	12,000.00	12,000.00	24,000.00	16,500.00
District Engineer	500.00	0.00	0.00	0.00	(500.00)
Public Officials Insurance	3,000.00	0.00	3,000.00	3,000.00	0.00
Legal Advertising	800.00	183.41	616.59	800.00	0.00
Bank Fees	230.00	150.32	150.32	300.64	70.64
Dues, Licenses & Fees	175.00	175.00	0.00	175.00	0.00
Miscellaneous Fees	500.00	0.00	0.00	0.00	(500.00)
TOTAL FINANCIAL & ADMINISTRATIVE	12,705.00	12,508.73	15,766.91	28,275.64	15,570.64
LEGAL COUNSEL					
District Counsel	1,500.00	196.50	1,303.50	1,500.00	0.00
TOTAL LEGAL COUNSEL	1,500.00	196.50	1,303.50	1,500.00	0.00
TOTAL EXPENDITURES	\$15,405.00	\$12,705.23	\$17,070.41	\$29,775.64	\$14,370.64
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	\$0.00	(\$333.33)	\$333.33	\$0.00	\$0.00

FOUR SEASONS AT CRYSTAL SPRINGS

COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2017 Operating Budget	Current Period Actuals 10/1/2016 - 3/31/2017	Projected Revenues & Expenditures 4/1/17 to 9/30/17	Total Actuals and Projections Through 09/30/17	Over/(Under) Budget Through 09/30/17	Fiscal Year 2018 Proposed Operating Budget	Increase / (Decrease) from FY 2017 to FY 2018
REVENUES							
SPECIAL ASSESSMENTS							
Operations & Maintenance - Off Roll	15,405.00	0.00	0.00	0.00	(15,405.00)	15,405.00	0.00
TOTAL SPECIAL ASSESSMENTS	15,405.00	0.00	0.00	0.00	(15,405.00)	15,405.00	0.00
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES							
Developer Contributions	0.00	12,371.90	17,403.74	29,775.64	29,775.64	0.00	0.00
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	0.00	12,371.90	17,403.74	29,775.64	29,775.64	0.00	0.00
TOTAL REVENUES	\$15,405.00	\$12,371.90	\$17,403.74	\$29,775.64	\$14,370.64	\$15,405.00	\$0.00
EXPENDITURES							
LEGISLATIVE							
Supervisor Fees	1,200.00	0.00		0.00	(1,200.00)	1,200.00	0.00
TOTAL LEGISLATIVE	1,200.00	0.00	0.00	0.00	(1,200.00)	1,200.00	0.00
FINANCIAL & ADMINISTRATIVE							
District Manager	7,500.00	12,000.00	12,000.00	24,000.00	16,500.00	7,500.00	0.00
District Engineer	500.00	0.00	0.00	0.00	(500.00)	500.00	0.00
Public Officials Insurance	3,000.00	0.00	3,000.00	3,000.00	0.00	3,000.00	0.00
Legal Advertising	800.00	183.41	616.59	800.00	0.00	800.00	0.00
Bank Fees	230.00	150.32	150.32	300.64	70.64	230.00	0.00
Dues, Licenses & Fees	175.00	175.00	0.00	175.00	0.00	175.00	0.00
Miscellaneous Fees	500.00	0.00	0.00	0.00	(500.00)	500.00	0.00
TOTAL FINANCIAL & ADMINISTRATIVE	12,705.00	12,508.73	15,766.91	28,275.64	15,570.64	12,705.00	0.00
LEGAL COUNSEL							
District Counsel	1,500.00	196.50	1,303.50	1,500.00	0.00	1,500.00	0.00
TOTAL LEGAL COUNSEL	1,500.00	196.50	1,303.50	1,500.00	0.00	1,500.00	0.00
TOTAL EXPENDITURES	\$15,405.00	\$12,705.23	\$17,070.41	\$29,775.64	\$14,370.64	\$15,405.00	\$0.00
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	\$0.00	(\$333.33)	\$333.33	\$0.00	\$0.00	\$0.00	\$0.00

FISCAL YEAR 2018
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 2017-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT IMPOSING SPECIAL ASSESSMENTS; PROVIDING FOR COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; ADOPTING AND CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENT OF THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the District is located in Hernando County, Florida (the “County”); and

WHEREAS, the District owns and operates various infrastructure improvements and provides certain services in accordance with Chapter 190, Florida Statutes; and

WHEREAS, the Board of Supervisors (the “Board”) of the District hereby determines to undertake various operations and maintenance activities described in the District’s budget for fiscal year 2017/2018 (“Operations and Maintenance Budget”), attached hereto as **Exhibit “A”** and incorporated as a material part of this Resolution by this reference; and

WHEREAS, the District must obtain sufficient funds to provide for the operation and maintenance services and facilities provided by the District as described in the District’s Operation and Maintenance Budget; and

WHEREAS, the provision of such services, facilities, and operations is a benefit to lands within the District; and

WHEREAS, Chapter 190, Florida Statutes, provides that the District may impose special assessments on benefitted lands within the District; and

WHEREAS, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments may be placed on the County Tax Roll and collected by the County Tax Collector (“Uniform Method”); and

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

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

WHEREAS, it is in the best interests of the District to proceed with the imposition of the special assessments on all assessable lands for operations and maintenance in the amount contained in the Operation and Maintenance Budget; and

WHEREAS, the District desires to levy and collect special assessments reflecting each parcel's portion of the District's Operations and Maintenance Budget; and

WHEREAS, it is in the best interests of the District to adopt the Assessment Roll of the District (the "Assessment Roll") attached to this Resolution as **Exhibit "B"** and incorporated as a material part of this Resolution by this reference, and to certify a portion of the Assessment Roll on the parcels designated in **Exhibit "B"** to the County Tax Collector pursuant to the Uniform Method and to directly collect a portion of the assessments on the parcels designated in **Exhibit "B"** through the direct collection method pursuant to Chapter 190, Florida Statutes; and

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

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

SECTION 1. BENEFIT. The provision of the services, facilities and operations as described in **Exhibit "A"** confer a special and peculiar benefit to the lands within the District, which benefits exceed or equal the costs of the assessments. The allocation of the costs to the specially benefited lands is shown in **Exhibits "A" and "B"**.

SECTION 2. ASSESSMENT IMPOSITION. Pursuant to Chapter 190 of the Florida Statutes, and using procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefited lands within the District in accordance with **Exhibits "A" and "B"**. The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution.

SECTION 3. COLLECTION AND DUE DATE.

A. Uniform Method Assessments. The collection of the previously levied debt service assessments and operation and maintenance special assessments on a portion of the platted lots and developed lands shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in **Exhibits "A" and "B."**

B. Direct Bill Assessments. The annual installment for the previously levied debt service assessments, and the annual operations and maintenance assessments, on a

portion of any undeveloped platted lots and/or any undeveloped lands may be collected directly by the District in accordance with Florida law, as set forth in **Exhibits “A” and “B.”** Assessments directly collected by the District are due in full on December 1, 2016; provided, however, that, to the extent permitted by law, the assessments due may be paid in several partial, deferred payments and according to the following schedule: 50% due no later than December 1, 2016, 25% due no later than February 1, 2017 and 25% due no later than May 1, 2017. In the event that an assessment payment is not made in accordance with the schedule stated above, the whole assessment – including any remaining partial, deferred payments for Fiscal Year 2017/2018, as well as any future installments of special assessments securing debt service – shall immediately become due and payable; shall accrue interest, penalties in the amount of one percent (1%) per month, and all costs of collection and enforcement; and shall either be enforced pursuant to a foreclosure action, or, at the District’s sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties, interest, and costs of collection and enforcement. Any prejudgment interest on delinquent assessments shall accrue at the applicable rate of any bonds or other debt instruments secured by the special assessments, or, in the case of operations and maintenance assessments, at the applicable statutory prejudgment interest rate. In the event an assessment subject to direct collection by the District shall be delinquent, the District Manager and District Counsel, without further authorization by the Board, may initiate foreclosure proceedings pursuant to Chapter 170 of the Florida Statutes or other applicable law to collect and enforce the whole assessment, as set forth herein.

C. 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. The District certifies all assessments for debt service and operations and maintenance for collection pursuant to Chapters 190 and 197, Florida Statutes. All assessments collected by the County Tax Collector shall be due and payable as provided in Chapter 197, Florida Statutes.

SECTION 4. ASSESSMENT ROLL. The District's Assessment Roll, attached to this Resolution as **Exhibit “B”**, is hereby certified and adopted.

SECTION 5. ASSESSMENT ROLL AMENDMENT. The District Manager shall keep apprised of all updates made to the County property roll by the County Property Appraiser after the date of this Resolution, and shall amend the Districts 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. 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 7. EFFECTIVE DATE. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

PASSED AND ADOPTED this 18th day of August, 2017.

ATTEST:

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

By: _____

Name: _____

Assistant Secretary

By: _____

Chair of the Board of Supervisors

Exhibit “A” – Fiscal Year 2017/2018 Budget

RESOLUTION 2017-06

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATE, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS AND PROVIDING FOR AN EFFECTIVE DATE HEREOF

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

WHEREAS, the District’s Board of Supervisors (hereinafter the “Board”), is statutorily authorized to exercise the powers granted to the District, but has not heretofore met; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Community Affairs, a schedule of its regular meetings.

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

Section 1. Regular meetings of the Board of Supervisors of the Four Seasons at Crystal Springs Community Development District, for the Fiscal Year 2018, shall be held as provided on the schedule, which is attached hereto and made a part heretofore, as Exhibit A.

Section 2. In accordance with Section 189.417(1), Florida Statutes, the District’s Secretary is hereby directed to file annually, with the Hernando County and the Florida Department of Community Affairs, a schedule of the District’s regular meetings.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 18th DAY OF AUGUST, 2017.

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

CHAIRMAN

ATTEST:

SECRETARY

EXHIBIT A

**FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS REGULAR MEETING SCHEDULE**

FISCAL YEAR 2017/2018

May	18, 2018	2:00 p.m.
August	17, 2018	2:00 p.m.

All meetings will convene at 2:00 p.m. at Silver Thorn Club, The Legends Room, located at 4550 Golf Club Lane, Brooksville, FL 34609.

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

June 5, 2017 Minutes of Meeting

Minutes of the Regular Meeting

The Regular Meeting of the Board of Supervisors for Four Seasons of Crystal Springs Community Development District was held on **Friday, June 5, 2017 at 10:00 a.m.** at the Silver Thorn Club, The Legends Room, located at 4550 Golf Club Lane, Brooksville, FL 34609.

1. CALL TO ORDER/ROLL CALL

Ms. Hukill called the Regular Meeting of Four Seasons at Crystal Springs Community Development District to order on **Friday, June 5, 2017 at 10:00 a.m.**

Board Members Present and Constituting a Quorum:

Brian Farrar	Chairman
Christine Farrar	Vice Chairman
Eric Davidson	Supervisor

Staff Members Present:

Debby Hukill	Meritus
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2. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS

There were no audience members present.

3. BUSINESS ITEMS

A. Consideration of Resolution 2017-01; Canvassing and Certifying the Results of the Landowners Election

Ms. Hukill reviewed the resolution with the Board.

MOTION TO:	Approve Resolution 2017-01.
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 Resolution 2017-02; Approving Proposed Fiscal Year 2018 Budget & Setting Public Hearing

Ms. Hukill went over the proposed budget line by line with the Board. She stated that the public hearing will be held on August 18, 2017 at 2:00 p.m. at the same location.

MOTION TO:	Approve Resolution 2017-02.
MADE BY:	Supervisor B. Farrar
SECONDED BY:	Supervisor Davidson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

C. Consideration of Resolution 2017-03; Re-Designating Treasurer

Ms. Hukill explained the Resolution with the Board.

MOTION TO:	Approve Resolution 2017-03.
MADE BY:	Supervisor B. Farrar
SECONDED BY:	Supervisor C. Farrar
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

D. Annual Disclosure of Qualified Electors

Ms. Hukill announced that as of April 15, 2017, Four Seasons CDD had 0 qualified electors.

E. General Matters of the District

4. CONSENT AGENDA

A. Consideration of Board of Supervisors Meeting August 19, 2016

The Board reviewed the minutes.

MOTION TO:	Approve the August 19, 2016 meeting minutes.
MADE BY:	Supervisor B. Farrar
SECONDED BY:	Supervisor Davidson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

B. Consideration of the Landowners Election Minutes November 18, 2016

C. Consideration of Operations and Maintenance Expenditures May 2017

The Board went over the O&Ms.

MOTION TO:	Approve the May 2017 O&Ms.
MADE BY:	Supervisor C. Farrar
SECONDED BY:	Supervisor Davidson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously

D. Review of Financial Statements through April 30, 2017

The financials were reviewed and accepted.

5. STAFF REPORTS

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

6. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS

There were no supervisor requests or audience comments.

7. ADJOURNMENT

MOTION TO:	Adjourn.
MADE BY:	Supervisor Davidson
SECONDED BY:	Supervisor C. Farrar
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

Financial Statements
(Unaudited)

Period Ending
July 31, 2017



Meritus Districts
2005 Pan Am Circle ~ Suite 120 ~ Tampa, Florida 33607
Phone (813) 873-7300 ~ Fax (813) 873-7070

Meritus Corp
Four Seasons at Crystal Spring CDD

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE MONTH ENDED July 2017**

1. O&M Revenue Line 0002 Developer Contributions: budget needed.
2. O&M Expense Line 3111 Financial Advisor Services: underbudgeted. Budget line requires review/adjustment with Board for the current year and future years.

Four Seasons at Crystal Springs CDD

Balance Sheet

As of 7/31/2017
(In Whole Numbers)

	<u>General Fund</u>	<u>Total</u>
Assets		
Cash-Operating Account	531	531
Other	<u>0</u>	<u>0</u>
Total Assets	<u>531</u>	<u>531</u>
Liabilities		
Accounts Payable	(500)	(500)
Other	<u>0</u>	<u>0</u>
Total Liabilities	<u>(500)</u>	<u>(500)</u>
Fund Equity & Other Credits		
Contributed Capital		
Fund Balance-Unreserved	1,041	1,041
Other	<u>(10)</u>	<u>(10)</u>
Total Fund Equity & Other Credits	<u>1,031</u>	<u>1,031</u>
Contributed Capital		
Total Liabilities & Fund Equity	<u>531</u>	<u>531</u>

Four Seasons at Crystal Springs CDD

Income Statement

001 - General Fund

From 10/1/2016 Through 7/31/2017

(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments				
Operations & Maintenance - Off Roll	15,405	0	(15,405)	(100)%
Contributions & Donations From Private Sources				
Developer Contributions	0	12,372	12,372	0 %
Total Revenues	15,405	12,372	(3,033)	(20)%
Expenditures				
Legislative				
Supervisor Fees	1,200	0	1,200	100 %
Financial & Administrative				
District Manager	7,500	11,500	(4,000)	(53)%
District Engineer	500	0	500	100 %
Public Officials Insurance	3,000	0	3,000	100 %
Legal Advertising	800	259	541	68 %
Bank Fees	230	252	(22)	(9)%
Dues, Licenses & Fees	175	175	0	0 %
Miscellaneous Fees	500	0	500	100 %
Legal Counsel				
District Counsel	1,500	197	1,304	87 %
Total Expenditures	15,405	12,382	3,023	20 %
Excess Of Revenues Over (Under) Expenditures	0	(10)	(10)	0 %
Fund Balance, Beginning of Period	0	1,041	1,041	0 %
Fund Balance, End of Period	0	1,031	1,031	0 %



SUNTRUST BANK
PO BOX 305183
NASHVILLE TN 37230-5183

AUG 04 2017

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1000161146724
07/31/2017
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Account Statement

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

Questions? Please call
1-800-786-8787

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Account Summary	Account Type	Account Number	Statement Period
	PUB FUNDS ANALYZED CHECKING	1000161146724	07/01/2017 - 07/31/2017

Description	Amount	Description	Amount
Beginning Balance	\$556.00	Average Balance	\$547.01
Deposits/Credits	\$.00	Average Collected Balance	\$547.01
Checks	\$.00	Number of Days in Statement Period	31
Withdrawals/Debits	\$25.31		
Ending Balance	\$530.69		

Withdrawals/Debits	Date Paid	Amount	Serial #	Description
	07/21	25.31		ACCOUNT ANALYSIS FEE
Withdrawals/Debits: 1				

Balance Activity History	Date	Balance	Collected Balance	Date	Balance	Collected Balance
	07/01	556.00	556.00	07/21	530.69	530.69

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.

Four Seasons at Crystal Springs CDD
Reconcile Cash Accounts

Summary

Cash Account: 10101 Cash-Operating Account
Reconciliation ID: 07312017
Reconciliation Date: 7/31/2017
Status: Open

Bank Balance	530.69
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	530.69
Balance Per Books	<u>530.69</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: 07312017
Reconciliation Date: 7/31/2017
Status: Open

Cleared Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
AWD	7/21/2017	Account Analysis Fee	<u>25.31</u>	
Cleared Checks/Vouchers			25.31	
			<u><u>25.31</u></u>	