

**FOUR SEASONS AT CRYSTAL SPRINGS  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
REGULAR MEETING  
JUNE 11, 2018**

**FOUR SEASONS AT CRYSTAL SPRINGS  
COMMUNITY DEVELOPMENT DISTRICT AGENDA  
JUNE 11, 2018 at 2:00 p.m.**

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

<b>District Board of Supervisors</b>	Chairman	Brian Farrar
	Vice Chairman	Christine Farrar
	Supervisor	Eric Davidson
	Supervisor	Vacant
	Supervisor	Vacant
<b>District Manager</b>	Meritus	Debby Hukill
	Meritus	Brian Lamb
<b>District Attorney</b>	Straley Robin Vericker	Mark Straley
		Vivek Babbar
<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 **2:00 p.m.** with the third section 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. Agendas can be reviewed by contacting the Manager's office at (813) 397-5120 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. 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 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 sections are called Supervisor Comments 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.

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 11, 2018

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 **Friday, June 11, 2018 at 2:00 p.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 2018-01; Approving Fiscal Year 2019 Proposed Budget & Setting Public Hearing.....Tab 01
  - B. Annual Disclosure of Qualified Electors.....Tab 02
  - C. Consideration of Resolution 2018-02; Announcing Landowner's Election.....Tab 03
    - i. Sample Ballot & Proxy
  - D. General Matters of the District
- 4. CONSENT AGENDA**
  - A. Consideration of the Board of Supervisors Meeting Minutes August 18, 2017 .....Tab 04
  - B. Consideration of Operations Maintenance Expenditures September 2017.....Tab 05
  - C. Consideration of Operations Maintenance Expenditures October 2017.....Tab 06
  - D. Consideration of Operations Maintenance Expenditures Jan. 2018 – April 2018 .....Tab 07
  - E. Review of Financial Statement Month Ending April 30, 2018.....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 Nussel***

Debby Nussel  
District Manager

## RESOLUTION 2018-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2018/2019; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the District Manager prepared and submitted to the Board of Supervisors (“Board”) of the Four Seasons at Crystal Springs Community Development District (“District”) prior to June 15, 2018, a proposed operations and maintenance budget for Fiscal Year 2018/2019; and

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

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

1. **BUDGET APPROVED.** The operating budget proposed by the District Manager for Fiscal Year 2018/2019 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said budget.

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

DATE:	August 17, 2018
HOUR:	2:00 p.m.
LOCATION:	Silver Thorn Club The Legends Room 4550 Golf Club Lane Brooksville, Florida 34609

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

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

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

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

**PASSED AND ADOPTED THIS 11<sup>TH</sup> DAY OF JUNE 2018.**

ATTEST:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

Title:

- ☐ Secretary  
☐ Assistant Secretary

Title:

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

**Exhibit A:** Proposed FY 2018/2019 Budget

2019



# FOUR SEASONS AT CRYSTAL SPRINGS

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2019  
PROPOSED ANNUAL OPERATING BUDGET

MAY 18, 2018



# FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT

## FISCAL YEAR 2019 PROPOSED ANNUAL OPERATING BUDGET

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MAY 18, 2018

# 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 2019, which begins on October 1, 2018. 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.

<b><u>Fund Number</u></b>	<b><u>Fund Name</u></b>	<b><u>Services Provided</u></b>
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 2018 Final Operating Budget	Current Period Actuals 10/1/2017 - 3/31/2018	Projected Revenues & Expenditures 4/1/18 to 9/30/18	Total Actuals and Projections Through 9/30/18	Over/(Under) Budget Through 9/30/18
<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	7,699.00	0.00	7,699.00	7,699.00
<b>TOTAL CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>	<b>0.00</b>	<b>7,699.00</b>	<b>0.00</b>	<b>7,699.00</b>	<b>7,699.00</b>
<b>TOTAL REVENUES</b>	<b>\$15,405.00</b>	<b>\$7,699.00</b>	<b>\$0.00</b>	<b>\$7,699.00</b>	<b>(\$7,706.00)</b>
<b>EXPENDITURES</b>					
<b>LEGISLATIVE</b>					
Supervisor Fees	1,200.00	0.00	400.00	400.00	(800.00)
<b>TOTAL LEGISLATIVE</b>	<b>1,200.00</b>	<b>0.00</b>	<b>400.00</b>	<b>400.00</b>	<b>(800.00)</b>
<b>FINANCIAL &amp; ADMINISTRATIVE</b>					
District Manager	7,500.00	500.00	3,000.00	3,500.00	(4,000.00)
District Engineer	500.00	0.00	0.00	0.00	(500.00)
Public Officials Insurance	3,000.00	0.00	0.00	0.00	(3,000.00)
Legal Advertising	800.00	74.00	426.00	500.00	(300.00)
Bank Fees	230.00	63.00	63.00	126.00	(104.00)
Dues, Licenses & Fees	175.00	400.00	0.00	400.00	225.00
Miscellaneous Fees	500.00	0.00	0.00	0.00	(500.00)
<b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>12,705.00</b>	<b>1,037.00</b>	<b>3,489.00</b>	<b>4,526.00</b>	<b>(8,179.00)</b>
<b>LEGAL COUNSEL</b>					
District Counsel	1,500.00	0.00	250.00	250.00	(1,250.00)
<b>TOTAL LEGAL COUNSEL</b>	<b>1,500.00</b>	<b>0.00</b>	<b>250.00</b>	<b>250.00</b>	<b>(1,250.00)</b>
<b>CAPITAL RESERVES</b>					
Reserves	0.00	0.00	2,523.00	2,523.00	2,523.00
<b>TOTAL CAPITAL RESERVES</b>	<b>0.00</b>	<b>0.00</b>	<b>2,523.00</b>	<b>2,523.00</b>	<b>2,523.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$15,405.00</b>	<b>\$1,037.00</b>	<b>\$6,662.00</b>	<b>\$7,699.00</b>	<b>(\$7,706.00)</b>
<b>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$0.00</b>	<b>\$6,662.00</b>	<b>(\$6,662.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>

## FISCAL YEAR 2018 BUDGET ANALYSIS

# FOUR SEASONS AT CRYSTAL SPRINGS

## COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2018 Final Operating Budget	Total Actuals and Projections Through 9/30/18	Over/(Under) Budget Through 9/30/18	Fiscal Year 2019 Proposed Operating Budget	Increase / (Decrease) from FY 2018 to FY 2019
<b>REVENUES</b>					
<b>SPECIAL ASSESSMENTS</b>					
Operations & Maintenance - Off Roll	15,405.00	0.00	(15,405.00)	0.00	(15,405.00)
<b>TOTAL SPECIAL ASSESSMENTS</b>	<b>15,405.00</b>	<b>0.00</b>	<b>(15,405.00)</b>	<b>0.00</b>	<b>(15,405.00)</b>
<b>CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>					
Developer Contributions	0.00	7,699.00	7,699.00	15,405.00	15,405.00
<b>TOTAL CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>	<b>0.00</b>	<b>7,699.00</b>	<b>7,699.00</b>	<b>15,405.00</b>	<b>15,405.00</b>
<b>TOTAL REVENUES</b>	<b>\$15,405.00</b>	<b>\$7,699.00</b>	<b>(\$7,706.00)</b>	<b>\$15,405.00</b>	<b>\$0.00</b>
<b>EXPENDITURES</b>					
<b>LEGISLATIVE</b>					
Supervisor Fees	1,200.00	400.00	(800.00)	1,200.00	0.00
<b>TOTAL LEGISLATIVE</b>	<b>1,200.00</b>	<b>400.00</b>	<b>(800.00)</b>	<b>1,200.00</b>	<b>0.00</b>
<b>FINANCIAL &amp; ADMINISTRATIVE</b>					
District Manager	7,500.00	3,500.00	(4,000.00)	7,500.00	0.00
District Engineer	500.00	0.00	(500.00)	500.00	0.00
Public Officials Insurance	3,000.00	0.00	(3,000.00)	3,000.00	0.00
Legal Advertising	800.00	500.00	(300.00)	800.00	0.00
Bank Fees	230.00	126.00	(104.00)	230.00	0.00
Dues, Licenses & Fees	175.00	400.00	225.00	175.00	0.00
Miscellaneous Fees	500.00	0.00	(500.00)	500.00	0.00
<b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>12,705.00</b>	<b>4,526.00</b>	<b>(8,179.00)</b>	<b>12,705.00</b>	<b>0.00</b>
<b>LEGAL COUNSEL</b>					
District Counsel	1,500.00	250.00	(1,250.00)	1,500.00	0.00
<b>TOTAL LEGAL COUNSEL</b>	<b>1,500.00</b>	<b>250.00</b>	<b>(1,250.00)</b>	<b>1,500.00</b>	<b>0.00</b>
<b>CAPITAL RESERVES</b>					
Reserves	0.00	2,523.00	2,523.00	0.00	0.00
<b>TOTAL CAPITAL RESERVES</b>	<b>0.00</b>	<b>2,523.00</b>	<b>2,523.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$15,405.00</b>	<b>\$7,699.00</b>	<b>(\$7,706.00)</b>	<b>\$15,405.00</b>	<b>\$0.00</b>
<b>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

FISCAL YEAR 2019  
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.

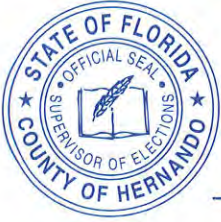
#### **Pool Maintenance**

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.





Received

APR 18 2018

*Shirley Anderson*

Hernando County Supervisor of Elections

Received

APR 18 2018

April 16, 2018

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 16, 2018 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*

Shirley Anderson  
Supervisor of Elections

Date 4/16/2018  
Time 11:33 AM

**Shirley Anderson**  
**Supervisor of Elections**  
**Active Voters by District/Precinct**

Hernando County, FL

15

**FOUR SEASONS**

17 NATIVITY LUTHERAN CHURCH  
FOUR SEASONS

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

Received  
APR 18 2018

## RESOLUTION 2018-02

### **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	Vacant	2020
2	Vacant	2020
3	Brian Farrar	2018
4	Christine Farrar	2018
5	Eric Davidson	2018

This year, Seat 3, currently held by Brian Farrar, Seat 4, currently held by Christine Farrar, 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 16<sup>th</sup> day of November 2018, at 2:00 p.m., and located at the Silver Thorn Club, The Legends Room, located at 4550 Golf Club Lane, Brooksville, FL 34609.

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 August 17, 2018 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 120, 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.

**PASSED AND ADOPTED THIS 11<sup>th</sup> DAY OF JUNE 2018.**

**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 16, 2018**

TIME: **2:00 P.M.**

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

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.

**LANDOWNER PROXY**

**FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT  
HERNANDO COUNTY, FLORIDA  
LANDOWNERS' MEETING – NOVEMBER 16, 2018**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints \_\_\_\_\_ (**"Proxy Holder"**) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Four Seasons at Crystal Springs Community Development District to be held at the Silver Thorn Club, The Legends Room, located at 4550 Golf Club Lane, Brooksville, FL 34609, on November 16, 2018 at 2:00 p.m., and at any adjournments thereof, according to the number of acres of un-platted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners' meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners' meeting prior to the Proxy Holder's exercising the voting rights conferred herein.

\_\_\_\_\_  
Printed Name of Legal Owner

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

**Parcel Description**

**Acreage**

**Authorized Votes**

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

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

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

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

**Total Number of Authorized Votes:**

\_\_\_\_\_

NOTES: Pursuant to Section 190.006(2)(b), *Florida Statutes* (2017), a fraction of an acre is 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, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

**OFFICIAL BALLOT**  
**FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT**  
**HERNANDO COUNTY, FLORIDA**  
**LANDOWNERS' MEETING - NOVEMBER 16, 2018**

**For Election (3 Supervisors):** The candidates receiving the highest number of votes will receive a four (4) year term, with the term of office for the successful candidate commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Four Seasons at Crystal Springs Community Development District and described as follows:

<u>Description</u>	<u>Acreage</u>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

**Attach Proxy.**

I, \_\_\_\_\_, as Landowner, or as the proxy holder of \_\_\_\_\_ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

SEAT #	NAME OF CANDIDATE	NUMBER OF VOTES
3		
4		
5		

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

Signed: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

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

**August 18, 2017 Minutes of Regular Meeting and Public Hearing**

**Minutes of the Regular Meeting and Public Hearing**

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

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

Ms. Hukill called the Regular Meeting and Public Hearing of Four Seasons at Crystal Springs Community Development District to order on **Friday, August 18, 2017 at 2:00 p.m.**

Board Members Present and Constituting a Quorum:

Brian Farrar	Chairman
Christine Farrar	Vice Chairman
Eric Davidson	Supervisor

Staff Members Present:

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

There were no audience members present.

**3. PUBLIC HEARING ON PROPOSED FISCAL YEAR 2018 BUDGET**

**A. Open Public Hearing on Adopting Fiscal Year 2018 Budget**

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

**B. Staff Presentations**

Ms. Hukill went over the budget line items.

**C. Public Comments**

There were no public comments.

**D. Close Public Hearing on Adopting Fiscal Year 2018 Budget**

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

**E. Consideration of Resolution 2017-04; Adopting Fiscal Year 2018 Budget**

The Board reviewed the resolution.

MOTION TO:	Approve Resolution 2017-04.
MADE BY:	Supervisor B. Farrar
SECONDED BY:	Supervisor Davidson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

**4. BUSINESS ITEMS**

**A. Consideration of Resolution 2017-05; Assessment Resolution**

Ms. Hukill went over the resolution with the Board.

MOTION TO:	Approve Resolution 2017-05.
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. Consideration of Resolution 2017-06; Setting Fiscal Year 2018 Meeting Schedule**

Ms. Hukill reviewed the resolution with the Board.

MOTION TO: Approve Resolution 2017-06.  
MADE BY: Supervisor B. Farrar  
SECONDED BY: Supervisor Davidson  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
3/0 - Motion passed unanimously

**C. General Matters of the District**

**5. CONSENT AGENDA**

**A. Consideration of Board of Supervisors Meeting June 5, 2017**

The Board reviewed the minutes.

MOTION TO: Approve the June 5, 2017 meeting minutes.  
MADE BY: Supervisor C. Farrar  
SECONDED BY: Supervisor Davidson  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
3/0 - Motion passed unanimously

**B. Review of Financial Statements through July 31, 2017**

The financials were reviewed and accepted.

**6. STAFF REPORTS**

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

**7. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**

There were no supervisor requests or audience comments.

**8. ADJOURNMENT**

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

DRAFT



*\*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

## 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	14718	\$ 30.00		Professional Services - thru 08/15/17
<b>Variable Contract Sub-Total</b>		<b>\$ 30.00</b>		
<b>Utilities</b>				
<b>Utilities Sub-Total</b>		<b>\$ 0.00</b>		
<b>Regular Services</b>				
Supervior: Christine Farrar	CF081817	\$ 200.00		Supervisor Fee - 08/18/17
<b>Regular Services Sub-Total</b>		<b>\$ 200.00</b>		
<b>Additional Services</b>				
<b>Additional Services Sub-Total</b>		<b>\$ 0.00</b>		
<b>TOTAL:</b>		<b>\$ 230.00</b>		

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

August 25, 2017

Client: 001352

Matter: 000001

Invoice #: 14718

Page: 1

RE: General

For Professional Services Rendered Through August 15, 2017

## SERVICES

Date	Person	Description of Services	Hours	
7/21/2017	LB	REVIEW EMAIL FROM J. GASKINS RE LIST FOR NONCOMPLIANCE WITH FISCAL YEAR 2015/2016 ANNUAL FINANCIAL REPORT FILINGS; PREPARE EMAIL TO B. LAMB AND A. WOLFE RE STATUS OF THE DISTRICT'S FILING OF SAME.	0.2	
Total Professional Services			0.2	\$30.00

## PERSON RECAP

Person	Hours	Amount
LB Lynn Butler	0.2	\$30.00

August 25, 2017

Client: 001352

Matter: 000001

Invoice #: 14718

Page: 2

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

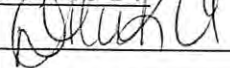
**PAY THIS AMOUNT**

**\$30.00**

*Please Include Invoice Number on all Correspondence*

FOUR SEASONS AT CRYSTAL SPRINGS CDD

MEETING DATE: August 18, 2017

DMS Staff Signature 

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Brian Farrar	<input checked="" type="checkbox"/>	Salary Waived	\$0.00
Christine Farrar	<input checked="" type="checkbox"/>	Salary Accepted	\$200.00
Eric Davidson	<input checked="" type="checkbox"/>	Salary Waived	\$0.00
Vacant	<input type="checkbox"/>	Salary Waived	\$0.00
Vacant	<input type="checkbox"/>	Salary Waived	\$0.00

CF 081817

### 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				
Monthly Contract Sub-Total		\$ 0.00		
Variable Contract				
Variable Contract Sub-Total		\$ 0.00		
Utilities				
Utilities Sub-Total		\$ 0.00		
Regular Services				
Regular Services Sub-Total		\$ 0.00		
Additional Services				
DEO	70989	\$ 175.00		Special District Fee - 10-02-17
Additional Services Sub-Total		\$ 175.00		
<b>TOTAL:</b>		<b>\$ 175.00</b>		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

**Florida Department of Economic Opportunity, Special District Accountability Program**  
**FY 2017/2018 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.: 70989			Date Invoiced: 10/02/2017
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/04/2017: \$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:**



FLORIDA DEPARTMENT of  
ECONOMIC OPPORTUNITY

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

Mr. Brian K. Lamb

2005 Pan Am Circle, Suite 120

Tampa, FL 33607

2. Telephone: (813) 873-7300  
 3. Fax: (813) 873-7070  
 4. Email: blamb@meritusdistricts.com  
 5. Status: Independent  
 6. Governing Body: Elected  
 7. Website Address: ~~Four Seasons HOA Home Portal.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: 11/07/2016

*fourseasonsatcrystalspringscdd.  
wordpress.com*

OCT 04 2017

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

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

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

*10/6/17*

**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](http://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 2015/2016 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Reason: \_\_\_\_\_

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

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

the spring to the south of the  
road, 22 1/2 miles

000548000201





Rick Scott  
GOVERNOR



Cissy Proctor  
EXECUTIVE DIRECTOR

**To:** All Special District Registered Agents  
**From:** Jack Gaskins Jr., Special District Accountability Program  
**Date:** October 2, 2017  
**Subject:** Fiscal Year 2017/2018 Annual Special District Fee and Update  
**Post-Marked Due Date is December 4, 2017**

This memo contains the instructions for complying with the annual fee and update requirement using the enclosed combined *Fiscal Year 2017/2018 Annual Special District Fee Invoice and Update Form* (the "form"). To avoid a \$25 late fee, the payment must be post-marked or paid online by **December 4, 2017**.

### The Purpose of the Annual Fee

Chapter 189, Florida Statutes (the Uniform Special District Accountability Act), requires the Florida Department of Economic Opportunity's Special District Accountability Program (the "Program"), to perform a number of duties and responsibilities as they relate to special districts. The Legislature does not appropriate general revenue to pay the costs involved. Instead, section 189.018, Florida Statutes, requires the Program to collect an annual fee from each special district. The annual fee remains at \$175 per special district, unless the special district certifies that it is eligible for a zero fee. For more information about the Program and the annual fee, see [www.FloridaJobs.org/SpecialDistricts](http://www.FloridaJobs.org/SpecialDistricts).

### The Purpose of Reviewing and Updating the Special District's Profile

One of the Program's responsibilities is to continuously maintain specific information about each special district and make it publically available through the *Official List of Special Districts Online* ([www.FloridaJobs.org/OfficialList](http://www.FloridaJobs.org/OfficialList)). More than 685 state and local agencies use this list to coordinate activities with special districts, classify and compile financial information and monitor Florida's 1,685-plus active special districts. Therefore, it is important for each registered agent to annually review the special district's profile to determine if anything needs to be corrected or updated.

### Reminders

Each newly created special district must have an official website by the end of the first full fiscal year after its creation. All other special districts should already be maintaining a website. If your special district's official website address is not listed on the enclosed form, please provide it. For more information about website requirements, please visit [www.FloridaJobs.org/SDWebsites#Req](http://www.FloridaJobs.org/SDWebsites#Req).

The *Florida Special District Handbook Online* ([www.FloridaJobs.org/SpecialDistrictHandbook](http://www.FloridaJobs.org/SpecialDistrictHandbook)) covers general operating procedures, such as reporting requirements, for all types of special districts. The Program encourages each special district to review this handbook regularly to help ensure compliance with state accountability standards.

**(TURN OVER FOR INSTRUCTIONS)**

## Instructions for Complying with the Annual Fee and Update Requirement

Please complete the following by December 4, 2017 to avoid a \$25 late fee:

**STEP 1: Review the special district's profile on the enclosed form (you may download a duplicate form and our W-9 Form from [www.FloridaJobs.org/SpecialDistrictFee](http://www.FloridaJobs.org/SpecialDistrictFee)):**

- a. Make any needed changes/additions directly on the form by marking through the outdated or incorrect information and writing in the new information. Be sure to include a valid email address and the special district's required official website address.
- b. Sign and date where indicated.

**STEP 2: Next, pay the \$175 fee or, if eligible, certify eligibility for the zero fee:**

- a. The Program encourages all special districts to pay online with a Visa or MasterCard by visiting [www.FloridaJobs.org/SpecialDistrictFee](http://www.FloridaJobs.org/SpecialDistrictFee) and following the instructions - it's fast, free and convenient.
- b. If not paying online, prepare a check payable to the **Florida Department of Economic Opportunity**.
- c. Or, if the special district meets all three statements in the "Zero Annual Fee Certification Section," certify eligibility for the zero fee by initialing each statement instead of paying the fee.

**STEP 3: Make a copy of the form for your records or download another copy from [www.FloridaJobs.org/SpecialDistrictFee](http://www.FloridaJobs.org/SpecialDistrictFee).**

**STEP 4: Prepare and return the form and attachments, if applicable:**

- a. If payment was made online, write "PAID ONLINE" on the form and email the form to the email address below or mail the form to the address below.
- b. If payment is not being made online, attach a check to the form to ensure the payment is properly credited to the correct special district and mail the form to the mailing address below.
- c. If certifying for a zero fee, email the form to the email address below or mail the form to the address below.
- d. If the form indicates the special district needs to provide the special district's boundary map and/or creation document, please email the documents to the email address below or attach the document(s) to the form and mail them to the address below.

**Florida Department of Economic Opportunity  
Bureau of Budget Management  
107 E. Madison Street, MSC 120  
Tallahassee, FL 32399-4124**

**Email Address: [Jack.Gaskins@DEO.MyFlorida.com](mailto:Jack.Gaskins@DEO.MyFlorida.com)**

**Questions? Call Jack Gaskins at 850-717-8430**

000548080202



### 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>				
<b>Variable Contract Sub-Total</b>		<b>\$ 0.00</b>		
<b>Utilities</b>				
<b>Utilities Sub-Total</b>		<b>\$ 0.00</b>		
<b>Regular Services</b>				
DEO	70989A	\$ 50.00		FY 2018 Special District Fee - 2-10-2018
DEO	70989A	225.00	<b>\$ 275.00</b>	FY 2018 Special District Fee - 2-19-2018
<b>Regular Services Sub-Total</b>		<b>\$ 275.00</b>		
<b>Additional Services</b>				
<b>Additional Services Sub-Total</b>		<b>\$ 0.00</b>		
<b>TOTAL:</b>		<b>\$ 275.00</b>		

Approved (with any necessary revisions noted):

Signature

Printed Name

**Title (check one):**

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary



**Florida Department of Economic Opportunity, Special District Accountability Program**  
**FY 2017/2018 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.: 70989A	Fees Date: 01/18/2018		Date Invoiced: 10/02/2017
Annual Fee: \$175.00	Late Fee: \$50.00	Received: \$0.00	Total Due, Postmarked by 02/19/2018: \$225.00

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

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



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

**Received**  
**JAN 22 2018**

2. Telephone: (813) 873-7300  
 3. Fax: (813) 873-7070  
 4. Email: blamb@meritusdistricts.com  
 5. Status: Independent  
 6. Governing Body: Elected  
 7. Website Address: FourSeasons.HOAHomePortal.com  
 8. County(ies): Hernando  
 9. Function(s): Community Development  
 10. Boundary Map on File: 04/04/2008  
 11. Creation Document on File: 04/04/2008  
 12. Date Established: 11/06/2007  
 13. Creation Method: Local Ordinance  
 14. Local Governing Authority: Hernando County  
 15. Creation Document(s): County Ordinance 2007-21  
 16. Statutory Authority: Chapter 190, Florida Statutes  
 17. Authority to Issue Bonds: Yes  
 18. Revenue Source(s): Assessments  
 19. Most Recent Update: 11/07/2016

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:

a. **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.

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 2015/2016 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Reason: \_\_\_\_\_

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


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

**Rick Scott**  
GOVERNOR



**Cissy Proctor**  
EXECUTIVE DIRECTOR

**To:** Certain Special District Registered Agents  
**From:** Jack Gaskins Jr., Special District Accountability Program  
**Date:** January 18, 2018  
**Subject:** Final Notice: Noncompliance with Fiscal Year 2017 / 2018 state fee and update requirements; fee and/or late fee and update form due by February 19, 2018



Enclosed is the combined *Fiscal Year 2017 / 2018 Special District Fee Invoice and Update Form* (form). For most special districts receiving this final notice, the total invoice amount is \$225, which includes the annual fee (\$175) plus two \$25 penalties for failure to remit the required fee to the Florida Department of Economic Opportunity (DEO) by the December 4, 2017 and the January 11, 2018, post-marked deadlines. For other special districts, the total invoice amount is based on unpaid late fees or partial payments.

If a special district fails to pay the required fee, Rule 73C-24.003(4), *Florida Administrative Code*, requires DEO to report the special district to the Office of the Comptroller for further action. This will result in additional fees and a report of collection activities to the credit bureaus.

To comply, complete one of the following three requirements by February 19, 2018:

1. Pay the amount due at [www.FloridaJobs.org/SpecialDistrictFee](http://www.FloridaJobs.org/SpecialDistrictFee) using a Visa or MasterCard and email the form to [Jack.Gaskins@DEO.MyFlorida.com](mailto:Jack.Gaskins@DEO.MyFlorida.com).
2. Prepare a check made payable to the Florida Department of Economic Opportunity; enter the invoice number in the memo field; mail the check and form to: Florida Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124.
3. Certify eligibility for the zero fee by initialing all three items under "Step 2" on the form and mail it to the address listed above or email it to [Jack.Gaskins@DEO.MyFlorida.com](mailto:Jack.Gaskins@DEO.MyFlorida.com).

If the special district does not complete one of the above three requirements by February 19, 2018, hold the payment and wait to hear from the collection agency. DEO will return all payments postmarked after February 19, 2018.

If you have questions or concerns, please contact me at [Jack.Gaskins@DEO.MyFlorida.com](mailto:Jack.Gaskins@DEO.MyFlorida.com) or 850-717-8430.

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
850.245.7105 | [www.floridajobs.org](http://www.floridajobs.org)  
[www.twitter.com/FLDEO](http://www.twitter.com/FLDEO) | [www.facebook.com/FLDEO](http://www.facebook.com/FLDEO)



**Florida Department of Economic Opportunity, Special District Accountability Program**  
**FY 2017/2018 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.: 70989A	Fees Date: 01/18/2018		Date Invoiced: 10/02/2017
Annual Fee: \$175.00	Late Fee: \$50.00	Received: \$0.00	Total Due, Postmarked by 02/19/2018: \$225.00

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

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

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



**Received**  
**JAN 22 2018**

2. Telephone: (813) 873-7300  
3. Fax: (813) 873-7070  
4. Email: blamb@meritusdistricts.com  
5. Status: Independent  
6. Governing Body: Elected  
7. Website Address: FourSeasons.HOAHomePortal.com  
8. County(ies): Hernando  
9. Function(s): Community Development  
10. Boundary Map on File: 04/04/2008  
11. Creation Document on File: 04/04/2008  
12. Date Established: 11/06/2007  
13. Creation Method: Local Ordinance  
14. Local Governing Authority: Hernando County  
15. Creation Document(s): County Ordinance 2007-21  
16. Statutory Authority: Chapter 190, Florida Statutes  
17. Authority to Issue Bonds: Yes  
18. Revenue Source(s): Assessments  
19. Most Recent Update: 11/07/2016

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:

a. **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.

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 2015/2016 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Reason: \_\_\_\_\_

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

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

**Florida Department of Economic Opportunity, Special District Accountability Program**  
**FY 2017/2018 Special District Fee Invoice and Update Form**  
 Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

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Annual Fee: \$175.00	Late Fee: \$50.00	Received: \$0.00	Total Due, Postmarked by 02/19/2018: \$225.00

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 Mr. Brian K. Lamb  
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 Tampa, FL 33607



**Received**  
**JAN 22 2018**

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 19. Most Recent Update: 11/07/2016

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Department Use Only: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Reason: \_\_\_\_\_

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**Rick Scott**  
GOVERNOR



**Cissy Proctor**  
EXECUTIVE DIRECTOR

**To:** Certain Special District Registered Agents  
**From:** Jack Gaskins Jr., Special District Accountability Program  
**Date:** January 18, 2018  
**Subject:** Final Notice: Noncompliance with Fiscal Year 2017 / 2018 state fee and update requirements; fee and/or late fee and update form due by February 19, 2018



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Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
850.245.7105 | [www.floridajobs.org](http://www.floridajobs.org)  
[www.twitter.com/FLDEO](http://www.twitter.com/FLDEO) | [www.facebook.com/FLDEO](http://www.facebook.com/FLDEO)



### 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>				
Meritus Districts	8221	\$ 500.00		Management Services - February
<b>Monthly Contract Sub-Total</b>		<b>\$ 500.00</b>		
<b>Variable Contract</b>				
<b>Variable Contract Sub-Total</b>		<b>\$ 0.00</b>		
<b>Utilities</b>				
<b>Utilities Sub-Total</b>		<b>\$ 0.00</b>		
<b>Regular Services</b>				
<b>Regular Services Sub-Total</b>		<b>\$ 0.00</b>		
<b>Additional Services</b>				
Meritus Districts	8248	\$ 175.00		FL Department of Economic Opportunity Annual Fee - 2/7/2018
Tampa Bay Times	591873 020218	73.70		Notice of Meeting - 2/2/2018
<b>Additional Services Sub-Total</b>		<b>\$ 248.70</b>		
<b>TOTAL:</b>		<b>\$ 748.70</b>		

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 120  
Tampa, FL 33607



## INVOICE

Invoice Number: 8221  
Invoice Date: Feb 1, 2018  
Page: 1

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

**Bill To:**

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

**Ship to:**

2005 Pan Am Circle  
Suite 120  
Tampa, FL 33607

Customer ID	Customer PO	Payment Terms	
Four Seasons		Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Best Way		2/1/18

Quantity	Item	Description	Unit Price	Amount
	DMS	District Management Services - February		500.00
Subtotal				500.00
Sales Tax				
Total Invoice Amount				500.00
Payment/Credit Applied				
<b>TOTAL</b>				<b>500.00</b>

Check/Credit Memo No:

# Meritus Districts

2005 Pan Am Circle  
Suite 120  
Tampa, FL 33607



# INVOICE

Invoice Number: 8248  
Invoice Date: Feb 7, 2018  
Page: 1

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

**Bill To:**

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

**Ship to:**

Customer ID	Customer PO	Payment Terms	
Four Seasons		Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Best Way		2/7/18

Quantity	Item	Description	Unit Price	Amount
		Payment by District Management Services to FL Dpt of Economic Opportunity of annual fee		175.00

Subtotal	175.00
Sales Tax	
Total Invoice Amount	175.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>175.00</b>

Check/Credit Memo No:

**Florida Department of Economic Opportunity, Special District Accountability Program**  
**FY 2017/2018 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.: 70989A	Fees Date: 01/18/2018		Date Invoiced: 10/02/2017
Annual Fee: \$175.00	Late Fee: \$50.00	Received: \$0.00	Total Due, Postmarked by 02/19/2018: \$225.00

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

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



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

**Received**  
 JAN 22 2018

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 4. Email: blamb@meritusdistricts.com  
 5. Status: Independent  
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 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  
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 16. Statutory Authority: Chapter 190, Florida Statutes  
 17. Authority to Issue Bonds: Yes  
 18. Revenue Source(s): Assessments  
 19. Most Recent Update: 11/07/2016

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Department Use Only: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Reason: \_\_\_\_\_

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

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

Vendor: Dpt of Economic Op, Bureau Budget Mgmt

Remittor: DMS, LLC

Check Number: 60953

Check Date: Feb 7, 2018

Check Amount: \$225.00

Item to be Paid - Description	Discount Taken	Amount Paid
70989		225.00

FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND AND MICROPRINTING IN THE BORDER

**MERITUS DISTRICTS**

2005 PAN AM CIRCLE, SUITE 120

TAMPA, FLORIDA 33607

PH. (813) 397-5121

60953

Feb 7, 2018

*Bank of the Ozarks*

PAY Two Hundred Twenty-Five and 00/100 Dollars

\$ 225.00

**TO THE ORDER OF**

Dpt of Economic Op, Bureau Budget Mgmt  
107 E. Madison St.  
MSC 120

Tallahassee, FL 32399-4124

For Susan's 70989

SECURITY FEATURES INCLUDED. DETAILS ON BACK

60953 1063111137101853052

*Bank of the Ozarks*





### 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>				
Meritus Districts	110117CM	\$ -500.00		Management Services - November - Revised
Meritus Districts	8263	500.00	<b>\$ 0.00</b>	Management Services - March
<b>Monthly Contract Sub-Total</b>		<b>\$ 0.00</b>		
<b>Variable Contract</b>				
<b>Variable Contract Sub-Total</b>		<b>\$ 0.00</b>		
<b>Utilities</b>				
<b>Utilities Sub-Total</b>		<b>\$ 0.00</b>		
<b>Regular Services</b>				
<b>Regular Services Sub-Total</b>		<b>\$ 0.00</b>		
<b>Additional Services</b>				
<b>Additional Services Sub-Total</b>		<b>\$ 0.00</b>		
<b>TOTAL:</b>		<b>\$ 0.00</b>		

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
--------	---------------------------	--------	-----------------	----------------------

[ ] Chairman [ ] Vice Chairman [ ] Assistant Secretary

**DMS, LLC**

2005 Pan Am Circle  
Suite 120  
Tampa, FL 33607

**CREDIT MEMO**

Credit Memo Number: 11/1/17CM

Credit Date: Nov 1, 2017

Page: 1

Voice:

Fax:

**Credit To:**

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

Customer ID	Customer PO	Sales Rep ID
Four Seasons		

Quantity	Item	Description	Unit Price	Amount
		Credit for November management fees per revised agreement		-500.00
				
Subtotal				-500.00
Sales Tax				
Freight				
<b>TOTAL</b>				<b>-500.00</b>

2005 Pan Am Circle  
Suite 120  
Tampa, FL 33607




Invoice Number: 8263  
Invoice Date: Mar 1, 2018  
Page: 1

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

<b>Ship to:</b>
2005 Pan Am Circle Suite 120 Tampa, FL 33607

Customer ID	Customer PO	Payment Terms	
Four Seasons		Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Best Way		3/1/18

Quantity	Item	Description	Unit Price	Amount
	DMS	District Management Services - March 		500.00
			Subtotal	500.00
			Sales Tax	
			Total Invoice Amount	500.00
			Payment/Credit Applied	
<b>TOTAL</b>				<b>500.00</b>

Check/Credit Memo No: \_\_\_\_\_

Check/Credit Memo No:

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

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
<b>Monthly Contract</b>				
Meritus Districts	8298	\$ 500.00		Management Services - April
<b>Monthly Contract Sub-Total</b>		<b>\$ 500.00</b>		
<b>Variable Contract</b>				
<b>Variable Contract Sub-Total</b>		<b>\$ 0.00</b>		
<b>Utilities</b>				
<b>Utilities Sub-Total</b>		<b>\$ 0.00</b>		
<b>Regular Services</b>				
<b>Regular Services Sub-Total</b>		<b>\$ 0.00</b>		
<b>Additional Services</b>				
<b>Additional Services Sub-Total</b>		<b>\$ 0.00</b>		
<b>TOTAL:</b>		<b>\$ 500.00</b>		

Approved (with any necessary revisions noted):

Signature

Printed Name

**Title (check one):**

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

2005 Pan Am Circle  
Suite 120  
Tampa, FL 33607



Invoice Number: 8298  
Invoice Date: Apr 1, 2018  
Page: 1

2005 Pan Am Circle  
Suite 120  
Tampa, FL 33607

Customer ID	Customer PO	Payment Terms	
Four Seasons		Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Best Way		4/1/18

Quantity	Item	Description	Unit Price	Amount
	DMS	District Management Services - April		500.00

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

Check/Credit Memo No:

# Four Seasons at Crystal Springs Community Development District

Financial Statements  
(Unaudited)

Period Ending  
April 30, 2018



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

# Four Seasons at Crystal Springs CDD

## Balance Sheet

As of 4/30/2018  
(In Whole Numbers)

	<u>General Fund</u>	<u>Total</u>
<b>Assets</b>		
Cash-Operating Account	7,424	7,424
Other	<u>0</u>	<u>0</u>
<b>Total Assets</b>	<u><u>7,424</u></u>	<u><u>7,424</u></u>
<b>Liabilities</b>		
Accounts Payable	(500)	(500)
Other	<u>225</u>	<u>225</u>
<b>Total Liabilities</b>	<u><u>(275)</u></u>	<u><u>(275)</u></u>
<b>Fund Equity &amp; Other Credits</b>		
Contributed Capital		
Fund Balance-Unreserved	1,563	1,563
Other	<u>6,137</u>	<u>6,137</u>
<b>Total Fund Equity &amp; Other Credits</b>	<u><u>7,699</u></u>	<u><u>7,699</u></u>
Contributed Capital		
<b>Total Liabilities &amp; Fund Equity</b>	<u><u>7,424</u></u>	<u><u>7,424</u></u>

# Four Seasons at Crystal Springs CDD

## Income Statement

001 - General Fund

From 10/1/2017 Through 4/30/2018

(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	7,699	7,699	0 %
Total Revenues	15,405	7,699	(7,706)	(50)%
Expenditures				
Legislative				
Supervisor Fees	1,200	0	1,200	100 %
Financial & Administrative				
District Manager	7,500	1,000	6,500	87 %
District Engineer	500	0	500	100 %
Public Officials Insurance	3,000	0	3,000	100 %
Legal Advertising	800	74	726	91 %
Bank Fees	230	89	141	61 %
Dues, Licenses & Fees	175	400	(225)	(129)%
Miscellaneous Fees	500	0	500	100 %
Legal Counsel				
District Counsel	1,500	0	1,500	100 %
Total Expenditures	15,405	1,562	13,843	90 %
Excess Of Revenues Over (Under) Expenditures	0	6,137	6,137	0 %
Fund Balance, Beginning of Period	0	1,563	1,563	0 %
Fund Balance, End of Period	0	7,699	7,699	0 %



Four Seasons at Crystal Springs CDD  
Reconcile Cash Accounts

Summary

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 04/30/2018

Reconciliation Date: 4/30/2018

Status: Locked

Bank Balance	7,424.47
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	7,424.47
Balance Per Books	<u>7,424.47</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: 04/30/2018

Reconciliation Date: 4/30/2018

Status: Locked

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
1103	3/29/2018	System Generated Check/Voucher	0.00	Meritus Districts
Cleared Checks/Vouchers			0.00	

Four Seasons at Crystal Springs CDD  
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 04/30/2018

Reconciliation Date: 4/30/2018

Status: Locked

Cleared Deposits

<u>Deposit Number</u>	<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>
	CR016	4/30/2018	April Bank Activity	<u>(25.83)</u>
Cleared Deposits				(25.83)
				<u><u>                    </u></u>



SUNTRUST BANK  
PO BOX 305183  
NASHVILLE TN 37230-5183

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04/30/2018  
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## Account Statement

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

Questions? Please  
call 1-800-786-8787

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Account Summary	Account Type	Account Number	Statement Period
	PUB FUNDS ANALYZED CHECKING		04/01/2018 - 04/30/2018

Description	Amount	Description	Amount
Beginning Balance	\$7,450.30	Average Balance	\$7,439.96
Deposits/Credits	\$ .00	Average Collected Balance	\$7,439.96
Checks	\$ .00	Number of Days in Statement Period	30
Withdrawals/Debits	\$25.83		
Ending Balance	\$7,424.47		

Overdraft Protection	Account Number	Protected By
		Not enrolled
For more information about SunTrust's Overdraft Services, visit <a href="http://www.suntrust.com/overdraft">www.suntrust.com/overdraft</a> .		

Withdrawals/Debits	Date Paid	Amount	Serial #	Description
	04/19	25.83		ACCOUNT ANALYSIS FEE
Withdrawals/Debits: 1				

Balance Activity History	Date	Balance	Collected Balance	Date	Balance	Collected Balance
	04/01	7,450.30	7,450.30	04/19	7,424.47	7,424.47

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.