

**The Woodlands Community
Development District**

January 10, 2019

Agenda Package

The Woodlands Community Development District

Inframark, Infrastructure Management Services

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January 3, 2019

Board of Supervisors
The Woodlands Community Development District

Dear Board Members:

A meeting of the Board of Supervisors of The Woodlands Community Development District will be held Thursday, **January 10, 2019 in the Shannon Staub Library, Conference Room #139, 4675 Career Lane, North Port, Florida.** Below is the agenda for the meeting beginning **at 10:30 a.m.**

- 1. Roll Call**
- 2. Public Comment on Agenda Items**
- 3. Organizational Matters**
 - A. Oath of Office
 - B. Resolution 2019-2 Designating Officers
- 4. Consent Agenda**
 - A. Minutes of the November 8, 2018 Meeting
 - B. Financial Report
- 5. Attorney's Report**
- 6. Engineer's Report**
- 7. Manager's Report**
 - A. Discussion of FIA- Coverage for ADA Claims 2019-2020
- 8. Supervisors' Requests**
- 9. Audience Comments**
- 10. Adjourn**

Enclosed for review are documents for the January 10, 2019 meeting. Items not included in this package will be presented at the meeting. I look forward to seeing you there, and if you have any questions, please contact me.

Sincerely,

Mark Vega

Mark Vega
District Manager

Third Order of Business

3B.

RESOLUTION 2019-2

A RESOLUTION DESIGNATING OFFICERS OF THE WOODLANDS COMMUNITY DEVELOPMENT DISTRICT

WHEREAS, the Board of Supervisors of The Woodlands Community Development District at a regular business meeting held on January 10, 2019 desires to appoint the below recited persons to the offices specified.

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

- 1. The following persons were appointed to the offices shown, to wit:

_____	Chairman
_____	Vice Chairman
<u>Mark Vega</u>	Secretary
<u>Stephen Bloom</u>	Treasurer
<u>Alan Baldwin</u>	Assistant Treasurer
_____	Assistant Secretary(s)

PASSED AND ADOPTED THIS, 10th DAY OF JANUARY 2019.

Chairman

Secretary

Fourth Order of Business

4A.

**MINUTES OF MEETING
THE WOODLANDS
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of The Woodlands Community Development District was scheduled on Thursday, November 8, 2018 at 10:46 a.m. in the Shannon Staub Library, Conference room #139, 4675 Career Lane, North Port, Florida.

Present and constituting a quorum were:

Carl Impastato	Chairman
William Richardson	Vice-Chairman
Robert Ripatrazone	Assistant Secretary
Lawrence Tinkham	Assistant Secretary
Elio Bucciero (Via Telephone)	Assistant Secretary

Also present were:

Mark Vega	District Manager
Vivek Babbar	District Counsel
Robert Dvorak	District Engineer
Residents	

The following is a summary of the discussion and actions taken at the May 3, 2018 Woodlands Board of Supervisors meeting.

FIRST ORDER OF BUSINESS **Roll Call**

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

On MOTION by Mr. Impastato seconded by Mr. Tinkham with all in favor Mr. Bucciero was authorized to join the meeting by telephone. 4-0

SECOND ORDER OF BUSINESS **Public Comment on Agenda Items**

None.

THIRD ORDER OF BUSINESS **Consent Agenda**

- A. Minutes of the May 3, 2018 Meeting**
- B. Financial Report**
- C. Acceptance of the FY 2017 Audit**
- D. Resolution 2019-1 – FY 2018 Budget Amendment**
- E. Motion to Assign Fund Balance**
- F. Acceptance of FY 2018 Audit Engagement Letter**
- G. LLS Insurance Renewal Proposal**

On MOTION by Mr. Impastato seconded by Mr. Tinkham with all in favor the Consent Agenda was approved as presented. 5-0

FOURTH ORDER OF BUSINESS

Attorney’s Report

A. Chief Inspector General Response Letter on FY 2017 Audit Findings

- Mr. Babbar reported issues in the audit related to undeveloped pods in the CDD.
- The Board has no obligations to act on the findings.

B. Assessment Legal Letter

- Memos were sent out regarding legal implications of assessments.
- Mr. Babbar provided an explanation of the letter and proceedings to respond.

FIFTH ORDER OF BUSINESS

Engineer’s Report

Mr. Dvorak reported the following:

- A delinquent statement of inspection for Phase 1A and 1B was found.
- The SWFWMD Permit to lengthen a pipe at Cedar Grove was received. The pipe and pumps will be installed by the end of January.
- There was a Board Consensus for the District Engineer to find the District Survey and Control Points.

SIXTH ORDER OF BUSINESS

Manager’s Report

Mr. Vega stated an ADA Compliance shield will be added to the website for ADA Website Compliance.

SEVENTH ORDER OF BUSINESS

Supervisors’ Requests

None.

EIGHTH ORDER OF BUSINESS

Audience Comments

Comments were received by the Board.

NINTH ORDER OF BUSINESS

Adjourn

On MOTION by Mr. Impastato seconded by Mr. Tinkham with all in favor the meeting was adjourned. 5-0

Chairman/Vice Chairman

4B

THE WOODLANDS
Community Development District

Financial Report

November 30, 2018

Prepared by



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THE WOODLANDS
Community Development District

Financial Statements

(Unaudited)

November 30, 2018

Balance Sheet
November 30, 2018

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2004A DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>			
Cash - Checking Account	\$ 1,751,488	\$ -	\$ 1,751,488
Assessments Receivable	947,373	12,104,235	13,051,608
Allow-Doubtful Collections	(947,373)	(12,104,235)	(13,051,608)
Due From Other Funds	-	128,337	128,337
Investments:			
Interest Account	-	180	180
Prepayment Account A	-	76,594	76,594
Reserve Fund A	-	20,220	20,220
Revenue Fund A	-	433	433
Deposits	500	-	500
TOTAL ASSETS	\$ 1,751,988	\$ 225,764	\$ 1,977,752
<u>LIABILITIES</u>			
Accounts Payable	\$ 15,303	\$ 396	\$ 15,699
Mature Bonds Payable	-	3,077,908	3,077,908
Mature Interest Payable	-	7,447,311	7,447,311
Due To Other Funds	128,337	-	128,337
TOTAL LIABILITIES	143,640	10,525,615	10,669,255
<u>FUND BALANCES</u>			
Nonspendable:			
Deposits	500	-	500
Unassigned:			
	1,607,848	(10,299,851)	(8,692,003)
TOTAL FUND BALANCES	\$ 1,608,348	\$ (10,299,851)	\$ (8,691,503)
TOTAL LIABILITIES & FUND BALANCES	\$ 1,751,988	\$ 225,764	\$ 1,977,752

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending November 30, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-18 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 5,144	0.00%	\$ 2,599
Special Assmnts- Tax Collector	267,548	19,882	7.43%	19,882
Special Assmnts- Discounts	(10,702)	(805)	7.52%	(805)
TOTAL REVENUES	256,846	24,221	9.43%	21,676

EXPENDITURES

Administration

P/R-Board of Supervisors	12,000	1,000	8.33%	1,000
FICA Taxes	918	77	8.39%	77
ProfServ-Engineering	10,000	2,685	26.85%	2,310
ProfServ-Legal Services	9,000	5,311	59.01%	1,603
ProfServ-Mgmt Consulting Serv	38,944	6,491	16.67%	3,245
ProfServ-Web Site Development	1,200	1,200	100.00%	-
Auditing Services	6,300	-	0.00%	-
Travel	1,000	-	0.00%	-
Postage and Freight	1,500	92	6.13%	19
Insurance - General Liability	17,522	17,774	101.44%	-
Printing and Binding	1,300	17	1.31%	13
Legal Advertising	2,500	78	3.12%	-
Misc-Bank Charges	600	99	16.50%	50
Misc-Assessmnt Collection Cost	5,351	286	5.34%	286
Office Supplies	50	167	334.00%	84
Annual District Filing Fee	175	175	100.00%	-
Total Administration	108,360	35,452	32.72%	8,687

Field

ProfServ-Field Management	16,686	2,781	16.67%	1,391
Communication - Teleph - Field	6,500	1,091	16.78%	548
Electricity - Entrance	1,300	22	1.69%	11
Misc-Contingency	25,000	-	0.00%	-
Total Field	49,486	3,894	7.87%	1,950

Landscape Services

Contracts-Landscape	6,000	1,600	26.67%	800
Utility - Pump Station	28,000	5,117	18.28%	2,670
R&M-General	2,500	-	0.00%	-
R&M-Renewal and Replacement	15,000	-	0.00%	-
R&M-Irrigation	10,000	-	0.00%	-
R&M-Pump Station	5,000	-	0.00%	-
Total Landscape Services	66,500	6,717	10.10%	3,470

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending November 30, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-18 ACTUAL
<u>Reserves</u>				
Reserve - Lakes	7,500	-	0.00%	-
Pump Station Reserve	25,000	-	0.00%	-
Total Reserves	32,500	-	0.00%	-
TOTAL EXPENDITURES & RESERVES	256,846	46,063	17.93%	14,107
Excess (deficiency) of revenues Over (under) expenditures	-	(21,842)	0.00%	7,569
Net change in fund balance	\$ -	\$ (21,842)	0.00%	\$ 7,569
FUND BALANCE, BEGINNING (OCT 1, 2018)	1,630,190	1,630,190		
FUND BALANCE, ENDING	\$ 1,630,190	\$ 1,608,348		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2018

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-18 ACTUAL
REVENUES				
Interest - Investments	\$ -	\$ 862	0.00%	\$ 475
Special Assmnts- Tax Collector	881,258	143,288	16.26%	143,288
Special Assmnts- Prepayment	-	76,594	0.00%	17,004
Special Assmnts- CDD Collected	1,314,413	-	0.00%	-
Special Assmnts- Discounts	(35,250)	(5,800)	16.45%	(5,800)
TOTAL REVENUES	2,160,421	214,944	9.95%	154,967
EXPENDITURES				
Administration				
ProfServ-Arbitrage Rebate	600	-	0.00%	-
ProfServ-Dissemination Agent	5,000	-	0.00%	-
ProfServ-Trustee Fees	9,000	5,396	59.96%	-
Misc-Assessmnt Collection Cost	17,625	2,062	11.70%	2,062
Total Administration	32,225	7,458	23.14%	2,062
Debt Service				
Principal Debt Retirement	810,000	-	0.00%	-
Interest Expense	1,193,580	596,790	50.00%	596,790
Total Debt Service	2,003,580	596,790	29.79%	596,790
TOTAL EXPENDITURES	2,035,805	604,248	29.68%	598,852
Excess (deficiency) of revenues Over (under) expenditures	124,616	(389,304)	0.00%	(443,885)
OTHER FINANCING SOURCES (USES)				
Contribution to (Use of) Fund Balance	124,616	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	124,616	-	0.00%	-
Net change in fund balance	\$ 124,616	\$ (389,304)	0.00%	\$ (443,885)
FUND BALANCE, BEGINNING (OCT 1, 2018)	(9,910,547)	(9,910,547)		
FUND BALANCE, ENDING	\$ (9,785,931)	\$ (10,299,851)		

THE WOODLANDS
Community Development District

Supporting Schedules

November 30, 2018

THE WOODLANDS

Community Development District

**Non-Ad Valorem Special Assessments
(Sarasota County Tax Collector - Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2019**

					ALLOCATION BY FUND	
Date Rcv'd	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	General Assmnts	Debt Service Assmnts
Assmnts Levied				\$668,851	\$81,500	\$587,351
Allocation %				100%	12%	88%
11/21/18	\$ 76,270	\$ 3,308	\$ 1,161	\$ 80,740	\$ 9,838	\$ 70,901
11/30/18	77,947	3,297	1,187	82,431	10,044	72,387
TOTAL	154,217	6,605	2,348	163,170	19,882	143,288
% COLLECTED				24%	24%	24%
TOTAL O/S				\$ 505,681	\$ 61,618	\$ 444,063

THE WOODLANDS

Community Development District

Non-Ad Valorem Special Assessments-DEVELOPER
Sarasota County Tax Collector - Monthly Collection Report
For the Fiscal Year Ending September 30, 2019

Date Received	Net Amount Received	Discount/ (Penalties) Amount	Collection Cost	General Fund Amount Received	Allocation by Fund	
					FY 19 General Fund	Debt Service Fund
Developer Assessments				\$ 460,237	\$ 186,051	\$ 274,186
Allocation %				100%	40%	60%
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
% COLLECTED				0%	0%	0%
TOTAL OUTSTANDING				\$ 460,237	\$ 186,051	\$ 274,186

THE WOODLANDS
Community Development District

Payment Register by Bank Account

For the Period from 10/1/18 to 11/30/18

(Sorted by Check / ACH No.)

Pymt Type	Check / ACH No.	Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
SUNTRUST BANK N.A. - GF - (ACCT# XXXXX2796)									
Check	002083	10/02/18	Vendor	WELLS FARGO BANK NA	092018-2796	TRANSFER FY18 ASSESSMENTS	Due to Other Funds	131000	\$6,750.84
Check	002084	10/02/18	Vendor	WELLS FARGO BANK*	1607586	2018/08 EXTRA ADMIN SER 2004A	ProfServ-Trustee Fees	201-531045-51301	\$841.50
Check	002084	10/02/18	Vendor	WELLS FARGO BANK*	1606136	9/4/18-9/3/19 TRUSTEE FEES	ProfServ-Trustee Fees	201-531045-51301	\$5,000.00
Check	002085	10/05/18	Vendor	BRIGHTVIEW LANDSCAPING	5963828	OCT EXTERIOR MAINT	Contracts-Landscape	001-534050-53902	\$800.00
Check	002086	10/05/18	Vendor	PUBLIC RISK INSURANCE AGENCY	57623	10/1/18-10/1/19 GEN LIAB	Insurance - General Liability	001-545002-51301	\$8,084.00
Check	002086	10/05/18	Vendor	PUBLIC RISK INSURANCE AGENCY	57640	10/1/18-10/1/19 PUBLIC OFFICIA	Insurance - General Liability	001-545002-51301	\$9,690.00
Check	002087	10/05/18	Vendor	SARASOTA HERALD-TRIBUNE	SC52G0R7V0	2019 MTG SCHEDULE	Legal Advertising	001-548002-51301	\$78.30
Check	002088	10/05/18	Vendor	STRALEY ROBIN VERICKER	16243	8/16-9/15/18 GEN COUNSEL	ProfServ-Legal Services	001-531023-51401	\$2,264.69
Check	002088	10/05/18	Vendor	STRALEY ROBIN VERICKER	16244	8/16-9/15 QUIET TAX DEED TITLE	ProfServ-Legal Services	001-531023-51401	\$1,418.94
Check	002089	10/12/18	Vendor	DEPT ECONOMIC OPPORTUNITY	72406	2018/2019 DISTRICT FILING FEE	Annual District Filing Fee	001-554007-51301	\$175.00
Check	002090	10/18/18	Vendor	COMPLETE I.T.	3037	GOOGLE FOR BUSINESS EMAIL	Office Supplies	001-551002-51301	\$83.70
Check	002091	10/18/18	Vendor	FEDEX	6-331-27090	FEDEX THRU 10/2/18	Postage and Freight	001-541006-51301	\$28.22
Check	002092	10/26/18	Vendor	DMK ASSOCIATES	13402	6/30-9/30 GEN ENGINEERING	ProfServ-Engineering	001-531013-51501	\$1,000.00
Check	002092	10/26/18	Vendor	DMK ASSOCIATES	13150	JUNE GEN ENG/SWFMD PERMIT	ProfServ-Engineering	001-531013-51501	\$200.20
Check	002093	10/26/18	Vendor	FEDEX	6-339-16435	10/5/18 POSTAGE	Postage and Freight	001-541006-51301	\$13.01
Check	002094	10/26/18	Vendor	INFRAMARK, LLC	35136	OCT 2018 MGMNT SERVICES	ProfServ-Mgmt Consulting Serv	001-531027-51201	\$3,245.33
Check	002094	10/26/18	Vendor	INFRAMARK, LLC	35136	OCT 2018 MGMNT SERVICES	ProfServ-Field Management	001-531016-53901	\$1,390.50
Check	002094	10/26/18	Vendor	INFRAMARK, LLC	35136	OCT 2018 MGMNT SERVICES	Postage and Freight	001-541006-51301	\$5.38
Check	002094	10/26/18	Vendor	INFRAMARK, LLC	35136	OCT 2018 MGMNT SERVICES	Printing and Binding	001-547001-51301	\$3.60
Check	002094	10/26/18	Vendor	INFRAMARK, LLC	35136	OCT 2018 MGMNT SERVICES	ProfServ-Web Site Development	001-531047-51301	\$1,200.00
Check	002095	10/26/18	Vendor	WELLS FARGO BANK*	1618075	2018/09 EXTRA ADMIN SER 2004A	ProfServ-Trustee Fees	201-531045-51301	\$247.50
Check	002096	10/29/18	Vendor	STRALEY ROBIN VERICKER	16360	9/19-10/05/18 BANYAN POINTE	ProfServ-Legal Services	001-531023-51401	\$2,597.50
Check	002097	10/31/18	Vendor	FEDEX	6-345-67778	10/12/18 POSTAGE	Postage and Freight	001-541006-51301	\$13.07
Check	002098	10/31/18	Vendor	FRONTIER	101918-5997	10/19-11/18/18 941-240-5997	Communication - Teleph - Field	001-541005-53901	\$543.48
Check	002099	11/02/18	Vendor	BRIGHTVIEW LANDSCAPING	6010965	NOVEMBER EXTERIOR MAINT	Contracts-Landscape	001-534050-53902	\$800.00
Check	002100	11/06/18	Vendor	FEDEX	6-353-12744	10/19/18 POSTAGE	Postage and Freight	001-541006-51301	\$13.13
Check	002101	11/12/18	Employee	CARL A. IMPASTATO	PAYROLL	November 12, 2018 Payroll Posting			\$184.70
Check	002102	11/12/18	Employee	LAWRENCE H. TINKHAM	PAYROLL	November 12, 2018 Payroll Posting			\$184.70
Check	002103	11/12/18	Employee	WILLIAM RICHARDSON	PAYROLL	November 12, 2018 Payroll Posting			\$184.70
Check	002104	11/12/18	Employee	ELIO M. BUCCIERO	PAYROLL	November 12, 2018 Payroll Posting			\$184.70
Check	002105	11/12/18	Employee	ROBERT M. RIPATRAZONE	PAYROLL	November 12, 2018 Payroll Posting			\$184.70
Check	002106	11/12/18	Vendor	STRALEY ROBIN VERICKER	16373	9/17-10/15/18 GEN COUNSEL	ProfServ-Legal Services	001-531023-51401	\$1,111.20
Check	002107	11/21/18	Vendor	COMPLETE I.T.	3140	NOV/GOOGLE FOR BUSINESS EMAIL	Office Supplies	001-551002-51301	\$83.70
ACH	DD127	10/16/18	Vendor	FPL	092418 ACH	8/27-9/24/18 ELEC ACH 10.07.18	Utility - Pump Station	001-543015-53902	\$1,599.71
ACH	DD127	10/16/18	Vendor	FPL	092418 ACH	8/27-9/24/18 ELEC ACH 10.07.18	Electricity - Entrance	001-543008-53901	\$11.03
ACH	DD128	11/05/18	Vendor	FPL	102418 ACH	9/24-10/24/18 ELEC ACH 11.05	Utility - Pump Station	001-543015-53902	\$2,447.34
ACH	DD128	11/05/18	Vendor	FPL	102418 ACH	9/24-10/24/18 ELEC ACH 11.05	Electricity - Entrance	001-543008-53901	\$11.03

Total Amount Paid	\$52,675.40
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