

South Fork Community Development District

- | | |
|--|---|
| <input type="checkbox"/> Vacant, Seat 1 | <input type="checkbox"/> Mark Vega, District Manager |
| <input type="checkbox"/> Kelly Barr, 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, Vice Chairperson | <input type="checkbox"/> Alba Sanchez, Field Manager |
| <input type="checkbox"/> Nick Bozzuto, Assistant Secretary | |

Regular Meeting Agenda

Tuesday, January 11, 2022 – 6:30 p.m.

Workshop

Tuesday, January 11, 2022 – 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 December 14, 2021 Meeting..... P. 2
 - B. Acceptance of November 30, 2021 Financial ReportP. 4
- 4. Staff Reports**
 - A. Attorney
 - B. Engineer
 - C. District Manager
 - i. HDU Route Sign Proposal.....P. 11
 - ii. Tree Care Services ProposalP. 12
- 5. Supervisors' Requests**
- 6. Adjournment**

Note: The next meeting is scheduled for Tuesday February 8, 2022 at 6:30 p.m.

District Office:

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

Meeting Location:

South Fork HOA Pool Building
10952 Ambleside Drive
Riverview, Florida

**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, December 14, 2021 at 6:30 p.m. The Board was in person at the South Fork HOA II pool house located at 10952 Ambleside Drive, Riverview, Florida, with residents attending via Zoom.

Present and constituting a quorum were:

Kelly Barr	Chairperson
David Lowrie	Vice Chairperson
Jason Amato	Assistant Secretary
Nick Bozzuto	Assistant Secretary

Also present were:

Mark Vega	District Manager
Robert Dvorak	District Engineer

The following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Vega called the meeting to order at 6:30 p.m. and called the roll.

SECOND ORDER OF BUSINESS

Audience Comments on the Agenda Items

None present.

THIRD ORDER OF BUSINESS

Consent Agenda

- A. Approval of the Minutes of the November 9, 2021 Meeting**
- B. Consideration of the 2021 Audit Engagement Letter**

On MOTION by Ms. Barr seconded by Mr. Amato with all in favor the Consent Agenda consisting of the Minutes of the November 9, 2021 Meeting and the 2021 Audit Engagement Letter was approved. 4-0.

FOURTH ORDER OF BUSINESS

Staff Reports

- A. Attorney**
- None.

- B. Engineer**

Mr. Dvorak discussed the proposal for Pond C1 and questioned when the work will be performed.

C. District Manager

i. Pond C1 Revised Quote

This was discussed under the engineer report.

ii. Tree Care Proposal from BrightView

This topic will be tabled to the January meeting.

FIFTH ORDER OF BUSINESS

Supervisors' Requests

None.

SIXTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Bozzuto seconded by Ms. Barr with all in favor the meeting was adjourned 4-0.

Mark Vega, District Manager

**South Fork
Community Development District**

Financial Report

November 30, 2021

Prepared by:



Table of Contents

FINANCIAL STATEMENTS

Balance Sheet - All Funds	Page 1
Statement of Revenues, Expenditures and Changes in Fund Balance	
General Fund	Page 2 - 3
Debt Service Fund	Page 4

**South Fork
Community Development District**

Financial Statements

(Unaudited)

November 30, 2021

Balance Sheet
November 30, 2021

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2015 DEBT SERVICE FUND	TOTAL
ASSETS			
Cash - Checking Account	\$ 140,819	\$ -	\$ 140,819
Assessments Receivable	-	150	150
Allow-Doubtful Collections	-	(150)	(150)
Due From Other Funds	-	53,204	53,204
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)	-	59,996	59,996
Revenue Fund (A-2)	-	54,014	54,014
Revenue Fund (A-3)	-	51,996	51,996
Deposits	4,941	-	4,941
TOTAL ASSETS	\$ 145,760	\$ 294,549	\$ 440,309
LIABILITIES			
Accounts Payable	\$ 1,365	\$ -	\$ 1,365
Accrued Expenses	3,302	-	3,302
Other Current Liabilities	10,000	-	10,000
Due To Other Funds	53,204	-	53,204
TOTAL LIABILITIES	67,871	-	67,871
FUND BALANCES			
Nonspendable:			
Deposits	4,941	-	4,941
Restricted for:			
Debt Service	-	294,549	294,549
Assigned to:			
Operating Reserves	25,533	-	25,533
Reserves- Irrigation/Landscape	34,425	-	34,425
Reserves - Ponds	635	-	635
Unassigned:	12,355	-	12,355
TOTAL FUND BALANCES	\$ 77,889	\$ 294,549	\$ 372,438
TOTAL LIABILITIES & FUND BALANCES	\$ 145,760	\$ 294,549	\$ 440,309

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending November 30, 2021

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Interest - Investments	\$ 350	\$ 58	\$ -	\$ (58)	0.00%
Special Assmnts- Tax Collector	305,813	61,163	50,374	(10,789)	16.47%
Special Assmnts- Other	1,064	-	-	-	0.00%
Special Assmnts- Discounts	(12,275)	(2,447)	(2,061)	386	16.79%
TOTAL REVENUES	294,952	58,774	48,313	(10,461)	16.38%
EXPENDITURES					
Administration					
P/R-Board of Supervisors	25,836	4,306	1,722	2,584	6.67%
ProfServ-Engineering	15,000	2,500	513	1,987	3.42%
ProfServ-Field Management	16,223	2,704	2,704	-	16.67%
ProfServ-Legal Services	7,500	1,250	1,120	130	14.93%
ProfServ-Mgmt Consulting	36,025	6,004	6,004	-	16.67%
ProfServ-Trustee Fees	3,717	-	-	-	0.00%
Auditing Services	2,300	-	-	-	0.00%
Website Compliance	1,553	1,553	1,553	-	100.00%
Insurance - Risk Management	8,618	8,618	7,058	1,560	81.90%
Legal Advertising	1,800	300	718	(418)	39.89%
Misc-Bank Charges	90	15	-	15	0.00%
Misc-Assessment Collection Cost	6,138	1,223	966	257	15.74%
Annual District Filing Fee	175	175	175	-	100.00%
Total Administration	124,975	28,648	22,533	6,115	18.03%
Electric Utility Services					
Utility - General	9,960	1,660	1,837	(177)	18.44%
Electricity - Streetlights	11,760	1,960	3,205	(1,245)	27.25%
Total Electric Utility Services	21,720	3,620	5,042	(1,422)	23.21%
Flood Control/Stormwater Mgmt					
Contracts-Aquatic Control	11,808	1,968	2,026	(58)	17.16%
R&M-Lake	5,000	833	-	833	0.00%
Total Flood Control/Stormwater Mgmt	16,808	2,801	2,026	775	12.05%
Other Physical Environment					
Contracts-Landscape	84,048	14,008	14,008	-	16.67%
Contracts-Mulch	2,500	417	-	417	0.00%
Insurance - Property	733	733	-	733	0.00%
R&M-Renewal and Replacement	12,000	2,000	-	2,000	0.00%
R&M-Irrigation	500	83	129	(46)	25.80%
R&M-Walls and Signage	500	83	-	83	0.00%
Reserve - Irrigation/Landscape	2,000	-	-	-	0.00%
Reserve - Ponds	1,000	-	-	-	0.00%
Reserve-Signs/Monuments/Fences	500	-	-	-	0.00%
Total Other Physical Environment	103,781	17,324	14,137	3,187	13.62%

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2021

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
Field					
Contracts-Security Services	11,427	1,904	1,905	(1)	16.67%
Misc-Contingency	16,241	2,707	717	1,990	4.41%
Total Field	<u>27,668</u>	<u>4,611</u>	<u>2,622</u>	<u>1,989</u>	<u>9.48%</u>
TOTAL EXPENDITURES	294,952	57,004	46,360	10,644	15.72%
Excess (deficiency) of revenues					
Over (under) expenditures	-	1,770	1,953	183	0.00%
Net change in fund balance	\$ -	\$ 1,770	\$ 1,953	\$ 183	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2021)	75,936	75,935	75,936		
FUND BALANCE, ENDING	\$ 75,936	\$ 77,705	\$ 77,889		

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending November 30, 2021

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Interest - Investments	\$ 1,000	\$ 167	\$ 4	\$ (163)	0.40%
Special Assmnts- Tax Collector	327,561	65,512	53,862	(11,650)	16.44%
Special Assmnts- Discounts	(13,102)	(2,620)	(2,204)	416	16.82%
TOTAL REVENUES	315,459	63,059	51,662	(11,397)	16.38%
EXPENDITURES					
Administration					
Misc-Assessment Collection Cost	6,551	1,310	1,033	277	15.77%
Total Administration	6,551	1,310	1,033	277	15.77%
Debt Service					
Principal Debt Retirement A-1	95,000	-	-	-	0.00%
Principal Debt Retirement A-2	20,000	-	-	-	0.00%
Principal Debt Retirement A-3	65,000	-	-	-	0.00%
Interest Expense Series A-1	57,994	29,236	29,236	-	50.41%
Interest Expense Series A-2	12,775	6,440	6,440	-	50.41%
Interest Expense Series A-3	48,261	24,329	24,329	-	50.41%
Total Debt Service	299,030	60,005	60,005	-	20.07%
TOTAL EXPENDITURES	305,581	61,315	61,038	277	19.97%
Excess (deficiency) of revenues					
Over (under) expenditures	9,878	1,744	(9,376)	(11,120)	0.00%
OTHER FINANCING SOURCES (USES)					
Contribution to (Use of) Fund Balance	9,878	-	-	-	0.00%
TOTAL FINANCING SOURCES (USES)	9,878	-	-	-	0.00%
Net change in fund balance	\$ 9,878	\$ 1,744	\$ (9,376)	\$ (11,120)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2021)	303,925	303,925	303,925		
FUND BALANCE, ENDING	\$ 313,803	\$ 305,669	\$ 294,549		

COMPANY NAME Inframark	PHONE 813.991.1116 x 1004
CONTACT Mark Vega	FAX
ADDRESS 2654 Cypress Ridge Blvd Suite 101	EMAIL mark.vega@inframark.com
Wesley Chapel, FL 33544	SALES PERSON Chris Britt

SUBSTRAIGHT HDU routed sign DIMENSIONS 30" x 30" COLORS White/ Black
 QUANTITY x1 HOLES / GROMETS _____ HARDWARE _____
 Installed SS X DBL _____ Special Instructions _____

HDU sign
\$362.00



THIS LAYOUT IS THE PROPERTY OF SIGNS NOW. ALL RIGHTS TO ITS USE FOR REPRODUCTION ARE RESTRICTED BY SIGNS NOW. 1947 W. BRANDON BLVD., BRANDON FL, 33511



1947 W. Brandon Blvd
Brandon, FL 33511

P: 813-684-0047
F: 813-684-5989

APPROVED BY:

NAME (Please Print Name)

DATE

CC#

EX. DATE

V-CODE

ZIP CODE

Subtotal \$362.00

Tax \$27.15

Install \$TBD

Total _____



Date: 11/24/2021
Job #

Tree Care Services Proposal

Customer Name **Mark Vega**
Customer Phone **(813) 295-5455**
Customer E-Mail Mark.Vega@inframark.com
Billing Address **2654 Cypress Ridge Blvd, Suite 101**
Billing City, St, Zip **Wesley chapel, FL 33544**

Jobsite Name **South Fork HOA**
Jobsite Address **10952 Ambleside Blvd**
Jobsite City, St, Zip **Riverview, FL 33579**
Jobsite Contact **Justin G Romero**
Jobsite Contact Phone **813.363.0344**

Tree Species	Quantity	Service	Priority	Estimated Cost
Oak	206	Structure prune all (206) Oaks (along Ambleside Blvd outlined in the provided map) Haul away all debris.		
Oak	4	Structure prune (4) Oaks in common area along Trinity Leaf Pl		
Oak	3	Structure prune (3) Oaks in common area along Mango Bay Dr.		
Oak	4	Structure prune (4) Oaks in common area along Golden Silence Dr		\$21,185
Oak	3	Structure prune (3) Oaks in the common area along Silver Charm Ct		
Oak	1	Structure prune 91) Oak tree at the northeast corner of Ambleside and Summerfield by the pond		
Oak	2	Structure prune (2) Oak trees by the pump station at Summerfield and Ambleside		

Structural Pruning consists of; elevating canopies upto 15' over roadways & 12' over sidewalks, cleaning the crown removing deadwood & crossing branches, providing light clearance as needed, and performing 2-4 reduction cuts to promote development of a central leader and address codominant issues within the canopy. No more than 25%-30% of the canopy to be removed.

Customer Approval Signature

Company Representative Signature

Items included in this price

Jobsite clean-up and debris disposal ☒

City ordinances for noise and traffic blockage researched and followed ☒

Company-supplied, regularly-maintained tools and equipment ☒

All materials ☒

All applicable taxes ☒

Drive time ☒

Priority 1 Subtotal **\$0**

Priority 2 Subtotal **\$0**

Priority 3 Subtotal **\$0**

24151 Ventura Boulevard, Calabasas, CA 91302

Phone (818) 225-5800 Fax (818) 225-8500

www.treecareservices.com

Proposed Cost

Total Proposed Cost **\$21,185**