

**FOUR SEASONS AT CRYSTAL SPRINGS  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
REGULAR MEETING  
JUNE 5, 2017**

**FOUR SEASONS AT CRYSTAL SPRINGS  
COMMUNITY DEVELOPMENT DISTRICT AGENDA  
JUNE 5, 2017 at 10:00 a.m.**

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

<b>District Board of Supervisors</b>	Chairman Vice Chairman Supervisor Supervisor Supervisor	Brian Farrar Christine Farrar Eric Davidson Vacant Vacant
<b>District Manager</b>	Meritus Meritus	Debby Hukill Brian Lamb
<b>District Attorney</b>	Straley & Robin	Mark Straley
<b>District Engineer</b>	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.** with the first section called **Business Administration**. The Business Administration section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The second section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion 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. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. 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 third section is called **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 final section is called **Supervisor Requests and Audience Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to **three (3) minutes** for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT ADMINISTRATOR OUTSIDE THE CONTEXT OF THIS MEETING.**

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.

June 5, 2017

Board of Supervisors  
**Four Seasons at Crystal Springs CDD**

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Four Seasons at Crystal Springs Community Development District will be held on **Monday, 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. 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. BUSINESS ITEMS**
  - A. Consideration of Resolution 2017-01; Canvassing and Certifying the Results of the Landowners Election .....Tab 01
  - B. Consideration of Resolution 2017-02; Approving Proposed Fiscal Year 2018 Budget & Setting Public Hearing .....Tab 02
  - C. Consideration of Resolution 2017-03; Re-Designating Treasurer.....Tab 03
  - D. Annual Disclosure of Qualified Electors .....Tab 04
  - E. General Matters of the District
- 4. CONSENT AGENDA**
  - A. Consideration of the Board of Supervisors Meeting Minutes August 19, 2016 .....Tab 05
  - B. Consideration of the Landowners Election Meeting Minutes November 18, 2016.....Tab 06
  - C. Consideration of Operations and Maintenance Expenditures May 2017.....Tab 07
  - D. Review of Financial Statements through April 30, 2017 .....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 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 2017-01**

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

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

**WHEREAS**, pursuant to Section 190.006(2), Florida Statutes, a landowners meeting is required to be held following the creation of a community development district for the purpose of electing supervisors of the District; and

**WHEREAS**, following proper publication and notice thereof, on November 18, 2016, the owners of land within the District held a meeting for the purpose of electing supervisors to the District’s Board of Supervisors (“Board”); and

**WHEREAS**, at the November 18, 2016 meeting, the below recited persons were duly elected by virtue of the votes cast in their respective favor; and

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

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

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

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

Seat 3	<u>Brian Farrar</u>	Votes 267
Seat 4	<u>Christine Farrar</u>	Votes 267

**SECTION 3.** In accordance with Section 190.006(2), Florida Statutes, and by virtue of the number of votes cast for the respective Supervisors, they are declared to have been elected for the following terms of office:

Seat 3	<u>Brian Farrar</u>	Years <u>4</u>
Seat 4	<u>Christine Farrar</u>	Years <u>4</u>

**SECTION 4.** Said terms of office commenced on November 29, 2016.

**SECTION 5.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect. To the extent the provisions of this Resolution conflict with the provisions of any other resolution of the District, the provisions of this Resolution shall prevail.

**PASSED AND ADOPTED** this 5th day of June, 2017.

ATTEST:

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

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman, Board of Supervisors

**RESOLUTION 2017- 02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FISCAL YEAR 2017/2018 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Four Seasons at Crystal Springs Community Development District (“**District**”) prior to June 15, 2017, proposed budget(s) (“**Proposed Budget**”) for the fiscal year beginning October 1, 2017 and ending September 30, 2018 (“**Fiscal Year 2017/2018**”); and

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

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2017/2018 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.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: \_\_\_\_\_

HOUR: \_\_\_\_\_

LOCATION: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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 approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, 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 in Florida law.

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

**PASSED AND ADOPTED THIS 5<sup>th</sup> DAY OF JUNE, 2017.**

ATTEST:

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

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Its: \_\_\_\_\_

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
<b>REVENUES</b>					
<b>SPECIAL ASSESSMENTS</b>					
Operations & Maintenance - Off Roll	15,405.00	0.00	0.00	0.00	(15,405.00)
<b>TOTAL SPECIAL ASSESSMENTS</b>	<b>15,405.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(15,405.00)</b>
<b>CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>					
Developer Contributions	0.00	12,371.90	17,403.74	29,775.64	29,775.64
<b>TOTAL CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>	<b>0.00</b>	<b>12,371.90</b>	<b>17,403.74</b>	<b>29,775.64</b>	<b>29,775.64</b>
<b>TOTAL REVENUES</b>	<b>\$15,405.00</b>	<b>\$12,371.90</b>	<b>\$17,403.74</b>	<b>\$29,775.64</b>	<b>\$14,370.64</b>
<b>EXPENDITURES</b>					
<b>LEGISLATIVE</b>					
Supervisor Fees	1,200.00	0.00		0.00	(1,200.00)
<b>TOTAL LEGISLATIVE</b>	<b>1,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,200.00)</b>
<b>FINANCIAL &amp; ADMINISTRATIVE</b>					
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)
<b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>12,705.00</b>	<b>12,508.73</b>	<b>15,766.91</b>	<b>28,275.64</b>	<b>15,570.64</b>
<b>LEGAL COUNSEL</b>					
District Counsel	1,500.00	196.50	1,303.50	1,500.00	0.00
<b>TOTAL LEGAL COUNSEL</b>	<b>1,500.00</b>	<b>196.50</b>	<b>1,303.50</b>	<b>1,500.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$15,405.00</b>	<b>\$12,705.23</b>	<b>\$17,070.41</b>	<b>\$29,775.64</b>	<b>\$14,370.64</b>
<b>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$0.00</b>	<b>(\$333.33)</b>	<b>\$333.33</b>	<b>\$0.00</b>	<b>\$0.00</b>

# 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
<b>REVENUES</b>							
<b>SPECIAL ASSESSMENTS</b>							
Operations & Maintenance - Off Roll	15,405.00	0.00	0.00	0.00	(15,405.00)	15,405.00	0.00
<b>TOTAL SPECIAL ASSESSMENTS</b>	<b>15,405.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(15,405.00)</b>	<b>15,405.00</b>	<b>0.00</b>
<b>CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>							
Developer Contributions	0.00	12,371.90	17,403.74	29,775.64	29,775.64	0.00	0.00
<b>TOTAL CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>	<b>0.00</b>	<b>12,371.90</b>	<b>17,403.74</b>	<b>29,775.64</b>	<b>29,775.64</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL REVENUES</b>	<b>\$15,405.00</b>	<b>\$12,371.90</b>	<b>\$17,403.74</b>	<b>\$29,775.64</b>	<b>\$14,370.64</b>	<b>\$15,405.00</b>	<b>\$0.00</b>
<b>EXPENDITURES</b>							
<b>LEGISLATIVE</b>							
Supervisor Fees	1,200.00	0.00		0.00	(1,200.00)	1,200.00	0.00
<b>TOTAL LEGISLATIVE</b>	<b>1,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,200.00)</b>	<b>1,200.00</b>	<b>0.00</b>
<b>FINANCIAL &amp; ADMINISTRATIVE</b>							
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
<b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>12,705.00</b>	<b>12,508.73</b>	<b>15,766.91</b>	<b>28,275.64</b>	<b>15,570.64</b>	<b>12,705.00</b>	<b>0.00</b>
<b>LEGAL COUNSEL</b>							
District Counsel	1,500.00	196.50	1,303.50	1,500.00	0.00	1,500.00	0.00
<b>TOTAL LEGAL COUNSEL</b>	<b>1,500.00</b>	<b>196.50</b>	<b>1,303.50</b>	<b>1,500.00</b>	<b>0.00</b>	<b>1,500.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$15,405.00</b>	<b>\$12,705.23</b>	<b>\$17,070.41</b>	<b>\$29,775.64</b>	<b>\$14,370.64</b>	<b>\$15,405.00</b>	<b>\$0.00</b>
<b>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$0.00</b>	<b>(\$333.33)</b>	<b>\$333.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**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 2017-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A TREASURER.**

**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 Hernando County, Florida; and

**WHEREAS**, the Board of Supervisors of the District desires to appoint a Treasurer;

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

**Section 1.**      Eric Davidson is appointed Treasurer.

**Section 2.**      All prior designations which are inconsistent with the designation herein are forthwith rescinded.

**Section 3.**      This Resolution shall become effective on June 5, 2017.

**PASSED AND ADOPTED THIS 5<sup>TH</sup> DAY OF JUNE, 2017.**

**ATTEST:**

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

\_\_\_\_\_  
**SECRETARY / ASSISTANT SECRETARY**

\_\_\_\_\_  
**CHAIRMAN**





*Shirley Anderson*  
Hernando County Supervisor of Elections

---

April 18, 2017

Brian Lamb  
District Manager  
Four Seasons at Crystal Springs CDD  
2005 Pan Am Circle, Suite 120  
Tampa, FL 33607

Dear Mr. Lamb:

As of April 15, 2017 there were zero registered voters within the Four Seasons at Crystal Springs Community Development District.

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

Sincerely,

Shirley Anderson  
Supervisor of Elections

## Minutes of the Meeting

The Regular Meeting of the Board of Supervisors for Four Seasons of Crystal Springs Community Development District was held on Friday, August 19, 2016 at 2:00 p.m. at the Silver Thorn Club, The Legends Room, located at 4550 Golf Club Lane, Brooksville, FL 34609.

### 1. CALL TO ORDER/ROLL CALL

Ms. Hukill called the Regular Meeting of Four Seasons at Crystal Springs Community Development District to order at 2:00 p.m. on Friday, May 20, 2016.

Board Members Present and Constituting a Quorum:

Brian Farrar	Chairman
Christine Farrar	Supervisor
Eric Davidson	Supervisor

Staff Members Present:

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

There were no audience members present.

### 3. PUBLIC HEARING ON FISCAL YEAR 2017 PROPOSED BUDGET

#### A. Open Public Hearing on Fiscal Year 2017 Proposed Budget

MOTION TO:	Open Public Hearing on Fiscal Year 2017 Proposed Budget
MADE BY:	Supervisor B. Farrar
SECONDED BY:	Supervisor C. Farrar
DISCUSSION:	None further
RESULT:	Called to Vote: motion PASSED
	3/0 - Motion passed unanimously

#### B. Staff Presentations

Debby Hukill reviewed the budget.

#### C. Public Comment

#### D. Close Public Hearing on Fiscal Year 2017 Proposed Budget

MOTION TO: Close Public Hearing on Fiscal Year 2017 Proposed Budget  
MADE BY: Supervisor  
SECONDED BY: Supervisor  
DISCUSSION: None further  
RESULT: Called to Vote: motion PASSED  
3/0 - Motion passed unanimously

**E. Consideration of Resolution 2016-03; Adopting Fiscal Year 2017 Budget**

MOTION TO: Approve Resolution 2016-03.  
MADE BY: Supervisor B. Farrar  
SECONDED BY: Supervisor C. Farrar  
DISCUSSION: None further  
RESULT: Called to Vote: motion PASSED  
3/0 - Motion passed unanimously

**4. BUSINESS ADMINISTRATION**

**A. Consideration of Budget Funding Agreement**

Supervisor Brian Farrar will get the agreement signed and sent back to management.

**B. Consideration of Resolution 2016-04; Setting FY 2017 Meeting Schedule**

MOTION TO: Approve Resolution 2016-04.  
MADE BY: Supervisor C. Farrar  
SECONDED BY: Supervisor Davidson  
DISCUSSION: None further  
RESULT: Called to Vote: motion PASSED  
3/0 - Motion passed unanimously

78 **C. Acceptance of Ted Brown Resignation**  
79

80 MOTION TO: Accept Ted Brown Resignation  
81 MADE BY: Supervisor B. Farrar  
82 SECONDED BY: Supervisor Davidson  
83 DISCUSSION: None further  
84 RESULT: Called to Vote: motion PASSED  
85 3/0 - Motion passed unanimously

86 **D. Consideration of Resolution 2016-05; Re-Designation of Officers**  
87  
88

89 Ms. Hukill went over the resolution and adding Supervisor Davidson as the Assistant Treasurer.  
90

91 MOTION TO: Approve Resolution 2016-05.  
92 MADE BY: Supervisor B. Farrar  
93 SECONDED BY: Supervisor C. Farrar  
94 DISCUSSION: None further  
95 RESULT: Called to Vote: motion PASSED  
96 3/0 - Motion passed unanimously

97 **E. Consideration of Resolution 2016-06; Setting Landowner Election**  
98  
99

100 MOTION TO: Approve Resolution 2016-06.  
101 MADE BY: Supervisor B. Farrar  
102 SECONDED BY: Supervisor Davidson  
103 DISCUSSION: None further  
104 RESULT: Called to Vote: motion PASSED  
105 3/0 - Motion passed unanimously

106 **F. Consideration of Board of Supervisors Meeting Minutes May 20, 2016**  
107  
108

109 MOTION TO: Approve May 20, 2016 meeting minutes.  
110 MADE BY: Supervisor B. Farrar  
111 SECONDED BY: Supervisor C. Davidson  
112 DISCUSSION: None further  
113 RESULT: Called to Vote: motion PASSED  
114 3/0 - Motion passed unanimously

115  
116  
117 **G. Consideration of Operations and Maintenance Expenditures August 2016**  
118

119 MOTION TO: Approve August 2016 O&Ms.  
120 MADE BY: Supervisor C. Farrar  
121 SECONDED BY: Supervisor Davidson  
122 DISCUSSION: None further  
123 RESULT: Called to Vote: motion PASSED  
124 3/0 - Motion passed unanimously

125  
126 **H. Review of Financial Statements through June 30, 2016**  
127

128 **5. BUSINESS ITEMS**  
129

130 **A. General Matters of the District**  
131

132 **6. STAFF REPORTS**  
133

134 **A. District Counsel**  
135 **B. District Engineer**  
136 **C. District Manager**  
137

138 **7. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**  
139

140 **8. ADJOURNMENT**  
141

142 MOTION TO: Adjourn.  
143 MADE BY: Supervisor B. Farrar  
144 SECONDED BY: Supervisor Davidson  
145 DISCUSSION: None further  
146 RESULT: Called to Vote: motion PASSED  
147 3/0 - Motion passed unanimously  
148

*\*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

**Minutes of the Landowners Meeting/Election**

The Landowners Meeting/Election of the Board of Supervisors for Four Seasons of Crystal Springs Community Development District was held on Friday, November 18, 2016 at 2:00 p.m. at the Silver Thorn Club, The Legends Room, located at 4550 Golf Club Lane, Brooksville, FL 34609.

**1. CALL TO ORDER/ROLL CALL**

Debby Hukill called the Landowners Meeting/Election of Four Seasons at Crystal Springs Community Development District to order at 2:00 p.m. on Friday, November 18, 2016.

Board Members Present:

None

Staff Members Present:

Debby Hukill Meritus Districts

**2. APPOINTMENT OF MEETING CHAIRMAN**

Debby Hukill from Meritus stated that she is the meeting chairman.

**3. ANNOUNCEMENT OF CANDIDATES/CALL FOR NOMINATIONS**

Ms. Hukill announced that there are two seats open for nomination.

Ms. Hukill stated that she is the authorized proxy holder.

**4. ELECTION OF SUPERVISORS**

Ms. Hukill stated that Brian Farrar received 267 votes, and Christine Farrar received 267 votes. Brian Farrar's seat will be a four year term, and Christine Farrar's seat will also be a four year term.

**5. OWNERS REQUEST**

**6. ADJOURNMENT**

Ms. Hukill stated that no one else was present at the Landowners Meeting/Election, and she adjourned.

45  
46 *\*These minutes were done in summary format.*

47  
48 *\*Each person who decides to appeal any decision made by the Board with respect to any matter*  
49 *considered at the meeting is advised that person may need to ensure that a verbatim record of*  
50 *the proceedings is made, including the testimony and evidence upon which such appeal is to be*  
51 *based.*

52 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly**  
53 **noticed meeting held on \_\_\_\_\_.**

54  
55  
56 \_\_\_\_\_  
57 **Signature**

58  
59 \_\_\_\_\_  
60 **Printed Name**

61  
62 **Title:**

- 63 ☐ **Chairman**  
64 ☐ **Vice Chairman**

\_\_\_\_\_

\_\_\_\_\_

**Title:**

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

65  
66  
67  
68 *Recorded by Records Administrator*

69  
70  
71 \_\_\_\_\_  
72 *Signature*

73  
74 \_\_\_\_\_  
75 *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
<b>Monthly Contract</b>				
<b>Monthly Contract Sub-Total</b>		<b>\$ 0.00</b>		
<b>Variable Contract</b>				
Straley Robin Vericker	13726	\$ 30.00		Proffessional Service - thru 09/15/16
Straley Robin Vericker	13763	196.50	<b>\$ 226.50</b>	Proffessional Service - thru 10/15/16
<b>Variable Contract Sub-Total</b>		<b>\$ 226.50</b>		
<b>Utilities</b>				
<b>Utilities Sub-Total</b>		<b>\$ 0.00</b>		
<b>Regular Services</b>				
DEO	39419	\$ 175.00		Special District Fee- FY16/17
Tampa Bay Times	119373 110416	175.40		Advertising -11/04/16
Tampa Bay Times	366588	175.40		Landowner Election - 11/04/16
Tampa Bay Times	119373 113016	175.40		Advertising -10/28/16
Tampa Bay Times	119373 030917	8.01	<b>\$ 534.21</b>	Finance fees
<b>Regular Services Sub-Total</b>		<b>\$ 709.21</b>		
<b>Additional Services</b>				
Meritus Districts	7555	\$ 2,500.00		August 19 CDD Meeting
Meritus Districts	7609	12,000.00	<b>\$ 14,500.00</b>	Magement Fees for 2017
<b>Additional Services Sub-Total</b>		<b>\$ 14,500.00</b>		
<b>TOTAL:</b>		<b>\$ 15,435.71</b>		

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

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

Approved (with any necessary revisions noted):

Signature

Printed Name

**Title (check one):**

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

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

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

September 21, 2016  
Client: 001352  
Matter: 000001  
Invoice #: 13726

Page: 1

RE: General

For Professional Services Rendered Through September 15, 2016

3107 10-10-16

**SERVICES**

Date	Person	Description of Services	Hours	
8/16/2016	LH	REVIEW EMAIL FROM J. GASKINS RE NONCOMPLIANCE LIST FOR FAILURE TO FILE FY 2015 ANNUAL FINANCIAL REPORT AND AUDIT REPORT; REVIEW LIST ATTACHED TO J. GASKINS'S RE SAME; PREPARE EMAIL TO J. VERICKER RE REPORTS DELINQUENT.	0.2	
Total Professional Services			0.2	\$30.00

**PERSON RECAP**

Person	Hours	Amount
LH Lynn Hoodless	0.2	\$30.00

Approved 5/4/2017 by ozhiryakova

September 21, 2016  
Client: 001352  
Matter: 000001  
Invoice #: 13726

Page: 2

---

Total Services	\$30.00	
Total Disbursements	\$0.00	
Total Current Charges		\$30.00

**PAY THIS AMOUNT**

**\$30.00**

*Please Include Invoice Number on all Correspondence*

September 21, 2016  
Client: 001333  
Matter: 000001  
Invoice #: 13725

Page: 2

---

Total Services	\$30.00	
Total Disbursements	\$0.00	
Total Current Charges		\$30.00

**PAY THIS AMOUNT**

**\$30.00**

*Please Include Invoice Number on all Correspondence*

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

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

October 19, 2016  
Client: 001352  
Matter: 000001  
Invoice #: 13763

Page: 1

RE: General

For Professional Services Rendered Through October 15, 2016

**SERVICES**

Date	Person	Description of Services	Hours	
9/23/2016	LH	REVIEW EMAIL FROM T. FARLOW RESPONDING TO PUBLIC RECORDS REQUEST FROM FLORIDA@OPENTHEBOOKS.COM; UPDATE FILES RE REQUEST HAS BEEN COMPLETED.	0.2	
9/29/2016	LH	PREPARE DRAFT NOTICE OF LANDOWNERS' MEETING AND ELECTION.	0.5	
9/30/2016	JMV	PREPARE ELECTION NOTICES.	0.3	
		Total Professional Services	1.0	\$196.50

**PERSON RECAP**

Person		Hours	Amount
JMV	John M. Vericker	0.3	\$91.50
LH	Lynn Hoodless	0.7	\$105.00

3107 BY 10/19/14

Approved 5/4/2017 by ozhiryakova

October 19, 2016  
Client: 001352  
Matter: 000001  
Invoice #: 13763

Page: 2

---

Total Services	\$196.50	
Total Disbursements	\$0.00	
Total Current Charges		\$196.50

**PAY THIS AMOUNT**

**\$196.50**

*Please Include Invoice Number on all Correspondence*

**Florida Department of Economic Opportunity, Special District Accountability Program**  
**FY 2016/2017 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.: 39419			Date Invoiced: 10/03/2016
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/05/2016: \$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  
 5680 West Cypress Street, Suite A  
 Tampa, FL 33607

- |                                       |                               |
|---------------------------------------|-------------------------------|
| <b>2. Telephone:</b>                  | (813) 873-7300                |
| <b>3. Fax:</b>                        | (813) 873-7070                |
| <b>4. Email:</b>                      | blamb@meritusdistricts.com    |
| <b>5. Status:</b>                     | Independent                   |
| <b>6. Governing Body:</b>             | Elected                       |
| <b>7. Website Address:</b>            | FourSeasons.HOAHomePortal.com |
| <b>8. County(ies):</b>                | Hernando                      |
| <b>9. Function(s):</b>                | Community Development         |
| <b>10. Boundary Map on File:</b>      | 04/04/2008                    |
| <b>11. Creation Document on File:</b> | 04/04/2008                    |
| <b>12. Date Established:</b>          | 11/06/2007                    |
| <b>13. Creation Method:</b>           | Local Ordinance               |
| <b>14. Local Governing Authority:</b> | Hernando County               |
| <b>15. Creation Document(s):</b>      | County Ordinance 2007-21      |
| <b>16. Statutory Authority:</b>       | Chapter 190, Florida Statutes |
| <b>17. Authority to Issue Bonds:</b>  | Yes                           |
| <b>18. Revenue Source(s):</b>         | Assessments                   |
| <b>19. Most Recent Update:</b>        | 10/16/2015                    |

*Handwritten:*  
 OK  
 10-10-16  
 4902

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

Registered Agent's Signature: \_\_\_\_\_ Date \_\_\_\_\_

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

- Pay the Annual Fee:** Pay the annual fee online by following the instructions at [www.Floridajobs.org/SpecialDistrictFee](http://www.Floridajobs.org/SpecialDistrictFee) or by check payable to the Department of Economic Opportunity.
- 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.
  - \_\_\_\_\_ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
  - \_\_\_\_\_ This special district is in compliance with the reporting requirements of the Department of Financial Services.
  - \_\_\_\_\_ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2014/2015 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, Office of Financial Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.





### -Ad Proof-

This is the proof of your ad scheduled to run on the dates indicated below. Please proof read carefully if changes are needed,  
please contact us prior to deadline at  
or email at dalmeida@tampabay.com.

#### NOTICE OF LANDOWNERS' MEETING AND ELECTION FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT

NOTICE IS HEREBY GIVEN to the public and all landowners within the Four Seasons at Crystal Springs Community Development District ("District"), the location of which is generally described as comprising of a parcel or parcels of land containing approximately 263.632 acres, located north of Glen Lakes Blvd and west of U.S. Hwy 19/S.R. 55, in Hernando County, Florida, advising that a meeting of the landowners will be held for the purpose of electing two (2) supervisors to the Board of Supervisors of the District.

**DATE:** November 18, 2016  
**TIME:** 2:00 p.m.  
**PLACE:** The Silver Thorn Club  
The Legends Room  
4550 Golf Club Lane  
Brooksville, FL 34609

Each landowner may vote in person or by written proxy. At said meeting each landowner or their proxy shall be entitled to cast one vote per acre, or fraction thereof, of land owned and located within the District, for each person to be elected. Any additional information or forms relating this meeting may be obtained upon request, during normal business hours, at the Offices of the District Manager, Meritus Corp., 2005 Pan Am Circle Suite 120, Tampa, Florida 33607; telephone number: (813) 397-5120.

There may be an occasion where one or more supervisors, staff or consultants will participate by telephone. At the above location there will be present a speaker telephone so that any interested person can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication.

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

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

October 28, 2016 and November 4, 2016

366588

<p><i>Date:</i> 03/09/17</p> <p><i>Account #:</i> 119373 <i>Company:</i> FOUR SEASONS AT CRYSTAL SPRINGS CDD</p> <p><i>Contact:</i></p> <p><i>Address:</i> 2005 PAN AM CIRCLE STE 120 TAMPA, FL 33607</p> <p><i>Telephone:</i> (813) 397-5120 <i>Fax:</i> <i>Email:</i> nicole.chamberlain@merituscorp. com</p>	<p><i>Publications:</i> Tampa Bay Times TampaBay.com</p> <p><i>Zones or Sections:</i> Baylink Hernando Citrus</p> <p><i>Classification:</i> Legal</p>
<p><i>Ad ID:</i> 366588</p> <p><i>Start:</i> 10/28/16 <i>Stop:</i> 11/04/16</p> <p><i>Total Cost:</i> \$175.40 <i>Billed Lines:</i> 102.0 <i>Total Depth:</i> 4.569 <i># of Inserts:</i></p> <p><i>Phone #</i> <i>Email:</i> dalmeida@tampabay.com</p>	



**Tampa Bay Times**  
tampabay.com

Account Rep:  
Credit Rep: 727-893-8282  
Fed Tax ID: 59-0482470

PAGE 1

ACCOUNT NUMBER  
119373

**BILLING PERIOD**  
11/01/16 - 11/30/16

**AMOUNT DUE:**  
\$175.40

## CUSTOMER SUMMARY FOR FOUR SEASONS AT CRYSTAL SPRINGS CDD

ACCOUNT NAME

FOUR SEASONS AT CRYSTAL S  
ATTN: MERITUS DISTRICTS  
2005 PAN AM CIRCLE STE 120  
TAMPA FL 33607

PERIOD ENDING	11/30/16
PREVIOUS BALANCE	\$0.00
CURRENT CHARGES	\$175.40
ADJUSTMENTS	\$0.00
PAYMENTS	\$0.00
<b>BALANCE DUE</b>	<b>\$175.40</b>

Sales Rep: Unassigned

**ADVERTISING STATEMENT AND INVOICE**

**Terms of Payment:** Net 30

Start	Stop	Ad Number	Zone	Class	Description PO Number	Insertions	Size	Net Amount
					BALANCE FORWARD			\$0.00
10/28/16	11/04/16	366588		405	Four Seasons, Landowner Electi	4	2x 4.57	\$175.40

4801  
D4  
12-15-14

DEC 07 2016

**Tampa Bay Times**  
tampabay.com

**Amount due: \$175.40**

Due Date: 12/30/2016 Amount Paid:

<b>Billing Date</b>		Due Date: 12/30/2016		Amount Paid: _____	
11/30/2016					
<b>Billing Period</b>	<b>Advertiser Name</b>	<b>Account Number</b>	<b>Agency Name</b>	<b>Agency Number</b>	<b>Prepaid*</b>
11/01/16 - 11/30/16	FOUR SEASONS AT C	119373			
<b>Total Amount Due</b>	<b>Current Period</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90 Days</b>	<b>120 Days</b>
\$175.40	\$175.40	\$0.00	\$0.00	\$0.00	\$0.00

FOUR SEASONS AT CRYSTAL SPRINGS CD  
ATTN: MERITUS DISTRICTS  
2005 PAN AM CIRCLE STE 120  
TAMPA FL 33607

REMIT TO:  
TAMPA BAY TIMES  
DEPT 3396  
P O BOX 123396  
DALLAS, TX 75312-3396

[illegible]



## Teresa Farlow

**From:** Deirdre Almeida <dalmeida@tampabay.com>  
**Sent:** Thursday, March 09, 2017 10:31 AM  
**To:** Teresa Farlow; Deirdre Almeida  
**Cc:** Jimmy Paleveda; Yulia Bilyalova  
**Subject:** Four Seasons account 119373  
**Attachments:** FOURSEASON-24-366588-1.pdf; invoice 366588.pdf

Balance	Current	1-30	31-60	61-90	Over 90
\$183.41	\$0.00	\$2.71	\$2.67	\$2.63	\$175.40

Thank you,

### Deirdre Almeida

Legal Advertising Representative  
**Citrus, Hernando, Pasco, Pinellas & Hillsborough**  
11321 U.S. Highway 19 Port Richey, FL 34668  
Direct 727-869-6276

119373 030917  
\$801 Finance Fees

**From:** Teresa Farlow [mailto:teresa.farlow@merituscorp.com]  
**Sent:** Thursday, March 09, 2017 10:24 AM  
**To:** Deirdre Almeida <dalmeida@tampabay.com>; Sarah Potts <spotts@tampabay.com>  
**Cc:** Jimmy Paleveda <jimmy.paleveda@merituscorp.com>; Yulia Bilyalova <yulia.bilyalova@merituscorp.com>  
**Subject:** invoices

Good morning,

I received some advertising statements and have the following questions.

- River Bend CDD** – shows a previous balance of \$355.76 along with finance charge of \$5.34.
  - Cannot locate an invoice for \$355.76
- Northwood CDD** – shows a previous balance of \$121.39, a payment of \$119.60, finance charge of .50 and a new amount of \$130.00
  - The \$119.60 bill does not show any previous balance and was paid
  - The \$130.00 bill does not show any previous balance and has been paid
  - So I am wondering why there is a new finance charge of .50 and why there is a \$2.39 add on (121.39 – 119.60)
- The Heights CDD** – shows a previous balance of \$1572.25 along with a \$23.58 finance charge
  - I am showing a balance of ads for \$1525.98
  - If I add the \$1525.98 and the new finance charge of \$23.58 that comes to \$1549.56
  - Is the difference of \$46.27 additional finance charges
- Four Seasons at Crystal Springs CDD** - shows a balance forward of \$180.70 along with finance charges of \$2.71
  - I am not showing that we have any outstanding invoices in the system

Please advise,

Thanks

Approved 5/4/2017 by ozhiryakova

## **Teresa Farlow**

Accounts Payable Specialist

2005 Pan Am Circle, Suite 120

Tampa , FL 33607

Phone: (813) 397-5120 Ext. 340

Fax: (813) 873-7070

[teresa.farlow@merituscorp.com](mailto:teresa.farlow@merituscorp.com)

***In an effort to maintain compliance with the Florida Sunshine Amendment, please do not reply globally to this notification. Any questions should be directed to the sending party only or to the District Office at (813) 397-5121.***



[www.merituscorp.com](http://www.merituscorp.com)

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**Tampa Bay Times**  
tampabay.com

Account Rep:  
Credit Rep: 727-893-8282  
Fed Tax ID: 59-0482470

PAGE 1

ACCOUNT NUMBER  
119373

**BILLING PERIOD**  
02/01/17 - 02/28/17

AMOUNT DUE:  
\$183.41

**CUSTOMER SUMMARY FOR  
FOUR SEASONS AT CRYSTAL SPRINGS CDD**

ACCOUNT NAME

FOUR SEASONS AT CRYSTAL S  
ATTN: MERITUS DISTRICTS  
2005 PAN AM CIRCLE STE 120  
TAMPA FL 33607

PERIOD ENDING	02/28/17
PREVIOUS BALANCE	\$180.70
CURRENT CHARGES	\$2.71
ADJUSTMENTS	\$0.00
PAYMENTS	\$0.00
<b>BALANCE DUE</b>	<b>\$183.41</b>

**Sales Rep:** Unassigned

**ADVERTISING STATEMENT AND INVOICE**

**Terms of Payment:** Net 30

Start	Stop	Ad Number	Zone	Class	Description PO Number	Insertions	Size	Net Amount
					BALANCE FORWARD			\$180.70
	02/28/17				FINANCE CHARGE			\$2.71

MAR 06 2017

**Tampa Bay Times**  
tampabay.com

**Amount due: \$183.41**

MAR 06 2017

Due Date: 3/30/2017 Amount Paid:

<b>Billing Date</b>	2/28/2017
---------------------	-----------

Billing Period	Advertiser Name	Account Number	Agency Name	Agency Number	Prepaid*
02/01/17 - 02/28/17	FOUR SEASONS AT C	119373			
Total Amount Due	Current Period	30 Days	60 Days	90 Days	120 Days
\$183.41	\$2.71	\$2.67	\$2.63	\$175.40	\$0.00

FOUR SEASONS AT CRYSTAL SPRINGS CD  
ATTN: MERITUS DISTRICTS  
2005 PAN AM CIRCLE STE 120  
TAMPA FL 33607

REMIT TO:  
TAMPA BAY TIMES  
DEPT 3396  
P O BOX 123396  
DALLAS, TX 75312-3396

[illegible]



2005 Pan Am Circle  
Suite 120  
Tampa, FL 33607



Invoice Number: 7555  
Invoice Date: Aug 19, 2016  
Page: 1



# Meritus Districts

2005 Pan Am Circle  
Suite 120  
Tampa, FL 33607

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



## INVOICE

Invoice Number: 7609  
Invoice Date: Sep 29, 2016  
Page: 1

### Bill To:

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

### Ship to:

Customer ID	Customer PO	Payment Terms	
Four Seasons		Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Best Way		9/29/16

Quantity	Item	Description	Unit Price	Amount
		Management fees for 2017 (postponed activity state: \$1,000/mo x 12 months)		12,000.00
		45 10/10/16 [Signature]		

Subtotal	12,000.00
Sales Tax	
Total Invoice Amount	12,000.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>12,000.00</b>

Check/Credit Memo No:

Approved 5/4/2017 by ozhiryakova

# Four Seasons at Crystal Springs Community Development District

Financial Statements  
(Unaudited)

Period Ending  
April 30, 2017



Meritus Districts  
2005 Pan Am Circle ~ Suite 120 ~ Tampa, Florida 33607-1775  
Phone (813) 873-7300 ~ Fax (813) 873-7070

Meritus Corp  
Four Seasons@Crystal Spring

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE MONTH ENDED April 30, 2017**

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1. Revenues Line 36600/0002 Developer Contributions expect Budget Line requires review/adjustment with Board for the current year and future years.
2. Expense line 51300/3101 District Manager: Budget for FY17 - \$ 7,500.00, \$12,000.00 expense incurred for FY 17, expect Budget Line requires review/adjustment with Board for the current year and future years.

These notes are to be read in conjunction with the attached compilation report.

# Four Seasons at Crystal Springs CDD

## Balance Sheet

As of 4/30/2017  
(In Whole Numbers)

	<u>General Fund</u>	<u>Total</u>
<b>Assets</b>		
Cash-Operating Account	881	881
Accounts Receivable - Other	0	0
Prepaid Items - Misc	<u>0</u>	<u>0</u>
Total Assets	<u>881</u>	<u>881</u>
<b>Liabilities</b>		
Accounts Payable	0	0
Accounts Payable - Other	0	0
Accrued Expenses Payable	0	0
Due to Developer	<u>0</u>	<u>0</u>
Total Liabilities	<u>0</u>	<u>0</u>
<b>Fund Equity &amp; Other Credits</b>		
Contributed Capital		
Fund Balance-Unreserved	1,241	1,241
Other	<u>(359)</u>	<u>(359)</u>
Total Fund Equity & Other Credits	<u>881</u>	<u>881</u>
Contributed Capital		
Total Liabilities & Fund Equity	<u>881</u>	<u>881</u>

# Four Seasons at Crystal Springs CDD

## Income Stmt - GF

001 - General Fund

From 10/1/2016 Through 4/30/2017

(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	12,000	(4,500)	(60)%
District Engineer	500	0	500	100 %
Public Officials Insurance	3,000	0	3,000	100 %
Legal Advertising	800	183	617	77 %
Bank Fees	230	176	54	23 %
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	12,731	2,674	17 %
Excess Of Revenues Over (Under) Expenditures	0	(359)	(359)	0 %
Fund Balance, Beginning of Period	0	1,241	1,241	0 %
Fund Balance, End of Period	0	881	881	0 %

Four Seasons at Crystal Springs CDD  
Reconcile Cash Accounts

Summary

Cash Account: 10101 Cash-Operating Account  
Reconciliation ID: 04/30/2017  
Reconciliation Date: 4/30/2017  
Status: Locked

Bank Balance	881.32
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	881.32
Balance Per Books	<u>881.32</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: 04/30/2017

Reconciliation Date: 4/30/2017

Status: Locked

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
1093	3/31/2017	System Generated Check/Voucher	12,000.00	Meritus Districts
1094	3/31/2017	System Generated Check/Voucher	196.50	Straley & Robin
1095	3/31/2017	System Generated Check/Voucher	183.41	Times Publishing Company
Cleared Checks/Vouchers			12,379.91	

SUNTRUST BANK  
PO BOX 305183  
NASHVILLE TN 37230-5183

MAY 04 2017

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36/E00/0175/0/42

04/30/2017  
0000



## 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

Starting May 7, 2017, pricing for the Same Day Bill Pay service will change from \$9.95 to \$4.95 per transaction. Avoid late fees and service interruptions while boosting your financial confidence and control.  
Check the "Deliver By" calendar to see if your provider accepts this Rush Delivery option.  
Get credit for your payment today.

Account Summary	Account Type	Account Number	Statement Period
	PUB FUNDS ANALYZED CHECKING		04/01/2017 - 04/30/2017

Description	Amount	Description	Amount
Beginning Balance	\$13,287.11	Average Balance	\$2,191.59
Deposits/Credits	\$0.00	Average Collected Balance	\$2,191.59
Checks	\$12,379.91	Number of Days in Statement Period	30
Withdrawals/Debits	\$25.88		
Ending Balance	\$881.32		

Checks	Check Number	Amount	Date Paid	Check Number	Amount	Date Paid	Check Number	Amount	Date Paid
	1093	12,000.00	04/04	1094	196.50	04/06	1095	183.41	04/11
Checks: 3									

Withdrawals/Debits	Date Paid	Amount	Serial #	Description
	04/20	25.88		ACCOUNT ANALYSIS FEE
Withdrawals/Debits: 1				

Balance Activity History	Date	Balance	Collected Balance	Date	Balance	Collected Balance
	04/01	13,287.11	13,287.11	04/11	907.20	907.20
	04/04	1,287.11	1,287.11	04/20	881.32	881.32
	04/06	1,090.61	1,090.61			

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.





## Account Statement

To change your address, please call 1-800-SUNTRUST (1-800-786-8787). Business clients call 1-800-752-2515

Complete this section to balance this statement to your transaction register.

Month \_\_\_\_\_ Year \_\_\_\_\_

Bank Balance Shown on statement \$ \_\_\_\_\_

Add (+) \$ \_\_\_\_\_  
Deposits not shown on this  
statement (if any). \_\_\_\_\_

Total (+) \$ \_\_\_\_\_

**Subtract (-)**

Checks and other items outstanding but not paid on this statement (if any).

	\$		\$

Total (-) \$ \_\_\_\_\_

Balance \$ \_\_\_\_\_

These balances should agree ↑

**Your Transaction  
Register Balance**

\$ \_\_\_\_\_

Add (+) \$ \_\_\_\_\_  
Other credits shown on  
this statement but not  
in transaction register. \_\_\_\_\_

Add (+) \$ \_\_\_\_\_  
Interest paid (for use in balancing interest-bearing  
accounts only). \_\_\_\_\_  
Total (+) \$ \_\_\_\_\_

**Subtract (-) Other debits shown on this statement  
but not in transaction register.**

Service Fees (if any)	\$

Total (-) \$ \_\_\_\_\_

Balance \$ \_\_\_\_\_



**In Case Of Errors Or Questions About Your Electronic Transfers (ETF)**

Telephone us at 800.447.8994, Option 1 or write us at SunTrust Bank, Attention: Fraud Assistance Center, P.O. Box 4418, Mail Code GA-MT-0413, Atlanta, GA 30302 as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared. (1) Tell us your name and account number (if any). (2) Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information. (3) Tell us the dollar amount of the suspected error. We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this, we will credit your account for the amount you think is in error so that you will have the use of the money during the time it takes us to complete our investigation.

SUNTRUST BANK  
PO BOX 305183  
NASHVILLE TN 37230-5183

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36/E00/0175/0/42

04/30/2017



## Account Statement

Four Seasons at Crystal Springs  
5650 W Cypress St. Ste A  
Tampa, FL 33607  
(813) 878-1300

SUNTRUST BANK  
404 N 15th Street  
Nashville, TN 37203

DATE 1093  
1093

AMOUNT \$

\*\*\*Twelve Thousand and 00/100 Dollars

3/31/2017 \$12,000.00

PAY TO THE ORDER OF  
Marlene Dietrich  
2006 Pen Am Circle  
Suite 120  
Tampa, FL 33607

1001093 405310215241000161145724

Ck # 1093 04/04 \$12,000.00

Four Seasons at Crystal Springs  
5650 W Cypress St. Ste A  
Tampa, FL 33607  
(813) 878-1300

SUNTRUST BANK  
404 N 15th Street  
Nashville, TN 37203

DATE 1095  
1095

AMOUNT \$

\*\*\*One Hundred Eighty Three and 41/100 Dollars

3/31/2017 \$183.41

PAY TO THE ORDER OF  
Times Publishing Company  
Tampa Bay Times  
Dept 3369  
P.O. Box 133395  
Dallas, TX 75313-3395

1001095 405310215241000161145724

Ck # 1095 04/11 \$183.41

Four Seasons at Crystal Springs  
5650 W Cypress St. Ste A  
Tampa, FL 33607  
(813) 878-1300

SUNTRUST BANK  
404 N 15th Street  
Nashville, TN 37203

DATE 1094  
1094

AMOUNT \$

\*\*\*One Hundred Ninety Six and 50/100 Dollars

3/31/2017 \$196.50

PAY TO THE ORDER OF  
Straw & Robin  
1513 W. Cleveland Street  
Tampa, FL 33606

1001094 405310215241000161145724

Ck # 1094 04/06 \$196.50

