



Rizzetta & Company

LTC Ranch West Residential Community Development District

**Board of Supervisor's Meeting
June 13, 2023**

**District Office:
8529 South Park Circle
Suite 330
Orlando, FL 32819**

LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT

Offices of GreenPointe Communities, LLC
864 S.E. Becker Road, Port St. Lucie, FL 34984

Board of Supervisors	Grady Miars Austin Burr Chris Fredrick Robert Nelson Bo Jahna	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Scott Brizendine	Rizzetta & Company, Inc.
District Counsel	Jonathan Johnson	Kutak Rock LLP
Interim Engineer	Kinan Husainy	Kimley-Horn and Associates

All cellular phones must be placed on mute while in the meeting room.

The first section of the meeting is called Audience Comments, which is the portion of the agenda where individuals may make comments on Agenda Items. The final section of the meeting will provide an additional opportunity for Audience Comments on other matters of concern that were not addressed during the meeting. Individuals are limited to a total of three (3) minutes to make comments during these times.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (904) 436-6270. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) 1-800-955-8770 (Voice), who can aid you in contacting the District Office.

A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.

LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT

District Office · Orlando, Florida · (407) 472-2471
Mailing Address – 3434 Colwell Avenue, Suite 200, Tampa, Florida 33614

www.ltc ranchwestcdd.org

June 6, 2023

Board of Supervisors
LTC Ranch West Community
Development District

AGENDA

Dear Board Members:

The **regular** meeting of the Board of Supervisors of the LTC Ranch West Residential Community Development District II will be held on **Tuesday, June, 13 2023, at 11:30 a.m.** at the Office of Greenpointe Communities located at 864 South East Becker Road, Port St Lucie, FL 34984. The following is the agenda for the meeting.

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of Meeting from the Regular Meeting held on April 11, 2023 Tab 1
 - B. Ratification of Operation & Maintenance Expenditures for April and May 2023..... Tab 2
4. **BUSINESS ITEMS**
 - A. Presentation of Proposed Budget FY 2023-2024..... Tab 3
 - B. Consideration of Resolution 2023-03 Approving FY 2024 Proposed Budget & Setting Public Hearing..... Tab 4
 - C. Consideration of Resolution 2023-04, Re-Designating Officers of the District..... Tab 5
5. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
6. **AUDIENCE COMMENTS AND SUPERVISOR REQUESTS**
7. **ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (407) 472-2471.

Very truly yours,
Scott Brizendine

Scott Brizendine
District Manager

Tab 1

MINUTES OF MEETING

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

**LTC RANCH WEST RESIDENTIAL
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of the LTC Ranch West Residential Community Development District was held on **Tuesday, April 11, 2023, at 11:30 a.m.** at the Office of Greenpointe Communities located at 864 South East Becker Road, Port St Lucie, FL 34984. Following is the agenda for the meeting.

Austin Burr	Board Supervisor, Vice Chairman
Bo Jahna	Board Supervisor, Assistant Secretary
Chris Frederick	Board Supervisor, Assistant Secretary

Also present were:

Richard Hernandez	District Manager, Rizzetta & Company, Inc.
Jonathan Johnson	District Counsel, Hopping Green & Sams <i>(via speaker phone)</i>
Kinan Husainy	District Engineer, Kimley-Horn <i>(via speaker phone)</i>

There were no members of the public.

FIRST ORDER OF BUSINESS

Call to Order

Mr. Hernandez called the meeting to order at 11:32 a.m.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public were present.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of Meeting from the Regular Meeting held on September 13, 2022

<p>On a motion by Mr. Burr, seconded by Mr. Frederick, with all in favor, the Board approved the Minutes of Meeting from the Regular Meeting held on September 13, 2022, for LTC Ranch West Residential Community Development District.</p>

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FOURTH ORDER OF BUSINESS

Ratification of Operation & Maintenance Expenditures for September-December 2022 and January- March 2023

Mr. Hernandez presented the operation and maintenance expenditures for September-December 2022 and January- March 2023. Mr. Hernandez stated that the District is under budget \$40,541.

On Motion by Mr. Burr, seconded by Mr. Frederick, with all in favor, the Board of Supervisors' ratified the Operation & Maintenance Expenditures for September 2022 (\$13,525), October 2022 (\$4,224), November 2022 (\$0), December 2022(\$175), January 2023 (\$0) February (\$53,888), and March 2023 (\$4,100), for the LTC Ranch West Residential Community Development District.

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FIFTH ORDER OF BUSINESS

Consideration of Resolution 2023-01 Extending the Terms of Office of all Current Supervisors

Mr. Johnson explained that based on the timing of the creation of the District, it's likely the 6 year clock will fall on an odd year and supervisors of elections traditionally conduct general elections on an even year. The statute gives the ability to extend the current terms of board members for future qualified electors so that the supervisors of elections may conduct the elections as planned.

On Motion by Mr. Burr, seconded by Mr. Jahna, with all in favor, the Board of Supervisors' ratified Resolution 2023-01 Extending the Terms of Office of all Current Supervisors, for the LTC Ranch West Residential Community Development District.

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SIXTH ORDER OF BUSINESS

Ratification of Memorandum and resolution 2023-2 A or 2023-02 B for Appointment of Records Liaison

Mr. Johnson recommended option 2.

On a motion by Mr. Burr, seconded by Mr. Frederick, with all in favor, the Board Ratified the Memorandum and resolution 2023-02 B for Appointment of Records Liaison, for LTC Residential Community Development District.

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SEVENTH ORDER OF BUSINESS

Staff Reports

- A. **District Counsel**
No Report
- B. **Interim Engineer**
No Report.

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C. **District Manager**

Set a meeting date to discuss proposed budget and final budget meeting date.

EIGHTH ORDER OF BUSINESS

**Audience Comments and
Supervisor Requests**

Mr. Hernandez announced that the next meeting IS scheduled May 23, 2023, at 11:00 a.m. at the Office of Greenpointe Communities at 864 South East Becker Road, Port St Lucie, FL 34984.

There were no audience comments or supervisor requests at this time.

ELEVENTH ORDER OF BUSINESS

Adjournment

On a motion by Mr. Burr, seconded by Mr. Jahna, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 12:20 p.m. for LTC Ranch West Residential Community Development District.

Secretary / Assistant Secretary

Chairman / Vice Chairman

Tab 2

LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · ORLANDO

MAILING ADDRESS · 3434 COLWELL AVENUE, SUITE 200 · TAMPA, FLORIDA 33614

Operation and Maintenance Expenditures April 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from April 1, 2023 through April 30, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$16,071.95**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

LTC Ranch West Community Development District

Paid Operation & Maintenance Expenditures

April 1, 2023 Through April 30, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Innersync Studio, Ltd	100029	21114	CDD Website Services 03/23	\$ 384.38
Kimley-Horn and Associates, Inc.	100030	24125628	Engineering Services 01/23	\$ 4,568.93
Kimley-Horn and Associates, Inc.	100030	24346922	Engineering Services 02/23	\$ 2,861.86
Kimley-Horn and Associates, Inc.	100032	24556706	Engineering Services 03/23	\$ 1,757.28
Kutak Rock, LLP	100031	3181682	Legal Services 01/23	\$ 1,749.00
Kutak Rock, LLP	100031	3196517	Legal Services 02/23	\$ 424.00
Kutak Rock, LLP	100033	3209826	Legal Servcies 03/23	\$ 226.50
Rizzetta & Company, Inc.	100028	INV0000078868	District Management Fees 04/23	\$ <u>4,100.00</u>
Report Total				\$ <u>16,071.95</u>

LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT

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Operation and Maintenance Expenditures May 2023 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from May 1, 2023 through May 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented: **\$4,235.09**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

LTC Ranch West Community Development District

Paid Operation & Maintenance Expenditures

May 1, 2023 Through May 31, 2023

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Treasure Coast Newspapers	100035	0005387945	Legal Advertising Account #584964 02/23	\$ 135.09
Rizzetta & Company, Inc.	100034	INV0000079693	District Management Fees 05/23	<u>\$ 4,100.00</u>
Report Total				<u>\$ 4,235.09</u>

Tab 3



Rizzetta & Company

LTC Ranch West Residential Community Development District

ltc ranchwestcdd.org

Proposed Budget for Fiscal Year 2023-2024

Presented by: Rizzetta & Company, Inc.

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**LTC Ranch West Community Development District
Debt Service
Fiscal Year 2023/2024**

Chart of Accounts Classification	Series 2021A	Series 2021B	Budget For 2023/2024
REVENUES			
Special Assessments			
Net Special Assessments ⁽¹⁾	\$998,000.49	\$423,562.65	\$1,421,563.14
TOTAL REVENUES	\$998,000.49	\$423,562.65	\$1,421,563.14
EXPENDITURES			
Administrative			
Debt Service Obligation	\$998,000.49	\$423,562.65	\$1,421,563.14
Administrative Subtotal	\$998,000.49	\$423,562.65	\$1,421,563.14
TOTAL EXPENDITURES	\$998,000.49	\$423,562.65	\$1,421,563.14
EXCESS OF REVENUES OVER EXPENDITURES	\$0.00	\$0.00	\$0.00

St. Lucie County Collection Costs (2%) and Early Payment Discounts (4%): 6%

Gross assessments: **\$1,511,015.24**

Notes:

Tax Roll Collection Costs and Early Payment Discounts are 6.0% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

⁽¹⁾ Maximum Annual Debt Services less prepaid assessments.

LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023/2024 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

2023/2024 O&M Budget		\$297,846.00
Collection Cost @	2%	\$6,337.15
Early Payment Discount @	4%	\$12,674.30
2023/2024 Total		\$316,857.45

2022/2023 O&M Budget	\$307,618.80
2023/2024 O&M Budget	\$297,846.00

Total Difference **-\$9,772.80**

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2022/2023	2023/2024	\$	%
<u>PLATTED</u>				
Debt Service Series 2021A - Single Family 40' (Pod 1)	\$1,274.96	\$1,274.96	\$0.00	0.00%
Operations/Maintenance - Townhome	\$0.00	\$428.70	\$428.70	(1)
Total	\$1,274.96	\$1,703.66	\$428.70	33.62%
Debt Service Series 2021A - Single Family 50' (Pod 1)	\$1,274.96	\$1,274.96	\$0.00	0.00%
Operations/Maintenance - 30 Series	\$0.00	\$428.70	\$428.70	(1)
Total	\$1,274.96	\$1,703.66	\$428.70	33.62%
Debt Service Series 2021A - Single Family 60' (Pod 1)	\$1,274.96	\$1,274.96	\$0.00	0.00%
Operations/Maintenance - Duplex/Villa	\$0.00	\$428.70	\$428.70	(1)
Total	\$1,274.96	\$1,703.66	\$428.70	33.62%
<u>UNPLATTED</u>				
Debt Service Series 2021A - Townhome 35' (Pod 6A)	\$1,274.96	\$1,274.96	\$0.00	0.00%
Operations/Maintenance - 40 Series	\$0.00	\$87.97	\$87.97	(1)
Total	\$1,274.96	\$1,362.93	\$87.97	6.90%
Debt Service Series 2021A - Single Family 50'(Pod 6A)	\$1,700.10	\$1,700.10	\$0.00	0.00%
Operations/Maintenance - 50 Series	\$0.00	\$87.97	\$87.97	(1)
Total	\$1,700.10	\$1,788.07	\$87.97	5.17%
Debt Service Series 2021A - Single Family 60' (Pod 6A)	\$1,700.10	\$1,700.10	\$0.00	0.00%
Operations/Maintenance - 60 Series	\$0.00	\$87.97	\$87.97	(1)
Total	\$1,700.10	\$1,788.07	\$87.97	5.17%
Debt Service Series 2021B - Townhome/Villa 24' (Pod 7)	\$408.45	\$408.45	\$0.00	0.00%
Operations/Maintenance - Courtyard	\$0.00	\$87.97	\$87.97	(1)
Total	\$408.45	\$496.42	\$87.97	21.54%
Debt Service Series 2021B - Townhome/Villa 35' (Pod 2&7)	\$408.45	\$408.45	\$0.00	0.00%
Operations/Maintenance - 70 Series	\$0.00	\$87.97	\$87.97	(1)
Total	\$408.45	\$496.42	\$87.97	21.54%
Debt Service Series 2021B - Single Family 40' (Pod 2)	\$408.45	\$408.45	\$0.00	0.00%
Operations/Maintenance - 80 Series	\$0.00	\$87.97	\$87.97	(1)
Total	\$408.45	\$496.42	\$87.97	21.54%
Debt Service Series 2021B - Single Family 50' (Pod 2&6B)	\$408.45	\$408.45	\$0.00	0.00%

LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023/2024 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

2023/2024 O&M Budget		\$297,846.00
Collection Cost @	2%	\$6,337.15
Early Payment Discount @	4%	\$12,674.30
2023/2024 Total		<u>\$316,857.45</u>

2022/2023 O&M Budget	\$307,618.80
2023/2024 O&M Budget	\$297,846.00

Total Difference - \$9,772.80

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2022/2023	2023/2024	\$	%
Operations/Maintenance - Daycare/Residential Support	\$0.00	\$87.97	\$87.97	(1)
Total	\$408.45	\$496.42	\$87.97	21.54%
Debt Service Series 2021B - Single Family 60' (Pod 2&6B)	\$408.45	\$408.45	\$0.00	0.00%
Operations/Maintenance - Recreation Center	\$0.00	\$87.97	\$87.97	(1)
Total	\$408.45	\$496.42	\$87.97	21.54%

Note: Operations and Maintenance Assessments will be levied beginning Fiscal Year 2023-2024. The General Fund budget was previously funded by the developer.

LTC RANCH WEST COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023/2024 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE

TOTAL ADMIN O&M BUDGET		\$148,594.00	TOTAL FIELD O&M BUDGET		\$149,252.00
COLLECTION COSTS @ 2%		\$6,323.15	COLLECTION COSTS @ 2%		\$3,175.57
EARLY PAYMENT DISCOUNT @ 4%		\$3,161.57	EARLY PAYMENT DISCOUNT @ 4%		\$6,351.15
TOTAL ADMIN O&M ASSESSMENT		\$158,078.72	TOTAL FIELD O&M ASSESSMENT		\$158,778.72

	UNITS ASSESSED			ALLOCATION OF ADMIN O&M ASSESSMENT				ALLOCATION OF FIELD O&M ASSESSMENT				PER LOT ANNUAL ASSESSMENT			
	Series 2021A		Series 2021B	TOTAL	% TOTAL	ADMIN	ADMIN	TOTAL	% TOTAL	FIELD	FIELD	2021A DEBT		2021B DEBT	TOTAL (4)
	O&M	DEBT SERVICE (1)	DEBT SERVICE (1)	EAU's	EAU's	PER PARCEL	PER LOT	EAU's	EAU's	PER PARCEL	PER LOT	O&M	SERVICE (2)	SERVICE (3)	TOTAL
PLATTED															
Single Family 40' (Pod 1)	122	122	0	122.00	6.79%	\$10,732.11	\$87.97	122.00	26.18%	\$41,568.68	\$340.73	\$428.70	\$1,274.96	\$0.00	\$1,703.66
Single Family 50' (Pod 1)	262	262	0	262.00	14.58%	\$23,047.65	\$87.97	262.00	56.22%	\$89,270.44	\$340.73	\$428.70	\$1,274.96	\$0.00	\$1,703.66
Single Family 60' (Pod 1)	82	82	0	82.00	4.56%	\$7,213.39	\$87.97	82.00	17.60%	\$27,939.60	\$340.73	\$428.70	\$1,274.96	\$0.00	\$1,703.66
UNPLATTED															
Townhome 35' (Pod 6A)	78	78	0	78.00	4.34%	\$6,861.51	\$87.97	0.00	0.00	0.00	0.00	\$87.97	\$1,274.96	\$0.00	\$1,362.93
Single Family 50' (Pod 6A)	129	129	0	129.00	7.18%	\$11,347.89	\$87.97	0.00	0.00	0.00	0.00	\$87.97	\$1,700.10	\$0.00	\$1,788.07
Single Family 60' (Pod 6A)	87	87	0	87.00	4.84%	\$7,653.23	\$87.97	0.00	0.00	0.00	0.00	\$87.97	\$1,700.10	\$0.00	\$1,788.07
Townhome/Villa 24' (Pod 7)	80	0	80	80.00	4.45%	\$7,037.45	\$87.97	0.00	0.00	0.00	0.00	\$87.97	\$0.00	\$408.45	\$87.97
Townhome/Villa 35' (Pod 2&7)	190	0	190	190.00	10.57%	\$16,713.94	\$87.97	0.00	0.00	0.00	0.00	\$87.97	\$0.00	\$408.45	\$87.97
Single Family 40' (Pod 2)	160	0	160	160.00	8.90%	\$14,074.90	\$87.97	0.00	0.00	0.00	0.00	\$87.97	\$0.00	\$408.45	\$87.97
Single Family 50' (Pod 2&6B)	417	0	417	417.00	23.21%	\$36,682.71	\$87.97	0.00	0.00	0.00	0.00	\$87.97	\$0.00	\$408.45	\$87.97
Single Family 60' (Pod 2&6B)	190	0	190	190.00	10.57%	\$16,713.94	\$87.97	0.00	0.00	0.00	0.00	\$87.97	\$0.00	\$408.45	\$87.97
Total Community	1797	760	1037	1797.00	100%	\$158,078.72		466.00	100%	\$158,778.72					

LESS: St. Lucie County Collection Costs (2%) and Early Payment Discounts (4%):

(\$9,484.72)

(\$9,526.72)

Net Revenue to be Collected:

\$148,594.00

\$149,252.00

(1) Reflects the number of total lots with Series 2021A and 2021B debt outstanding.

(2) Annual debt service assessment per lot adopted in connection with the Series 2021A bond issuance. Annual assessment includes principal, interest, St. Lucie County collection costs and early payment discounts.

(3) Annual debt service assessment per lot adopted in connection with the Series 2021B bond issuance. Series 2021B assessments will not be included on the tax roll, and therefore are net of

(4) Annual assessment that will appear on November 2023 St. Lucie County property tax bill. Amount shown includes all applicable collection costs and early payment discounts (up to 4% if paid early).

GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Interest Earnings: The District may earn interest on its monies in the various operating accounts.

Tax Roll: The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

Event Rental: The District may receive monies for event rentals for such things as weddings, birthday parties, etc.

Miscellaneous Revenues: The District may receive monies for the sale or provision of electronic access cards, entry decals etc.

Facilities Rentals: The District may receive monies for the rental of certain facilities by outside sources, for such items as office space, snack bar/restaurants etc.

EXPENDITURES – ADMINISTRATIVE:

Supervisor Fees: The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

Administrative Services: The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

District Management: The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These services include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

District Engineer: The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.

Disclosure Report: The District is required to file quarterly and annual disclosure reports, as required in the District's Master Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

Trustee's Fees: The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

Assessment Roll: The District will contract with a firm to maintain the assessment roll and annually levy a Non-Ad Valorem assessment for operating and debt service expenses.

Financial & Revenue Collections: Services include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a Collection Agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

Accounting Services: Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

Auditing Services: The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

Arbitrage Rebate Calculation: The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

Travel: Each Board Supervisor and the District Staff are entitled to reimbursement for travel expenses per Florida Statutes 190.006(8).

Public Officials Liability Insurance: The District will incur expenditures for public officials' liability insurance for the Board and Staff.

Legal Advertising: The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

Bank Fees: The District will incur bank service charges during the year.

Dues, Licenses & Fees: The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

Miscellaneous Fees: The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

Website Hosting, Maintenance and Email: The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

District Counsel: The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.

EXPENDITURES - FIELD OPERATIONS:

Deputy Services: The District may wish to contract with the local police agency to provide security for the District.

Security Services and Patrols: The District may wish to contract with a private company to provide security for the District.

Electric Utility Services: The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

Streetlights: The District may have expenditures relating to streetlights throughout the community. These may be restricted to main arterial roads or in some cases to all streetlights within the District's boundaries.

Utility - Recreation Facility: The District may budget separately for its recreation and or amenity electric separately.

Gas Utility Services: The District may incur gas utility expenditures related to district operations at its facilities such as pool heat etc.

Garbage - Recreation Facility: The District will incur expenditures related to the removal of garbage and solid waste.

Solid Waste Assessment Fee: The District may have an assessment levied by another local government for solid waste, etc.

Water-Sewer Utility Services: The District will incur water/sewer utility expenditures related to district operations.

Utility - Reclaimed: The District may incur expenses related to the use of reclaimed water for irrigation.

Aquatic Maintenance: Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

Fountain Service Repairs & Maintenance: The District may incur expenses related to maintaining the fountains within throughout the Parks & Recreational areas

Lake/Pond Bank Maintenance: The District may incur expenditures to maintain lake banks, etc. for the ponds and lakes within the District's boundaries, along with planting of beneficial aquatic plants, stocking of fish, mowing and landscaping of the banks as the District determines necessary.

Wetland Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various wetlands and waterways by other governmental entities.

Mitigation Area Monitoring & Maintenance: The District may be required to provide for certain types of monitoring and maintenance activities for various mitigation areas by other governmental entities.

Aquatic Plant Replacement: The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

General Liability Insurance: The District will incur fees to insure items owned by the District for its general liability needs

Property Insurance: The District will incur fees to insure items owned by the District for its property needs

Entry and Walls Maintenance: The District will incur expenditures to maintain the entry monuments and the fencing.

Landscape Maintenance: The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

Irrigation Maintenance: The District will incur expenditures related to the maintenance of the irrigation systems.

Irrigation Repairs: The District will incur expenditures related to repairs of the irrigation systems.

Landscape Replacement: Expenditures related to replacement of turf, trees, shrubs etc.

Field Services: The District may contract for field management services to provide landscape maintenance oversight.

Miscellaneous Fees: The District may incur miscellaneous expenses that do not readily fit into defined categories in field operations.

Gate Phone: The District will incur telephone expenses if the District has gates that are to be opened and closed.

Street/Parking Lot Sweeping: The District may incur expenses related to street sweeping for roadways it owns or are owned by another governmental entity, for which it elects to maintain.

Gate Facility Maintenance: Expenses related to the ongoing repairs and maintenance of gates owned by the District if any.

Sidewalk Repair & Maintenance: Expenses related to sidewalks located in the right of way of streets the District may own if any.

Roadway Repair & Maintenance: Expenses related to the repair and maintenance of roadways owned by the District if any.

Employees - Salaries: The District may incur expenses for employees/staff members needed for the recreational facilities such as Clubhouse Staff.

Employees - P/R Taxes: This is the employer's portion of employment taxes such as FICA etc.

Employee - Workers' Comp: Fees related to obtaining workers compensation insurance.

Management Contract: The District may contract with a firm to provide for the oversight of its recreation facilities.

Maintenance & Repair: The District may incur expenses to maintain its recreation facilities.

Facility Supplies: The District may have facilities that required various supplies to operate.

Gate Maintenance & Repairs: Any ongoing gate repairs and maintenance would be included in this line item.

Telephone, Fax, Internet: The District may incur telephone, fax and internet expenses related to the recreational facilities.

Office Supplies: The District may have an office in its facilities which require various office related supplies.

Clubhouse - Facility Janitorial Service: Expenses related to the cleaning of the facility and related supplies.

Pool Service Contract: Expenses related to the maintenance of swimming pools and other water features.

Pool Repairs: Expenses related to the repair of swimming pools and other water features.

Security System Monitoring & Maintenance: The District may wish to install a security system for the clubhouse

Clubhouse Miscellaneous Expense: Expenses which may not fit into a defined category in this section of the budget

Athletic/Park Court/Field Repairs: Expense related to any facilities such as tennis, basketball etc.

Trail/Bike Path Maintenance: Expenses related to various types of trail or pathway systems the District may own, from hard surface to natural surfaces.

Special Events: Expenses related to functions such as holiday events for the public enjoyment

Miscellaneous Fees: Monies collected and allocated for fees that the District could incur throughout the year, which may not fit into any standard categories.

Miscellaneous Contingency: Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.

Capital Outlay: Monies collected and allocated for various projects as they relate to public improvements.

DEBT SERVICE FUND BUDGET
ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

REVENUES:

Special Assessments: The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

EXPENDITURES – ADMINISTRATIVE:

Bank Fees: The District may incur bank service charges during the year.

Debt Service Obligation: This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.

Tab 4

RESOLUTION 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the LTC Ranch West Residential Community Development District (“**District**”) prior to June 15, 2023, a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2023/2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: _____, 2023

HOUR: _____

LOCATION: _____

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of Port St. Lucie and St. Lucie County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS ___ DAY OF _____, 2023.

ATTEST:

**LTC RANCH WEST RESIDENTIAL
COMMUNITY DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget

Tab 5

RESOLUTION 2023-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF LTC RANCH WEST RESIDENTIAL APPOINTING AN ASSISTANT SECRETARY OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, LTC Ranch West Residential Community Development District (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hernando County, Florida; and

WHEREAS, the Board of Supervisors of the District now desires to appoint an Assistant Secretary.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF LTC RANCH WEST RESIDENTIAL COMMUNITY DEVELOPMENT DISTRICT II:

Section 1. Scott Brizendine and Brian Mendes are appointed as Assistant Secretaries and Richard Hernandez is removed as an Assistant Secretary.

Section 2. This Resolution shall not supersede any appointments made by the Board other than specified in Section 1.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 13TH DAY OF JUNE, 2023.

**LTC RANCH WEST RESIDENTIAL
COMMUNITY DEVELOPMENT DISTRICT**

CHAIRMAN/VICE CHAIRMAN

ATTEST:

SECRETARY/ASSISTANT SECRETARY