

## **Meadow Pointe Community Development District**

### **Board of Supervisors**

Michael Smith, Chairman

Alicia Willis, Vice-Chairman

Kelly L. Garvin, Assistant Secretary

Lutfi Jadallah, Assistant Secretary

Nathaniel Kirkland, Supervisor

Mark Vega, District Manager

Tracy Robin, District Counsel

Tonja Stewart, District Engineer

Keith Fisk, Operations Manager

Dana Crosby Collier, District Counsel

David Wenck, Inframark

### **Regular Meeting Agenda** **Thursday, November 18, 2021 7:00 P.M.**

**Participation by Communication Media Technology is available through any of the following three means:**

**(1) Dial 312-626-6799 or 646-558-8656, then enter Meeting ID 3797970647**

**(2) Via Internet: <https://us02web.zoom.us/j/3797970647>, Meeting ID 3797970647**

**(3) Download the Zoom app on a smart phone, Meeting ID 3797970647**

**A hybrid meeting procedure using media technology communications to allow audience members to attend via ZOOM.**

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### **REGULAR MEETING**

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Audience Comments
4. Consent Agenda
  - A. Approval of Minutes of the October 7, 2021 Meeting
  - B. Acceptance of the September 30, 2021 Financials
  - C. Motion Assigning Fund Balance as of 9.30.21
5. Deed Restriction and Architectural Review Matters
6. District Counsel Report
  - o Discussion of Waste Connections Contract
7. District Engineer Report
8. District Manager Report
  - A. Consideration of Establishment of an Auditing Committee
  - B. Amended and Restated Management Services Master Agreement with Inframark
  - C. Triangle Pool Update Supply Chain
  - D. Discussion Regarding Inframark Taking Over Deed Restriction Process
9. Operation Manager Report
10. Community Council Update
11. Supervisor Comments
12. Adjournment

**Note:** The next meeting is scheduled for December 2, 2021

#### **Meeting Location:**

Meadow Pointe Community Park, Clubhouse A,  
28245 County Line Road, Wesley Chapel, Fl. 33544

**MINUTES OF MEETING  
MEADOW POINTE  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Meadow Pointe Community Development District was held Thursday, October 7, 2021 at 7:00 p.m. at the Meadow Pointe Community Park, Clubhouse A 28245 County Line Road Wesley Chapel, FL 33544 and residents attended via Zoom at <https://us02web.zoom.us/j/3797970647>, and Meeting ID: 379 797 0647

Present and constituting a quorum were:

Michael Smith	Chairman
Alicia Willis	Vice Chair
Kelly L. Garvin	Assistant Secretary
Lutfi Jadallah	Assistant Secretary
Nathaniel Kirkland	Assistant Secretary

Also Present Remotely:  
Residents

*The following is a summary of the discussions and actions taken at the October 7, 2021 Board of Supervisors meeting.*

**FIRST ORDER OF BUSINESS**

**Call to Order and Roll Call**

All Board members were present.

**SECOND ORDER OF BUSINESS**

**Pledge of Allegiance**

**THIRD ORDER OF BUSINESS**

**Audience Comments-Remote**

Audience comments are permitted on any matter being discussed by the Board. In order to maintain order and in the interest of time and fairness to other speakers, each speaker must be recognized by the Chair and comments are limited to three minutes per person. This time may be extended at the discretion of the Chair. Only one person may speak at a time. Although Supervisors may not necessarily respond to the comments, they will be taken into consideration by the Supervisors.

None

**FOURTH ORDER OF BUSINESS**

**Discussion of Third Party Deed Restriction  
Enforcement**

This item will be included on the agenda for the October 21, 2021 meeting.

**A. Deed Restriction and Architectural Review Matters**

None

**FIFTH ORDER OF BUSINESS****Operations Matters**

- Holiday Lights Proposals
- Aronwood
- Clubhouse and Fence
- Tower 2021

This item was discussed by the Board.

On MOTION by Ms. Willis seconded by Ms. Garvin with all in favor, the proposals from Events Done Bright for holiday lighting on Aronwood/BBD and the clubhouse in the amount of \$13,000 was approved. 5/0

**Letter from Waste Connections**

The current proposal from Waste Connections calls for contract rate for balance of current contract and what is 3 additional years at cap rate. The Board is willing to give one year at cap rate with two additional renewals at cap rate with a 60-day option to cancel service.

**Reserve Study Proposals**

- Reserve Advisors
- Custom Reserve

On MOTION by Ms. Willis seconded by Ms. Garvin with all in favor, the reserve study proposal from Custom Reserve in the amount of up to \$4,000 was accepted. 5/0

**SIXTH ORDER OF BUSINESS****Resolution #2022-01 Disbursement of Payroll Changes**

Ms. Willis MOVED seconded by Ms. Garvin to adopt Resolution #2022-01 Authorizing the disbursement of payroll changes without prior approval of the Board of Supervisors, providing for a monetary threshold, and providing for an effective date.

Discussion ensued.

On VOICE Vote with Ms. Willis, Ms. Garvin, Mr. Smith and Mr. Kirkland voting AYE and Mr. Jadallah voting Nay Resolution #2022-01 authorizing the disbursement of payroll changes without prior approval of the Board of Supervisors; providing for a monetary threshold and providing for an effective date was adopted. 4/1

**SEVENTH ORDER OF BUSINESS****Community Council Update**

None

**EIGHTH ORDER OF BUSINESS****Supervisor Comments**

Ms. Willis will ask Keith Fisk to get a proposal to add a gate to the playground by sports court.

Mr. Jadallah asked what decision was made for Keith Fisk's pay and it was explained that the whole idea was not to discuss the topic "on the air" and further explained that he could most likely ask for and receive that information from Mr. Vega.

Mr. Smith informed the Board that research on paving was moving forward with the paperwork being submitted to the county to initiate the conversation.

**NINTH ORDER OF BUSINESS****Adjournment**

The meeting was adjourned at 8:05 P.M.

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**Balance Sheet**  
September 30, 2021

ACCOUNT DESCRIPTION	GENERAL FUND	RESIDENTIAL SERVICES FUND	TOTAL
<b><u>ASSETS</u></b>			
Cash - Checking Account	\$ 340,709	\$ -	\$ 340,709
Cash On Hand/Petty Cash	300	-	300
Due From Other Funds	-	126,869	126,869
Investments:			
Money Market Account	797,748	-	797,748
Utility Deposits - TECO	19,346	-	19,346
<b>TOTAL ASSETS</b>	<b>\$ 1,158,103</b>	<b>\$ 126,869</b>	<b>\$ 1,284,972</b>
<b><u>LIABILITIES</u></b>			
Accounts Payable	\$ 33,254	\$ 13,673	\$ 46,927
Accrued Wages Payable	6,052	-	6,052
Accrued Taxes Payable	475	-	475
Sales Tax Payable	109	-	109
Due To Other Funds	126,869	-	126,869
<b>TOTAL LIABILITIES</b>	<b>166,759</b>	<b>13,673</b>	<b>180,432</b>
<b><u>FUND BALANCES</u></b>			
<b>Nonspendable:</b>			
Deposits	19,346	-	19,346
<b>Assigned to:</b>			
Operating Reserves	273,866	42,979	316,845
<b>Unassigned:</b>	698,132	70,217	768,349
<b>TOTAL FUND BALANCES</b>	<b>\$ 991,344</b>	<b>\$ 113,196</b>	<b>\$ 1,104,540</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 1,158,103</b>	<b>\$ 126,869</b>	<b>\$ 1,284,972</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending September 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
<b>REVENUES</b>					
Interest - Investments	\$ 5,000	\$ 5,000	\$ 2,774	\$ (2,226)	55.48%
Interest - Tax Collector	-	-	304	304	0.00%
Special Assmnts- Tax Collector	1,119,333	1,119,333	1,119,334	1	100.00%
Special Assmnts- Discounts	(44,773)	(44,773)	(42,926)	1,847	95.87%
Other Miscellaneous Revenues	500	500	4,908	4,408	981.60%
Access Cards	1,000	1,000	1,575	575	157.50%
Amenities Revenue	5,000	5,000	11,570	6,570	231.40%
<b>TOTAL REVENUES</b>	<b>1,086,060</b>	<b>1,086,060</b>	<b>1,097,539</b>	<b>11,479</b>	<b>101.06%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
P/R-Board of Supervisors	24,000	24,000	22,600	1,400	94.17%
FICA Taxes	1,836	1,836	1,729	107	94.17%
ProfServ-Engineering	10,000	10,000	2,770	7,230	27.70%
ProfServ-Legal Services	10,000	10,000	15,185	(5,185)	151.85%
ProfServ-Mgmt Consulting	64,483	64,483	64,483	-	100.00%
ProfServ-Property Appraiser	150	150	150	-	100.00%
ProfServ-Recording Secretary	1,500	1,500	375	1,125	25.00%
Auditing Services	5,200	5,200	4,600	600	88.46%
Postage and Freight	2,000	2,000	806	1,194	40.30%
Insurance - General Liability	35,288	35,288	35,585	(297)	100.84%
Printing and Binding	1,500	1,500	2	1,498	0.13%
Legal Advertising	1,100	1,100	1,424	(324)	129.45%
Miscellaneous Services	100	100	31	69	31.00%
Misc-Assessment Collection Cost	22,387	22,387	21,533	854	96.19%
Misc-Taxes	3,300	3,300	2,374	926	71.94%
Annual District Filing Fee	175	175	175	-	100.00%
<b>Total Administration</b>	<b>183,019</b>	<b>183,019</b>	<b>173,822</b>	<b>9,197</b>	<b>94.97%</b>
<b>Field</b>					
Contracts-Landscape	144,019	144,019	144,018	1	100.00%
Contracts-Landscape Consultant	6,720	6,720	6,720	-	100.00%
Utility - General	20,000	20,000	12,969	7,031	64.85%
R&M-General	36,000	36,000	31,938	4,062	88.72%
R&M-Irrigation	10,000	10,000	2,480	7,520	24.80%
R&M-Lake	25,000	25,000	24,243	757	96.97%
R&M-Landscape Renovations	20,000	20,000	14,773	5,227	73.87%
R&M-Mulch	13,000	13,000	13,200	(200)	101.54%
Cap Outlay-Machinery and Equip	5,000	5,000	-	5,000	0.00%
<b>Total Field</b>	<b>279,739</b>	<b>279,739</b>	<b>250,341</b>	<b>29,398</b>	<b>89.49%</b>
<b>Road and Street Facilities</b>					
Electricity - Streetlights	150,000	150,000	137,892	12,108	91.93%
<b>Total Road and Street Facilities</b>	<b>150,000</b>	<b>150,000</b>	<b>137,892</b>	<b>12,108</b>	<b>91.93%</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending September 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
<b><u>Parks and Recreation - General</u></b>					
Payroll-Salaries	230,000	230,000	219,252	10,748	95.33%
FICA Taxes	17,595	17,595	16,785	810	95.40%
Life and Health Insurance	9,000	9,000	1,223	7,777	13.59%
Workers' Compensation	8,611	8,611	3,293	5,318	38.24%
Communication - Telephone	6,000	6,000	5,259	741	87.65%
Utility - General	40,000	40,000	31,987	8,013	79.97%
R&M-General	94,500	94,500	28,757	65,743	30.43%
R&M-Mulch	5,000	5,000	4,720	280	94.40%
Misc-News Letters	11,000	11,000	7,160	3,840	65.09%
Op Supplies - General	60,000	60,000	90,419	(30,419)	150.70%
Subscriptions and Memberships	1,000	1,000	305	695	30.50%
Capital Outlay	246,873	246,873	110,605	136,268	44.80%
<b>Total Parks and Recreation - General</b>	<b>729,579</b>	<b>729,579</b>	<b>519,765</b>	<b>209,814</b>	<b>71.24%</b>
<b><u>TOTAL EXPENDITURES</u></b>					
	<b>1,342,337</b>	<b>1,342,337</b>	<b>1,081,820</b>	<b>260,517</b>	<b>80.59%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	(256,277)	(256,277)	15,719	271,996	-6.13%
<b><u>OTHER FINANCING SOURCES (USES)</u></b>					
Contribution to (Use of) Fund Balance	(256,277)	-	-	-	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(256,277)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Net change in fund balance	\$ (256,277)	\$ (256,277)	\$ 15,719	\$ 271,996	-6.13%
<b>FUND BALANCE, BEGINNING (OCT 1, 2020)</b>	<b>975,625</b>	<b>975,625</b>	<b>975,625</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 719,348</b>	<b>\$ 719,348</b>	<b>\$ 991,344</b>		

## Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending September 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
<b>REVENUES</b>					
Interest - Investments	\$ -	\$ -	\$ -	\$ -	0.00%
Special Assmnts- Tax Collector	152,670	152,670	152,670	-	100.00%
Special Assmnts- Discounts	(6,107)	(6,107)	(5,855)	252	95.87%
<b>TOTAL REVENUES</b>	<b>146,563</b>	<b>146,563</b>	<b>146,815</b>	<b>252</b>	<b>100.17%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
ProfServ-Administrative	2,100	2,100	2,100	-	100.00%
ProfServ-Legal Services	7,000	7,000	2,894	4,106	41.34%
Misc-Assessment Collection Cost	3,053	3,053	2,937	116	96.20%
Office Supplies	3,000	3,000	3,693	(693)	123.10%
<b>Total Administration</b>	<b>15,153</b>	<b>15,153</b>	<b>11,624</b>	<b>3,529</b>	<b>76.71%</b>
<b>Garbage/Solid Waste Services</b>					
Utility - Refuse Removal	156,764	156,764	156,764	-	100.00%
<b>Total Garbage/Solid Waste Services</b>	<b>156,764</b>	<b>156,764</b>	<b>156,764</b>	<b>-</b>	<b>100.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>171,917</b>	<b>171,917</b>	<b>168,388</b>	<b>3,529</b>	<b>97.95%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	(25,354)	(25,354)	(21,573)	3,781	85.09%
<b>OTHER FINANCING SOURCES (USES)</b>					
Contribution to (Use of) Fund Balance	(25,354)	-	-	-	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(25,354)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Net change in fund balance	\$ (25,354)	\$ (25,354)	\$ (21,573)	\$ 3,781	85.09%
<b>FUND BALANCE, BEGINNING (OCT 1, 2020)</b>	<b>134,769</b>	<b>134,769</b>	<b>134,769</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 109,415</b>	<b>\$ 109,415</b>	<b>\$ 113,196</b>		



# Meadow Pointe

## Community Development District

### Non-Ad Valorem Special Assessments (Pasco County Tax Collector - Monthly Collection Distributions) For the Fiscal Year Ending September 30, 2021

					ALLOCATION	
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	General Fund Assessments	Residential Services Fund Assessments
Assessments Levied				\$1,272,004	\$ 1,119,334	\$ 152,670
Allocation %				100%	88.00%	12.00%
11/05/20	\$ 7,533	\$ 419	\$ 154	\$ 8,106	\$ 7,133	\$ 973
11/16/20	\$ 49,481	\$ 2,104	\$ 1,010	\$ 52,594	\$ 46,282	\$ 6,313
11/25/20	\$ 48,905	\$ 2,079	\$ 998	\$ 51,983	\$ 45,743	\$ 6,239
12/04/20	\$ 642,652	\$ 27,322	\$ 13,115	\$ 683,089	\$ 601,102	\$ 81,986
12/09/20	\$ 319,950	\$ 13,603	\$ 6,530	\$ 340,083	\$ 299,265	\$ 40,818
12/18/20	\$ 48,753	\$ 2,046	\$ 995	\$ 51,793	\$ 45,577	\$ 6,216
12/30/20	\$ 21,644	\$ 752	\$ 442	\$ 22,838	\$ 20,097	\$ 2,741
01/11/21	\$ 9,282	\$ 293	\$ 189	\$ 9,764	\$ 8,592	\$ 1,172
02/09/21	\$ 9,802	\$ 207	\$ 200	\$ 10,209	\$ 8,984	\$ 1,225
03/09/21	\$ 5,921	\$ 73	\$ 121	\$ 6,116	\$ 5,382	\$ 734
04/07/21	\$ 20,141	\$ 12	\$ 411	\$ 20,565	\$ 18,096	\$ 2,468
05/11/21	\$ 3,686	\$ (92)	\$ 75	\$ 3,669	\$ 3,229	\$ 440
06/04/21	\$ 1,235	\$ (37)	\$ 25	\$ 1,223	\$ 1,076	\$ 147
06/09/21	\$ 9,767	\$ -	\$ 205	\$ 9,972	\$ 8,776	\$ 1,197
TOTAL	\$ 1,198,753	\$ 48,781	\$ 24,470	\$ 1,272,004	\$ 1,119,334	\$ 152,670
% COLLECTED				100%	100%	100%
TOTAL OUTSTANDING				\$ 0	\$ 0	\$ 0

**Meadow Pointe**

Community Development District

**Cash and Investment Report**  
**September 30, 2021**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>MATURITY</u>	<u>BALANCE</u>
<b>GENERAL FUND</b>				
Checking Account - Operating	SouthState	0.00%	n/a	333,503
Checking Account - Operating	Regions	0.00%	n/a	7,205
		<b>Subtotal</b>		<u>340,709</u>
Petty Cash		0.00%	n/a	300
Money Market Account	Bank United	0.15%	n/a	96,367
Money Market Account	Valley National	0.25%	n/a	672,526
Money Market Account	BB&T	0.01%	n/a	28,855
		<b>Subtotal</b>		<u>797,748</u>
		<b>Total</b>		<u>\$ 1,138,756</u>

**Meadow Pointe**

## Community Development District

**Cash Receipts Schedule**  
**September 30, 2021**

<u>Date</u>	<u>Source</u>	<u>Miscellaneous</u>			<u>Description</u>
		<u>Amount</u>	<u>Income</u>	<u>Other</u>	
11/05/20	Tax Collector	7,533		7,533	see assessment collection worksheet
11/12/20	Tax Collector	5,166		5,166	FY 2020 excess fees
11/16/20	Tax Collector	49,481		49,481	see assessment collection worksheet
11/25/20	Tax Collector	48,905		48,905	see assessment collection worksheet
11/25/20	Paint/Fobs/Supervisor of Elections	1,619	1,619		
12/04/20	Tax Collector	642,652		642,652	see assessment collection worksheet
12/09/20	Tax Collector	319,950		319,950	see assessment collection worksheet
12/10/20	Sales tax collection allowance	2	2		
12/18/20	Tax Collector	48,753		48,753	see assessment collection worksheet
12/30/20	Tax Collector	21,644		21,644	see assessment collection worksheet
01/07/21	Inframark	84		84	reimbursement of late fees
01/11/21	Tax Collector	5		5	interest
01/11/21	Tax Collector	9,282		9,282	see assessment collection worksheet
01/13/21	Paint/Fobs/Membership	1,652	1,652		
01/19/21	Class	760	760		
02/09/21	Tax Collector	9,802		9,802	see assessment collection worksheet
02/10/21	Sales tax collection allowance	4	4		
02/15/21	Rental Refund	(100)	(100)		
02/18/21	Class/Fobs/Parking	1,479	1,479		
03/09/21	Tax Collector	5,921		5,921	see assessment collection worksheet
03/09/21	Sales tax collection allowance	2	2		
03/18/21	Paint/Fobs/Parking	405	405		
04/07/21	Tax Collector	20,141		20,141	see assessment collection worksheet
04/15/21	Sales tax collection allowance	1	1		
04/15/21	Paint/Fobs/Parking/Vendor Event	381	381		
05/11/21	Sales tax collection allowance	1	1		
05/11/21	Tax Collector	3,686		3,686	see assessment collection worksheet
05/20/21	Fobs/Class	1,077	1,077		
06/04/21	Tax Collector	1,235		1,235	see assessment collection worksheet
06/09/21	Tax Collector	9,832		9,832	see assessment collection worksheet
06/09/21	Sales tax collection allowance	2	2		
06/11/21	State of Florida	4,300	4,300		unclaimed property
06/11/21	Class/Fobs/Party	1,019	1,019		
06/18/21	Party	50	50		
06/29/21	Parking/Fobs	357	357		
07/01/21	Miscellaneous	140	140		
07/01/21	Fobs	360	360		
07/14/21	Sales tax collection allowance	2	2		
07/23/21	Fobs/Party	1,095	1,095		
08/15/21	Fobs/Party	1,859	1,859		
09/14/21	Sales tax collection allowance	5	5		
09/15/21	Class/Party/Parking	1,582	1,582		
<b>Total</b>		<b>1,222,125</b>	<b>18,053</b>	<b>1,204,072</b>	

**MEADOW POINTE  
COMMUNITY DEVELOPMENT DISTRICT**

**Motion: Assigning Fund Balance as of 9/30/21**

The Board hereby assigns the FY 2021 Reserves per the September 30, 2021 Balance Sheet as follows:

Operating Reserve	\$316,845
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