

**FOUR SEASONS AT CRYSTAL SPRINGS
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
REGULAR MEETING
MAY 13, 2022**

**FOUR SEASONS AT CRYSTAL SPRINGS
COMMUNITY DEVELOPMENT DISTRICT AGENDA
MAY 13, 2022, AT 1:00 p.m.
CASCADES CLUBHOUSE
LOCATED AT 5459 COTILLION BLVD, BROOKSVILLE, FL 34601**

District Board of Supervisors	Chairman	Bill Conerly
	Vice-Chairman	Jack Koehler
	Supervisor	Eric Davidson
	Supervisor	Ryan Sampson
	Supervisor	Vacant
District Manager	Meritus	Gene Roberts
District Attorney	Straley Robin Vericker	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 **1:00 p.m.** Following the **Call to Order**, the public can comment on posted agenda items during the second section called **Public Comments on Agenda Items**. Everyone is limited to **three (3) minutes** for such comment. The Board is not required to act at this time but will consider the comments presented as the agenda progresses. The third 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. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. Agendas can be reviewed by contacting the Manager's office at (813) 873-7300 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. The fourth 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 fifth section is called **Vendor/Staff Reports**. This section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The sixth 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) 873-7300, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, 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) 873-7300 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 Meetings of the Board of Supervisors of Four Seasons at Crystal Springs Community Development District will be held on **Friday, May 13, 2022, at 1:00 p.m.** at the Cascades Clubhouse located at 5459 Cotillion Blvd, Brooksville, FL 34601. Please let us know 24 hours before the meeting if you wish to call in for the meeting. Following is the agenda for the meeting:

Call In Number: 1-866-906-9330

Access Code: 7979718

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT ON AGENDA ITEMS**
- 3. BUSINESS ITEMS**
 - A. Consideration of Resolution 2022-01; Adopting Fiscal Year 2022 Budget & Setting Public Hearing.....Tab 01
 - B. Announcement of Qualified Electors.....Tab 02
 - C. Consideration of Resolution 2022-02; Announcing Landowner Election.....Tab 03
 - D. General Matters of the District
- 4. CONSENT AGENDA**
 - A. Consideration of the Public Hearing & Regular Meeting Minutes August 13, 2021 Tab 04
 - B. Consideration of the Continued Public Hearing & Regular Meeting Minutes August 19, 2021 Tab 05
 - C. Consideration of Operations and Maintenance Expenditures August – September 2021 Tab 06
 - D. Consideration of Operations and Maintenance Expenditures October 2021 - March 2022..... Tab 07
 - E. Review of Financial Statements Month Ending March 31, 2022 Tab 08
- 5. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
- 6. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**
- 7. ADJOURNMENT**

We look forward to speaking with you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,

Gene Roberts
District Manager

RESOLUTION 2022-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED OPERATION AND MAINTENANCE BUDGET FOR FISCAL YEAR 2022/2023; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING, AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager prepared and submitted to the Board of Supervisors (**“Board”**) of the Four Seasons at Crystal Springs Community Development District (**“District”**) prior to June 15, 2022 a proposed operation and maintenance budget for the fiscal year beginning October 1, 2022 and ending September 30, 2023 (**“Proposed Budget”**); and

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

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

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

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

DATE: August 12, 2022

HOUR: 1:00 p.m.

LOCATION: Cascades Clubhouse
5459 Cotillion Blvd
Brooksville, FL 34601

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

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

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

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

PASSED AND ADOPTED ON MAY 13, 2022.

Attest:

**Four Seasons at Crystal Springs Community
Development District**

Print Name: _____
Secretary / Assistant Secretary

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

Exhibit A: Proposed Budget for Fiscal Year 2022/2023

2023



FOUR SEASONS AT CRYSTAL SPRINGS

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023

PROPOSED ANNUAL OPERATING BUDGET

MAY 13, 2022

FOUR SEASONS AT CRYSTAL SPRINGS

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023

PROPOSED ANNUAL OPERATING BUDGET

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MAY 13, 2022

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 2023, which begins on October 1, 2022. 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 2022 Final Operating Budget	Current Period Actuals 10/1/21 - 3/31/22	Projected Revenues & Expenditures 4/1/22 to 9/30/22	Total Actuals and Projections Through 9/30/22	Over/(Under) Budget Through 9/30/22
REVENUES					
SPECIAL ASSESSMENTS					
Operations & Maintenance - Tax Roll	0.00	0.00	0.00	0.00	0.00
TOTAL SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES					
Developer Contributions	18,988.00	9,850.80	9,137.20	18,988.00	0.00
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	18,988.00	9,850.80	9,137.20	18,988.00	0.00
TOTAL REVENUES	\$18,988.00	\$9,850.80	\$9,137.20	\$18,988.00	\$0.00
EXPENDITURES					
LEGISLATIVE					
Supervisor Fees					
TOTAL LEGISLATIVE	0.00	0.00	0.00	0.00	0.00
FINANCIAL & ADMINISTRATIVE					
District Manager	6,000.00	3,250.00	2,750.00	6,000.00	0.00
District Engineer	500.00	0.00	500.00	500.00	0.00
Postage, Phone, Faxes, Copies	25.00	10.53	14.47	25.00	0.00
Public Officials Insurance	2,663.00	2,506.00	157.00	2,663.00	0.00
Legal Advertising	675.00	0.00	675.00	675.00	0.00
Bank Fees	250.00	60.00	190.00	250.00	0.00
Dues, Licenses & Fees	175.00	175.00	0.00	175.00	0.00
Email Hosting Vendor	544.00	500.00	44.00	544.00	0.00
ADA Website Compliance	2,900.00	0.00	2,900.00	2,900.00	0.00
Website Administration	1,500.00	0.00	1,500.00	1,500.00	0.00
TOTAL FINANCIAL & ADMINISTRATIVE	15,232.00	6,501.53	8,730.47	15,232.00	0.00
LEGAL COUNSEL					
District Counsel	500.00	0.00	500.00	500.00	0.00
TOTAL LEGAL COUNSEL	500.00	0.00	500.00	500.00	0.00
OTHER PHYSICAL ENVIRONMENT					
Property & Casualty Insurance	3,256.00	3,064.00	0.00	3,256.00	0.00
TOTAL OTHER PHYSICAL ENVIRONMENT	3,256.00	3,064.00	0.00	3,256.00	0.00
TOTAL EXPENDITURES	\$18,988.00	\$9,565.53	\$9,230.47	\$18,988.00	\$0.00
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	\$0.00	\$285.27	(\$93.27)	\$0.00	\$0.00

FOUR SEASONS AT CRYSTAL SPRINGS

COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2022 Final Operating Budget	Total Actuals and Projections Through 9/30/22	Over/(Under) Budget Through 9/30/22	Fiscal Year 2023 Proposed Operating Budget	Increase / (Decrease) from FY 2022 to FY 2023
REVENUES					
SPECIAL ASSESSMENTS					
Operations & Maintenance - Tax Roll	0.00	0.00	0.00	0.00	0.00
TOTAL SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES					
Developer Contributions	18,988.00	18,988.00	0.00	18,988.00	0.00
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	18,988.00	18,988.00	0.00	18,988.00	0.00
TOTAL REVENUES	\$18,988.00	\$18,988.00	\$0.00	\$18,988.00	\$0.00
EXPENDITURES					
LEGISLATIVE					
Supervisor Fees					
TOTAL LEGISLATIVE	0.00	0.00	0.00		
FINANCIAL & ADMINISTRATIVE					
District Manager	6,000.00	6,000.00	0.00	6,000.00	0.00
District Engineer	500.00	500.00	0.00	500.00	0.00
Postage, Phone, Faxes, Copies	25.00	25.00	0.00	25.00	0.00
Public Officials Insurance	2,663.00	2,663.00	0.00	2,819.00	156.00
Legal Advertising	675.00	675.00	0.00	675.00	0.00
Bank Fees	250.00	250.00	0.00	250.00	0.00
Dues, Licenses & Fees	175.00	175.00	0.00	175.00	0.00
Email Hosting Vendor	544.00	544.00	0.00	544.00	0.00
ADA Website Compliance	2,900.00	2,900.00	0.00	2,900.00	0.00
Website Administration	1,500.00	1,500.00	0.00	1,153.00	(347.00)
TOTAL FINANCIAL & ADMINISTRATIVE	15,232.00	15,232.00	0.00	15,041.00	(191.00)
LEGAL COUNSEL					
District Counsel	500.00	500.00	0.00	500.00	0.00
TOTAL LEGAL COUNSEL	500.00	500.00	0.00	500.00	0.00
OTHER PHYSICAL ENVIRONMENT					
Property & Casualty Insurance	3,256.00	3,256.00	0.00	3,447.00	191.00
TOTAL OTHER PHYSICAL ENVIRONMENT	3,256.00	3,256.00	0.00	3,447.00	191.00
TOTAL EXPENDITURES	\$18,988.00	\$18,988.00	\$0.00	\$18,988.00	\$0.00
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

FISCAL YEAR 2023
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 Districts 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.

Date 4/18/2022
Time 08:10 AM

Shirley Anderson
Supervisor of Elections
Active Voters by District/Precinct

Hernando County, FL

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>
17 THE HEATHER COMMUNIT	0	0	0	0	0	0	0	0	0	0	0	0
FOUR SEASONS	0	0	0	0	0	0	0	0	0	0	0	0

RESOLUTION 2022-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS' MEETING AND ELECTION; PROVIDING FOR PUBLICATION; ESTABLISHING FORMS FOR THE LANDOWNER ELECTION; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

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

WHEREAS, pursuant to Section 190.006(1), *Florida Statutes*, the District's Board of Supervisors ("**Board**") "shall exercise the powers granted to the district pursuant to [Chapter 190, *Florida Statutes*]," and the Board shall consist of five members; and

WHEREAS, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing Board Supervisors for the District on a date in November established by the Board, which shall be noticed pursuant to Section 190.006(2), *Florida Statutes*.

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

1. **EXISTING BOARD SUPERVISORS; SEATS SUBJECT TO ELECTIONS.** The Board is currently made up of the following individuals:

<u>Seat Number</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
1	Bill Conerly	2024
2	Jack Koehler	2024
3	Vacant	2022
4	Ryan Simpson	2022
5	Eric Davidson	2022

This year, Seat 3, currently Vacant, Seat 4, currently held by Ryan Simpson, and Seat 5, currently held by Eric Davidson, are subject to a landowners' election. The term of office for the successful landowner candidates shall commence upon election and shall be for a four-year period.

2. **LANDOWNER'S ELECTION.** In accordance with Section 190.006(2), *Florida Statutes*, the meeting of the landowners to elect Board Supervisor(s) of the District shall be held on the 11th day of November 2022, at 1:00 p.m., and located at the Cascades Clubhouse located at 5459 Cotillion Blvd, Brooksville, FL 34601.

3. **PUBLICATION.** The District's Secretary is hereby directed to publish notice of the landowners' meeting and election in accordance with the requirements of Section 190.006(2), *Florida Statutes*.

4. **FORMS.** Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners' meeting and election have been announced by the Board at its May 13, 2022 meeting. A sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and

are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the District's Local Records Office, located at Meritus Corp., 2005 Pan Am Circle Drive, Suite 300, Tampa, Florida 33607, Ph: (813) 397-5120.

5. **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.

6. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

MAY

PASSED AND ADOPTED THIS 13th DAY OF MAY 2022.

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

ATTEST:

CHAIRMAN / VICE CHAIRMAN

SECRETARY / ASST. SECRETARY

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF
FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT
FOR THE ELECTION OF SUPERVISORS**

DATE OF LANDOWNERS' MEETING: **November 11, 2022**

TIME: **1:00 P.M.**

LOCATION: **Cascades Clubhouse
5459 Cotillion Blvd,
Brooksville, FL 34601**

Pursuant to Chapter 190, *Florida Statutes*, and after a Community Development District ("**District**") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("**Board**") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), *Florida Statutes*.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, three (3) seats on the Board will be up for election in a landowner seat for a four-year period. The term of office for the successful landowner candidates shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

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

August 13, 2021 Minutes of Public Hearing and Regular Meeting

Minutes of the Public Hearing and Regular Meeting

The Public Hearing and Regular Meeting of the Board of Supervisors for Four Seasons of Crystal Springs Community Development District was held on **Friday, August 13, 2021 at 11:00 a.m.** at Cascades Clubhouse located at 5459 Cotillion Blvd., Brooksville, FL 34601.

1. CALL TO ORDER/ROLL CALL

Gene Roberts called the Public Hearing and Regular Meeting of Four Seasons at Crystal Springs Community Development District to order on **Friday, August 13, 2021 at 11:00 a.m.**

Staff Members Present:

Gene Roberts Meritus

There were no audience members present.

Mr. Roberts announced that the meeting will be continued to Thursday, August 19, 2021 at 1:00 p.m. at the same location.

2. PUBLIC COMMENTS ON AGENDA ITEMS

3. RECESS TO PUBLIC HEARING

4. PUBLIC HEARING ON ADOPTING PROPOSED FISCAL YEAR 2022 BUDGET

A. Open Public Hearing on Proposed Fiscal Year 2022 Budget

B. Staff Presentations

C. Public Comments

D. Consideration of Resolution 2021-02; Adopting Fiscal Year 2022 Budget

E. Close Public Hearing on Proposed Fiscal Year 2022 Budget

5. RETURN TO REGULAR MEETING

6. BUSINESS ITEMS

A. Consideration of Resolution 2021-03; Setting Fiscal Year 2022 Meeting Schedule

B. General Matters of the District

7. CONSENT AGENDA

A. Consideration of Board of Supervisors Regular Meeting Minutes May 13, 2021

B. Consideration of Operations and Maintenance Expenditures May 2021

C. Consideration of Operations and Maintenance Expenditures June 2021

D. Consideration of Operations and Maintenance Expenditures July 2021

E. Review of Financial Statements through July 31, 2021

8. STAFF REPORTS

A. District Counsel

B. District Engineer

C. District Manager

9. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS

10. ADJOURNMENT/CONTINUATION

The meeting was continued to Thursday, August 19, 2021 at 1:00 p.m. at the same location.

**Please note the entire meeting is available on disc.*

**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

Signature

Printed Name

Printed Name

Title:

☐ **Chairman**

☐ **Vice Chairman**

Title:

☐ **Secretary**

☐ **Assistant Secretary**

Recorded by Records Administrator

Signature

Date

Official District Seal

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

August 19, 2021 Minutes of Public Hearing and Regular Meeting

Minutes of the Public Hearing and Regular Meeting

The Public Hearing and Regular Meeting of the Board of Supervisors for Four Seasons of Crystal Springs Community Development District was held on **Thursday, August 19, 2021 at 1:00 p.m.** at Cascades Clubhouse located at 5459 Cotillion Blvd., Brooksville, FL 34601.

1. CALL TO ORDER/ROLL CALL

Gene Roberts called the Public Hearing and Regular Meeting of Four Seasons at Crystal Springs Community Development District to order on **Thursday, August 19, 2021 at 1:00 p.m.**

Board Members Present and Constituting a Quorum:

Jack Koehler	Vice-Chair
Eric Davidson	Supervisor
Ryan Sampson	Supervisor

Staff Members Present:

Gene Roberts	Meritus
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There were no audience members present.

2. PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

3. RECESS TO PUBLIC HEARING

Mr. Roberts directed the Board to recess to the public hearing.

4. PUBLIC HEARING ON ADOPTING PROPOSED FISCAL YEAR 2022 BUDGET

A. Open Public Hearing on Proposed Fiscal Year 2022 Budget

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

B. Staff Presentations

Mr. Roberts stated that as was discussed at the budget meeting in June, the proposed budget for FY 2022 will not increase.

C. Public Comments

There were no public comments.

D. Consideration of Resolution 2021-02; Adopting Fiscal Year 2022 Budget

The Board reviewed the resolution.

MOTION TO:	Approve Resolution 2021-02.
MADE BY:	Supervisor Koehler
SECONDED BY:	Supervisor Sampson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

E. Close Public Hearing on Proposed Fiscal Year 2022 Budget

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

5. RETURN TO REGULAR MEETING

Mr. Roberts directed the Board to return to the regular meeting.

6. BUSINESS ITEMS

A. Consideration of Resolution 2021-03; Setting Fiscal Year 2022 Meeting Schedule

The Board reviewed the resolution and meeting schedule.

MOTION TO:	Approve Resolution 2021-03.
MADE BY:	Supervisor Koehler
SECONDED BY:	Supervisor Sampson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

B. General Matters of the District

7. CONSENT AGENDA

- A. Consideration of Board of Supervisors Regular Meeting Minutes May 13, 2021**
- B. Consideration of Operations and Maintenance Expenditures May 2021**
- C. Consideration of Operations and Maintenance Expenditures June 2021**
- D. Consideration of Operations and Maintenance Expenditures July 2021**
- E. Review of Financial Statements through July 31, 2021**

The Board reviewed the Consent Agenda items.

MOTION TO:	Approve the Consent Agenda.
MADE BY:	Supervisor Sampson
SECONDED BY:	Supervisor Koehler
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

8. STAFF REPORTS

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

There were no staff reports at this time.

9. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS

There were no supervisor requests or audience comments.

10. ADJOURNMENT

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

**Please note the entire meeting is available on disc.*

**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

Signature

Printed Name

Printed Name

Title:

☐ **Chairman**
☐ **Vice Chairman**

Title:

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

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	10761	\$ 626.11		District Management Services - August 2021
Monthly Contract Sub-Total		\$ 626.11		
Variable Contract				
Straley Robin Vericker	20164	\$ 85.50		Professional Services thru 07/15/2021
Tampa Bay Times	170890 072821	178.80		Budget Hearing - 07/28/2021
Variable Contract Sub-Total		\$ 264.30		
Utilities				
Utilities Sub-Total		\$ 0.00		
Regular Services				
Supervisor: Jack Koehler	JR081921	\$ 200.00		Supervisor Fee - 08/19/2021
Supervisor: Ryan Sampson	RS081921	200.00	\$ 400.00	Supervisor Fee - 08/19/2021
Regular Services Sub-Total		\$ 400.00		
Additional Services				
Additional Services Sub-Total		\$ 0.00		
TOTAL:		\$ 1,290.41		

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
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Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

Meritus Districts

2005 Pan Am Circle
Suite 300
Tampa, FL 33607

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

INVOICE

INVOICE NO.: 10761

DATE: 08/01/2021

DUE DATE: 08/01/2021

BILLING ADDRESS

Four Seasons at Crystal Spings
CDD
2005 Pan Am Circle, Suite 300
Tampa, FL 33607

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
	District Management Services August		625.00
	Postage June		0.51
4	Copies BW May	0.15	0.60
SUBTOTAL			626.11
NEW CHARGES			
TOTAL			626.11

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 300
TAMPA, FL 33607

August 03, 2021
Client: 001352
Matter: 000001
Invoice #: 20164

Page: 1

RE: General

For Professional Services Rendered Through July 15, 2021

SERVICES

Date	Person	Description of Services	Hours
7/7/2021	VKB	REVIEW AND REVISE NEWSPAPER NOTICES FOR PUBLIC HEARING ON O/M BUDGET AND ASSESSMENTS.	0.3
Total Professional Services			0.3

\$85.50

PERSON RECAP

Person	Hours	Amount
VKB Vivek K. Babbar	0.3	\$85.50

5466 3607
42

August 03, 2021

Client: 001352

Matter: 000001

Invoice #: 20164

Page: 2

Total Services	\$85.50	
Total Disbursements	\$0.00	
Total Current Charges		\$85.50

PAY THIS AMOUNT

\$85.50

Please Include Invoice Number on all Correspondence

Tampa Bay Times

tampabay.com

Times Publishing Company

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

Fed Tax ID 59-0482470

ADVERTISING INVOICE

Advertising Run Dates	Advertiser Name	
07/21/21 - 07/28/21	FOUR SEASONS AT CRYSTAL SPRINGS CDD	
Billing Date	Sales Rep	Customer Account
07/28/2021	Deirdre Almeida	119373
Total Amount Due		Ad Number
\$178.80		0000170890

PAYMENT DUE UPON RECEIPT

Start	Stop	Ad Number	Product	Placement	Description PO Number	Ins.	Size	Net Amount
07/21/21	07/28/21	0000170890	Times	Legals CLS	Budget Meeting	2	2x53 L	\$176.80
07/21/21	07/28/21	0000170890	Tampabay.com	Legals CLS	Budget Meeting AffidavitMaterial	2	2x53 L	\$0.00 \$2.00

51360 - 4801
UR

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

Tampa Bay Times

tampabay.com

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

ADVERTISING INVOICE

Thank you for your business.

Advertising Run Dates	Advertiser Name	
07/21/21 - 07/28/21	FOUR SEASONS AT CRYSTAL SPRINGS CDD	
Billing Date	Sales Rep	Customer Account
07/28/2021	Deirdre Almeida	119373
Total Amount Due		Ad Number
\$178.80		0000170890

DO NOT SEND CASH BY MAIL

PLEASE MAKE CHECK PAYABLE TO:

TIMES PUBLISHING COMPANY

FOUR SEASONS AT CRYSTAL SPRINGS CDD
ATTN: MERITUS DISTRICTS
2005 PAN AM CIRCLE #300
TAMPA, FL 33607

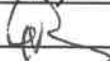
Received
AUG 02 2021

REMIT TO:

Times Publishing Company
DEPT 3396
PO BOX 123396
DALLAS, TX 75312-3396

FOUR SEASONS AT CRYSTAL SPRINGS CDD

MEETING DATE: August 19, 2021


DMS Staff Signature 

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Bill Conerly		Salary Waived	\$0.00
Jack Koehler	X	Salary Accepted	\$200.00
Eric Davidson	X	Salary Waived	\$0.00
Ryan Sampson	X	Salary Accepted	\$200.00
Vacant		Salary Waived	\$0.00

JK081921

FOUR SEASONS AT CRYSTAL SPRINGS CDD

MEETING DATE: August 19, 2021

DMS Staff Signature 

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Bill Conerly		Salary Waived	\$0.00
Jack Koehler	X	Salary Accepted	\$200.00
Eric Davidson	X	Salary Waived	\$0.00
Ryan Sampson	X	Salary Accepted	\$200.00
Vacant		Salary Waived	\$0.00

RS 081921

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	10891	\$ 625.00		District Management Service - September 2021
Monthly Contract Sub-Total		\$ 625.00		
Variable Contract				
Straley Robin Vericker	20292	\$ 287.70		Professional Services thru 08/15/2021
Variable Contract Sub-Total		\$ 287.70		
Utilities				
Utilities Sub-Total		\$ 0.00		
Regular Services				
Regular Services Sub-Total		\$ 0.00		
Additional Services				
Additional Services Sub-Total		\$ 0.00		
TOTAL:		\$ 912.70		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

Meritus Districts

2005 Pan Am Circle
Suite 300
Tampa, FL 33607

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

INVOICE

INVOICE NO.: 10891
DATE: 09/01/2021
DUE DATE: 09/01/2021

BILLING ADDRESS
Four Seasons at Crystal Spings
CDD
2005 Pan Am Circle, Suite 300
Tampa, FL 33607

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
51200 / 310	District Management Services September		625.00
SUBTOTAL			625.00
NEW CHARGES			
TOTAL			625.00

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 300
TAMPA, FL 33607

September 03, 2021
Client: 001352
Matter: 000001
Invoice #: 20295

Page: 1

RE: General

For Professional Services Rendered Through August 15, 2021

SERVICES

Date	Person	Description of Services	Hours	
7/20/2021	LB	REVIEW PROPOSED FY 2021-2022 BUDGET; PREPARE DRAFT RESOLUTION ADOPTING BUDGET AND DRAFT DEVELOPER FUNDING AGREEMENT.	0.7	
8/2/2021	VTS	REVIEW FY 2021/2022 FINAL BUDGET RESOLUTION AND DEVELOPER FUNDING AGREEMENT.	0.5	
8/3/2021	LB	FINALIZE RESOLUTION ADOPTING FY 2021-2022 BUDGET AND BUDGET FUNDING AGREEMENT; PREPARE CORRESPONDENCE TO DISTRICT MANAGER TRANSMITTING SAME.	0.2	
Total Professional Services			1.4	\$286.50

PERSON RECAP

Person		Hours	Amount
VTS	Vanessa T. Steinerts	0.5	\$142.50
LB	Lynn Butler	0.9	\$144.00

DISBURSEMENTS

Date	Description of Disbursements	Amount
8/15/2021	Photocopies (8 @ \$0.15)	\$1.20
Total Disbursements		\$1.20

SMU - 3607
CR

September 03, 2021
Client: 001352
Matter: 000001
Invoice #: 20295

Page: 2

Total Services	\$286.50	
Total Disbursements	\$1.20	
Total Current Charges		\$287.70

PAY THIS AMOUNT

\$287.70

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	10935	\$ 630.25		District Management Services - October 2021
Monthly Contract Sub-Total		\$ 630.25		
Variable Contract				
Variable Contract Sub-Total		\$ 0.00		
Utilities				
Utilities Sub-Total		\$ 0.00		
Regular Services				
DEO	85160	\$ 175.00		Application - 10/01/2021
Straley Robin Vericker	20418	85.50		Professional Services thru 09/15/2021
Regular Services Sub-Total		\$ 260.50		
Additional Services				
Additional Services Sub-Total		\$ 0.00		
TOTAL:		\$ 890.75		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

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

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
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[] Chairman [] Vice Chairman [] Assistant Secretary

Meritus Districts

2005 Pan Am Circle

Suite 300

Tampa, FL 33607

Voice: 813-397-5121

Fax: 813-873-7070

INVOICE

INVOICE NO.: 10935

DATE: 10/01/2021

DUE DATE: 10/01/2021

BILLING ADDRESS

Four Seasons at Crystal Spings

CDD

2005 Pan Am Circle, Suite 300

Tampa, FL 33607

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
	District Management Services		625.00
	October		
35	Copies BW	0.15	5.25
SUBTOTAL			630.25
NEW CHARGES			
TOTAL			630.25



Florida Department of Economic Opportunity, Special District Accountability Program
FY 2021/2022 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.: 85160			Date Invoiced: 10/01/2021
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2021: \$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 300
 Tampa, FL 33607



2. Telephone: (813) 873-7300
3. Fax: (813) 873-7070
4. Email: brian.lamb@merituscorp.com
5. Status: Independent
6. Governing Body: Elected
7. Website Address: FourSeasonsAtCrystalSpringsCDD.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: 10/06/2020

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

Registered Agent's Signature: [Signature] Date 10/5/2021

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 2019/2020 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,

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 300
TAMPA, FL 33607

September 27, 2021
Client: 001352
Matter: 000001
Invoice #: 20418

Page: 1

RE: General

For Professional Services Rendered Through September 15, 2021

SERVICES

Date	Person	Description of Services	Hours	
8/19/2021	VTS	EXCHANGE CORRESPONDENCE WITH G. ROBERTS RE: BOARD MEETING.	0.3	
Total Professional Services			0.3	\$85.50

PERSON RECAP

Person	Hours	Amount
VTS Vanessa T. Steinerts	0.3	\$85.50

51400-3107
612

September 27, 2021
Client: 001352
Matter: 000001
Invoice #: 20418

Page: 2

Total Services	\$85.50	
Total Disbursements	\$0.00	
Total Current Charges		\$85.50

PAY THIS AMOUNT

\$85.50

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	11050	\$ 628.47		District Management Service - November 2021
Monthly Contract Sub-Total		\$ 628.47		
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:		\$ 628.47		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

Meritus Districts

2005 Pan Am Circle
Suite 300
Tampa, FL 33607

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

INVOICE

INVOICE NO.: 11050

DATE: 11/01/2021

DUE DATE: 11/01/2021

BILLING ADDRESS

Four Seasons at Crystal Spings
CDD
2005 Pan Am Circle, Suite 300
Tampa, FL 33607

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
	District Management Services November		625.00
1	Postage September	2.12	2.12
9	Copies BW September	0.15	1.35
SUBTOTAL			628.47
NEW CHARGES			
TOTAL			628.47



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	11186	\$ 625.68		District Management Service - 12/14/2021
Monthly Contract Sub-Total		\$ 625.68		
Variable Contract				
Variable Contract Sub-Total		\$ 0.00		
Utilities				
Utilities Sub-Total		\$ 0.00		
Regular Services				
Egis	14675	\$ 5,570.00		Policy Renewal - 09/21/2021
Regular Services Sub-Total		\$ 5,570.00		
Additional Services				
Additional Services Sub-Total		\$ 0.00		
TOTAL:		\$ 6,195.68		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

Meritus Districts

2005 Pan Am Circle
Suite 300
Tampa, FL 33607

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

INVOICE

INVOICE NO.: 11186

DATE: 12/14/2021

DUE DATE: 12/14/2021

BILLING ADDRESS

Four Seasons at Crystal Spings
CDD
2005 Pan Am Circle, Suite 300
Tampa, FL 33607

QTY	DESCRIPTION	UNIT PRICE	AMOUNT
1	District Management Services December	500.00	500.00
1	Website Administration December	125.00	125.00
	Postage October	0.53	0.53
1	Copies BW October	0.15	0.15
SUBTOTAL			625.68
NEW CHARGES			
TOTAL			625.68



INVOICE

Customer	Four Seasons at Crystal Springs Community Development District
Acct #	888
Date	09/21/2021
Customer Service	Charisse Bitner
Page	1 of 1

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

Payment Information	
Invoice Summary	\$ 5,570.00
Payment Amount	
Payment for:	Invoice#14675
100121386	

Thank You

Please detach and return with payment



Customer: Four Seasons at Crystal Springs Community Development District

Invoice	Effective	Transaction	Description	Amount
14675	10/01/2021	Renew policy	Policy #100121386 10/01/2021-10/01/2022 Florida Insurance Alliance Package - Renew policy Due Date: 9/21/2021 <div style="text-align: center;"> <i>\$3064. gen liab</i> <i>\$2506. pub-off</i> </div>	5,570.00
				Total
				\$ 5,570.00

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)233-9939	Date
Lockbox 234021 PO Box 84021 Chicago, IL 60689-4002	sclimer@egisadvisors.com	09/21/2021

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	72357	\$ 625.00		District Management Service - January 2022
Meritus Districts	74008	626.13		District Management Service – February 2022
Monthly Contract Sub-Total		\$ 1,251.13		
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:		\$ 1,251.13		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

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

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
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Meritus Districts
A Division of Inframark, LLC

2005 Pan Am Circle
Suite 300
Tampa, FL 33607

BILL TO
Four Seasons at Crystal Springs CDD
2005 Pan Am Cir Ste 700
Tampa FL 33607-2380
United States

Services provided for the Month of: January 2022

INVOICE

INVOICE#
#T2357

CUSTOMER ID
C2299

PO#

DATE
1/25/2022

NET TERMS
Net 30

DUE DATE
2/24/2022

DESCRIPTION	QTY	UOM	RATE	AMOUNT
District Management Services - District Management	1	Ea	500.00	500.00
Website Maintenance - Website Maintenance / Admin	1	Ea	125.00	125.00
Subtotal				625.00

Subtotal	\$625.00
Tax	\$0.00
Total Due	\$625.00

Voice: 813-397-5122 | Fax: 813-873-7070

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

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
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Meritus Districts
A Division of Inframark, LLC

2005 Pan Am Circle
Suite 300
Tampa, FL 33607

BILL TO

Four Seasons at Crystal Springs CDD
2005 Pan Am Cir Ste 700
Tampa FL 33607-2380
United States

Services provided for the Month of: February 2022

INVOICE#
#74008

CUSTOMER ID
C2299

PO#

DATE
2/18/2022

NET TERMS
Net 30

DUE DATE
3/20/2022

INVOICE

DESCRIPTION	QTY	UOM	RATE	AMOUNT
Postage - Postage-November 2021	1	Ea	0.53	0.53
Copies - Copies B/W-November 2021	4	Ea	0.15	0.60
Website Maintenance - Website Maintenance / Admin	1	Ea	125.00	125.00
District Management Services - District Management	1	Ea	500.00	500.00
Subtotal				626.13

Subtotal	\$626.13
Tax	\$0.00
Total Due	\$626.13

Remit To :
Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778
Please include CUSTOMER ID and the invoice number on the check stub of your payment. Phone: 813-397-5122 | Fax: 813-873-7070

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	75273	\$ 625.00		District Management Services - March 2022
Monthly Contract Sub-Total		\$ 625.00		
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:		\$ 625.00		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

INVOICE

2005 Pan Am Circle
Suite 300
Tampa, FL 33607

INVOICE#
#75273

DATE
3/23/2022

CUSTOMER ID
C2299

NET TERMS
Net 30

PO#

DUE DATE
4/22/2022

BILL TO

Four Seasons at Crystal Springs CDD
2005 Pan Am Cir Ste 700
Tampa FL 33607-2380
United States

Services provided for the Month of: March 2022

DESCRIPTION	QTY	UOM	RATE	AMOUNT
District Management Services - District Management	1	Ea	500.00	500.00
Website Maintenance - Website Maintenance / Admin	1	Ea	125.00	125.00
Subtotal				625.00

Subtotal	\$625.00
Tax	\$0.00
Total Due	\$625.00

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

Please include CUSTOMER ID and the invoice number on the check stub of your payment.
Phone: 813-397-5122 | Fax: 813-873-7070

Four Seasons at Crystal Springs Community Development District

Financial Statements
(Unaudited)

Period Ending
March 31, 2022



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 3/31/2022
(In Whole Numbers)

	General Fund	Total
Assets		
Cash-Operating Account	740	740
Prepaid Expenses	0	0
Prepaid Insurance-Gen Liab	0	0
Prepaid Insurance-Professional Liability	0	0
Other	0	0
Total Assets	<u>740</u>	<u>740</u>
Liabilities		
Accounts Payable	1,876	1,876
Other	0	0
Total Liabilities	<u>1,876</u>	<u>1,876</u>
Fund Equity & Other Credits		
Contributed Capital		
Fund Balance-Unreserved	(6,991)	(6,991)
Other	5,855	5,855
Total Fund Equity & Other Credits Contributed Capital	<u>(1,136)</u>	<u>(1,136)</u>
Total Liabilities & Fund Equity	<u>740</u>	<u>740</u>

Four Seasons at Crystal Springs CDD

Income Statement

001 - General Fund

From 10/1/2021 Through 3/31/2022

(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	18,988	9,851	(9,137)	(48)%
Total Revenues	18,988	9,851	(9,137)	(48)%
Expenditures				
Financial & Administrative				
District Manager	6,000	3,250	2,750	46 %
District Engineer	500	0	500	100 %
Postage, Phone, Faxes, Copies	25	11	14	58 %
Public Officials Insurance	2,663	0	2,663	100 %
Legal Advertising	675	0	675	100 %
Bank Fees	250	60	190	76 %
Dues, Licenses & Fees	175	175	0	0 %
Website Administration	1,500	500	1,000	67 %
Email Hosting Vendor	544	0	544	100 %
ADA Website Compliance	2,900	0	2,900	100 %
Legal Counsel				
District Counsel	500	0	500	100 %
Other Physical Environment				
Property & Casualty Insurance	3,256	0	3,256	100 %
Total Expenditures	18,988	3,996	14,992	79 %
Excess Of Revenues Over (Under) Expenditures	0	5,855	5,855	0 %
Fund Balance, Beginning of Period	0	(6,991)	(6,991)	0 %
Fund Balance, End of Period	0	(1,136)	(1,136)	0 %

Four Seasons at Crystal Springs CDD
Reconcile Cash Accounts

Summary

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 03/31/2022

Reconciliation Date: 3/31/2022

Status: Locked

Bank Balance	3,249.64
Less Outstanding Checks/Vouchers	2,509.40
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	740.24
Balance Per Books	<u>740.24</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: 03/31/2022
Reconciliation Date: 3/31/2022
Status: Locked

Outstanding Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
1190	3/17/2022	System Generated Check/Voucher	2,509.40	Meritus Districts
Outstanding Checks/Vouchers			2,509.40	

Four Seasons at Crystal Springs CDD
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 03/31/2022

Reconciliation Date: 3/31/2022

Status: Locked

Cleared Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
1191	3/17/2022	System Generated Check/Voucher	373.20	Straley Robin Vericker
Cleared Checks/Vouchers			373.20	