

**BUCKHEAD TRAILS II
COMMUNITY DEVELOPMENT
DISTRICT**

DECEMBER 11, 2024

REGULAR MEETING

AGENDA PACKAGE



2005 PAN AM CIRCLE, SUITE 300
TAMPA, FL 33067

Buckhead Trails II

Community Development District

Agenda Page 2

Board of Supervisors

Carlos de la Ossa, Chairman
Nicholas Dister, Vice-Chairman
Austin Berns, Assistant Secretary
Ryan Motko, Assistant Secretary
Alberto Viera, Assistant Secretary

District Staff

Brian Lamb, District Secretary
Jayna Cooper, District Manager
John Vericker, District Counsel
Tonja Stewart, District Engineer

Regular Meeting Agenda

The Regular Meetings of Buckhead Trails II Community Development District will be held on **December 11, 2024, at 1:00 p.m. at the Eves Bend Clubhouse located at 4725 Los Robles Court, Palmetto, FL 34221.** For those who intend to call in below is the Team link information. Please let us know at least 24 hours in advance if you are planning to call into the meeting.

Microsoft Teams meeting; [Join the meeting now](#)
Meeting ID: 297 513 196 015 Passcode: yXMMVB
[+1 646-838-1601,,842226542#](#) conference ID: 842 226 542#

All cellular phones and pagers must be turned off during the meeting.

1. **CALL TO ORDER/ROLL CALL**
2. **PUBLIC COMMENTS** *(Each individual has the opportunity to comment and is limited to three (3) minutes for such comment)*
3. **BUSINESS ITEMS**
4. **CONSENT AGENDA**
 - A. Approval of Minutes of the November 20, 2024 Regular Meeting
 - B. Consideration of Operation and Maintenance Expenditures November 2024
 - C. Acceptance of the Financials and Approval of the Check Register for November 2024
5. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
6. **BOARD OF SUPERVISORS REQUESTS AND COMMENTS**
7. **ADJOURNMENT**

The next Meeting is scheduled for Wednesday, January 22, 2025 at 1:00 p.m.

Fourth Order of Business

MINUTES OF MEETING BUCKHEAD TRAILS II COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of Buckhead Trails II Community Development District was held on Wednesday, November 20, 2024, and called to order at 1:10 p.m. at the Eves Bend Clubhouse located at 4725 Los Robles Court, Palmetto, FL 34221.

Present and constituting a quorum were:

Carlos de la Ossa	Chairperson
Austin Berns	Assistant Secretary
Alberto Viera	Assistant Secretary

Also present were:

Jayna Cooper	District Manager
John Vericker	District Counsel <i>(via phone)</i>
Tyson Waag	District Engineer

The following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS **Call to Order/Roll Call**

Ms. Cooper called the meeting to order, and a quorum was established.

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

There being no members of the public in attendance, the next order of business followed.

THIRD ORDER OF BUSINESS **Business Items**

A. Consideration of RFP for Auditing Services

On MOTION by Mr. de la Ossa and seconded by Mr. Viera, with all in favor, RFP for Auditing Services was approved. 3-0

FOURTH ORDER OF BUSINESS **Consent Agenda**

- A. Approval of Minutes of the August 28, 2024 Regular Meeting**
- B. Consideration of Operation and Maintenance Expenditures October 2024**
- C. Acceptance of the Financials and Approval of the Check Register for October 2024**

On MOTION by Mr. de la Ossa and seconded by Mr. Viera, with all in favor, the Consent Agenda was approved. 3-0

FIFTH ORDER OF BUSINESS **Staff Reports**

- A. District Counsel**
- B. District Manager**
- C. District Engineer**

There being no reports, the next order of business followed.

SIXTH ORDER OF BUSINESS

**Board of Supervisors' Requests and
Comments**

There being none, the next order of business followed.

SEVENTH ORDER OF BUSINESS

Audience Comments

There being none, the next order of business followed.

EIGHTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. de la Ossa seconded by Mr. Berns, with all in favor, the meeting was adjourned at 1:11 pm. 3-0
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Jayna Cooper
District Manager

Carlos de la Ossa
Chairperson

BUCKHEAD TRAILS II CDD
Summary of Operations and Maintenance Invoices

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
Monthly Contract					
INFRAMARK LLC	11/5/2024	136800	\$375.00		NOV 2024 ACCOUNTING SVCS
INFRAMARK LLC	11/5/2024	136800	\$166.67		NOV 2024 ADMIN SVCS
INFRAMARK LLC	11/5/2024	136800	\$1,166.67		NOV 2024 DISTRICT MGMNT
INFRAMARK LLC	11/5/2024	136800	\$100.00		NOV 2024 FINANCIAL & REVENUE
INFRAMARK LLC	11/5/2024	136800	\$100.00		NOV 2024 RECORDING SECRETARY
INFRAMARK LLC	11/5/2024	136800	\$16.67		NOV 2024 RENTAL & LEASES
INFRAMARK LLC	11/5/2024	136800	\$25.00		NOV 2024 TECHNOLOGY SVCS
INFRAMARK LLC	11/5/2024	136800	\$50.00		NOV 2024 WEBSITE MAINT
INFRAMARK LLC	11/5/2024	136800	\$833.34	\$2,833.35	NOV 2024 DISS SVCS
Monthly Contract Subtotal			\$2,833.35	\$2,833.35	
Variable Contract					
ALBERTO VIERA	11/20/2024	AV 112024	\$200.00	\$200.00	SUPERVISOR FEES
AUSTIN BERNIS	11/20/2024	AB 112024	\$200.00	\$200.00	SUPERVISOR FEES
CARLOS DE LA OSSA	11/20/2024	CO 112024	\$200.00	\$200.00	SUPERVISOR FEES
NICHOLAS J. DISTER	11/20/2024	ND 112024	\$200.00	\$200.00	SUPERVISOR FEES
RYAN MOTKO	11/20/2024	RM 112024	\$200.00	\$200.00	SUPERVISOR FEES
Variable Contract Subtotal			\$1,000.00	\$1,000.00	
Regular Services					
STRALEY ROBIN VERICKER	11/15/2024	25550	\$75.00	\$75.00	PROF SVC THRU OCT 2024
Regular Services Subtotal			\$75.00	\$75.00	
TOTAL			\$3,908.35	\$3,908.35	



INVOICE

2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE#

136800

CUSTOMER ID

C3147

PO#

DATE

11/5/2024

NET TERMS

Net 30

DUE DATE

12/5/2024

BILL TO

Buckhead Trails II Community
Development District
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

Services provided for the Month of: November 2024

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Accounting Services	1	Ea	375.00		375.00
Administration	1	Ea	166.67		166.67
District Management	1	Ea	1,166.67		1,166.67
Financial & Revenue Collection	1	Ea	100.00		100.00
Recording Secretary	1	Ea	100.00		100.00
Rental & Leases	1	Ea	16.67		16.67
Technology/Data Storage	1	Ea	25.00		25.00
Website Maintenance / Admin	1	Ea	50.00		50.00
Dissemination Services	2	Ea	416.67		833.34
Subtotal					2,833.35

Subtotal \$2,833.35

Tax \$0.00

Total Due \$2,833.35

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:

Account Name: INFRAMARK, LLC

ACH - Bank Routing Number: 111000614 / Account Number: 912593196

Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.

Buckhead Trails II CDD
MEETING DATE: November 20, 2024

DMS: Jayna Cooper

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Carlos de la Ossa	✓	Salary accepted	\$200.00
Nick Dister		Salary Accepted	\$200.00
Austin Berns	✓	Salary Accepted	\$200.00
Ryan Motko		Salary Accepted	\$200.00
Albert Viera	✓	Salary Accepted	\$200.00

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Albert Viera	✓	Salary Accepted	\$200.00

Straley Robin Vericker
1510 W. Cleveland Street

Tampa, FL 33606
Telephone (813) 223-9400
Federal Tax Id. - 20-1778458

Buckhead Trails II Community Development District
Infarmark
2005 Pan Am Circle, Suite 300
Tampa, FL 33607

November 15, 2024
Client: 001597
Matter: 000001
Invoice #: 25550

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RE: General

For Professional Services Rendered Through October 31, 2024

SERVICES

Date	Person	Description of Services	Hours	Amount
10/18/2024	JMV	PREPARE FOR AND ATTEND MEETING WITH C. DE LA OSSA.	0.2	\$75.00
Total Professional Services			0.2	\$75.00
Total Services			\$75.00	
Total Disbursements			\$0.00	
Total Current Charges				\$75.00
Previous Balance				\$2,175.00
Less Payments				(\$352.50)
PAY THIS AMOUNT				\$1,897.50

Please Include Invoice Number on all Correspondence

Outstanding Invoices

Invoice Number	Invoice Date	Services	Disbursements	Interest	Tax	Total
25300	September 12, 2024	\$650.00	\$0.00	\$0.00	\$0.00	\$725.00
25401	October 17, 2024	\$1,172.50	\$0.00	\$0.00	\$0.00	\$1,247.50
Total Remaining Balance Due						\$1,897.50

AGED ACCOUNTS RECEIVABLE

0-30 Days	31-60 Days	61-90 Days	Over 90 Days
\$1,247.50	\$0.00	\$650.00	\$0.00

Buckhead Trails II Community Development District

Financial Statements
(Unaudited)

Period Ending
Nov 30, 2024

Prepared by:



2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607
Phone (813) 873-7300 ~ Fax (813) 873-7070

BUCKHEAD TRAILS II COMMUNITY DEVELOPMENT DISTRICT

Balance Sheet
As of November 30, 2024
(In Whole Numbers)

<u>ACCOUNT DESCRIPTION</u>	<u>TOTAL</u>
<u>ASSETS</u>	
Cash - Operating Account	\$ 2,893
TOTAL ASSETS	\$ 2,893
<u>LIABILITIES</u>	
Accounts Payable	\$ 17,516
Accounts Payable - Other	4,836
Due To Other Districts	8,034
TOTAL LIABILITIES	30,386
<u>FUND BALANCES</u>	
Unassigned:	(27,493)
TOTAL FUND BALANCES	(27,493)
TOTAL LIABILITIES & FUND BALANCES	\$ 2,893

BUCKHEAD TRAILS II COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2024
General Fund (001)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Developer Contribution	\$ 305,625	\$ -	\$ (305,625)	0.00%
TOTAL REVENUES	305,625	-	(305,625)	0.00%

EXPENDITURES**Administration**

Supervisor Fees	12,000	1,000	11,000	8.33%
ProfServ-Construction	9,000	-	9,000	0.00%
ProfServ-Dissemination Agent	10,000	1,667	8,333	16.67%
ProfServ-Info Technology	600	50	550	8.33%
ProfServ-Recording Secretary	2,400	200	2,200	8.33%
ProfServ-Trustee Fees	6,500	-	6,500	0.00%
District Counsel	15,000	1,248	13,752	8.32%
District Engineer	9,500	-	9,500	0.00%
Administrative Services	4,500	333	4,167	7.40%
District Manager	-	2,333	(2,333)	0.00%
District Management	25,000	-	25,000	0.00%
Accounting Services	9,000	750	8,250	8.33%
Auditing Services	6,000	-	6,000	0.00%
Website Compliance	1,600	-	1,600	0.00%
Postage, Phone, Faxes, Copies	500	-	500	0.00%
Rentals & Leases	600	33	567	5.50%
Insurance - General Liability	-	5,200	(5,200)	0.00%
Public Officials Insurance	2,475	-	2,475	0.00%
Legal Advertising	3,500	96	3,404	2.74%
Bank Fees	200	-	200	0.00%
Financial & Revenue Collections	1,200	200	1,000	16.67%
Meeting Expense	1,000	-	1,000	0.00%
Website Administration	1,200	100	1,100	8.33%
Miscellaneous Expenses	250	-	250	0.00%
Office Supplies	100	-	100	0.00%
Dues, Licenses, Subscriptions	175	175	-	100.00%
Total Administration	122,300	13,385	108,915	10.94%

BUCKHEAD TRAILS II COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2024
General Fund (001)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>Other Physical Environment</u>				
ProfServ-Wildlife Management Service	6,400	-	6,400	0.00%
Contracts-Landscape	125,000	-	125,000	0.00%
Contracts-Aquatic Control	38,000	-	38,000	0.00%
Insurance - General Liability	3,025	-	3,025	0.00%
Miscellaneous Maintenance	6,400	-	6,400	0.00%
Total Other Physical Environment	178,825	-	178,825	0.00%
<u>Parks and Recreation</u>				
Misc-Contingency	4,500	-	4,500	0.00%
Total Parks and Recreation	4,500	-	4,500	0.00%
TOTAL EXPENDITURES	305,625	13,385	292,240	4.38%
Excess (deficiency) of revenues				
Over (under) expenditures	-	(13,385)	(13,385)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		(14,108)		
FUND BALANCE, ENDING		\$ (27,493)		

