

May 6, 2020

**Board of Supervisors**  
**Palma Sola Trace Community**  
**Development District**

**AGENDA**

Dear Board Members:

The special meeting of the Board of Supervisors of the Palma Sola Trace Community Development District will be held on **Thursday, May 14, 2020 at 1:30 p.m.** may be conducted remotely, using communications media technology pursuant to Executive Orders 20-52, 20-69, and 20-112 issued by Governor DeSantis on March 9, 2020, March 20, 2020, and April 29, 2020, respectively, as such orders may be extended, and pursuant to Section 120.54(5)(b)2., Florida Statutes. The following is the agenda for this meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ITEMS**
  - A. Acceptance of Resignation of Axel Bergman ..... Tab 1
  - B. Consideration of Appointment to Open Board Seat ..... Tab 2
  - C. Consideration of Resolution 2020-06;  
Re-designating Officers..... Tab 3
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of Audit Committee  
Regular Meeting held on February 27, 2020 ..... Tab 4
  - B. Consideration of Minutes of Board of Supervisors'  
Regular Meeting held on February 27, 2020 ..... Tab 5
  - C. Consideration of Operations & Maintenance  
Expenditures for February thru April 2020 ..... Tab 6
- 5. BUSINESS ITEMS (Continued)**
  - A. Consideration of Proposal to Clean-up Vines ..... Tab 7
  - B. Discussion of Retaining Wall Erosion Report..... Tab 8
  - C. Ratification of Resolution 2020-03;  
Authorizing Signatories ..... Tab 9
  - D. Consideration of Resolution 2020-04;  
Re-designating Secretary..... Tab 10
  - E. Presentation of FY 2020-2021 Proposed Budget..... Tab 11
  - F. Consideration of Resolution 2020-05; Approving Proposed  
FY 2020-2021 Budget & Set Public Hearing ..... Tab 12
- 6. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
    - i. Presentation of Unaudited Financial Statements ..... Tab 13
    - ii. Streetlight Status Update
    - iii. Announcement of Manatee Registered Voter Count ... Tab 14

6. **SUPERVISOR REQUESTS**
7. **ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions please do not hesitate to contact us at (813) 933-5571.

Respectfully,

*Bryan Radcliff*

Bryan Radcliff  
District Manager

Tab 3

**RESOLUTION 2020-06**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT APPOINTING [AND REMOVING] OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Palma Sola Trace Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough County, Florida; and

WHEREAS, the Board of Supervisors of the District desires to appoint [and remove] Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT:**

Section 1. \_\_\_\_\_ is appointed Chairman.

Section 2. \_\_\_\_\_ is appointed Vice Chairman.

Section 3. \_\_\_\_\_ is appointed Assistant Secretary.  
\_\_\_\_\_ is appointed Assistant Secretary.  
\_\_\_\_\_ is appointed Assistant Secretary.  
\_\_\_\_\_ is appointed Assistant Secretary.

Section 4. This Resolution supersedes any prior appointments made by the Board for Chairman and Vice-Chairman. \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ are hereby removed as Assistant Secretaries.]

Section 5. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 14<sup>th</sup> DAY OF MAY, 2020.**

**PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
**CHAIRMAN / VICE CHAIRMAN**

**ATTEST:**

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

Tab 4

**MINUTES OF MEETING**

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the 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.*

**PALMA SOLA TRACE  
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Audit Review Committee of the Palma Sola Trace Community Development District was held on **Thursday, February 27, 2020 at 1:30 p.m.** at the Palma Sola Trace Clubhouse, located at 7408 Hamilton Road, Bradenton, FL 34209.

Present and constituting a quorum:

Peter Gelman	<b>Committee Member</b>
Roger Ohlson	<b>Committee Member</b>
Robert Mauriello	<b>Committee Member</b>
Eva Walker	<b>Committee Member</b>
Axel Bergman	<b>Committee Member</b>

Also present were:

Bryan Radcliff	<b>District Manager; Rizzetta &amp; Company, Inc.</b>
Lauren Gentry	<b>District Counsel; Hopping Green &amp; Sams (via phone)</b>
Rick Schappacher	<b>District Engineer; Schappacher Engineering</b>

Audience

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Radcliff called the meeting to order and conducted roll call, confirming a quorum was present.

**SECOND ORDER OF BUSINESS**

**Consideration of Minutes of  
Audit Review Committee  
Meeting Held December 17, 2019**

Mr. Radcliff presented the minutes of the meeting held December 17, 2019 to the Committee for consideration.

On a Motion by Mr. Gelman, seconded by Mr. Bergman, with all in favor, the Audit Review Committee approved the evaluation criteria which includes price for the Palma Sola Trace Community Development District.

44  
45 **THIRD ORDER OF BUSINESS** **Review and Ranking of Proposals**

46  
47 Mr. Radcliff presented the audit services proposal to the Committee for consideration.  
48 The Board ranked Grau & Associates as their top choice to provide District auditing  
49 services.  
50

On a Motion by Mr. Gelman, seconded by Mr. Ohlson, with all in favor, the Audit Review Committee ranked Grau & Associates as the number one (1) proposer, for the Palma Sola Trace Community Development District.

51  
52 **FOURTH ORDER OF BUSINESS** **Comments / Adjournment**

53  
54 On a Motion by Mr. Bergman, seconded by Ms. Walker, with all in favor, the Audit Review  
55 Committee adjourned the meeting at 1:31 p.m. for the Palma Sola Trace Community  
56 Development District.

57 \_\_\_\_\_  
58 Assistant Secretary Chair / Vice Chair  
59

Tab 5



**MINUTES OF MEETING**

*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the 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.*

**PALMA SOLA TRACE  
COMMUNITY DEVELOPMENT DISTRICT**

The meeting of the Board of Supervisors of the Palma Sola Trace Community Development District was held on **Tuesday, February 27, 2020 at 1:31 PM** at the Palma Sola Trace Clubhouse, located at 7408 Hamilton Road, Bradenton, FL 34209.

Present and constituting a quorum:

Peter Gelman	<b>Board Supervisor; Chair</b>
Roger Ohlson	<b>Board Supervisor; Vice Chair</b>
Robert Mauriello	<b>Board Supervisor; Asst. Secretary</b>
Eva Walker	<b>Board Supervisor; Asst. Secretary (via phone)</b>
Axel Bergman	<b>Board Supervisor; Asst. Secretary</b>

Also present were:

Bryan Radcliff	<b>District Manager; Rizzetta &amp; Company, Inc.</b>
Lauren Gentry	<b>District Counsel; Hopping Green &amp; Sams (via phone)</b>
Rick Schappacher	<b>District Engineer; Schappacher Engineering</b>

Audience **Present**

**FIRST ORDER OF BUSINESS**

**Call to Order**

Mr. Radcliff called the meeting to order and conducted roll call, confirming a quorum was present.

**SECOND ORDER OF BUSINESS**

**Audience Comments**

No audience members present.

**THIRD ORDER OF BUSINESS**

**Consideration of Minutes of  
Board of Supervisors' Meeting  
Held December 17, 2019**

46  
47 Mr. Radcliff presented the minutes of the Board of Supervisors' meeting held  
48 December 17, 2019 to the Board for consideration. The Board made revisions to the  
49 minutes.  
50

On a Motion by Mr. Bergman, seconded by Mr. Gelman, with all in favor, the Board approved the minutes of the Board of Supervisors' meeting held on December 17, 2019 as amended, for the Palma Sola Trace Community Development District.

51  
52 **FOURTH ORDER OF BUSINESS** **Consideration of Operations &**  
53 **Maintenance Expenditures for**  
54 **December 2019 and January 2020**  
55

56 Mr. Radcliff presented the Operations & Maintenance expenditures for December  
57 2019 and January 2020 to the Board for consideration. Brief discussion ensued. The Board  
58 requested that Aquagenix change any mention of "Wetlands" to "Palma Sola Creek" in  
59 any correspondence and reports.  
60

On a Motion by Mr. Mauriello, seconded by Ms. Gelman, with all in favor, the Board of Supervisors ratified the Operations & Maintenance expenditures for December 2019 (\$8,647.50) and January 2020 (\$15,462.09) for the Palma Sola Trace Community Development District.

61  
62 **FIFTH ORDER OF BUSINESS** **Public Hearing on Updated Rules**  
63 **of Procedure**  
64

65 Mr. Radcliff asked for a motion to open the Public Hearing.  
66

On a Motion by Mr. Gelman, seconded by Mr. Bergman, with all in favor the Board opened the Public Hearing, for the Palma Sola Trace Community Development District.

67  
68 **SIXTH ORDER OF BUSINESS** **Presentation of Updated Rules of**  
69 **Procedure**  
70

71 Ms. Gentry presented the Updated Rules of Procedure to the Board. There we no  
72 public comments.  
73  
74  
75  
76  
77  
78

79 **SEVENTH ORDER OF BUSINESS** **Consideration of Resolution**  
80 **2020-02; Adopting the Updated**  
81 **Rules of Procedure**  
82

On a Motion by Mr. Gelman, seconded by Mr. Bergman, with all in favor, the Board of Supervisors adopted Resolution 2020-02, Adopting the Updated Rules of Procedure, for the Palma Sola Trace Community Development District.

83  
84 Mr. Radcliff asked for a motion to close the Public Hearing.  
85

On a Motion by Ms. Walker, seconded by Mr. Gelman, with all in favor the Board closed the Public Hearing, for the Palma Sola Trace Community Development District.

86  
87 **EIGHTH ORDER OF BUSINESS** **Ratification of Final Audit for**  
88 **Fiscal Year Ending September 30,**  
89 **2019**  
90

On a Motion by Mr. Mauriello, seconded by Mr. Gelman, with all in favor, the Board of Supervisors ratified the final audit for Fiscal Year ending September 30, 2019, for the Palma Sola Trace Community Development District.

91  
92 **NINTH ORDER OF BUSINESS** **Consideration of Audit**  
93 **Committee Recommendation**  
94

On a Motion by Mr. Gelman, seconded by Mr. Ohlson, with all in favor, the Board of Supervisors accepted the Audit Committee recommendation and selected Grau & Associates for Auditing Services, for the Palma Sola Trace Community Development District.

95  
96 **TENTH ORDER OF BUSINESS** **Staff Reports**

97  
98 **A. District Counsel**

99  
100 No report.

101  
102 **B. District Engineer**

103  
104 **i. Discussion of Retaining Wall Erosion**

105  
106 Mr. Schappacher reviewed the retaining wall erosion issue with the Board.  
107 The Board reviewed the retaining wall erosion/failure located behind 3602 -  
108 3608 Summerwind Circle.

109 The Board requested Mr. Schappacher hire a Structural Engineer to review  
110 the retaining wall and report back with an assessment and solutions.

111  
112 The Board requested the hole be filled in while the review is being  
113 conducted, Mr. Radcliff will contact Brightview to fill the hole.

114  
115 The Board requested a Special Meeting be held on March 26, 2020 at 1:30  
116 p.m. to review the retaining wall report and decide on how to proceed.

117  
118 **C. District Manager**

119  
120 Mr. Radcliff confirmed that a special meeting will be advertised and held on  
121 March 26, 2020 at 1:30 p.m. The next regularly scheduled meeting will be held  
122 on April 23, 2020 at the Palma Sola Trace Clubhouse, located at 7408  
123 Hamilton Road, Bradenton, Florida 34209.

124  
125 Mr. Radcliff presented a proposal from Brightview for the installation of Areca  
126 Palms to block access to the back wall.

127

On a Motion by Mr. Ohlson, seconded by Ms. Walker, with all in favor, the Board of Supervisors approved the proposal from Brightview for the installation of Areca Palms to block access to the back wall, for the Palma Sola Trace Community Development District.

128  
129 **i. Presentation of Unaudited Financial Statements**

130  
131 Mr. Radcliff presented the latest unaudited financial statements to the Board  
132 for review.

133  
134 **ii. Streetlight Status Update**

135  
136 Mr. Radcliff updated the Board on the status of the streetlights within the  
137 District.

138  
139 **ELEVENTH ORDER OF BUSINESS** **Supervisor Requests**

140  
141 Mr. Bergman requested a proposal for a full replacement of the gate mechanism for  
142 the Pedestrian Gate at the Condo area.

143  
144 Mr. Bergman requested an irrigation proposal for the area of 7605-7609 Cleary  
145 Terrace.

146  
147 Mr. Bergman notified the Board of his intent to resign from the Palma Sola Trace  
148 Board.

149

150 **TWELFTH ORDER OF BUSINESS**

**Adjournment**

151

On a Motion by Mr. Gelman, seconded by Mr. Ohlson, with all in favor, the Board of Supervisors adjourned the meeting at 3:04 p.m. for the Palma Sola Trace Community Development District.

152

153

154

155

156

---

Asst. Secretary

---

Chair / Vice Chair

DRAFT

Tab 6

**PALMA SOLA TRACE  
COMMUNITY DEVELOPMENT DISTRICT**

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

**Operation and Maintenance Expenditures  
February 2020  
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2020 through February 29, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$8,949.30**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Palma Sola Trace Community Development District

## Paid Operation & Maintenance Expenditures

February 1, 2020 Through February 29, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquagenix	003248	4073799	Aquatic Service 02/2020	\$ 850.00
Bellmore Electric Inc.	003249	7796	Street Light Repairs	\$ 350.00
Bradenton Herald	003239	0004525457	Legal Advertising 01/2020	\$ 146.25
BrightView Landscape services, Inc.	003240	6679306	Tree Care 01/2020	\$ 111.00
BrightView Landscape services, Inc.	003250	6681800	Monthly Lawn Service 02/2020	\$ 748.00
Florida Power & Light Company	003246	21937-71157 01/2020	3724 Summerwind Cir # Gate 01/2020	\$ 12.54
Florida Power & Light Company	003246	56695-14423 01/2020	3804 Bridlecrest Ln # PUMP 01/2020	\$ 104.91
Florida Power & Light Company	003246	75654-55537 01/2020	3807 75th ST W # ST LTS 01/2020	\$ 104.43
Florida Power & Light Company	003246	84373-03152 01/2020	4095 Overture Cir # GATE 01/2020	\$ 17.92
Hopping Green & Sams	003241	112439	General/Monthly Legal Services 12/19	\$ 1,187.50
Innersync	003242	17942	Website Compliance Quarterly Service	\$ 384.38
Innersync	003242	18215	Website Compliance Quarterly Service	\$ 384.38
Rizzetta & Company, Inc.	003243	INV0000046522	District Management Fees 02/2020	\$ 4,041.67
Rizzetta Technology Services, LLC	003244	INV0000005495	Website Email & Hosting 02/2020	\$ 100.00
Schappacher Engineering, LLC	003247	1532	Engineering Services 01/2020	\$ 37.50



# Palma Sola Trace Community Development District

## Paid Operation & Maintenance Expenditures

February 1, 2020 Through February 29, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Securt Holdings, LLC dba CIA Access	003245	18481012920	Service Call-Gate Repair 01/2020	\$ 321.32
Securt Holdings, LLC dba CIA Access	003251	19574021020	Service Call-Gate Repair 02/2020	\$ <u>47.50</u>
<b>Report Total</b>				<b>\$ <u>8,949.30</u></b>

**PALMA SOLA TRACE  
COMMUNITY DEVELOPMENT DISTRICT**

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

**Operation and Maintenance Expenditures  
March 2020  
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2020 through March 31, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$13,168.35**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Palma Sola Trace Community Development District

## Paid Operation & Maintenance Expenditures

March 1, 2020 Through March 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquagenix	003261	4074697	Wetland Maintenance 02/2020	\$ 3,000.00
Aquagenix	003266	4076297	Aquatic Service 03/2020	\$ 850.00
Axel Hamilton Bergman, Jr.	003252	AB022720	Board of Supervisors Meeting 02/27/2020	\$ 200.00
Bradenton Herald	003253	0004561269	Legal Advertising 02/2020	\$ 90.09
Bradenton Herald	003267	0004590025	Legal Advertising 03/2020	\$ 74.88
BrightView Landscape services, Inc.	003254	6719628	Tree Care 02/2020	\$ 250.00
BrightView Landscape services, Inc.	003268	6722167	Monthly Lawn Service 03/2020	\$ 748.00
Eva Walker	003260	EW022720	Board of Supervisors Meeting 02/27/2020	\$ 200.00
Florida Power & Light Company	003263	21937-71157 02/2020	3724 Summerwind Cir # Gate 02/2020	\$ 12.63
Florida Power & Light Company	003263	56695-14423 02/2020	3804 Bridlecrest Ln # PUMP 02/2020	\$ 104.33
Florida Power & Light Company	003263	75654-55537 02/2020	3807 75th ST W # ST LTS 02/2020	\$ 104.43
Florida Power & Light Company	003263	84373-03152 02/2020	4095 Overture Cir # GATE 02/2020	\$ 17.82
Hopping Green & Sams	003264	113080	General/Monthly Legal Services 01/2020	\$ 524.50
Hopping Green & Sams	003269	113599	General/Monthly Legal Services 02/2020	\$ 783.25
Peter Gelman	003255	PG022720	Board of Supervisors Meeting 02/27/2020	\$ 200.00

# Palma Sola Trace Community Development District

## Paid Operation & Maintenance Expenditures

March 1, 2020 Through March 31, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Rizzetta & Company, Inc.	003258	INV0000047377	District Management Fees 03/2020	\$ 4,041.67
Rizzetta Technology Services, LLC	003259	INV0000005595	Website Email & Hosting 03/2020	\$ 100.00
Robert Mauriello	003256	RM022720	Board of Supervisors Meeting 02/27/2020	\$ 200.00
Roger Ohlson	003257	RO022720	Board of Supervisors Meeting 02/27/2020	\$ 200.00
Schappacher Engineering, LLC	003265	1567	Engineering Services 02/2020	\$ 1,298.75
Securt Holdings, LLC dba CIA Access	003262	19644022020	Service Call-Gate Repair 02/2020	\$ 168.00
<b>Report Total</b>				<b><u>\$ 13,168.35</u></b>

**PALMA SOLA TRACE  
COMMUNITY DEVELOPMENT DISTRICT**

DISTRICT OFFICE · 9428 CAMDEN FIELD PARKWAY · RIVERVIEW, FLORIDA 33578

**Operation and Maintenance Expenditures  
April 2020  
For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2020 through April 30, 2020. This does not include expenditures previously approved by the Board.

The total items being presented: **\$11,122.64**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

# Palma Sola Trace Community Development District

## Paid Operation & Maintenance Expenditures

April 1, 2020 Through April 30, 2020

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Aquagenix	003279	4078041	Aquatic Service 04/2020	\$ 850.00
BrightView Landscape services, Inc.	003270	6753666	Back Wall Areca Palm Install	\$ 1,860.00
BrightView Landscape services, Inc.	003280	6760441	Monthly Lawn Service 04/2020	\$ 748.00
BrightView Landscape services, Inc.	003275	6783405	Tree Care 03/2020	\$ 180.00
Florida Power & Light Company	003276	21937-71157 03/2020	3724 Summerwind Cir # Gate 03/2020	\$ 12.63
Florida Power & Light Company	003276	56695-14423 03/2020	3804 Bridlecrest Ln # PUMP 03/2020	\$ 112.98
Florida Power & Light Company	003276	75654-55537 03/2020	3807 75th ST W # ST LTS 03/2020	\$ 104.43
Florida Power & Light Company	003276	84373-03152 03/2020	4095 Overture Cir # GATE 03/2020	\$ 18.30
Hopping Green & Sams	003278	114068	General/Monthly Legal Services 03/2020	\$ 718.50
Innersync	003274	18412	Website Compliance Quarterly Service	\$ 384.38
Rizzetta & Company, Inc.	003272	INV0000048131	District Management Fees 04/2020	\$ 4,041.67
Rizzetta Technology Services, LLC	003273	INV0000005695	Website Email & Hosting 04/2020	\$ 100.00
Schappacher Engineering, LLC	003277	1598	Engineering Services 03/2020	\$ 1,800.00
Securt Holdings, LLC dba CIA Access	003271	20728031320	Service Call-Gate Repair 03/20	<u>\$ 191.75</u>
<b>Report Total</b>				<b><u>\$ 11,122.64</u></b>

Tab 9

**RESOLUTION 2020-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE AUTHORIZED SIGNATORIES FOR THE DISTRICT'S OPERATING BANK ACCOUNT(S), AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, Palma Sola Trace Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Manatee County, Florida; and

WHEREAS, the District's Board of Supervisors (hereinafter the "Board") has selected a depository as defined in Section 280.02, Florida Statutes, which meets all the requirements of Chapter 280 and has been designated by the State Treasurer as a qualified public depository; and

WHEREAS, the Board desires now to authorize signatories for the operating bank account(s).

**NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT:**

Section 1. The Chairman, Vice Chairman, Secretary, Assistant Secretaries and Treasurer and Assistant Treasurer are hereby designated as authorized signatories for the operating bank accounts of the District.

Section 2. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 10<sup>th</sup> DAY OF APRIL 2020.**

**PALMA SOLA TRACE COMMUNITY  
DEVELOPMENT DISTRICT**

*[Signature]*  
X CHAIRMAN / VICE CHAIRMAN

**ATTEST:**

*[Signature]*  
\_\_\_\_\_  
**SECRETARY / ASSISTANT SECRETARY**



Tab 10

**RESOLUTION 2020-04**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT REDESIGNATING THE SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

WHEREAS, the Palma Sola Trace Community Development District (the "District") is a local unit of special-purpose government organized and existing in accordance with Chapter 190, Florida Statutes, and situated entirely within Manatee County, Florida; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT:**

Section 1.     Bob Schleifer is appointed Secretary

Section 2.     This Resolution and any prior resolutions of the District 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.

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

**PASSED AND ADOPTED THIS 14<sup>th</sup> DAY OF MAY, 2020.**

**PALMA SOLA TRACE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
**CHAIRMAN/VICE CHAIRMAN**

**ATTEST:**

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

Tab 11

**Proposed Budget**  
**Palma Sola Trace Community Development District**  
**General Fund**  
**Fiscal Year 2020/2021**

	Chart of Accounts Classification	Actual YTD through 02/28/20	Projected Annual Totals 2019/2020	Annual Budget for 2019/2020	Projected Budget variance for 2019/2020	Budget for 2020/2021	Budget Increase (Decrease) vs 2019/2020
1							
2	<b>REVENUES</b>						
3							
12	Interest Earnings						
13	Interest Earnings	\$ 452	\$ 1,085	\$ 1,000	\$ 85	\$ 1,000	\$ -
14	Special Assessments						
15	Tax Roll*	\$ 150,474	\$ 150,474	\$ 149,074	\$ 1,400	\$ 149,074	\$ -
31							
32	<b>TOTAL REVENUES</b>	<b>\$ 150,926</b>	<b>\$ 151,559</b>	<b>\$ 150,074</b>	<b>\$ 1,485</b>	<b>\$ 150,074</b>	<b>\$ -</b>
33							
34	Balance Forward from Prior Year	\$ -	\$ -	\$ 21,200	\$ (21,200)	\$ -	\$ (21,200)
35							
36	<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 150,926</b>	<b>\$ 151,559</b>	<b>\$ 171,274</b>	<b>\$ (19,715)</b>	<b>\$ 150,074</b>	<b>\$ (21,200)</b>
37							
38	<b>*Allocation of assessments between the Tax Roll and Off Roll are estimates only and subject to change prior to certification.</b>						
39							
40	<b>EXPENDITURES - ADMINISTRATIVE</b>						
41							
42	Legislative						
43	Supervisor Fees	\$ 3,000	\$ 7,200	\$ 7,000	\$ (200)	\$ 7,000	\$ -
44	Financial & Administrative						
45	Administrative Services	\$ 2,250	\$ 5,400	\$ 5,400	\$ -	\$ 5,400	\$ -
46	District Management	\$ 8,375	\$ 20,100	\$ 20,100	\$ -	\$ 20,100	\$ -
47	District Engineer	\$ 2,499	\$ 5,998	\$ 6,500	\$ 502	\$ 6,500	\$ -
48	Disclosure Report	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -
49	Trustees Fees	\$ 1,580	\$ 1,580	\$ 2,200	\$ 620	\$ 2,200	\$ -
50	Assessment Roll	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -
51	Financial & Revenue Collections	\$ 2,083	\$ 4,999	\$ 5,000	\$ 1	\$ 5,000	\$ -
52	Accounting Services	\$ 7,500	\$ 18,000	\$ 18,000	\$ -	\$ 18,000	\$ -
53	Auditing Services	\$ 3,323	\$ 3,323	\$ 3,300	\$ (23)	\$ 3,300	\$ -
59	Public Officials Liability Insurance	\$ 2,563		\$ 2,750	\$ 2,750	\$ 2,819	\$ 69
60	Legal Advertising	\$ 587	\$ 1,409	\$ 700	\$ (709)	\$ 700	\$ -
62	Dues, Licenses & Fees	\$ 175	\$ 420	\$ 175	\$ (245)	\$ 175	\$ -
66	Website Hosting, Maintenance, Backup (and Email)	\$ 3,594	\$ 8,626	\$ 4,000	\$ (4,626)	\$ 3,525	\$ (475)
67	Legal Counsel						
68	District Counsel	\$ 2,610	\$ 6,264	\$ 10,000	\$ 3,736	\$ 10,000	\$ -
73							
74	<b>Administrative Subtotal</b>	<b>\$ 46,139</b>	<b>\$ 89,318</b>	<b>\$ 91,125</b>	<b>\$ 1,807</b>	<b>\$ 90,719</b>	<b>\$ (406)</b>
75							
76	<b>EXPENDITURES - FIELD OPERATIONS</b>						
77							
90	Electric Utility Services						
91	Utility Services	\$ 707	\$ 1,697	\$ 2,000	\$ 303	\$ 2,000	\$ -
92	Street Lights	\$ 522	\$ 1,253	\$ 5,000	\$ 3,747	\$ 3,000	\$ (2,000)
111	Stormwater Control						
113	Aquatic Maintenance	\$ 4,250	\$ 10,200	\$ 10,200	\$ -	\$ 10,200	\$ -
114	Fountain Service Repairs & Maintenance	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ -
115	Lake/Pond Bank Maintenance	\$ -	\$ -	\$ 2,500	\$ 2,500	\$ 1,500	\$ (1,000)
116	Wetland Monitoring & Maintenance	\$ 6,000	\$ 14,400	\$ 12,000	\$ (2,400)	\$ 12,000	\$ -
117	Miscellaneous Expense	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ -
118	Aquatic Plant Replacement	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 2,500	\$ (2,500)
125	Other Physical Environment						
130	General Liability Insurance	\$ 2,819	\$ 3,016	\$ 3,025	\$ 9	\$ 3,101	\$ 76
131	Property Insurance	\$ 211	\$ 205	\$ 219	\$ 14	\$ 232	\$ 13
135	Landscape Maintenance	\$ 4,891	\$ 11,738	\$ 9,250	\$ (2,488)	\$ 10,000	\$ 750
146	Landscape Miscellaneous	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ -
153	Road & Street Facilities						
156	Street Light Decorative Light Maintenance	\$ 1,665	\$ 3,996	\$ 25,000	\$ 21,004	\$ 5,000	\$ (20,000)
157	Gate Facility Maintenance	\$ 2,587	\$ 6,209	\$ 1,000	\$ (5,209)	\$ 6,000	\$ 5,000

**Proposed Budget**  
**Palma Sola Trace Community Development District**  
**General Fund**  
**Fiscal Year 2020/2021**

	Chart of Accounts Classification	Actual YTD through 02/28/20	Projected Annual Totals 2019/2020	Annual Budget for 2019/2020	Projected Budget variance for 2019/2020	Budget for 2020/2021	Budget Increase (Decrease) vs 2019/2020
218	Contingency						
220	Miscellaneous Contingency	\$ -	\$ -	\$ 3,455	\$ 3,455	\$ 2,322	\$ (1,133)
223							
224	<b>Field Operations Subtotal</b>	<b>\$ 23,652</b>	<b>\$ 52,714</b>	<b>\$ 80,149</b>	<b>\$ 27,435</b>	<b>\$ 59,355</b>	<b>\$ (20,794)</b>
225							
226	<b>Contingency for County TRIM Notice</b>						
227							
228	<b>TOTAL EXPENDITURES</b>	<b>\$ 69,791</b>	<b>\$ 142,032</b>	<b>\$ 171,274</b>	<b>\$ 29,242</b>	<b>\$ 150,074</b>	<b>\$ (21,200)</b>
229							
230	<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ 81,135</b>	<b>\$ 9,527</b>	<b>\$ -</b>	<b>\$ 9,527</b>	<b>\$ -</b>	<b>\$ -</b>
231							



**Budget Template**  
**Palma Sola Trace Community Development District**  
**Debt Service**  
**Fiscal Year 2020/2021**

Chart of Accounts Classification	Series 2013A-1	Budget for 2020/2021
<b>REVENUES</b>		
Special Assessments		
Net Special Assessments <sup>(1)</sup>	\$ 268,611.88	\$ 268,611.88
<b>TOTAL REVENUES</b>	<b>\$ 268,611.88</b>	<b>\$ 268,611.88</b>
<b>EXPENDITURES</b>		
<b>Administrative</b>		
Financial & Administrative		
Debt Service Obligation	\$ 268,611.88	\$ 268,611.88
<b>Administrative Subtotal</b>	<b>\$ 268,611.88</b>	<b>\$ 268,611.88</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 268,611.88</b>	<b>\$ 268,611.88</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>0</b>	<b>0</b>

Manatee County Collection Costs (3%) and Early Payment Discounts (4%): 7.0%

**Gross assessments** \$ **288,457.77**

**Notes:**

Tax Roll County Collection Costs and Early Payment Discount is 7.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

<sup>(1)</sup> Maximum Annual Debt Service less Prepaid Assessments received.

Palma Sola Trace Community Development District

**FISCAL YEAR 2020/2021 O&M & DEBT SERVICE ASSESSMENT SCHEDULE**

2020/2021 O&M Budget	\$161,339.00
Collection Costs @ 3%:	\$5,204.48
Early Payment Discount @ 4%:	\$6,939.31
2020/2021 Total:	<u>\$173,482.80</u>

2019/2020 O&M Budget	\$161,339.00
2020/2021 O&M Budget	\$161,339.00
Total Difference:	<u><u>\$0.00</u></u>

	PER UNIT ANNUAL ASSESSMENT Proposed Increase / Decrease			
	2019/2020	2020/2021	\$	%
Debt Service - Condo	\$455.29	\$455.29	\$0.00	0.00%
Operations/Maintenance - Condo	\$317.73	\$317.73	\$0.00	0.00%
<b>Total</b>	<b>\$773.02</b>	<b>\$773.02</b>	<b>\$0.00</b>	<b>0.00%</b>
Debt Service - Paired Villa	\$585.37	\$585.37	\$0.00	0.00%
Operations/Maintenance - Paired Vil	\$317.73	\$317.73	\$0.00	0.00%
<b>Total</b>	<b>\$903.10</b>	<b>\$903.10</b>	<b>\$0.00</b>	<b>0.00%</b>
Debt Service - Single Family	\$650.41	\$650.41	\$0.00	0.00%
Operations/Maintenance - Single Fai	\$317.73	\$317.73	\$0.00	0.00%
<b>Total</b>	<b>\$968.14</b>	<b>\$968.14</b>	<b>\$0.00</b>	<b>0.00%</b>



PALMA SOLA TRACEFISCAL YEAR 2020/2021 O&M & DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL O&M BUDGET		\$161,339.00
COLLECTION COSTS @	3.0%	\$5,204.48
EARLY PAYMENT DISCOUNT @	4.0%	\$6,939.31
TOTAL O&M ASSESSMENT		<u>\$173,482.80</u>

<u>LOT SIZE</u>	<u>UNITS ASSESSED</u>		<u>ALLOCATION OF O&amp;M ASSESSMENT</u>			
	<u>O&amp;M</u>	<u>SERIES 2013A-1 DEBT SERVICE</u> <sup>(1) (2)</sup>	<u>EAU FACTOR</u> <sup>(5)</sup>	<u>TOTAL EAU's</u>	<u>% TOTAL EAU's</u>	<u>TOTAL O&amp;M BUDGET</u>
Condos	272	271	1.00	272.00	49.82%	\$86,423.66
Paired Villas	126	122	1.00	126.00	23.08%	\$40,034.49
Single Family	148	144	1.00	148.00	27.11%	\$47,024.64
	<u>546</u>	<u>537</u>		<u>546.00</u>	<u>100.00%</u>	<u>\$173,482.80</u>

<u>PER LOT ANNUAL ASSESSMENT</u>		
<u>O&amp;M</u>	<u>DEBT SERVICE</u> <sup>(3)</sup>	<u>TOTAL</u> <sup>(4)</sup>
\$317.73	\$455.29	\$773.02
\$317.73	\$585.37	\$903.10
\$317.73	\$650.41	\$968.14

LESS: Manatee County Collection Costs (3%) and Early Payment Discount (4%):

**(\$12,143.80)**

**Net Revenue to be Collected**

**\$161,339.00**

<sup>(1)</sup> Reflects 9 (nine) Series 2013A-1 prepayments.

<sup>(2)</sup> Reflects the number of total lots with Series 2013A-1 debt outstanding.

<sup>(3)</sup> Annual debt service assessment per lot adopted in connection with the Series 2013A-1 bond issue. Annual assessment includes principal, interest, Manatee County collection costs and early payment discount costs.

<sup>(4)</sup> Annual assessment that will appear on November 2020 Manatee County property tax bill. Amount shown includes all applicable collection costs and early payment discounts (up to 4% if paid early)

<sup>(5)</sup> The allocation of the O&M Assessment reflects an equal per unit assessment approved by the Board of Supervisors.

Tab 12

**RESOLUTION 2020-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2020/2021 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Palma Sola Trace Community Development District (“**District**”) prior to June 15, 2020, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Fiscal Year 2020/2021**”); 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 PALMA SOLA TRACE COMMUNITY DEVELOPMENT DISTRICT:**

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2020/2021 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.
2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: August 27, 2020

HOUR: 1:30 p.m.

LOCATION: Palma Sola Trace Clubhouse  
7408 Hamilton Road  
Bradenton, Florida 34209

At the time of adoption of this Resolution 2020-08, there are currently in place federal, state, and local emergency declarations and orders (“Declarations”). In the event the Declarations remain in effect or if future orders or declarations authorize, the hearing may be conducted remotely, using communications media technology pursuant to Executive Orders 20-52, 20-69, and 20-112 issued by Governor DeSantis on March 9, 2020, March 20, 2020, and April 29, 2020, respectively, as such orders may be extended, and pursuant to Section 120.54(5)(b)2., Florida Statutes. Information regarding participation in any remote hearing may be found at the District’s website [www.palmasolatracedd.org](http://www.palmasolatracedd.org) or by contacting the District Manager at (813) 933-5571.

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

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

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

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

**PASSED AND ADOPTED THIS 14<sup>th</sup> DAY OF MAY, 2020.**

ATTEST:

**PALMA SOLA TRACE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Assistant Secretary

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

**Exhibit A:** Approved Proposed Budgets for Fiscal Year 2020/2021