

***HIDDEN CREEK  
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Meeting Package***

***Board of Supervisors  
Regular Meeting***

***Thursday  
September 27, 2018***

***10:00 a.m.***

***At:***

***Metro Development Group  
2505 N. Rocky Point Drive  
Suite 1050  
Tampa, Florida***

***Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.***

## **HIDDEN CREEK COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Thursday, September 27, 2018  
Time: 10:00 a.m.  
Location: Metro Development  
2502 N. Rocky Point Drive, Suite 1050  
Tampa, Florida 33607

Conference Call No.: (563) 999-2090  
Code: 686859#

### ***AGENDA***

#### **I. Roll Call**

#### **II. Audience Comments**

#### **III. Business Matters**

- A. FY 2017-2018 Budget Amendment **Exhibit 1**
- B. Consideration and Adoption of Resolution 2018-08 Amending the  
FY 2017-2018 Budget **Exhibit 2**

#### **IV. Staff Reports**

- A. District Manager
  - BrightView Addendum to Service Agreement **Exhibit 3**
- B. Attorney
- C. District Engineer

#### **VI. Supervisors Requests**

#### **VII. Adjournment**

# HIDDEN CREEK COMMUNITY DEVELOPMENT DISTRICT AGENDA

At Metro Development Group, 2502 N. Rocky Point Dr., Ste. 1050 Tampa FL  
September 27, 2018

<b>District Board of Supervisors</b>	Mike Lawson Doug Draper Lori Price Ted Sanders	Chairman Vice Chairman Assistant Secretary Assistant Secretary
<b>District Manager</b>	Paul Cusmano	DPFG
<b>District Attorney</b>	Vivek Babbar	Straley Robin Vericker
<b>District Engineer</b>	Tonja Stewart	Stantec Consulting Services, Inc.

**All cellular phones and pagers must be turned off during the meeting.**

**The District Agenda is comprised of six different sections:**

The first section which is called **Audience Questions and Comments**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.** The second section is called **Administrative Matters** and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Business Matters**. The business matters section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 374-9105 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 **Staff Reports**. This section allows the District Manager and Maintenance Supervisor to update the Board of Supervisors on any pending issues that are being researched for Board action. The fifth section which is called **Audience Comments on Other Items** provides members of the Audience the opportunity to comment on matters of concern to them that were not addressed during the meeting. The same guidelines used during the first audience comment section will apply here as well. The final 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 residential needs.

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) 374-9105, 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.

**EXHIBIT 1.**

**EXHIBIT A**  
**HIDDEN CREEK**  
**FY 2018 PROPOSED AMENDED General Fund (O&M) Budget**

	<b>FY 2018 Adopted Budget</b>	<b>FY 2018 10/01/2017- 9/24/2018</b>	<b>FY 2018 Projected 09/20-09/30/2018</b>	<b>FY 2018 Budget Total</b>	<b>FY 2018 Proposed Amendment</b>	<b>FY 2018 Amended Budget</b>	<b>FY 2018 NOTES</b>
<b>REVENUE</b>							
DEVELOPER FUNDING	\$ 384,533	\$ 71,237	\$ 5,269	\$ 70,460	\$ (314,073)	\$ 70,460	Collections from Budget Funding Agreement /a
LOT CLOSINGS	-	142,870	-	142,870	142,870	142,870	
INTEREST	-	-	-	-	-	-	
FUND BALANCE FORWARD	-	3,335	6,598	9,933	9,933	9,933	
<b>TOTAL REVENUE</b>	<b>384,533</b>	<b>217,442</b>	<b>11,867</b>	<b>223,263</b>	<b>(161,270)</b>	<b>223,263</b>	
<b>EXPENDITURES</b>							
<b>ADMINISTRATIVE</b>							
SUPERVISORS COMPENSATION	12,000	2,400	1,200	3,600	(8,400)	3,600	3 Supervisors for 2 Meetings 08/23 & 09/27
PAYROLL TAXES	918	184	92	276	(642)	276	Estimated at 7.65%
PAYROLL SERVICES	600	296	110	406	(194)	406	Approximately \$55 per payroll
MANAGEMENT CONSULTING SERVICES	24,000	24,000	-	24,000	-	24,000	Not applicable
CONSTRUCTION ACCOUNTING SERVICE	4,500	4,500	-	4,500	-	4,500	Not applicable
PLANNING & COORDINATION SERVICES	36,000	36,000	-	36,000	-	36,000	Not applicable
ADMINISTRATIVE SERVICES	7,500	7,500	-	7,500	-	7,500	Not applicable
BANK FEES	120	129	25	154	34	154	Estimated
MISCELLANEOUS	500	-	-	-	(500)	-	Not applicable
AUDITING SERVICES	3,500	2,400	-	2,400	(1,100)	2,400	Not applicable
TRAVEL PER DIEM	200	-	20	20	(180)	20	Estimated for Supervisor Draper for 2 meetings
INSURANCE	2,651	5,300	-	5,300	2,649	5,300	Not applicable
REGULATORY AND PERMIT FEES	175	175	-	175	-	175	Not applicable
LEGAL ADVERTISEMENTS	2,000	917	850	1,767	(233)	1,767	Estimated for bond issuance advertising
PERFORMANCE & WARRANTY BOND PREMIUM	5,000	-	-	-	(5,000)	-	Not applicable
ENGINEERING SERVICES	10,000	7,685	750	8,435	(1,565)	8,435	Last bil received was for service thru 06/22
LEGAL SERVICES	10,000	6,734	1,000	7,734	(2,266)	7,734	Last bill received was service thru 07/31
WEBSITE DEVELOPMENT AND HOSTING	720	740	-	740	20	740	Not applicable
MISCELLANEOUS CONTINGENCY	-	478	-	478	478	478	
<b>TOTAL ADMINISTRATIVE</b>	<b>120,384</b>	<b>99,438</b>	<b>4,047</b>	<b>103,485</b>	<b>(16,899)</b>	<b>103,485</b>	
<b>DEBT ADMINISTRATION</b>							
ARBITRAGE	650	650	-	650	-	650	Not applicable
DISSIMINATION AGENT	5,000	5,000	-	5,000	-	5,000	Not applicable
TRUSTEE FEES	9,104	9,104	-	9,104	-	9,104	Not applicable
<b>TOTAL DEBT ADMINISTRATION</b>	<b>14,754</b>	<b>14,754</b>	<b>-</b>	<b>14,754</b>	<b>-</b>	<b>14,754</b>	
<b>PHYSICAL ENVIRONMENT</b>							
CONTINGENCY	55,743	-	-	-	(55,743)	-	Meter on Lagoon Shore Blvd. for irrigation for new plant material install. Last water bill was 07/26 for \$21,552.13. 08/20 bill was for \$7,256 and we were advised watering still going on
WATER & ELECTRICITY	-	55,075	7,500	62,575	62,575	62,575	
LANDSCAPE MAINTENANCE- SPINE ROAD	100,000	28,104	-	28,104	(71,896)	28,104	Not Applicable
LANDSCAPE MISC & IRRIGATION REPAIRS	-	3,250	250	3,500	3,500	3,500	Irrigation maintenance \$250 any misc. irrigation repairs
PONDS - AQUATICS MAINTENANCE	20,000	10,705	-	10,705	(9,295)	10,705	Not Applicable
PONDS LANDSCAPE MAINTENANCE	40,000	-	-	-	(40,000)	-	Not Applicable
STREETLIGHTS	15,000	-	-	-	(15,000)	-	Not Applicable
ENTRANCE MONUMENT MAINTENANCE	10,000	-	-	-	(10,000)	-	Not Applicable
FIELD MANAGER	7,252	-	-	-	(7,252)	-	Not Applicable
FIELD MANAGER TRAVEL	1,400	70	70	140	(1,260)	140	Estimated
<b>TOTAL CONSTRUCTION</b>	<b>249,395</b>	<b>97,204</b>	<b>7,820</b>	<b>105,024</b>	<b>(144,371)</b>	<b>105,024</b>	
<b>TOTAL EXPENDITURES</b>	<b>384,533</b>	<b>211,396</b>	<b>11,867</b>	<b>223,263</b>	<b>(161,270)</b>	<b>223,263</b>	

EXHIBIT A  
HIDDEN CREEK  
FY 2018 PROPOSED AMENDED General Fund (O&M) Budget

	FY 2018 Adopted Budget	FY 2018 10/01/2017- 9/24/2018	FY 2018 Projected 09/20-09/30/2018	FY 2018 Budget Total	FY 2018 Proposed Amendment	FY 2018 Amended Budget	FY 2018 NOTES
<b>EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	-	6,046	0	0	0	0	
FUND BALANCE - BEGINNING		3,887	6,598				
USE OF FUND BALANCE FORWARD		(3,335)	(6,598)				
<b>FUND BALANCE - ENDING</b>	<b>\$ -</b>	<b>\$ 6,598</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	

**Note:**

(a) For FY 2018 the District did not certify an assessment roll, because County property appraiser and tax collector did not record any plat maps in the tax roll database. All assessment were collected directly from property owner. Majority of CDD services are provided to platted, developed lots with owner occupied residences. Such services include maintenance of field and physical environment, and amenity center operations. Special benefit received from those services accrues mainly to owner occupied residences for which there was a correlating higher cost compared with vacant acreage and pasture land, or undeveloped property. According to the budget funding agreement, the owner of the undeveloped property funded the operations of the CDD up to the FY 2018 Amended Budget amount.

**EXHIBIT 2.**

## RESOLUTION 2018-08

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HIDDEN CREEK COMMUNITY DEVELOPMENT DISTRICT AMENDING ITS 2017/2018 OPERATIONS AND MAINTENANCE BUDGET AND ASSESSMENT ROLL AND PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors (the “**Board**”) of the Hidden Creek Community Development District (the “**District**”) previously adopted its budget for the 2017/2018 fiscal year (the “**Original Budget**”), levied operations and maintenance special assessments in accordance with the terms outlined in Resolution No. 2018-08 and 2017-09 (the “**O/M Resolutions**”), and approved a budget funding agreement on certain property within the District, which resolutions are still in full force and effect; and

**WHEREAS**, at the time that the Original Budget was adopted it was anticipated that the District would be fully developed and platted during the 2017/2018 fiscal year; and

**WHEREAS**, based upon current projections by the District Manager, it is anticipated that the Original Budget overestimated the revenues needed for the District’s operations and maintenance activities for the 2017/2018 fiscal year because the Original Budget was adopted with the anticipation that all property within the District would be developed and platted in the 2017/2018 fiscal year; and

**WHEREAS**, the District is empowered by section 170.08 and 189.016, Florida Statutes to adjust the budget and assessments based on actual expenditures and services provided to benefited properties within its boundaries; and

**WHEREAS**, the Board recognizes that developed and platted lots receive a direct benefit and unplatted and undeveloped lots do not receive operations and maintenance services from the District. As additional lands are platted and developed, they will get their allocation of the special assessments in future budget years based on services provided to those areas in future years; and

**WHEREAS**, the District Manager has submitted a proposed amended budget and assessment roll to show the reductions for the current fiscal year (the “**Amended Budget**”), attached hereto as **Exhibit “A”** and incorporated as a material part of this Resolution by this reference, along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), Florida Statutes;

**WHEREAS**, it is in the best interests of the District to adopt the Revised Assessment Roll included in the Amended Budget; and

**WHEREAS**, to the extent the District needs additional funds to provide for the operations and services during the current fiscal year the developer of land within the District has entered into a Budget Funding Agreement to provide such funds as are necessary to the District to proceed with its operations.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:**



1. **Recitals.** The foregoing recitals are hereby incorporated as the findings of fact of the Board.

2. **Authority for this Resolution.** This Resolution is adopted pursuant to Sections 170.08, 170.14, 189.016(2), 189.016(6), 189.016(7), 190.011(14), and 190.011(15) Florida Statutes.

3. **Budget.** The Board hereby finds and determines as follows:

a. That the Board has reviewed the Amended Budget, a copy of which is on the District’s website, on file with the office of the District Manager, and at the District’s Records Office.

b. That the Amended Budget shall be maintained in the office of the District Manager and at the District’s Records Office and identified as the “Amended Budget for the Hidden Creek Community Development District for the Fiscal Year Beginning October 1, 2017, and Ending September 30, 2018”.

c. The Amended Budget shall be posted by the District Manager on the District’s official website within five (5) days after adoption and remain on the website for at least two (2) years.

4. **Appropriations.** There is hereby appropriated out of the revenues of the District, for the fiscal year beginning October 1, 2017, and ending September 30, 2018, the sum of \$ 223,263 to be funded with revenue from assessments and the budget funding agreement, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ <u>223,263</u>
TOTAL DEBT SERVICE FUNDS	\$ <u>not applicable</u>
TOTAL ALL FUNDS	\$ <u>223,263</u> *

\*Not inclusive of any collection costs.

5. **Revised Assessment Roll.** The Revised Assessment Roll shown in **Exhibit “A”** is hereby certified and adopted.

6. **Severability.** If any section or part of a section of this Resolution is declared invalid or unconstitutional, the validity, force and effect of any other section or part of a section of this Resolution shall not thereby be affected or impaired unless it clearly appears that such other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.

7. **Conflicts.** This Resolution is intended to supplement the O/M Resolutions, which remain in full force and effect. This Resolution and the O/M Resolutions shall be construed to the maximum extent possible to give full force and effect to the provisions of each resolution. All

District resolutions or parts thereof in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

**8. Effective Date.** This Resolution shall become effective upon its adoption.

Passed and adopted this 27th day of September, 2018.

**Attest:**

**Hidden Creek Community Development  
District**

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Name: Lori Price  
Assistant Secretary

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Name: Michael Lawson  
Chair, Board of Supervisors

**Exhibit A:** 2017/2018 Amended Budget and Assessment Roll

**EXHIBIT A**  
**HIDDEN CREEK**  
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EXHIBIT A  
HIDDEN CREEK  
FY 2018 PROPOSED AMENDED General Fund (O&M) Budget

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USE OF FUND BALANCE FORWARD		(3,335)	(6,598)				
<b>FUND BALANCE - ENDING</b>	<b>\$ -</b>	<b>\$ 6,598</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	

**Note:**

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**EXHIBIT 3.**

# Hidden Creek CDD

Date: September 21, 2018

BrightView Landscape, Inc.

TO: Paul Cusmano

Hidden Creek  
 5002 Jackel Chase Dr  
 Wimauma, Florida 33598

**PLEASE NOTE:** Contract Addendums will be added as additional landscape areas are installed and ready for maintenance services. This proposal Identifies the areas to be maintained as of September 2018 per the attached map.

SCOPE OF WORK	MONTHLY	YEARLY
<b>Base Landscape Maintenance</b>	<b>\$ 6,370.00</b>	<b>\$ 76,440.00</b>
Mowing, Weed-eating, Edging of the Bahia pond turf areas x 36 that are noted on the attached map as ready for service. Collect Trash x 36 from turf pond area perimeters – Contract value to be increased as additional ponds are added.		\$ 2,304.00 Mo.
Mowing, Weed-eating, Edging, Blowing of the St. Augustine turf areas x 42.		\$ 1,120.00 Mo.
Bed Weed Control, Sidewalk Weed Control, Shrub and Groundcover pruning x 12.		\$ 1,691.00 Mo.
Palm Tree Pruning X 2		\$ 229.00 Mo.
Turf and Ornamental Agronomic Program		\$ 751.00 Mo.
Irrigation Inspections Monthly x 12.		\$ 275.00 Mo.
<b>Landscape Maintenance Base Total</b>	<b>\$ 6,370.00</b>	<b>\$ 76,440.00</b>

OPTIONAL VALUE ADDED SERVICES	Frequency per Service	Price
• Bush Hog mowing per event basis per the attached map on the ponds that are not yet ready for finish mowing.	1x	\$ 1,600.00
• Installation of Mulch – Pinestraw 444 Bales	1x	\$ 3,552.00
• 4" Annual Color 430 4" pots	4x	\$ 3,440.00

September 21, 2018

**Paul Cusmano**  
**Hidden Creek CDD**  
Wimauma, FL

**JOB NAME: Hidden Creek Community Development District**  
**JOB #:**

**ADDENDUM TO SERVICE AGREEMENT STANDARD**  
**DATED April 2018 – Commencing October 2018**

The provisions set forth on each page of this addendum shall hereby become an integral part of the contract to which it is attached with the same force and effect as if these changes had been entered directly on the original contract. All provisions or portions of provisions in the original contract, which are not expressly modified by this addendum, shall remain in full force and effect.

**CHANGES:**

- 1. AGREEMENT:** Addendum for Additional Added Landscape since April 2018.

Hidden Creek Community Development  
District c/o DPF  
Development Planning & Financing Group,  
Inc.

BrightView Landscapes, LLC.

By: \_\_\_\_\_  
(Name & Title)

By: \_\_\_\_\_  
John Cornelius (Branch Manager)

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

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



