

Meadow Pointe Community Development District

Board of Supervisors

Michael Smith, Chairman
Alicia Willis, Vice-Chairman
Alan Sourk, Assistant Secretary
Nathaniel Kirkland, Assistant Secretary

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David Wenck, District Manager
Tracy Robin, District Counsel
Tonja Stewart, District Engineer
Keith Fisk, Operations Manager

Revised Regular Meeting Agenda

Thursday, March 16, 2023, 7:00 P.M.

Meeting URL: <https://us06web.zoom.us/j/82967680453?>

Meeting ID: 829 6768 0453

If you do not have a way to join Zoom via a device connected to the internet you can also call into the meeting **Dial In (305) 224-1968**

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

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Presentation of Plaque to Lutfi Jadallah
4. Audience Comments (3) Minute Time Limit
5. Consent Agenda
 - A. Approval of the Minutes of the February 16, 2023 Meeting
 - B. Acceptance of February 2023 Financials
6. Old Business
 - Update on County Crosswalks
 - Update on Roadway Safety
7. Deed Restriction and Architectural Review Matters
 - Renter Requirements and Restrictions
8. Operations Matters
 - Aquaworx – Slide Preventive Maintenance Proposal
 - Krueger Contracting Drainage Proposal
 - Update on Sidewalk Drainage Options
9. Community Council Update
10. District Manager
 - Preliminary Discussion of the Fiscal Year 2024 Budget
11. Aquatics Report
12. New Business
 - Consideration of Filling Vacant Board Seat, Seat #4
13. Supervisor Comments
14. Audience Comments (3 minute time limit)
15. Adjournment

Note: The next meeting is scheduled for April 20, 2023

Meeting Location: 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, February 16, 2023 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/j3797970647>, and Meeting ID: 379 797 0647

Present and constituting a quorum were:

Michael Smith	Chairman
Alicia Willis	Vice Chair
Alan Sourk	Assistant Secretary
Nathaniel Kirkland	Assistant Secretary

Also present:

David Wenck	District Manager
Keith Fisk	Operations Manager
Dennis Costa	Community Council
Residents	

The following is a summary of the discussions and actions taken at the February 16, 2023 Board of Supervisors meeting.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

The meeting was called to order and a quorum was established.

SECOND ORDER OF BUSINESS

Pledge of Allegiance

The Pledge of Allegiance was recited.

THIRD ORDER OF BUSINESS

Audience Comments

None

FOURTH ORDER OF BUSINESS

Consent Agenda

A. Approval of the Minutes of the January 19, 2022 Meeting

B. Acceptance of January, 2023 Financials

On MOTION by Ms. Willis seconded by Mr. Kirkland with all in favor the consent agenda was accepted. 4-0

FIFTH ORDER OF BUSINESS

Old Business

A. Update on County Crosswalks

- Ms. Willis noted right now they did approve to put a crosswalk that will go through at the entrance of the Arbors and Grasslands, it will go across. It will be a four sided, flashing

light beacon. The approximate cost is \$100K to be paid by the county.

- Audience members had questions which were answered.
- The Board consented that they are in favor of the crosswalk and signage that will be done by the county and a letter will be forwarded to them of that effect.

SIXTH ORDER OF BUSINESS

Deed Restriction and Architectural Review Matters

- This month we have on our website an Easy Reporting Electronic Report. There is a Deed Restriction tab on the home page. When you click on the tab it will ask for the address of the violation and in the next box a brief description of what the problem is. The operations manager will do an inspection and prepare a deed restriction violation if necessary. Another tab on the site will explain what the deed restrictions are. Inspections will be done through the week and letters will go out on Wednesday’s. A second inspection will be done 14 days after the letters go out, and the result will go to a DRVB hearing.

SEVENTH ORDER OF BUSINESS

Operations Matters

- Mr. Fisk commented on pressure washing bids received.
- Mr. Smith suggested terms of \$1,000 down payment with 30% more at the halfway point, to be paid at completion.

On MOTION by Mr. Smith seconded by Ms. Willis with all in favor, the proposal from Neptune Multiservice in the amount of \$9,925 for the fence, sidewalk, and wall pressure cleaning contingent on the vendor’s acceptance of the requested terms, was approved. 4-0

- Bids for swales; two bids were received; more will be requested.
- The number of web page visitors was discussed.
- The house at 1701 Firewheel was repainted with an approved color.

EIGHTH ORDER OF BUSINESS

Community Council Update

- Mr. Costa requested ideas on upcoming events from the Board; he would like to have a car show.

On MOTION by Ms. Willis seconded by Mr. Kirkland with all in favor, a not to exceed \$2,500 for the April Community Fair was approved. 4-0

NINTH ORDER OF BUSINESS

District Manager

Mr. Wenck commented on the insurance refund/rebate for the sidewalk work. He received an insurance form to fill out and found the work had to be invoiced in the fiscal year that the grant is requested. That did not apply to the sidewalk work in question.

TENTH ORDER OF BUSINESS

Aquatics Report

- Mr. Fisk noted everything is looking good, no complaints.

ELEVENTH ORDER OF BUSINESS

New Business

There was none.

TWELFTH ORDER OF BUSINESS

Supervisor Comments

- Mr. Sourk suggested a discussion on adding a new Board member to the Board.
- A notice will be placed on the District’s website informing potential candidates that a Board seat vacancy exists and interested residents should attend the next Board of Supervisors meeting.

THIRTEENTH ORDER OF BUSINESS

Audience Comments

- Resident comments were received.
- The Board discussed the process for consideration of ARC cases.

On MOTION by Mr. Smith seconded by Mr. Kirkland with all in favor, ARC application case # A2023006 was approved. 4-0

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Smith seconded by Mr. Kirkland with all in favor, the meeting was adjourned. 4-0



Meadow Pointe

Community Development District

Notes to the Financial Statements

Financial Overview / Highlights

- ▶ Total revenues are currently at 105.54% of the annual budget. 104.85% of special assessments have been collected through February.

- ▶ Total expenditures are at approximately 32.65% of the annual budget.

Variance Analysis

Account Name	YTD Actual	Annual Budget	% of Budget	Explanation
Expenditures - General Fund				
<i>Administrative</i>				
ProfServ-Mgmt Consulting Serv	\$23,419	\$64,483	36%	Budget includes monthly management fee and annual fee for assessment roll preparation.
Web Hosting/Email services	\$1,553	\$1,553	0%	Annual Website Services for FY2023.
Insurance-General Liability	\$32,204	\$35,364	91%	EGIS Insurance premium has been paid for FY2023.
Annual District Filing Fee	\$175	\$175	100%	Annual Filing for FY 2023.
<i>Field</i>				
Contracts-Landscape Consultants	\$2,800	\$6,720	42%	All payments to OLM for landscape inspections.
R&M-Lake	\$9,160	\$27,500	33%	All payments for monthly lake maintenance and repairs.
R&M-Landscape Renovations	\$15,175	\$20,000	76%	All payments to Greenview Landscaping for renovations, removal of Liriope, level dirt and install SOD/flowers.
<i>Parks and Recreation</i>				
ProfServ-Pool Maintenance	\$15,580	\$30,000	52%	Pavers Rescue to repair pool and shower areas.
Communication - Telephone	\$1,998	\$6,000	33%	Spectrum and Verizon monthly charges.
R&M-General	\$6,117	\$38,200	16%	All payments for repair and maintenance items.
Op Supplies - General	\$20,018	\$36,287	55%	Includes pool chemicals - \$1,176, security detail - \$1,600, cleaning supplies, holiday gifts for employees - \$1,200, and misc expenses.

The notes are intended to provide additional information helpful when reviewing the financial statements.

Balance Sheet
February 28, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	RESIDENTIAL SERVICES FUND	TOTAL
<u>ASSETS</u>			
Cash - Checking Account	\$ 1,489,800	\$ -	\$ 1,489,800
Cash On Hand/Petty Cash	300	-	300
Due From Other Funds	-	186,747	186,747
Investments:			
Money Market Account	616,221	-	616,221
Prepaid Items	13,202	-	13,202
Utility Deposits - TECO	18,775	-	18,775
TOTAL ASSETS	\$ 2,138,298	\$ 186,747	\$ 2,325,045
<u>LIABILITIES</u>			
Accounts Payable	\$ 17,875	\$ 139	\$ 18,014
Accrued Expenses	16,290	-	16,290
Sales Tax Payable	331	-	331
Deposits	600	-	600
Due To Other Funds	186,747	-	186,747
TOTAL LIABILITIES	221,843	139	221,982
<u>FUND BALANCES</u>			
Nonspendable:			
Prepaid Items	13,202	-	13,202
Deposits	18,775	-	18,775
Assigned to:			
Operating Reserves	262,932	43,679	306,611
Unassigned:			
	1,621,546	142,929	1,764,475
TOTAL FUND BALANCES	\$ 1,916,455	\$ 186,608	\$ 2,103,063
TOTAL LIABILITIES & FUND BALANCES	\$ 2,138,298	\$ 186,747	\$ 2,325,045

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2023

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	\$ 2,500	\$ 1,042	\$ 8,112	\$ 7,070	324.48%
Interest - Tax Collector	-	-	295	295	0.00%
Special Assmnts- Tax Collector	1,427,125	1,284,414	1,496,389	211,975	104.85%
Special Assmnts- Discounts	(57,085)	(51,378)	(59,229)	(7,851)	103.76%
Other Miscellaneous Revenues	5,500	2,292	1,973	(319)	35.87%
Access Cards	1,000	417	1,052	635	105.20%
Amenities Revenue	-	-	6,821	6,821	0.00%
TOTAL REVENUES	1,379,040	1,236,787	1,455,413	218,626	105.54%
EXPENDITURES					
Administration					
P/R-Board of Supervisors	12,000	5,000	5,745	(745)	47.88%
FICA Taxes	918	383	275	108	29.96%
ProfServ-Engineering	10,000	4,167	-	4,167	0.00%
ProfServ-Legal Services	10,000	4,167	1,912	2,255	19.12%
ProfServ-Mgmt Consulting	64,483	26,868	23,419	3,449	36.32%
ProfServ-Property Appraiser	150	150	-	150	0.00%
ProfServ-Recording Secretary	1,500	625	-	625	0.00%
Auditing Services	5,200	2,600	-	2,600	0.00%
Website Hosting/Email services	1,553	1,553	1,553	-	100.00%
Postage and Freight	2,000	833	757	76	37.85%
Insurance - General Liability	35,364	17,682	32,204	(14,522)	91.06%
Printing and Binding	1,500	625	2	623	0.13%
Legal Advertising	1,100	458	-	458	0.00%
Miscellaneous Services	100	42	112	(70)	112.00%
Misc-Assessment Collection Cost	28,543	25,689	28,743	(3,054)	100.70%
Misc-Taxes	3,300	3,300	2,298	1,002	69.64%
Annual District Filing Fee	175	175	175	-	100.00%
Total Administration	177,886	94,317	97,195	(2,878)	54.64%
Field					
Contracts-Security Services	1,600	667	-	667	0.00%
Contracts-Landscape	158,421	66,009	64,808	1,201	40.91%
Contracts-Landscape Consultant	6,720	2,800	2,800	-	41.67%
Utility - General	20,000	8,333	4,464	3,869	22.32%
R&M-General	36,000	15,000	649	14,351	1.80%
R&M-Irrigation	10,000	4,167	1,950	2,217	19.50%
R&M-Lake	27,500	11,458	9,160	2,298	33.31%
R&M-Landscape Renovations	20,000	8,333	15,175	(6,842)	75.88%
R&M-Mulch	13,000	5,417	-	5,417	0.00%
R&M-Sidewalks	10,000	4,167	-	4,167	0.00%
R&M-Trees	15,000	6,250	13,500	(7,250)	90.00%
Cap Outlay-Machinery and Equip	5,000	2,083	-	2,083	0.00%
Total Field	323,241	134,684	112,506	22,178	34.81%

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending February 28, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<u>Road and Street Facilities</u>					
Electricity - Streetlights	162,314	67,631	73,177	(5,546)	45.08%
Total Road and Street Facilities	162,314	67,631	73,177	(5,546)	45.08%
<u>Parks and Recreation</u>					
Payroll-Salaries	270,000	112,500	90,791	21,709	33.63%
Payroll-Benefits	4,500	1,875	-	1,875	0.00%
FICA Taxes	20,655	8,606	7,096	1,510	34.35%
Life and Health Insurance	9,000	3,750	-	3,750	0.00%
Workers' Compensation	8,611	3,588	3,884	(296)	45.11%
ProfServ-Pool Maintenance	30,000	12,500	15,580	(3,080)	51.93%
Contracts-Pest Control	1,113	464	-	464	0.00%
Communication - Telephone	6,000	2,500	1,998	502	33.30%
Utility - General	40,000	16,667	14,943	1,724	37.36%
R&M-General	38,200	15,917	6,117	9,800	16.01%
R&M-Mulch	5,000	2,083	-	2,083	0.00%
R&M-Fitness Equipment	1,800	750	-	750	0.00%
Holiday Decoration	13,000	5,417	6,926	(1,509)	53.28%
Misc-News Letters	7,500	3,125	-	3,125	0.00%
Special Events	5,000	2,083	-	2,083	0.00%
Op Supplies - General	36,287	15,120	20,018	(4,898)	55.17%
Subscriptions and Memberships	1,043	435	-	435	0.00%
Capital Outlay	41,700	17,375	-	17,375	0.00%
1st Quarter Operating Reserves	176,190	176,190	-	176,190	0.00%
Total Parks and Recreation	715,599	400,945	167,353	233,592	23.39%
TOTAL EXPENDITURES	1,379,040	697,577	450,231	247,346	32.65%
Excess (deficiency) of revenues					
Over (under) expenditures	-	539,210	1,005,182	465,972	0.00%
Net change in fund balance	\$ -	\$ 539,210	\$ 1,005,182	\$ 465,972	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2022)	911,273	911,273	911,273		
FUND BALANCE, ENDING	\$ 911,273	\$ 1,450,483	\$ 1,916,455		

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending February 28, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Special Assmnts- Tax Collector	330,649	297,584	204,053	(93,531)	61.71%
Special Assmnts- Discounts	(13,226)	(11,903)	(8,077)	3,826	61.07%
TOTAL REVENUES	317,423	285,681	195,976	(89,705)	61.74%
EXPENDITURES					
Administration					
ProfServ-Administrative	2,100	875	-	875	0.00%
ProfServ-Legal Services	7,000	2,917	458	2,459	6.54%
Deed Restrictions	7,200	3,000	-	3,000	0.00%
Deed Restrictions-Printing & Postage	7,200	3,000	944	2,056	13.11%
Misc-Assessment Collection Cost	6,613	5,952	3,920	2,032	59.28%
Office Supplies	3,000	1,250	58	1,192	1.93%
Total Administration	33,113	16,994	5,380	11,614	16.25%
Garbage/Solid Waste Services					
Utility - Refuse Removal	284,310	118,463	108,067	10,396	38.01%
Total Garbage/Solid Waste Services	284,310	118,463	108,067	10,396	38.01%
TOTAL EXPENDITURES	317,423	135,457	113,447	22,010	35.74%
Excess (deficiency) of revenues Over (under) expenditures	-	150,224	82,529	(67,695)	0.00%
Net change in fund balance	\$ -	\$ 150,224	\$ 82,529	\$ (67,695)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2022)	104,079	104,079	104,079		
FUND BALANCE, ENDING	\$ 104,079	\$ 254,303	\$ 186,608		

Meadow Pointe

Community Development District

**Non-Ad Valorem Special Assessments
(Pasco County Tax Collector - Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2023**

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	ALLOCATION	
					General Fund Assessments	Residential Services Fund Assessments
Assessments Levied				\$1,757,771	\$ 1,546,839	\$ 210,933
Allocation %				100%	88.00%	12.00%
11/07/22	\$ 12,982	\$ 705	\$ 265	\$ 13,952	\$ 12,278	\$ 1,674
11/15/22	\$ 73,097	\$ 3,108	\$ 1,492	\$ 77,697	\$ 68,373	\$ 9,324
11/21/22	\$ 280,342	\$ 11,919	\$ 5,721	\$ 297,983	\$ 262,225	\$ 35,758
11/25/22	\$ 98,558	\$ 4,190	\$ 2,011	\$ 104,760	\$ 92,189	\$ 12,571
12/02/22	\$ 616,517	\$ 26,192	\$ 12,582	\$ 655,290	\$ 576,656	\$ 78,635
12/09/22	\$ 376,313	\$ 15,820	\$ 7,680	\$ 399,813	\$ 351,835	\$ 47,978
12/20/22	\$ 65,728	\$ 2,701	\$ 1,341	\$ 69,771	\$ 61,398	\$ 8,373
01/12/23	\$ 28,100	\$ 923	\$ 573	\$ 29,596	\$ 26,045	\$ 3,552
02/07/23	\$ 48,836	\$ 1,747	\$ 997	\$ 51,579	\$ 45,389	\$ 6,189
TOTAL	\$ 1,600,474	\$ 67,305	\$ 32,663	\$ 1,700,442	\$ 1,496,389	\$ 204,053
% COLLECTED				97%	97%	97%
TOTAL OUTSTANDING				\$ 57,329	\$ 50,450	\$ 6,880

Meadow Pointe

Community Development District

**Cash and Investment Report
February 28, 2023**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>MATURITY</u>	<u>BALANCE</u>
GENERAL FUND				
Checking Account - Operating	SouthState	0.00%	n/a	1,449,314
Checking Account - Operating	Regions	0.00%	n/a	40,486
		Subtotal		<u>1,489,800</u>
Petty Cash		0.00%	n/a	300
Money Market Account	Bank United	0.15%	n/a	97,855
Money Market Account	Valley National	0.25%	n/a	489,506
Money Market Account	Truist	0.01%	n/a	28,859
		Subtotal		<u>616,221</u>
		Total		<u>\$ 2,106,320</u>

Meadow Pointe
Community Development District

Cash Receipts Schedule
February 28, 2023

<u>Date</u>	<u>Source</u>	<u>Amount</u>	<u>Misc. Income</u>	<u>Other</u>	<u>Description</u>
10/04/21	Rentals / Fobs	724	724		
10/20/22	Rentals / Agreements / Fobs / Parking	1,931	1,931		
10/20/22	HOA Fines / Legal Fees / Fobs	1,309	1,309		
11/01/22	Sales Tax Collection Allowance	3	3		
11/07/22	Tax Collector	12,278		12,278	See assessment collection worksheet
11/15/22	Tax Collector	68,373		68,373	See assessment collection worksheet
11/21/22	Tax Collector	262,225		262,225	See assessment collection worksheet
11/25/22	Tax Collector	92,189		92,189	See assessment collection worksheet
12/01/22	Fobs / Rentals	383	383		
12/02/22	Tax Collector	576,656		576,656	See assessment collection worksheet
12/09/22	Tax Collector	351,835		351,835	See assessment collection worksheet
12/20/22	Tax Collector	61,398		61,398	See assessment collection worksheet
01/06/23	Interest	571	571		
01/12/23	Tax Collector	26,045		26,045	See assessment collection worksheet
02/01/23	Rentals / Agreements / Fobs / Parking	2,570	2,570		
02/07/23	Tax Collector	45,389		45,389	See assessment collection worksheet
02/28/23	Rentals / Agreements / Fobs / Parking	2,355	2,355		
Total		1,506,235	9,846	1,496,389	