

## South Fork Community Development District

### Board of Supervisors

- |  |   |
|--|---|
| <input type="checkbox"/> Richard Waldron, Chairperson      | <input type="checkbox"/> Mark Vega, District Manager      |
| <input type="checkbox"/> Kelly Barr, Vice Chairperson      | <input type="checkbox"/> John Vericker, District Counsel  |
| <input type="checkbox"/> Jason Amato, Assistant Secretary  | <input type="checkbox"/> Robert Dvorak, District Engineer |
| <input type="checkbox"/> David Lowrie, Assistant Secretary | <input type="checkbox"/> Alba Sanchez, Field Manager      |
| <input type="checkbox"/> Nick Bozzuto, Assistant Secretary |   |

### Regular Meeting Agenda

Tuesday, May 11, 2021 – 6:30 p.m.

### Workshop

Tuesday, May 11, 2021 – 7:15 p.m.

**AUDIENCE MEMBERS MUST ATTEND VIA ZOOM**

**NO PHYSICAL ATTENDANCE PERMITTED**

### Meeting

**URL:** <https://us02web.zoom.us/j/82258690030?pwd=eXR1Sk1nODNGUldpdW1YTnhhQjhrQT09>

**Meeting ID:** 822 5869 0030

**Passcode:** 123456

**Call in number:** (929) 436-2866

1. Roll Call
2. Audience Comments
3. Consent Agenda
  - A. Approval of the Minutes of the April 13, 2021 Meeting.....Page 4
  - B. Acceptance of Financial Statements.....Page 7
4. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. District Manager
    - i. Number of Registered Voters – 1343.....Page 16
5. Supervisors' Requests
6. Adjournment

Next Meeting is June 8, 2021

### District Office

2654 Cypress Ridge Boulevard, Suite 101  
Wesley Chapel, Florida  
813-991-1116

## **Third Order of Business**

**3A.**

# **MINUTES OF MEETING SOUTH FORK COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the South Fork Community Development District was held on Tuesday, April 13, 2021 at 6:44 p.m. the Board was in person at the South Fork HOA II pool house, with residents attending via Zoom, Meeting ID 822 5869 0030, Meeting URL: <https://us02web.zoom.us/j/82258690030>, Call in number: (929) 436-2866.

Present and constituting a quorum were:

|                 |                                |
|-----------------|--------------------------------|
| Richard Waldron | Chairperson                    |
| Kelly Barr      | Vice Chairperson               |
| Jason Amato     | Assistant Secretary (Via Zoom) |
| Nick Bozzuto    | Assistant Secretary            |
| David Lowrie    | Assistant Secretary            |

Also present were:

|              |                  |
|--------------|------------------|
| Mark Vega    | District Manager |
| Alba Sanchez | Field Manager    |

*The following is a summary of the discussions and actions taken at the April 13, 2021 South Fork Community Development District's Board of Supervisors Meeting.*

## **FIRST ORDER OF BUSINESS**

## **Roll Call**

Mr. Vega called the meeting to order and called the roll.

## **SECOND ORDER OF BUSINESS**

## **Audience Comments on the Agenda Items**

No audience was present.

## **THIRD ORDER OF BUSINESS**

## **Consent Agenda**

- A. Approval of the Minutes of the February 9, 2021 Meeting
- B. Acceptance of Financial Statements
- C. Acceptance of Fiscal Year 2020 Audit

On MOTION by Mr. Lowrie seconded by Ms. Barr with all in favor the Consent Agenda was approved.  
5-0.

## **FOURTH ORDER OF BUSINESS**

## **Staff Reports**

- A. Attorney

- No report.
- B. Engineer**
- No report.
- C. District Manager**
  - i. Pond 5 Aeration Proposals**
  - This item was tabled.
  - ii. Presentation of Modified Tentative Budget for Fiscal Year 2021/2022**
  - A discussion ensued on the Fiscal Year 2021/2022 Budget.
  - iii. Consideration of Resolution 2021-03, Approving Proposed Budget and Setting the Public Hearing**

|  |
|--|
| On MOTION by Mr. Bozzuto seconded by Mr. Lowrie with all in favor the Resolution 2021-03, Approving Proposed Budget and Setting the Public Hearing was adopted. 5-0. |
|--|

**FIFTH ORDER OF BUSINESS**

**Supervisors' Requests**

- Mr. Bozzuto requested the landscaper work on the growth on the trail.
- Ms. Barr requested the District contact the County about the potholes on Ambleside.

**SIXTH ORDER OF BUSINESS**

**Adjournment**

|   |
|---|
| On MOTION by Mr. Lowrie seconded by Mr. Amato with all in favor the meeting was adjourned at 7:05 p.m. 5-0. |
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Mark Vega, Secretary

**3B.**

**South Fork  
Community Development District**

*Financial Report*

*March 31, 2021*

**Prepared by:**



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**FINANCIAL STATEMENTS**

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| Statement of Revenues, Expenditures and Changes in Fund Balance |            |
| General Fund .....  | Page 2 - 3 |
| Debt Service Funds .....  | Page 4     |



**South Fork  
Community Development District**

**Financial Statements**

**(Unaudited)**

**March 31, 2021**

## Balance Sheet

March 31, 2021

| ACCOUNT DESCRIPTION                          | GENERAL<br>FUND   | SERIES 2015<br>DEBT<br>SERVICE<br>FUND | TOTAL             |
|--|-------------------|--|-------------------|
| <b><u>ASSETS</u></b>                         |                   |  |                   |
| Cash - Checking Account                      | \$ 203,823        | \$ -                                   | \$ 203,823        |
| Assessments Receivable                       | 710               | 824                                    | 1,534             |
| Allow-Doubtful Collections                   | (710)             | (824)                                  | (1,534)           |
| Due From Other Funds                         | -                 | 1,302                                  | 1,302             |
| Investments:                                 |                   |  |                   |
| Reserve Fund (A-1)                           | -                 | 38,408                                 | 38,408            |
| Reserve Fund (A-2)                           | -                 | 8,507                                  | 8,507             |
| Reserve Fund (A-3)                           | -                 | 28,424                                 | 28,424            |
| Revenue Fund (A-1)                           | -                 | 202,601                                | 202,601           |
| Revenue Fund (A-2)                           | -                 | 85,595                                 | 85,595            |
| Revenue Fund (A-3)                           | -                 | 156,134                                | 156,134           |
| Deposits                                     | 4,941             | -                                      | 4,941             |
| <b>TOTAL ASSETS</b>                          | <b>\$ 208,764</b> | <b>\$ 520,971</b>                      | <b>\$ 729,735</b> |
| <b><u>LIABILITIES</u></b>                    |                   |  |                   |
| Accounts Payable                             | \$ 3,002          | \$ -                                   | \$ 3,002          |
| Accrued Expenses                             | 2,352             | -                                      | 2,352             |
| Other Current Liabilities                    | 10,000            | -                                      | 10,000            |
| Due To Other Funds                           | 1,302             | -                                      | 1,302             |
| <b>TOTAL LIABILITIES</b>                     | <b>16,656</b>     | <b>-</b>                               | <b>16,656</b>     |
| <b><u>FUND BALANCES</u></b>                  |                   |  |                   |
| <b>Nonspendable:</b>                         |                   |  |                   |
| Deposits                                     | 4,941             | -                                      | 4,941             |
| <b>Restricted for:</b>                       |                   |  |                   |
| Debt Service                                 | -                 | 520,971                                | 520,971           |
| <b>Assigned to:</b>                          |                   |  |                   |
| Operating Reserves                           | 25,533            | -                                      | 25,533            |
| Reserves- Irrigation/Landscape               | 26,825            | -                                      | 26,825            |
| Reserves - Signs/Monuments/Fence             | 21,825            | -                                      | 21,825            |
| <b>Unassigned:</b>                           | 112,984           | -                                      | 112,984           |
| <b>TOTAL FUND BALANCES</b>                   | <b>\$ 192,108</b> | <b>\$ 520,971</b>                      | <b>\$ 713,079</b> |
| <b>TOTAL LIABILITIES &amp; FUND BALANCES</b> | <b>\$ 208,764</b> | <b>\$ 520,971</b>                      | <b>\$ 729,735</b> |

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 31, 2021

| ACCOUNT DESCRIPTION                        | ANNUAL<br>ADOPTED<br>BUDGET | YEAR TO DATE<br>BUDGET | YEAR TO DATE<br>ACTUAL | VARIANCE (\$)<br>FAV(UNFAV) | YTD ACTUAL<br>AS A % OF<br>ADOPTED BUD |
|--|-----------------------------|------------------------|------------------------|-----------------------------|--|
| <b>REVENUES</b>                            |                             |                        |                        |                             |  |
| Interest - Investments                     | \$ 1,600                    | \$ 800                 | \$ -                   | \$ (800)                    | 0.00%                                  |
| Interest - Tax Collector                   | -                           | -                      | 20                     | 20                          | 0.00%                                  |
| Special Assmnts- Tax Collector             | 305,813                     | 293,580                | 294,414                | 834                         | 96.27%                                 |
| Special Assmnts- Discounts                 | (12,233)                    | (11,744)               | (11,689)               | 55                          | 95.55%                                 |
| Other Miscellaneous Revenues               | -                           | -                      | 45                     | 45                          | 0.00%                                  |
| <b>TOTAL REVENUES</b>                      | <b>295,180</b>              | <b>282,636</b>         | <b>282,790</b>         | <b>154</b>                  | <b>95.80%</b>                          |
| <b>EXPENDITURES</b>                        |                             |                        |                        |                             |  |
| <b>Administration</b>                      |                             |                        |                        |                             |  |
| P/R-Board of Supervisors                   | 25,836                      | 12,918                 | 12,918                 | -                           | 50.00%                                 |
| ProfServ-Engineering                       | 15,000                      | 7,500                  | 11,603                 | (4,103)                     | 77.35%                                 |
| ProfServ-Field Management                  | 15,750                      | 7,875                  | 7,875                  | -                           | 50.00%                                 |
| ProfServ-Legal Services                    | 7,500                       | 3,750                  | 3,135                  | 615                         | 41.80%                                 |
| ProfServ-Mgmt Consulting Serv              | 34,976                      | 17,488                 | 17,488                 | -                           | 50.00%                                 |
| ProfServ-Trustee Fees                      | 3,717                       | 3,717                  | 3,717                  | -                           | 100.00%                                |
| Auditing Services                          | 2,225                       | 2,225                  | -                      | 2,225                       | 0.00%                                  |
| Website Compliance                         | 1,553                       | 1,553                  | 1,553                  | -                           | 100.00%                                |
| Insurance - Risk Management                | 8,361                       | 8,361                  | 7,835                  | 526                         | 93.71%                                 |
| Legal Advertising                          | 1,800                       | 900                    | -                      | 900                         | 0.00%                                  |
| Misc-Bank Charges                          | 89                          | 45                     | -                      | 45                          | 0.00%                                  |
| Misc-Assessmnt Collection Cost             | 6,116                       | 5,871                  | 5,655                  | 216                         | 92.46%                                 |
| Annual District Filing Fee                 | 175                         | 175                    | 175                    | -                           | 100.00%                                |
| <b>Total Administration</b>                | <b>123,098</b>              | <b>72,378</b>          | <b>71,954</b>          | <b>424</b>                  | <b>58.45%</b>                          |
| <b>Electric Utility Services</b>           |                             |                        |                        |                             |  |
| Utility - General                          | 9,960                       | 4,980                  | 4,862                  | 118                         | 48.82%                                 |
| Electricity - Streetlighting               | 11,760                      | 5,880                  | 10,719                 | (4,839)                     | 91.15%                                 |
| <b>Total Electric Utility Services</b>     | <b>21,720</b>               | <b>10,860</b>          | <b>15,581</b>          | <b>(4,721)</b>              | <b>71.74%</b>                          |
| <b>Flood Control/Stormwater Mgmt</b>       |                             |                        |                        |                             |  |
| Contracts-Aquatic Control                  | 11,796                      | 5,898                  | 5,902                  | (4)                         | 50.03%                                 |
| R&M-Lake                                   | 6,240                       | 3,120                  | -                      | 3,120                       | 0.00%                                  |
| <b>Total Flood Control/Stormwater Mgmt</b> | <b>18,036</b>               | <b>9,018</b>           | <b>5,902</b>           | <b>3,116</b>                | <b>32.72%</b>                          |
| <b>Other Physical Environment</b>          |                             |                        |                        |                             |  |
| Contracts-Landscape                        | 80,784                      | 40,392                 | 39,750                 | 642                         | 49.21%                                 |
| Contracts-Mulch                            | 2,500                       | 1,250                  | -                      | 1,250                       | 0.00%                                  |
| Insurance - Property                       | 666                         | 666                    | -                      | 666                         | 0.00%                                  |
| R&M-Renewal and Replacement                | 10,000                      | 5,000                  | 19,150                 | (14,150)                    | 191.50%                                |

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 31, 2021

| ACCOUNT DESCRIPTION                          | ANNUAL<br>ADOPTED<br>BUDGET | YEAR TO DATE<br>BUDGET | YEAR TO DATE<br>ACTUAL | VARIANCE (\$)<br>FAV(UNFAV) | YTD ACTUAL<br>AS A % OF<br>ADOPTED BUD |
|--|-----------------------------|------------------------|------------------------|-----------------------------|--|
| R&M-Irrigation                               | 3,500                       | 1,750                  | 4,799                  | (3,049)                     | 137.11%                                |
| R&M-Walls and Signage                        | 850                         | 425                    | -                      | 425                         | 0.00%                                  |
| Reserve - Irrigation/Landscape               | 7,600                       | -                      | -                      | -                           | 0.00%                                  |
| Reserve - Ponds                              | 10,000                      | -                      | 900                    | (900)                       | 9.00%                                  |
| Reserve-Signs/Monuments/Fences               | 3,000                       | -                      | 41,990                 | (41,990)                    | 1399.67%                               |
| <b>Total Other Physical Environment</b>      | <b>118,900</b>              | <b>49,483</b>          | <b>106,589</b>         | <b>(57,106)</b>             | <b>89.65%</b>                          |
| <b>Field</b>                                 |                             |                        |                        |                             |  |
| Contracts-Security Services                  | 11,427                      | 5,712                  | 5,714                  | (2)                         | 50.00%                                 |
| Misc-Contingency                             | 5,000                       | 2,500                  | 3,563                  | (1,063)                     | 71.26%                                 |
| <b>Total Field</b>                           | <b>16,427</b>               | <b>8,212</b>           | <b>9,277</b>           | <b>(1,065)</b>              | <b>56.47%</b>                          |
| <b>TOTAL EXPENDITURES</b>                    | <b>298,181</b>              | <b>149,951</b>         | <b>209,303</b>         | <b>(59,352)</b>             | <b>70.19%</b>                          |
| Excess (deficiency) of revenues              |                             |                        |                        |                             |  |
| Over (under) expenditures                    | (3,001)                     | 132,685                | 73,487                 | (59,198)                    | 0.00%                                  |
| <b>OTHER FINANCING SOURCES (USES)</b>        |                             |                        |                        |                             |  |
| Contribution to (Use of) Fund Balance        | (3,001)                     | -                      | -                      | -                           | 0.00%                                  |
| <b>TOTAL FINANCING SOURCES (USES)</b>        | <b>(3,001)</b>              | <b>-</b>               | <b>-</b>               | <b>-</b>                    | <b>0.00%</b>                           |
| Net change in fund balance                   | \$ (3,001)                  | \$ 132,685             | \$ 73,487              | \$ (59,198)                 | 0.00%                                  |
| <b>FUND BALANCE, BEGINNING (OCT 1, 2020)</b> | <b>118,621</b>              | <b>118,618</b>         | <b>118,621</b>         |                             |  |
| <b>FUND BALANCE, ENDING</b>                  | <b>\$ 115,620</b>           | <b>\$ 251,303</b>      | <b>\$ 192,108</b>      |                             |  |

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 31, 2021

| ACCOUNT DESCRIPTION  | ANNUAL<br>ADOPTED<br>BUDGET | YEAR TO DATE<br>BUDGET | YEAR TO DATE<br>ACTUAL | VARIANCE (\$)<br>FAV(UNFAV) | YTD ACTUAL<br>AS A % OF<br>ADOPTED BUD |
|--|-----------------------------|------------------------|------------------------|-----------------------------|--|
| <b>REVENUES</b>  |                             |                        |                        |                             |  |
| Interest - Investments                                       | \$ 3,000                    | \$ 1,500               | \$ 10                  | \$ (1,490)                  | 0.33%                                  |
| Special Assmnts- Tax Collector                               | 327,561                     | 314,459                | 315,350                | 891                         | 96.27%                                 |
| Special Assmnts- Discounts                                   | (13,102)                    | (12,578)               | (12,520)               | 58                          | 95.56%                                 |
| <b>TOTAL REVENUES</b>  | <b>317,459</b>              | <b>303,381</b>         | <b>302,840</b>         | <b>(541)</b>                | <b>95.39%</b>                          |
| <b>EXPENDITURES</b>  |                             |                        |                        |                             |  |
| <b>Administration</b>  |                             |                        |                        |                             |  |
| Misc-Assessmnt Collection Cost                               | 6,551                       | 6,289                  | 6,057                  | 232                         | 92.46%                                 |
| <b>Total Administration</b>                                  | <b>6,551</b>                | <b>6,289</b>           | <b>6,057</b>           | <b>232</b>                  | <b>92.46%</b>                          |
| <b>Debt Service</b>  |                             |                        |                        |                             |  |
| Principal Debt Retirement A-1                                | 90,000                      | -                      | -                      | -                           | 0.00%                                  |
| Principal Debt Retirement A-2                                | 20,000                      | -                      | -                      | -                           | 0.00%                                  |
| Principal Debt Retirement A-3                                | 60,000                      | -                      | -                      | -                           | 0.00%                                  |
| Interest Expense Series A-1                                  | 61,644                      | 30,822                 | 31,076                 | (254)                       | 50.41%                                 |
| Interest Expense Series A-2                                  | 13,586                      | 6,793                  | 6,849                  | (56)                        | 50.41%                                 |
| Interest Expense Series A-3                                  | 50,694                      | 25,347                 | 25,556                 | (209)                       | 50.41%                                 |
| <b>Total Debt Service</b>                                    | <b>295,924</b>              | <b>62,962</b>          | <b>63,481</b>          | <b>(519)</b>                | <b>21.45%</b>                          |
| <b>TOTAL EXPENDITURES</b>                                    | <b>302,475</b>              | <b>69,251</b>          | <b>69,538</b>          | <b>(287)</b>                | <b>22.99%</b>                          |
| Excess (deficiency) of revenues<br>Over (under) expenditures | 14,984                      | 234,130                | 233,302                | (828)                       | 0.00%                                  |
| <b>OTHER FINANCING SOURCES (USES)</b>                        |                             |                        |                        |                             |  |
| Contribution to (Use of) Fund Balance                        | 14,984                      | -                      | -                      | -                           | 0.00%                                  |
| <b>TOTAL FINANCING SOURCES (USES)</b>                        | <b>14,984</b>               | <b>-</b>               | <b>-</b>               | <b>-</b>                    | <b>0.00%</b>                           |
| Net change in fund balance                                   | \$ 14,984                   | \$ 234,130             | \$ 233,302             | \$ (828)                    | 0.00%                                  |
| <b>FUND BALANCE, BEGINNING (OCT 1, 2020)</b>                 | <b>287,669</b>              | <b>287,669</b>         | <b>287,669</b>         |                             |  |
| <b>FUND BALANCE, ENDING</b>                                  | <b>\$ 302,653</b>           | <b>\$ 521,799</b>      | <b>\$ 520,971</b>      |                             |  |

## **Fourth Order of Business**

**4Ci**



April 20, 2021

To Whom It May Concern,

As per F.S. 190.006, you'll find the number of qualified registered electors for your Community Development District as of April 15, 2021, listed below.

| Community Development District | Number of Registered Electors |
|--------------------------------|-------------------------------|
| South Fork                     | 1343                          |

We ask that you respond to our office with a current list of CDD office holders by **June 1<sup>st</sup>** and that you update us throughout the year if there are changes. This will enable us to provide accurate information to potential candidates during filing and qualifying periods.

Please note it is the responsibility of each district to keep our office updated with current district information. If you have any questions, please do not hesitate to contact me at (813) 384-3944 or [ewhite@hcsoe.org](mailto:ewhite@hcsoe.org).

Respectfully,

Enjoli White  
Candidate Services Liaison

