

**FOUR SEASONS AT CRYSTAL SPRINGS
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
PUBLIC HEARING & REGULAR MEETING
AUGUST 02, 2019**

**FOUR SEASONS AT CRYSTAL SPRINGS
COMMUNITY DEVELOPMENT DISTRICT AGENDA
AUGUST 02, 2019 AT 2:00 p.m.**

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

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

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

The meeting will begin at **2:00 p.m.** Following the **Call to Order**, the public has the opportunity to comment on posted agenda items during the second section called **Audience Questions and Comments on Agenda Items**. Each individual is limited to **three (3) minutes** for such comment. The Board is not required to take action at this time, but will consider the comments presented as the agenda progresses. Following public comment, the meeting will proceed with the third section called **Vendor and Staff Reports**. This section will allow Vendors and District Engineer and Attorney to update Board on work and to present proposals. The fourth section is called **Business Items**. This section contains items for approval by the District Board of Supervisors that may require discussion, motions, and votes on an item-by-item basis. The fifth section is called **Consent Agenda**. The Consent Agenda section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The sixth section will be **Management Reports**. This section allows the District Manager and Staff to update the Board of Supervisors on any pending issues that are being researched for Board action. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. In the event of a Public Hearing, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion, and vote.

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

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

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

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

Four Seasons at Crystal Springs Community Development District

Dear Board Members:

The Public Hearing & Regular Meeting of the Board of Supervisors of Four Seasons at Crystal Springs Community Development District will be held on **Friday, August 02, 2019 at 2:00 p.m.**, at the Hernando County Public Library - Main Library located at 238 Howell Avenue, Brooksville, FL 34601. The agenda is included below.

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT ON AGENDA ITEMS**
- 3. RECESS TO PUBLIC HEARINGS**
- 4. PUBLIC HEARING ON ADOPTING PROPOSED FISCAL YEAR 2020 BUDGET**
 - A. Open Public Hearing on Proposed Fiscal Year 2020 Budget
 - B. Staff Presentations
 - C. Public Comment
 - D. Consideration of Resolution 2019-04; Adopting Fiscal Year 2020 Budget.....Tab 01
 - E. Close Public Hearing on Proposed Fiscal Year 2020 Budget
- 5. RETURN TO REGULAR MEETING**
- 6. BUSINESS ITEMS**
 - A. Consideration of Resolution 2019-05; Setting Fiscal Year 2020 Meeting Schedule.....Tab 02
 - B. General Matters of the District
- 7. CONSENT AGENDA**
 - A. Consideration of Board of Supervisors Regular Meeting Minutes May 10, 2019 Tab 03
 - B. Consideration of Operations and Maintenance Expenditures April 2019 Tab 04
 - C. Consideration of Operations and Maintenance Expenditures May 2019 Tab 05
 - D. Consideration of Operations and Maintenance Expenditures June 2019 Tab 06
 - E. Review of Financial Statements Month Ending June 30, 2019 Tab 07
- 8. STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
- 9. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**
- 10. ADJOURNMENT**

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

Sincerely,

Debby Nussel
District Manager

2020



FOUR SEASONS AT CRYSTAL SPRINGS

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2020
FINAL ANNUAL OPERATING BUDGET

AUGUST 2, 2019



FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2020 FINAL ANNUAL OPERATING BUDGET

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AUGUST 2, 2019

FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT

BUDGET INTRODUCTION

Background Information

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

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

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

Facilities of the District

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

Maintenance of the Facilities

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

FOUR SEASONS AT CRYSTAL SPRINGS

COMMUNITY DEVELOPMENT DISTRICT

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

FOUR SEASONS AT CRYSTAL SPRINGS

COMMUNITY DEVELOPMENT DISTRICT

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

FISCAL YEAR 2020
FINAL ANNUAL OPERATING BUDGET

FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Financial & Administrative

District Manager

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

District Engineer

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

Disclosure Reporting

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

Trustees Fees

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

Auditing Services

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

Postage, Phone, Fax, Copies

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

Miscellaneous Administration

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

Public Officials Insurance

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

Legal Advertising

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

FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Bank Fees

The District operates a checking account for expenditures and receipts.

Dues, Licenses & Fees

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

Miscellaneous Fees

To provide for unbudgeted administrative expenses.

Investment Reporting Fees

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

Office Supplies

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

Technology Services

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

Website Administration

This is for maintenance and administration of the Districts official website.

Capital Outlay

This is to purchase new equipment as required.

Legal Counsel

District Counsel

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

Electric Utility Services

Electric Utility Services

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

Garbage/Solid Waste Control Services

Garbage Collection

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

Water-Sewer Combination Services

Water Utility Services

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

FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Other Physical Environment

Waterway Management System

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

Property & Casualty Insurance

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

Entry & Walls Maintenance

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

Landscape Maintenance

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

Miscellaneous Landscape

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

Plant Replacement Program

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

Property Taxes

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

Irrigation Maintenance

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

Pool Maintenance

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

Clubhouse Maintenance

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

RESOLUTION 2019-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FOUR SEASONS AT CRYSTAL SPRINGS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATE, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS FOR THE FISCAL YEAR 2019/2020, AND PROVIDING FOR AN EFFECTIVE DATE HEREOF

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

WHEREAS, the District’s Board of Supervisors (the “**Board**”), is statutorily authorized to exercise the powers granted to the District; and

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

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

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

Section 1. Regular meetings of the Board of Supervisors of the District, for the Fiscal Year 2019/2020, shall be held as provided on the schedule attached as **Exhibit A**.

Section 2. In accordance with Section 189.015(1), Florida Statutes, the District’s Secretary is hereby directed to file annually, with the Hernando County a schedule of the District’s regular meetings.

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

PASSED AND ADOPTED THIS 2nd DAY OF AUGUST, 2019.

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

CHAIRMAN

ATTEST:

SECRETARY

EXHIBIT A

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

FISCAL YEAR 2019/2020

May 08, 2020 11:00a.m.

August 14, 2020 11:00a.m.

**All meetings will convene at the Hernando County Public Library - Main Library located at 238
Howell Avenue, Brooksville, FL 34601.**

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

May 10, 2019 Minutes of Regular Meeting

Minutes of the Regular Meeting

The Regular Meeting of the Board of Supervisors for Four Seasons of Crystal Springs Community Development District was held on **Friday, May 10, 2019 at 11:00 a.m.** at Hernando County Public Library, Main Library, located at 238 Howell Avenue, Brooksville, FL 34601.

1. CALL TO ORDER/ROLL CALL

Debby Nussel called the Regular Meeting of Four Seasons at Crystal Springs Community Development District to order on **Monday, May 10, 2019 at 11:05 a.m.**

Board Members Present and Constituting a Quorum:

| | |
|--------------|---------------|
| Bill Conerly | Chairman |
| Jack Koehler | Vice Chairman |
| Ryan Sampson | Supervisor |

Staff Members Present:

| | |
|--------------|---------|
| Debby Nussel | Meritus |
|--------------|---------|

Mrs. Nussel announced that she had sworn in all three supervisors before the meeting. Mrs. Nussel went over the Sunshine Laws and Code of Ethics with the Board.

2. PUBLIC COMMENTS ON AGENDA ITEMS

There were no audience members present.

3. BUSINESS ITEMS

A. Consideration of Resolution 2019-01; Approving FY 2020 Proposed Budget and Setting Public Hearing

Mrs. Nussel went over the resolution and budget line items with the Board. The Board would like for their public hearing to be set for Friday, August 2, 2019 at 11:00 a.m. at the same location.

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

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B. Consideration of Resolution 2019-02; Canvassing and Certifying the Results of the Landowners Election

Mrs. Nussel went over the resolution with the Board.

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

C. Consideration of Resolution 2019-03; Designation of Officers

Mrs. Nussel went over the resolution with the Board. Supervisor Conerly will be Chair, Supervisor Koehler will be Vice Chair, Supervisor Sampson will be Assistant Secretary, and the rest of the positions will be as already listed in the resolution.

| | |
|--------------|--|
| MOTION TO: | Approve Resolution 2019-03. |
| MADE BY: | Supervisor Sampson |
| SECONDED BY: | Supervisor Koehler |
| DISCUSSION: | None further |
| RESULT: | Called to Vote: Motion PASSED 3/0 - Motion passed unanimously |

D. Annual Disclosure of Qualified Electors

Mrs. Nussel announced that Four Seasons at Crystal Springs CDD has zero (0) qualified electors as of April 15, 2019.

E. General Matters of the District

4. CONSENT AGENDA

- A. Consideration of Board of Supervisors Regular Meeting and Public Hearing Minutes October 15, 2019**
- B. Consideration of Board of Supervisors Regular Meeting and Public Hearing Minutes April 3, 2019**
- C. Consideration of Operations and Maintenance Expenditures September 2018**
- D. Consideration of Operations and Maintenance Expenditures October 2018**
- E. Consideration of Operations and Maintenance Expenditures November 2018**
- F. Consideration of Operations and Maintenance Expenditures December 2018**

- 89 **G. Consideration of Operations and Maintenance Expenditures January 2019**
- 90 **H. Consideration of Operations and Maintenance Expenditures February 2019**
- 91 **I. Consideration of Operations and Maintenance Expenditures March 2019**
- 92 **J. Review of Financial Statements through March 31, 2019**
- 93

94 The Board reviewed the Consent Agenda items.

| | | |
|-----|--------------|---------------------------------|
| 96 | MOTION TO: | Approve the Consent Agenda. |
| 97 | MADE BY: | Supervisor Conerly |
| 98 | SECONDED BY: | Supervisor Koehler |
| 99 | DISCUSSION: | None further |
| 100 | RESULT: | Called to Vote: Motion PASSED |
| 101 | | 3/0 - Motion passed unanimously |

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104 **5. STAFF REPORTS**

- 105 **A. District Counsel**
- 106 **B. District Engineer**
- 107 **C. District Manager**

108

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110 **6. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**

111

112 The Board discussed appointing Eric Davidson to Seat 5.

| | | |
|-----|--------------|----------------------------------|
| 114 | MOTION TO: | Appoint Eric Davidson to Seat 5. |
| 115 | MADE BY: | Supervisor Conerly |
| 116 | SECONDED BY: | Supervisor Sampson |
| 117 | DISCUSSION: | None further |
| 118 | RESULT: | Called to Vote: Motion PASSED |
| 119 | | 3/0 - Motion passed unanimously |

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123 **7. ADJOURNMENT**

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

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

133

134 **These minutes were done in summary format.*

135

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

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

142

143

144 _____
145 **Signature**

_____ **Signature**

146

147 _____
148 **Printed Name**

_____ **Printed Name**

149 **Title:**

- 151 **Chairman**
- 152 **Vice Chairman**

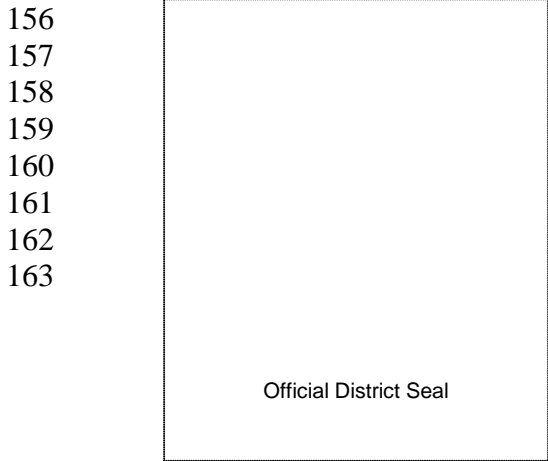
Title:

- Secretary**
- Assistant Secretary**

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Recorded by Records Administrator

Signature

Date

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

| Vendor | Invoice/Account Number | Amount | Vendor Total | Comments/Description |
|--------------------------------------|------------------------|------------------|--------------|---|
| Monthly Contract | | | | |
| Meritus Districts | 8995 | \$ 500.00 | | Management Services - April |
| Monthly Contract Sub-Total | | \$ 500.00 | | |
| Variable Contract | | | | |
| Straley Robin Vericker | 17027 | \$ 181.50 | | Professional Services - thru 04/15/2019 |
| Variable Contract Sub-Total | | \$ 181.50 | | |
| Utilities | | | | |
| Utilities Sub-Total | | \$ 0.00 | | |
| Regular Services | | | | |
| Regular Services Sub-Total | | \$ 0.00 | | |
| Additional Services | | | | |
| Additional Services Sub-Total | | \$ 0.00 | | |
| TOTAL: | | \$ 681.50 | | |

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

Chairman Vice Chairman Assistant Secretary

Meritus Districts

2005 Pan Am Circle
 Suite 300
 Tampa, FL 33607

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

INVOICE

Invoice Number: 8995
 Invoice Date: Apr 1, 2019
 Page: 1

| Bill To: |
|--|
| Four Seasons @ Crystal Springs CDD 2005 Pan Am Circle Suite 300 Tampa, FL 33607 |

| Ship to: |
|----------|
| |

| Customer ID | Customer PO | Payment Terms | |
|--------------|-----------------|---------------|----------|
| Four Seasons | | Net Due | |
| | Shipping Method | Ship Date | Due Date |
| | Best Way | | 4/1/19 |

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

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

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

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

Federal Tax Id. - 20-1778458

Four Seasons at Crystal Springs
c/o MERITUS DISTRICTS
2005 PAN AM CIRCLE, SUITE 300
TAMPA, FL 33607

April 24, 2019
Client: 001352
Matter: 000001
Invoice #: 17027

Page: 1

RE: General

For Professional Services Rendered Through April 15, 2019

SERVICES

| Date | Person | Description of Services | Hours | |
|-----------------------------|--------|--|-------|----------|
| 3/12/2019 | LB | PREPARE DRAFT RESOLUTION APPROVING PROPOSED BUDGET AND SETTING PUBLIC HEARING ON SAME. | 0.4 | |
| 4/1/2019 | JMV | PREPARE RESOLUTION FOR CDD PRELIMINARY BUDGET BOARD MEETING. | 0.3 | |
| 4/4/2019 | LB | FINALIZE RESOLUTION APPROVING PRELIMINARY BUDGET AND SCHEDULING PUBLIC HEARING ON SAME RE FY 2019/2020; PREPARE EMAIL TO B. CRUTCHFIELD TRANSMITTING RESOLUTION. | 0.2 | |
| Total Professional Services | | | 0.9 | \$181.50 |

PERSON RECAP

| Person | | Hours | Amount |
|--------|------------------|-------|---------|
| JMV | John M. Vericker | 0.3 | \$91.50 |
| LB | Lynn Butler | 0.6 | \$90.00 |

April 24, 2019
Client: 001352
Matter: 000001
Invoice #: 17027

Page: 2

| | | |
|-----------------------|----------|----------|
| Total Services | \$181.50 | |
| Total Disbursements | \$0.00 | |
| Total Current Charges | | \$181.50 |

PAY THIS AMOUNT

\$181.50

Please Include Invoice Number on all Correspondence

51400
3107
DN
21

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

| Vendor | Invoice/Account Number | Amount | Vendor Total | Comments/Description |
|--------------------------------------|------------------------|------------------|------------------|---|
| Monthly Contract | | | | |
| Meritus Districts | 9059 | \$ 500.50 | | Management Services - May |
| Monthly Contract Sub-Total | | \$ 500.50 | | |
| Variable Contract | | | | |
| Variable Contract Sub-Total | | \$ 0.00 | | |
| Utilities | | | | |
| Utilities Sub-Total | | \$ 0.00 | | |
| Regular Services | | | | |
| Supervisor: Ryan Sampson | RS051019 | \$ 200.00 | \$ 200.00 | Supervisor Fee - 05/10/2019 |
| Regular Services Sub-Total | | \$ 200.00 | | |
| Additional Services | | | | |
| Tampa Bay Times | 766592 050319 | \$ 72.00 | | Notice of Meeting Schedule - 05/03/2019 |
| Tampa Bay Times | 766605 050319 | 70.30 | \$ 142.30 | Notice of Board Meeting - 05/03/2019 |
| Additional Services Sub-Total | | \$ 142.30 | | |
| TOTAL: | | \$ 842.80 | | |

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

Meritus Districts

2005 Pan Am Circle
 Suite 300
 Tampa, FL 33607

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

INVOICE

Invoice Number: 9059
 Invoice Date: May 1, 2019
 Page: 1

| |
|--|
| Bill To: |
| Four Seasons @ Crystal Springs CDD 2005 Pan Am Circle Suite 300 Tampa, FL 33607 |

| |
|-----------------|
| Ship to: |
| |

| Customer ID | Customer PO | Payment Terms | |
|--------------|-----------------|---------------|----------|
| Four Seasons | | Net Due | |
| | Shipping Method | Ship Date | Due Date |
| | Best Way | | 5/1/19 |

| Quantity | Item | Description | Unit Price | Amount |
|----------|------|------------------------------------|------------|--------|
| | | District Management Services - May | | 500.00 |
| | | Postage - March | | 0.50 |
| <i>R</i> | | | | |

| | |
|------------------------|---------------|
| Subtotal | 500.50 |
| Sales Tax | |
| Total Invoice Amount | 500.50 |
| Payment/Credit Applied | |
| TOTAL | 500.50 |

FOUR SEASONS AT CRYSTAL SPRINGS CDD

MEETING DATE: May 10, 2019

DMS Staff Signature 

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

RS 05 10 19

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

| Vendor | Invoice/Account Number | Amount | Vendor Total | Comments/Description |
|--------------------------------------|------------------------|------------------|------------------|-----------------------------|
| Monthly Contract | | | | |
| Meritus Districts | 9113 | \$ 500.50 | | Management Services - June |
| Monthly Contract Sub-Total | | \$ 500.50 | | |
| Variable Contract | | | | |
| Variable Contract Sub-Total | | \$ 0.00 | | |
| Utilities | | | | |
| Utilities Sub-Total | | \$ 0.00 | | |
| Regular Services | | | | |
| Supervisor: Jack Koehler | JK051019 | \$ 200.00 | \$ 200.00 | Supervisor Fee - 05/10/2019 |
| Regular Services Sub-Total | | \$ 200.00 | | |
| Additional Services | | | | |
| Additional Services Sub-Total | | \$ 0.00 | | |
| TOTAL: | | \$ 700.50 | | |

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

Chairman Vice Chairman Assistant Secretary

Meritus Districts

2005 Pan Am Circle
 Suite 300
 Tampa, FL 33607

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


INVOICE

Invoice Number: 9113
 Invoice Date: Jun 1, 2019
 Page: 1

| Bill To: |
|--|
| Four Seasons @ Crystal Springs CDD 2005 Pan Am Circle Suite 300 Tampa, FL 33607 |

| Ship to: |
|----------|
| |

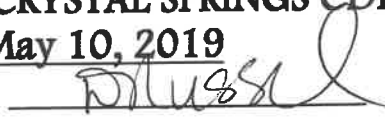
| Customer ID | Customer PO | Payment Terms | |
|--------------|-----------------|---------------|----------|
| Four Seasons | | Net Due | |
| | Shipping Method | Ship Date | Due Date |
| | Best Way | | 6/1/19 |

| Quantity | Item | Description | Unit Price | Amount |
|---|------|-------------------------------------|------------|--------|
| | | District Management Services - June | | 500.00 |
| | | Postage - April | | 0.50 |
|  | | | | |

| | |
|------------------------|---------------|
| Subtotal | 500.50 |
| Sales Tax | |
| Total Invoice Amount | 500.50 |
| Payment/Credit Applied | |
| TOTAL | 500.50 |

FOUR SEASONS AT CRYSTAL SPRINGS CDD

MEETING DATE: May 10, 2019

DMS Staff Signature 

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

JK 051019

Four Seasons at Crystal Springs Community Development District

Financial Statements
(Unaudited)

Period Ending
June 30, 2019



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

Four Seasons at Crystal Springs CDD

Balance Sheet

As of 6/30/2019
(In Whole Numbers)

| | General Fund | Total |
|--|--------------|---------|
| Assets | | |
| Cash-Operating Account | 1,888 | 1,888 |
| Prepaid Expenses | 0 | 0 |
| Prepaid Insurance-Gen Liab | 687 | 687 |
| Prepaid Insurance-Professional Liability | 563 | 563 |
| Other | 0 | 0 |
| Total Assets | 3,138 | 3,138 |
| Liabilities | | |
| Accounts Payable | 200 | 200 |
| Other | 225 | 225 |
| Total Liabilities | 425 | 425 |
| Fund Equity & Other Credits | | |
| Contributed Capital | | |
| Fund Balance-Unreserved | 4,400 | 4,400 |
| Other | (1,687) | (1,687) |
| Total Fund Equity & Other Credits | 2,713 | 2,713 |
| Contributed Capital | | |
| Total Liabilities & Fund Equity | 3,138 | 3,138 |

Four Seasons at Crystal Springs CDD

Income Statement

001 - General Fund
From 10/1/2018 Through 6/30/2019
(In Whole Numbers)

| | Total Budget - Original | Current Period Actual | Total Budget Variance - Original | Percent Total Budget Remaining - Original |
|---|----------------------------|-----------------------|-------------------------------------|--|
| Revenues | | | | |
| Contributions & Donations From Private Sources | | | | |
| Developer Contributions | 13,605 | 8,524 | (5,081) | (37)% |
| Total Revenues | 13,605 | 8,524 | (5,081) | (37)% |
| Expenditures | | | | |
| Legislative | | | | |
| Supervisor Fees | 400 | 600 | (200) | (50)% |
| Financial & Administrative | | | | |
| District Manager | 7,500 | 4,500 | 3,000 | 40 % |
| District Engineer | 500 | 0 | 500 | 100 % |
| Postage, Phone, Faxes, Copies | 0 | 1 | (1) | 0 % |
| Public Officials Insurance | 3,000 | 1,688 | 1,313 | 44 % |
| Legal Advertising | 800 | 567 | 233 | 29 % |
| Bank Fees | 230 | 41 | 189 | 82 % |
| Dues, Licenses & Fees | 175 | 175 | 0 | 0 % |
| Miscellaneous Fees | 500 | 0 | 500 | 100 % |
| Legal Counsel | | | | |
| District Counsel | 500 | 577 | (77) | (15)% |
| Other Physical Environment | | | | |
| Property & Casualty Insurance | 0 | 2,063 | (2,063) | 0 % |
| Total Expenditures | 13,605 | 10,211 | 3,394 | 25 % |
| Excess Of Revenues Over (Under) Expenditures | 0 | (1,687) | (1,687) | 0 % |
| Fund Balance, Beginning of Period | | | | |
| | 0 | 4,400 | 4,400 | 0 % |
| Fund Balance, End of Period | 0 | 2,713 | 2,713 | 0 % |

Four Seasons at Crystal Springs CDD
Reconcile Cash Accounts

Summary

Cash Account: 10101 Cash-Operating Account
Reconciliation ID: 06/30/2019
Reconciliation Date: 6/30/2019
Status: Locked

| | |
|----------------------------------|--------------------|
| Bank Balance | 1,888.05 |
| Less Outstanding Checks/Vouchers | 0.00 |
| Plus Deposits in Transit | 0.00 |
| Plus or Minus Other Cash Items | 0.00 |
| Plus or Minus Suspense Items | <u>0.00</u> |
| Reconciled Bank Balance | 1,888.05 |
| Balance Per Books | <u>1,888.05</u> |
| Unreconciled Difference | <u><u>0.00</u></u> |

Click the Next Page toolbar button to view details.

Four Seasons at Crystal Springs CDD
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 06/30/2019

Reconciliation Date: 6/30/2019

Status: Locked

Cleared Checks/Vouchers

| <u>Document Number</u> | <u>Document Date</u> | <u>Document Description</u> | <u>Document Amount</u> | <u>Payee</u> |
|-------------------------|----------------------|-----------------------------------|------------------------|-------------------|
| 1133 | 5/23/2019 | System Generated Check/Voucher | 200.00 | Ryan Sampson |
| 1134 | 6/1/2019 | System Generated Check/Voucher | 500.50 | Meritus Districts |
| Cleared Checks/Vouchers | | | 700.50 | |



Account Statement

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

Questions? Please call
 1-800-786-8787

| Account Summary | Account Type | Account Number | Statement Period |
|-----------------|---|----------------|------------------------------------|
| | PUBLIC FUNDS PRIMARY CHECKING | | 06/01/2019 - 06/30/2019 |
| | Description <td>Amount</td> <td>Description </td> | Amount | Description |
| | Beginning Balance | \$2,588.55 | Average Balance |
| | Deposits/Credits | \$.00 | Average Collected Balance |
| | Checks | \$700.50 | Number of Days in Statement Period |
| | Withdrawals/Debits | \$.00 | |
| | Ending Balance | \$1,888.05 | |
| | | | Amount |
| | | | \$1,978.10 |
| | | | \$1,978.10 |
| | | | 30 |

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

| Checks | Check Number | Amount | Date Paid | Check Number | Amount | Date Paid |
|-----------|--------------|--------|-----------|--------------|--------|-----------|
| | 1133 | 200.00 | 06/07 | 1134 | 500.50 | 06/04 |
| Checks: 2 | | | | | | |

| Balance Activity History | Date | Balance | Collected Balance | Date | Balance | Collected Balance |
|--------------------------|-------|----------|-------------------|-------|----------|-------------------|
| | 06/01 | 2,588.55 | 2,588.55 | 06/07 | 1,888.05 | 1,888.05 |
| | 06/04 | 2,088.05 | 2,088.05 | | | |

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

As of 7/1/19, Mastercard(R) will update their Guide to Benefits for debit cards and will no longer offer the Price Protection benefit. A new Mastercard Guide to Benefits will be available on 7/1/19 at suntrust.com/debitcards.