

South Fork Community Development District

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|--|---|
| <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"/> Nick Bozzuto, Assistant Secretary | |

Regular Meeting Agenda

Tuesday, July 12, 2022 – 6:30 p.m.

Workshop

Tuesday, July 12, 2022 – 7:15 p.m.

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 May 10, 2022 Meeting P. 2
 - B. Acceptance of May 31, 2022 Financial ReportP. 4
 - C. Resolution 2022-05, Adoption of a Records Retention Policy.....P.11
- 4. Staff Reports**
 - A. Attorney
 - B. Engineer
 - C. District Manager
- 5. Supervisors' Requests**
- 6. Adjournment**

Note: The next meeting is scheduled for Tuesday August 9, 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, May 10, 2022 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.

Present and constituting a quorum were:

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

Also present were:

Mark Vega	District Manager
Robert Dvorak	District Engineer
Alba Sanchez	Field Manager

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 6:34 p.m. and called the roll. A quorum was established.

SECOND ORDER OF BUSINESS

Audience Comments

None.

THIRD ORDER OF BUSINESS

Consent Agenda

- A. Approval of the Minutes of the April 12, 2022 Meeting**
- B. Acceptance of March 31, 2022 Financial Report**
- C. Report on Number of Registered Voters (1,341)**

On MOTION by Ms. Barr seconded by Mr. Lowrie with all in favor the Consent Agenda consisting of the Minutes of the April 10, 2022 Meeting, the March 31, 2022 Financial Report, and Report on Number of Registered Voters (1,341) was approved as presented.
4.0

FOURTH ORDER OF BUSINESS

Staff Reports

- A. Attorney**

Unapproved

On MOTION by Mr. Lowrie seconded by Mr. Bozzuto with all in favor, the joint attorney agreement with the HOA to address a matter that affects the South Fork HOA 2 and the South Fork CDD was approved pending the CDD Counsel's review. 4-0.

B. Engineer

None.

C. District Manager

Mr. Vega to review the Landscape with the vendor and pond bank repair.

FIFTH ORDER OF BUSINESS

Supervisors' Requests

None.

SIXTH ORDER OF BUSINESS

Adjournment

Next month's meeting will be cancelled due to lack of quorum.

On MOTION by Mr. Amato seconded by Mr. Lowrie with all in favor the meeting was adjourned at 6:57 p.m. 4-0.

Mark Vega, Secretary

**South Fork
Community Development District**

Financial Report

May 31, 2022

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)

May 31, 2022

Balance Sheet
May 31, 2022

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2015 DEBT SERVICE FUND	TOTAL
ASSETS			
Cash - Checking Account	\$ 140,326	\$ -	\$ 140,326
Assessments Receivable	-	150	150
Allow-Doubtful Collections	-	(150)	(150)
Due From Other Funds	-	27,790	27,790
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)	-	78,989	78,989
Revenue Fund (A-2)	-	59,298	59,298
Revenue Fund (A-3)	-	68,705	68,705
Deposits	4,941	-	4,941
TOTAL ASSETS	\$ 145,267	\$ 310,121	\$ 455,388
LIABILITIES			
Accounts Payable	\$ 4,639	\$ -	\$ 4,639
Accrued Expenses	3,809	-	3,809
Other Current Liabilities	10,000	-	10,000
Due To Other Funds	27,790	-	27,790
TOTAL LIABILITIES	46,238	-	46,238
FUND BALANCES			
Nonspendable:			
Deposits	4,941	-	4,941
Restricted for:			
Debt Service	-	310,121	310,121
Assigned to:			
Operating Reserves	25,533	-	25,533
Reserves- Irrigation/Landscape	34,425	-	34,425
Reserves - Ponds	635	-	635
Unassigned:	33,495	-	33,495
TOTAL FUND BALANCES	\$ 99,029	\$ 310,121	\$ 409,150
TOTAL LIABILITIES & FUND BALANCES	\$ 145,267	\$ 310,121	\$ 455,388

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2022

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	\$ 233	\$ -	\$ (233)	0.00%
Special Assmnts- Tax Collector	305,813	305,813	302,003	(3,810)	98.75%
Special Assmnts- Other	1,064	1,064	1,064	-	100.00%
Special Assmnts- Discounts	(12,275)	(12,275)	(11,797)	478	96.11%
TOTAL REVENUES	294,952	294,835	291,270	(3,565)	98.75%
EXPENDITURES					
Administration					
P/R-Board of Supervisors	25,836	17,224	12,057	5,167	46.67%
ProfServ-Engineering	15,000	10,000	12,015	(2,015)	80.10%
ProfServ-Field Management	16,223	10,815	10,815	-	66.66%
ProfServ-Legal Services	7,500	5,000	4,157	843	55.43%
ProfServ-Mgmt Consulting	36,025	24,017	24,017	-	66.67%
ProfServ-Trustee Fees	3,717	3,717	3,717	-	100.00%
Auditing Services	2,300	2,300	2,300	-	100.00%
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	1,200	1,538	(338)	85.44%
Misc-Bank Charges	90	59	-	59	0.00%
Misc-Assessment Collection Cost	6,138	6,138	5,825	313	94.90%
Annual District Filing Fee	175	175	175	-	100.00%
Total Administration	124,975	90,816	85,227	5,589	68.20%
Electric Utility Services					
Utility - General	9,960	6,640	6,923	(283)	69.51%
Electricity - Streetlights	11,760	7,840	15,707	(7,867)	133.56%
Total Electric Utility Services	21,720	14,480	22,630	(8,150)	104.19%
Flood Control/Stormwater Mgmt					
Contracts-Aquatic Control	11,808	7,872	8,105	(233)	68.64%
R&M-Lake	5,000	3,333	-	3,333	0.00%
Total Flood Control/Stormwater Mgmt	16,808	11,205	8,105	3,100	48.22%
Other Physical Environment					
Contracts-Landscape	84,048	56,032	57,282	(1,250)	68.15%
Contracts-Mulch	2,500	1,667	-	1,667	0.00%
Insurance - Property	733	733	-	733	0.00%
R&M-Renewal and Replacement	12,000	8,000	21,185	(13,185)	176.54%
R&M-Irrigation	500	333	129	204	25.80%
R&M-Walls and Signage	500	333	42	291	8.40%
Reserve - Irrigation/Landscape	2,000	-	-	-	0.00%
Reserve - Ponds	1,000	-	59,200	(59,200)	5920.00%
Reserve-Signs/Monuments/Fences	500	-	-	-	0.00%
Total Other Physical Environment	103,781	67,098	137,838	(70,740)	132.82%

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2022

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	7,618	7,618	-	66.67%
Misc-Contingency	16,241	10,827	6,759	4,068	41.62%
Total Field	27,668	18,445	14,377	4,068	51.96%
TOTAL EXPENDITURES	294,952	202,044	268,177	(66,133)	90.92%
Excess (deficiency) of revenues					
Over (under) expenditures	-	92,791	23,093	(69,698)	0.00%
Net change in fund balance	\$ -	\$ 92,791	\$ 23,093	\$ (69,698)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2021)	75,936	75,935	75,936		
FUND BALANCE, ENDING	\$ 75,936	\$ 168,726	\$ 99,029		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2022

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	\$ 667	\$ 15	\$ (652)	1.50%
Special Assmnts- Tax Collector	327,561	327,561	324,054	(3,507)	98.93%
Special Assmnts- Discounts	(13,102)	(13,102)	(12,614)	488	96.28%
TOTAL REVENUES	315,459	315,126	311,455	(3,671)	98.73%
EXPENDITURES					
Administration					
Misc-Assessment Collection Cost	6,551	6,551	6,229	322	95.08%
Total Administration	6,551	6,551	6,229	322	95.08%
Debt Service					
Principal Debt Retirement A-1	95,000	95,000	95,000	-	100.00%
Principal Debt Retirement A-2	20,000	20,000	20,000	-	100.00%
Principal Debt Retirement A-3	65,000	65,000	65,000	-	100.00%
Interest Expense Series A-1	57,994	57,994	57,994	-	100.00%
Interest Expense Series A-2	12,775	12,775	12,775	-	100.00%
Interest Expense Series A-3	48,261	48,261	48,261	-	100.00%
Total Debt Service	299,030	299,030	299,030	-	100.00%
TOTAL EXPENDITURES	305,581	305,581	305,259	322	99.89%
Excess (deficiency) of revenues					
Over (under) expenditures	9,878	9,545	6,196	(3,349)	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	\$ 9,545	\$ 6,196	\$ (3,349)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2021)	303,925	303,925	303,925		
FUND BALANCE, ENDING	\$ 313,803	\$ 313,470	\$ 310,121		

RESOLUTION 2022-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SOUTH FORK COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE.

WHEREAS, the South Fork Community Development District (the “District”) created and existing pursuant to Chapter 190, Florida Statutes, being situated in Hillsborough County, Florida; and

WHEREAS, Chapter 190, Florida Statutes, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), Florida Statutes, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE SOUTH FORK COMMUNITY DEVELOPMENT DISTRICT:

Section 1. The District hereby authorizes the District's records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District's records custodian, shall each have the individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

Section 2. The duties of the Records Management Liaison Officer shall include the following:

- A. serve as the District's contact with the Florida Department of State, State Library and Archives of Florida; and
- B. coordinate the District's records inventory; and
- C. maintain records retention and disposition forms; and
- D. coordinate District records management training; and
- E. develop records management procedures consistent with the attached Records Retention Policy, as amended; and
- F. participate in the development of the District's development of electronic record keeping systems; and
- G. submit annual compliance statements; and
- H. work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I. such other duties as may be assigned by the Board or the District's records custodian in the future.

Section 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5); however, the Board hereby extends the minimum retention guidelines contained in the State of Florida General Records Schedule GS1-SL, so as to retain all public records relating to District business until the Board amends the Records Retention Policy to address the disposition of the same.

Section 4. The District agrees to pay Inframark a monthly fee of \$15 per box for the storage of records for all boxes retained as part of the requirements for the Records Retention Act. If the Board desires to retain more records than required by the Records Retention Act the District will be charged \$15 per box per month for all records that are retained.

Section 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

Section 6. This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed. Furthermore, upon its passage this resolution supersedes any Records Retention Policy previously adopted by the District.

PASSED AND ADOPTED THIS 12th DAY OF JULY 2022.

ATTEST:

**SOUTH FORK COMMUNITY
DEVELOPMENT DISTRICT**

Print Name: _____
Secretary/ Assistant Secretary

Print Name: _____
Chair/ Vice Chair