

**HILLTOP POINT
COMMUNITY DEVELOPMENT DISTRICT**

NOVEMBER 17, 2025

AGENDA PACKAGE



2005 PAN AM CIRCLE, SUITE 300
TAMPA, FL 33067

Hilltop Point Community Development District

Board of Supervisors:

Tatiana Pagan, Chairman
Aaron Spinks, Vice Chairman
John Blakley, Assistant Secretary
Lee Thompson, Assistant Secretary
Jared Rossi, Assistant Secretary

Staff:

Bryan Radcliff, District Manager
Erin McCormick, District Counsel
Tonja Stewart, District Engineer

Regular Meeting Agenda Monday, November 17, 2025 – 10:15 a.m.

The Regular Meeting of Hilltop Point Community Development District will be held at **The Springhill Suites by Marriott Tampa Suncoast Parkway** located at **16615 Crosspointe Run, Land O' Lakes, FL 34638**.

Microsoft Teams Meeting: [Join the meeting now](#)

Meeting ID: 288 118 779 426 2 **Call in (audio only):** +1 (646) 838-1601

Passcode: 46EC3xs7 **Phone Conference ID:** 258 297 363#

1. Call to Order/Roll Call

2. Public Comment Period

3. Accountant Summary

4. Business Items

A. Consideration of Resolution 2026-01; FY2025 Budget Amendment

1. Hilltop Point Amendment Report

B. Ratification of Hilltop Point License Agreement

C. Consideration of Annual Pressure Washing

1. Inframark Annual Pressure Washing Proposal

D. Ratification of 10/06/25 Hilltop Point Emergency Meeting

E. Discussion of New Website Company

1. SchoolStatus Website Proposal

F. Consideration of HB7013 - Special Districts Performance Measures and Standards

G. Discussion of DE Services

H. Discussion of DC Services

District Office:

Pan Am Circle, Suite 300
Tampa, FL 33607
(813) 873-7300

Meeting Location:

In person: 16615 Crosspointe Run, Land O' Lakes, FL
Participate remotely: Microsoft Teams [Join the meeting now](#)
OR dial in for audio only (646) 838-1601
Meeting ID: 288 118 779 426 2
Passcode: 46EC3xs7

1. Erin McCormick - District Counsel's Resignation

5. Consent Agenda Items

A. Approval of Meeting Minutes

1. October 6, 2025 Emergency Meeting Minutes

B. Acceptance of Financials

1. September 2025

C. Acceptance of the Check Registers

1. September 2025

D. Consideration of Operations and Maintenance Invoices

1. September 2025

6. Staff Reports

A. District Counsel

B. District Engineer

C. District Manager

D. District Field Inspector

1. November Field Inspection Report

7. Other Business, Updates, and Supervisor Comments

8. Adjournment

RESOLUTION 2026-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
HILLTOP POINT COMMUNITY DEVELOPMENT
DISTRICT AMENDING THE FISCAL YEAR 2025/2026
GENERAL FUND BUDGET; PROVIDING A SEVERABILITY
CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Hilltop Point Community Development District (the “District”) is a local unit of special-purpose government established and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Pasco County, Florida; and

WHEREAS, the Board of Supervisors of the District (the “Board”) adopted a General Fund Budget for Fiscal Year 2025/2026; and

WHEREAS, the Board desires to reallocate funds budgeted to reflect re-appropriated revenues and expenses approved during the Fiscal Year.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF
HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT;**

SECTION 1. The General Fund Budget for Fiscal Year 2025/2026 is hereby amended in accordance with Exhibit “A” attached hereto and made a part hereof.

SECTION 2. In accordance with Section 189.016, Florida Statutes, the amended budget shall be posted on the District’s official website within five (5) days after adoption.

SECTION 3: 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.

SECTION 4: This Resolution shall take effect upon its passage and adoption by the
Board. **PASSED AND ADOPTED THIS 29th DAY OF OCTOBER 2025.**

**HILLTOP POINT COMMUNITY
DEVELOPMENT DISTRICT**

ATTEST:

Secretary/Assistant Secretary

Chairman/Vice Chairman

Proposed Budget Amendment
For the Period Ending September 30, 2025

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<u>REVENUES</u>					
Interest - Investments	\$ -	\$ -	\$ -	\$ -	\$ -
Interest - Tax Collector	-	-	-	465	465
Special Assmnts- Tax Collector	74,837	-	74,837	128,088	53,251
Special Assmnts- CDD Collected	-	-	-	87,310	87,310
Developer Contribution	315,498	-	315,498	209,760	(105,738)
Other Miscellaneous Revenues	-	-	-	25	25
TOTAL REVENUES	390,335	-	390,335	425,648	35,313
<u>EXPENDITURES</u>					
<u>Administration</u>					
Supervisor Fees	7,200	-	7,200	5,400	1,800
ProfServ - Dissemination Agent	5,000	-	5,000	5,000	-
ProfServ-Info Technology	-	-	-	100	(100)
Pool Maintenance - Contract	14,400	(14,400)	-	-	-
ProfServ - Recording Secretary	5,000	-	5,000	4,500	500
ProfServ-Trustee Fees	-	7,800	7,800	7,835	(35)
Field Services	-	-	-	1,500	(1,500)
Assessment Roll	-	5,000	5,000	5,000	-
District Counsel	15,000	24,000	39,000	38,962	38
District Engineer	5,400	-	5,400	5,921	(521)
Administrative Services	4,500	-	4,500	5,530	(1,030)
District Management	25,000	-	25,000	25,837	(837)
Accounting Services	12,000	5,500	17,500	17,500	-
Website Compliance	1,800	-	1,800	1,601	199
Postage, Phone, Faxes, Copies	500	-	500	184	316
Rentals & Leases	500	-	500	2,018	(1,518)
Insurance - Public Officials	2,500	-	2,500	2,500	-
R&M-Boundary Walls/Fences/Monuments	-	-	-	485	(485)
Legal Advertising	3,500	-	3,500	1,591	1,909
Bank Fees	200	-	200	531	(331)
Financial & Revenue Collections	5,000	-	5,000	(56)	5,056
Website Administration	1,200	1,200	2,400	2,400	-
ProfServ - Information Technology	500	-	500	600	(100)
Miscellaneous Expenses	250	-	250	32	218
Office Supplies	100	-	100	-	100
Dues, Licenses, Subscriptions	175	-	175	605	(430)
Total Administration	109,725	29,100	138,825	135,576	3,249
<u>Electric Utility Services</u>					

Proposed Budget Amendment
For the Period Ending September 30, 2025

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Electricity - Utility Ops	4,000	-	4,000	2,343	1,657
Electricity Utility Services - Streetlights	42,275	-	42,275	40,131	2,144
Water Utility Services	10,000	-	10,000	3,825	6,175
Total Electric Utility Services	56,275	-	56,275	46,299	9,976
<u>Stormwater Control</u>					
R&M-Boundary Walls/Fences/Monuments	5,000	-	5,000	-	5,000
Total Stormwater Control	5,000	-	5,000	-	5,000
<u>Other Physical Environment</u>					
Insurance - General Liability	3,200	-	3,200	3,200	-
Insurance -Property & Casualty	11,200	-	11,200	10,880	320
R&M-Boundary Walls/Fences/Monuments	-	5,600	5,600	5,451	149
Landscape - Annuals	7,500	-	7,500	-	7,500
Landscape - Mulch	7,500	-	7,500	-	7,500
Landscape Maintenance	116,535	11,000	127,535	127,311	224
Plant Replacement Program	5,000	(5,000)	-	-	-
Irrigation Maintenance	6,000	(6,000)	-	-	-
Entry & Walls Maintenance	5,000		5,000	304	4,696
Total Other Physical Environment	161,935	5,600	167,535	147,146	20,389
<u>Parks and Recreations</u>					
Field Services	12,000	6,000	18,000	16,500	1,500
Clubhouse - Facility Janitorial Service	7,700	-	7,700	5,900	1,800
Amenity Center Cleaning & Supplies	750	1,000	1,750	1,400	350
Contracts-Pools	-	-	-	1,990	(1,990)
Contracts - Security Alarms	2,200	(2,200)	-	-	-
Telephone/Internet/Phone	950	-	950	880	70
Amenity R&M	5,000	-	5,000	5,499	(499)
Splash Pool Maintenance	2,500	14,000	16,500	16,322	178
Access Control Maintenance & Repair	2,000	5,000	7,000	6,495	505
Amenity Access - Key Fobs	3,000	(3,000)	-	-	-
Pool Permits	2,500	(2,500)	-	-	-
Total Parks and Recreations	38,600	18,300	56,900	54,986	1,914
<u>Reserves</u>					
Miscellaneous Contingency	18,800	-	18,800	24,124	(5,324)
Total Reserves	18,800	-	18,800	24,124	(5,324)
TOTAL EXPENDITURES & RESERVES	390,335	53,000	443,335	408,131	35,204
Excess (deficiency) of revenues					

Proposed Budget Amendment
For the Period Ending September 30, 2025

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
Over (under) expenditures	-	(53,000)	(53,000)	17,517	70,517
Net change in fund balance	-	(53,000)	(53,000)	17,517	70,517
FUND BALANCE, BEGINNING (OCT 1, 2024)	8,210	-	8,210	3,997	(4,213)
FUND BALANCE, ENDING	\$ 8,210	\$ (53,000)	\$ (44,790)	\$ 21,514	\$ 66,304

CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL
CHECK TOTALS			
-			0
5,500			(0)
-			-
-			1

-	-	0.11
5,500.00	-	0.32
-	-	-
-	-	1.00

EXP ERR		
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100

LICENSE AGREEMENT

THIS LICENSE AGREEMENT (“LICENSE AGREEMENT”), made and entered into this _____ day of _____ 2025 by and between **HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, whose address is: 2005 Pan Am Circle, Suite 300, Tampa, FL 33607, hereafter referred to as **LICENSEE**, and Christopher and Nancy Denton, whose address is: 12518 Hilltop Farms Drive, Dade City, FL 33525, hereinafter called **LICENSOR**.

WITNESSETH:

WHEREAS, LICENSOR owns and maintains certain real property located in the City of Dade City, Pasco County, Florida, and more particularly described as follows:

Lot 53 of HILLTOP POINT REPLAT, according to the Plat recorded in Plat Book 88, Pages 99 through 106 of the Public Records of Pasco County, Florida

(“LICENSED PROPERTY”);

and,

WHEREAS, LICENSOR has requested LICENSEE to perform the removal of tree limbs that are extending over a portion of the LICENSED property; and,

WHEREAS, to the extent deemed necessary, in the sole and absolute discretion of the LICENSEE, the LICENSEE may undertake the removal of the tree limbs over and on the LICENSED PROPERTY; and

WHEREAS, LICENSOR has agreed to grant a temporary, non-exclusive License for access across the LICENSED PROPERTY and for the removal of tree limbs on and over the LICENSED PROPERTY, by LICENSEE and LICENSEE’S agents, employees and contractors, and for the performance of any related repairs or maintenance activities, and all associated activities on the LICENSED PROPERTY; and

NOW THEREFORE, LICENSOR, for and in consideration of the mutual covenants contained herein and other valuable consideration, receipt of which is hereby acknowledged, and subject to the following terms and conditions set forth in this LICENSE AGREEMENT, does hereby grant to the LICENSEE a temporary, non-exclusive License across, under, over and in the LICENSED PROPERTY for the purposes set forth in this LICENSE AGREEMENT.

ARTICLE 1. INCORPORATION OF RECITALS

The “WHEREAS” provisions cited above are true, correct and are incorporated herein by reference.

ARTICLE 2. LICENSE FOR ACCESS ACROSS THE LICENSED PROPERTY AND FOR REMOVAL OF TREE LIMBS AND ASSOCIATED ACTIVITIES.

- A. LICENSEE and its agents, employees and contractors may enter the LICENSED PROPERTY with equipment and remove tree limbs which are extending into and over the LICENSED PROPERTY, and perform associated maintenance and repair activities, and all associated activities in, under, above and on the LICENSED PROPERTY (the “**LICENSED ACTIVITIES**”). LICENSEE may utilize such equipment as it deems appropriate, in its sole and absolute discretion, to perform the LICENSED ACTIVITIES. This LICENSE will be for a temporary time period which will not exceed **five (5) consecutive calendar days**.
- B. LICENSOR agrees and acknowledges that LICENSEE’S use of the LICENSED PROPERTY pursuant to this LICENSE AGREEMENT is done for the purpose of assisting the LICENSOR with the removal of tree limbs extending on or over the LICENSED PROPERTY.

ARTICLE 3. TERM - TERMINATION

This LICENSE AGREEMENT shall become effective upon execution by both parties hereto (“**Effective Date**”) and **shall automatically terminate thirty (30) consecutive calendar days after the Effective Date**. LICENSOR reserves the right to terminate this LICENSE AGREEMENT, in writing, in accordance with the notice provisions provided below, should it determine that continuation of the rights granted herein are no longer in the best interest of the LICENSOR. In the event that the LICENSOR fails to enter into, or terminates this LICENSE AGREEMENT, the LICENSOR agrees that the LICENSEE has no obligation, responsibility or liability for any damage or condition of the LICENSED PRPOERTY as a result, or arising out the tree limbs extending on or over the LICENSED PROPERTY.

ARTICLE 4. LIMITATIONS ON GOVERNMENTAL LIABILITY

Nothing in this LICENSE AGREEMENT shall be deemed as a waiver of immunity or limits of liability of the LICENSEE beyond any statutory limited waiver or limits of liability which have been adopted by the Florida Legislature in Section 768.28, Florida Statutes, or other statute, and nothing in this LICENSE AGREEMENT shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

ARTICLE 7. RELATIONSHIP OF PARTIES

The relationship established between the parties to this LICENSE AGREEMENT shall be strictly one of LICENSOR and LICENSEE. No estate shall pass from the LICENSOR to the LICENSEE, and this LICENSE AGREEMENT is for permissive use only. No other relationship shall be implied, suggested or inferred by or through this LICENSE AGREEMENT, and this LICENSE AGREEMENT shall not operate to create or to vest any property rights in LICENSOR.

ARTICLE 8. NOTICE

All correspondence and notices required pursuant to this LICENSE AGREEMENT shall be sent via certified or overnight mail – return receipt requested, or via hand delivery to:

AS TO LICENSEE:

Hilltop Point Community Development District
2005 Pan Am Circle
Suite 300
Tampa, FL 33607

With Copy to:
Erin McCormick Law, PA
Attn.: Erin R. McCormick
3314 Henderson Boulevard
Suite 100D
Tampa, Florida 33609

AS TO LICENSOR:

Christopher and Nancy Denton
12518 Hilltop Farms Drive
Dade City, FL 33525

ARTICLE 9. AMENDMENT

This LICENSE AGREEMENT may only be amended in writing, dated subsequent to the date hereof, duly executed by the authorized representatives of the parties hereto.

ARTICLE 11. SEVERABILITY

If any one or more of the provisions of this LICENSE AGREEMENT should be held contrary to law or public policy, or should for any reason whatsoever be held invalid or unenforceable by a court of competent jurisdiction, then such provision or provisions shall be null and void and shall be deemed separate from the remaining provisions of this LICENSE AGREEMENT, which remaining provisions shall continue in full force and effect if the rights and obligations of the parties contained herein are not materially prejudiced and the intentions of the parties continue to be in existence.

ARTICLE 12. ENTIRE AGREEMENT

The foregoing LICENSE AGREEMENT represents the complete and entire agreement between the parties with respect to the subject matter contained herein.

IN WITNESS THEREOF, the parties, by and through their respective duly authorized representative, have executed this LICENSE AGREEMENT for the purposes contained herein.

ATTEST:

LICENSEE:

**HILLTOP POINT COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Secretary, Board of Supervisors

DocuSigned by:
By: Tatiana Pagan
As: Chair or Vice Chair, Board of
Supervisors
Print Name: Tatiana Pagan
Date: 10/3/2025

Signed, sealed, and delivered in the presence
of:

Sign: _____
Print Name: Bill Denton

Sign: _____
Print Name: Maria Denton

Sign: _____
Print Name: Bill Denton

Sign: _____
Print
Name: Maria Denton

LICENSOR:

Signature: Christopher Denton
10/1/2025

Name: Christopher Denton

Signature:  Signed by:
EB743164838B419... 10/1/2025

Name: Nancy Denton



Inframark
2005 Pan Am Circle, Suite 300
Tampa, FL 33607

Date: 10/06/2025
Work Order #101-009-2-25
Customer ID: Hilltop point CDD

Phone: 656-247-3501

Quotation valid until 11/30/2025

Prepared by: **Nate Montagna**

Description		Unit Price	Quantity	Amount
Pressure washing Hilltop point entrance sidewalks		\$0.20	2,016sqft	\$403.00
Pressure washing Hilltop Point entrance median (one time)		\$200	1	\$200.00
Pressure washing amenity center sidewalks (not pool paver)		\$0.20	9,794sqft	\$1,958.80
Total	Labor and Materials			\$2,561.8

Full payment is due within 60 days of finalizing the project.

If you have any questions concerning this quotation, contact Nathaniel
Montagna at nmontagna@Inframark.com

By: Nathaniel Montagna

By: _____

Date: 10/6/25

Date: _____

Inframark

Hilltop point CDD

Inframark
Offices - Celebration - Tampa
We are proud to provide a range of services for your community.



— Contract
— one time

Bill To:

Hilltop Point CDD
Bryan Radcliff
2005 Pan Am Circle Suite 300
Tampa, Florida 33607

Shipping To:

Hilltop Point CDD
Bryan Radcliff
2005 Pan Am Circle Suite 300
Tampa, Florida 33607

Product	Start Date	End Date	QTY	Unit	Unit Price	Discount	Subtotal
Year 1 Products & Services							
SchoolNow CMS	2025-11-14	2026-11-13	1	Number of Schools	\$60.00	\$0.00	\$60.00
SchoolNow ADA	2025-11-14	2026-11-13	1	Number of Schools	\$938.00	\$0.00	\$938.00
SchoolNow Service Fee	2025-11-14	2026-11-13	1	Number of Schools	\$615.00	\$0.00	\$615.00
							\$1,613.00
Professional Services and Set-Up							
SchoolNow Implementation			1	Number of Schools	\$1,512.00	\$0.00	\$1,512.00
							\$1,512.00

Subtotal **\$3,125.00**

Contract Total Value \$3,125.00

Term Summary	
Total Years	Autorenew Term
1.00	12
Successive years are subject to 5% annual uplift, which shall be reflected on renewal quote	

Payment Schedule	
Year	Invoice Due Date
Year 1	Within 30 Days of Invoice
Successive years are subject to 5% annual uplift, which shall be reflected on renewal quote	

Additional Notes:

The initial term of this Agreement (the "Initial Term") shall be the number of years listed in the above table and, if Auto-Renewal Term is indicated in the above table, the Agreement shall automatically renew for successive terms for the number of months indicated in the table (each a "Successive Term" and together with the Initial Term, the "Term") unless either Party provides written notice at least 60 days prior to the end of such Initial or Successive Term or this Agreement is terminated sooner pursuant to Termination section of the Master Services Agreement that governs this Order Form.

Additional Payment Terms

For SchoolStatus Attend, there is an additional \$2,500 SIS change fee if Customer changes SIS during the Subscription/ Order Term. The fee will be due upon SchoolStatus commencing with the implementation of the new SIS.

This Order Form and the pricing contained herein are valid for 60 days from the quote created date above. All payments are to be remitted to SchoolStatus, LLC at P.O. Box 771470 St. Louis, MO 63177-9816.

By signing below, you agree to our [Master Services Agreement](#), the [Data Processing Addendum](#), the [Terms and Conditions](#) below your signature, and (d) the terms of this Order Form ("Agreement"), which together constitute the entirety of our Agreement with your organization, unless (i) Customer has a currently-effective, existing MSA and/or DPA executed by SchoolStatus, in which case such existing MSA will govern rather than (a) and/or such existing DPA will govern rather than (b); or (ii) otherwise set forth herein.

Authorized Representative: Bryan Radcliff**Signature:****Title:** _____**Date:** _____



Memorandum

To: Board of Supervisors

From: District Management

Date: August 28, 2024

RE: HB7013 – Special Districts Performance Measures and Standards

To enhance accountability and transparency, new regulations were established for all special districts, by the Florida Legislature, during its 2024 legislative session. Starting on October 1, 2024, or by the end of the first full fiscal year after its creation (whichever comes later), each special district must establish goals and objectives for each program and activity, as well as develop performance measures and standards to assess the achievement of these goals and objectives. Additionally, by December 1 each year (initial report due on December 1, 2025), each special district is required to publish an annual report on its website, detailing the goals and objectives achieved, the performance measures and standards used, and any goals or objectives that were not achieved.

District Management has identified the following key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each:

- Community Communication and Engagement
- Infrastructure and Facilities Maintenance
- Financial Transparency and Accountability

Additionally, special districts must provide an annual reporting form to share with the public that reflects whether the goals and objectives were met for the year. District Management has streamlined these requirements into a single document that meets both the statutory requirements for goal/objective setting and annual reporting.

The proposed goals/objectives and the annual reporting form are attached as exhibit A to this memo. District Management recommends that the Board of Supervisors adopt these goals and objectives to maintain compliance with HB7013 and further enhance its commitment to the accountability and transparency of the District.

Exhibit A:
Goals, Objectives, and Annual Reporting Form

**Hilltop Point Community Development District ("District")
Performance Measures/Standards & Annual Reporting Form**

October 1, 2024 – September 30, 2025

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

Objective: Hold at least twelve regular Board of Supervisor ("Board") meetings per year to conduct District-related business and discuss community needs.

Measurement: Number of public Board meetings held annually as evidenced by meeting minutes and legal advertisements.

Standard: A minimum of twelve Board meetings were held during the fiscal year.

Achieved: Yes ☐ No ☐

Goal 1.2: Notice of Meetings Compliance

Objective: Provide public notice of each meeting in accordance with Florida Statutes, using at least two communication methods.

Measurement: Timeliness and method of meeting notices as evidenced by posting to the District's website, publishing in local newspaper of general circulation, and or via electronic communication.

Standard: 100% of meetings were advertised in accordance with Florida Statutes on at least two mediums (e.g., newspaper, District website, electronic communications).

Achieved: Yes ☐ No ☐

Goal 1.3: Access to Records Compliance

Objective: Ensure that meeting minutes and other public records are readily available and easily accessible to the public by completing monthly District website checks.

Measurement: Monthly website reviews will be completed to ensure meeting minutes and other public records are up to date as evidenced by District Management's records.

Standard: 100% of monthly website checks were completed by District Management or third party vendor.

Achieved: Yes ☐ No ☐

2. Infrastructure and Facilities Maintenance

Goal 2.1: Field Management and/or District Management Site Inspections **Objective:** Field manager and/or district manager will conduct inspections per District Management services agreement to ensure safety and proper functioning of the District's infrastructure.

Measurement: Field manager and/or district manager visits were successfully completed per management agreement as evidenced by field manager and/or district manager's reports, notes or other record keeping method.

Standard: 100% of site visits were successfully completed as described within District Management services agreement

Achieved: Yes ☐ No ☐

Goal 2.2: District Infrastructure and Facilities Inspections

Objective: District Engineer will conduct an annual inspection of the District's infrastructure and related systems.

Measurement: A minimum of one inspection completed per year as evidenced by district engineer's report related to District's infrastructure and related systems.

Standard: Minimum of one inspection was completed in the fiscal year by the District's engineer.

Achieved: Yes ☐ No ☐

3. Financial Transparency and Accountability

Goal 3.1: Annual Budget Preparation

Objective: Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year.

Measurement: Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on the District's website and/or within District records.

Standard: 100% of budget approval & adoption were completed by the statutory deadlines and posted to the District's website.

Achieved: Yes ☐ No ☐

Goal 3.2: Financial Reports

Objective: Publish to the District's website the most recent versions of the following documents: Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

Measurement: Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the District's website.

Standard: District's website contains 100% of the following information: Most recent annual audit, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.

Achieved: Yes ☐ No ☐

Goal 3.3: Annual Financial Audit

Objective: Conduct an annual independent financial audit per statutory requirements and publish the results to the District's website for public inspection, and transmit to the State of Florida.

Measurement: Timeliness of audit completion and publication as evidenced by meeting minutes showing Board approval and annual audit is available on the District's website and transmitted to the State of Florida.

Standard: Audit was completed by an independent auditing firm per statutory requirements and results were posted to the District's website and transmitted to the State of Florida.

Achieved: Yes ☐ No ☐

SIGNATURES:

Chair/Vice Chair:

Printed Name:

Hilltop Point Community Development District

District Manager:

Printed Name:

Hilltop Point Community Development District

Date:

8-18-2024

Date:

8-18-2024



Erin McCormick | Law, PA

Erin McCormick, Esq.

November 14, 2025

Hilltop Point Community Development District
c/o Board of Supervisors

Re: District Counsel Representation

Dear Board Members:

Erin McCormick Law, PA appreciates the opportunity it has had to provide legal representation to the Hilltop Point Community Development District (the "District"). Based upon my discussions with District Management and the Chair of the District's Board of Supervisors (the "Board"), it has been determined that it is in the best interests of all parties for me to tender my resignation as District Counsel at this time. Termination of District Counsel representation will terminate upon acceptance of this resignation letter, unless otherwise agreed upon in consultation with the Board.

The Law Office's policy is to deliver to the Board, care of its District Manager, the documents and materials prepared as part of our representation of the District, and to retain records relating to legal services provided to the District, in accordance with the Engagement letter previously provided by our Law Office, dated January 21, 2022. I look forward to coordinating with District Management staff to provide a smooth transition.

I would like to thank the Board for opportunity to work with you over the course of this representation.

Sincerely,

Erin McCormick

Erin McCormick

**MINUTES OF MEETING
HILLTOP POINT
COMMUNITY DEVELOPMENT DISTRICT**

The EMERGENCY meeting of the Board of Supervisors of Hilltop Point Community Development District was held on Wednesday October 6, 2025, and called to order at 11:37 a.m. at SpringHill Suites by Marriott Tampa Suncoast Parkway, located at 16615 Crosspointe Run, Land O'Lakes, Florida 34638.

Present and constituting a quorum were:

Tatiana Pagan	Chairperson
Aaron Spinks	Vice Chairperson
Lee Thompson	Assistant Secretary
John Blakley	Assistant Secretary
Jared Rossi	Assistant Secretary (<i>via phone</i>)

Also present were:

Bryan Radcliff	District Manager
Brian Lamb	VP Developer Services
Erin McCormick	District Counsel
Tyson Waag	District Engineer
Tonja Stewart	District Engineer (<i>via phone</i>)
Paul Young	Field Services
Jason Combee	Steadfast Landscaping

This is not a certified or verbatim transcript but rather represents the context and summary of the meeting. The full meeting is available in audio format upon request. Contact the District Office for any related costs for an audio copy.

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Radcliff called the meeting to order, and a quorum was established.

SECOND ORDER OF BUSINESS

Public Comment Period

There being none, the next order of business followed.

THIRD ORDER OF BUSINESS

Business Items

A. Jons Custom Fence - Fence Removal Proposal

The Board reviewed the current condition of a drainage issue needing repair and approved a proposal from *Jons Custom Fence* for removal and reinstallation of fencing.

On MOTION by Mr. Blakley seconded by Mr. Thompson, with all in favor, <i>Jons Custom Fence</i> - Removal Proposal, at a cost of \$1,350.00, was approved. 5-0

B. QGS Final Proposal

The Board reviewed and approved a proposal from *QGS* for swale repair and requested Mr. Radcliff contact the vendor to have name changed to the CDD.

On MOTION by Mr. Spinks seconded by Ms. Pagan, with all in favor, the *QGS* Final Proposal, at a cost of \$22,593.64, was approved. 5-0

C. GEO Point Hilltop FKA Clinton Avenue, Phase 1, East Side Proposal

The Board approved a proposal from *GEO* Point for additional swale repairs in Phase 1.

On MOTION by Ms. Pagan seconded by Mr. Spinks, with all in favor, the *GEO* Point Hilltop FKA Clinton Avenue, Phase 1, East Side Proposal, at a cost of \$7,500.00, was approved. 5-0

FOURTH ORDER OF BUSINESS

Other Business, Updates, and Supervisor Comments

There being none, the next order of business followed.

FIFTH ORDER OF BUSINESS

Adjournment

There being no further business,

On MOTION by Mr. Thompson seconded by Mr. Spinks, with all in favor, the meeting was adjourned at 11:48 pm. 5-0

Bryan Radcliff
District Manager

Tatiana Pagan
Chairperson

Hilltop Point Community Development District

Financial Statements
(Unaudited)

Period Ending
September 30, 2025

Prepared by:



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

HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT

Balance Sheet

As of September 30, 2025

(In Whole Numbers)

				SERIES 2022-1	SERIES 2022-2	GENERAL	GENERAL	
				CAPITAL	CAPITAL	FIXED ASSETS	LONG-TERM	
	GENERAL	SERIES 2022-1	SERIES 2022-2	PROJECT	PROJECT	ACCOUNT	DEBT	
ACCOUNT DESCRIPTION	FUND	DEBT SERVICE	DEBT SERVICE	FUND	FUND	GROUP FUND	ACCOUNT	TOTAL
		FUND	FUND				GROUP FUND	
ASSETS								
Cash - Operating Account	\$ 56,831	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,831
Due From Developer	2,034	-	-	-	-	-	-	2,034
Due From Other Funds	-	-	118,184	-	-	-	-	118,184
Investments:								
Acquisition & Construction Account	-	-	-	4,874	366	-	-	5,240
Prepayment Account	-	1,498	-	-	-	-	-	1,498
Reserve Fund	-	165,978	116,100	-	-	-	-	282,078
Revenue Fund	-	234,455	132,376	-	-	-	-	366,831
Prepaid Insurance	17,185	-	-	-	-	-	-	17,185
Fixed Assets								
Construction Work In Process	-	-	-	-	-	7,468,754	-	7,468,754
Amount To Be Provided	-	-	-	-	-	-	7,990,000	7,990,000
TOTAL ASSETS	\$ 76,050	\$ 401,931	\$ 366,660	\$ 4,874	\$ 366	\$ 7,468,754	\$ 7,990,000	\$ 16,308,635
LIABILITIES								
Accounts Payable	\$ 602	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 602
Due To Developer	50,000	-	-	-	-	-	-	50,000
Bonds Payable - Series 2022A-1	-	-	-	-	-	-	4,720,000	4,720,000
Bonds Payable - Series 2022A-2	-	-	-	-	-	-	3,270,000	3,270,000
Due To Other Funds	2,147	113,949	-	3	2,085	-	-	118,184
TOTAL LIABILITIES	52,749	113,949	-	3	2,085	-	7,990,000	8,158,786
FUND BALANCES								
Nonspendable:								
Prepaid Insurance	17,185	-	-	-	-	-	-	17,185
Restricted for:								
Debt Service	-	287,982	366,660	-	-	-	-	654,642
Capital Projects	-	-	-	4,871	-	-	-	4,871
Unassigned:	6,116	-	-	-	(1,719)	7,468,754	-	7,473,151
TOTAL FUND BALANCES	23,301	287,982	366,660	4,871	(1,719)	7,468,754	-	8,149,849
TOTAL LIABILITIES & FUND BALANCES	\$ 76,050	\$ 401,931	\$ 366,660	\$ 4,874	\$ 366	\$ 7,468,754	\$ 7,990,000	\$ 16,308,635

ERROR MESSAGE! - THIS REPORT CONTAINS A FORMULA ERROR**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending September 30, 2025

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>				
Interest - Investments	\$ -	\$ 99	\$ 99	0.00%
Interest - Tax Collector	-	465	465	0.00%
Special Assmnts- Tax Collector	74,837	128,088	53,251	171.16%
Special Assmnts- CDD Collected	-	97,289	97,289	0.00%
Developer Contribution	315,498	209,760	(105,738)	66.49%
Other Miscellaneous Revenues	-	25	25	0.00%
TOTAL REVENUES	390,335	435,726	45,391	111.63%
<u>EXPENDITURES</u>				
<u>Administration</u>				
Supervisor Fees	7,200	5,400	1,800	75.00%
ProfServ - Dissemination Agent	5,000	5,000	-	100.00%
Pool Maintenance - Contract	14,400	-	14,400	0.00%
ProfServ - Recording Secretary	5,000	4,500	500	90.00%
ProfServ-Trustee Fees	-	7,835	(7,835)	0.00%
Assessment Roll	-	5,000	(5,000)	0.00%
District Counsel	15,000	38,962	(23,962)	259.75%
District Engineer	5,400	9,050	(3,650)	167.59%
Administrative Services	4,500	5,530	(1,030)	122.89%
District Management	25,000	25,837	(837)	103.35%
Accounting Services	12,000	17,500	(5,500)	145.83%
Website Compliance	1,800	1,601	199	88.94%
Postage, Phone, Faxes, Copies	500	184	316	36.80%
Rentals & Leases	500	2,018	(1,518)	403.60%
Insurance - Public Officials	2,500	2,500	-	100.00%
Legal Advertising	3,500	1,591	1,909	45.46%
Bank Fees	200	786	(586)	393.00%
Financial & Revenue Collections	5,000	(56)	5,056	-1.12%
Website Administration	1,200	2,400	(1,200)	200.00%
ProfServ - Information Technology	500	700	(200)	140.00%
Miscellaneous Expenses	250	32	218	12.80%
Office Supplies	100	-	100	0.00%
Dues, Licenses, Subscriptions	175	605	(430)	345.71%
Total Administration	109,725	136,975	(27,250)	124.83%
<u>Electric Utility Services</u>				
Electricity - Utility Ops	1,500	1,644	(144)	109.60%
Electricity Utility Services - Streetlights	42,275	40,830	1,445	96.58%
Water Utility Services	10,000	3,825	6,175	38.25%
Total Electric Utility Services	53,775	46,299	7,476	86.10%

ERROR MESSAGE! - THIS REPORT CONTAINS A FORMULA ERROR**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending September 30, 2025

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>Garbage/Solid Waste Services</u>				
Garbage	2,500	-	2,500	0.00%
Total Garbage/Solid Waste Services	2,500	-	2,500	0.00%
<u>Stormwater Control</u>				
R&M-Boundary Walls/Fences/Monuments	5,000	5,936	(936)	118.72%
Total Stormwater Control	5,000	5,936	(936)	118.72%
<u>Other Physical Environment</u>				
Amenity Pest Control	3,000	325	2,675	10.83%
Insurance - General Liability	3,200	3,200	-	100.00%
Insurance -Property & Casualty	11,200	10,880	320	97.14%
Landscape - Annuals	7,500	1,132	6,368	15.09%
Landscape - Mulch	7,500	-	7,500	0.00%
Landscape Maintenance	116,535	112,209	4,326	96.29%
Plant Replacement Program	5,000	10,420	(5,420)	208.40%
Irrigation Maintenance	6,000	5,200	800	86.67%
Entry & Walls Maintenance	5,000	304	4,696	6.08%
Total Other Physical Environment	164,935	143,670	21,265	87.11%
<u>Parks and Recreations</u>				
Field Services	12,000	18,000	(6,000)	150.00%
Clubhouse - Facility Janitorial Service	7,200	5,900	1,300	81.94%
Amenity Center Cleaning & Supplies	750	1,400	(650)	186.67%
Contracts - Security Alarms	2,200	-	2,200	0.00%
Telephone/Internet/Phone	950	880	70	92.63%
Amenity R&M	5,000	5,499	(499)	109.98%
Splash Pool Maintenance	2,500	18,312	(15,812)	732.48%
Access Control Maintenance & Repair	2,000	9,192	(7,192)	459.60%
Amenity Access - Key Fobs	2,500	-	2,500	0.00%
Pool Permits	500	-	500	0.00%
Total Parks and Recreations	35,600	59,183	(23,583)	166.24%

ERROR MESSAGE! - THIS REPORT CONTAINS A FORMULA ERROR
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2025
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>Contingency</u>				
Miscellaneous Contingency	18,800	20,362	(1,562)	108.31%
Total Contingency	18,800	20,362	(1,562)	108.31%
TOTAL EXPENDITURES	390,335	412,425	(22,090)	105.66%
Excess (deficiency) of revenues				
Over (under) expenditures	-	23,301	23,301	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		-		
FUND BALANCE, ENDING		\$ 23,301		

HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2025
Series 2022-1 Debt Service Fund (201)
(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>				
Interest - Investments	\$ -	\$ 17,012	\$ 17,012	0.00%
Special Assmnts- Tax Collector	333,303	331,450	(1,853)	99.44%
TOTAL REVENUES	333,303	348,462	15,159	104.55%
<u>EXPENDITURES</u>				
<u>Debt Service</u>				
Principal Debt Retirement	80,000	80,000	-	100.00%
Interest Expense	253,303	252,031	1,272	99.50%
Total Debt Service	333,303	332,031	1,272	99.62%
TOTAL EXPENDITURES	333,303	332,031	1,272	99.62%
Excess (deficiency) of revenues				
Over (under) expenditures	-	16,431	16,431	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		271,551		
FUND BALANCE, ENDING		\$ 287,982		

HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2025
Series 2022-2 Debt Service Fund (202)
(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>				
Interest - Investments	\$ -	\$ 10,781	\$ 10,781	0.00%
Special Assmnts- Tax Collector	229,905	-	(229,905)	0.00%
Special Assmnts- CDD Collected	-	223,759	223,759	0.00%
TOTAL REVENUES	229,905	234,540	4,635	102.02%
<u>EXPENDITURES</u>				
<u>Debt Service</u>				
Principal Debt Retirement	50,000	50,000	-	100.00%
Interest Expense	179,905	181,093	(1,188)	100.66%
Total Debt Service	229,905	231,093	(1,188)	100.52%
TOTAL EXPENDITURES	229,905	231,093	(1,188)	100.52%
Excess (deficiency) of revenues				
Over (under) expenditures	-	3,447	3,447	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		363,213		
FUND BALANCE, ENDING		\$ 366,660		

HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2025
Series 2022-1 Capital Project Fund (301)
(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>				
Interest - Investments	\$ -	\$ 209	\$ 209	0.00%
TOTAL REVENUES	-	209	209	0.00%
<u>EXPENDITURES</u>				
TOTAL EXPENDITURES	-	-	-	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	209	209	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		4,662		
FUND BALANCE, ENDING		\$ 4,871		

HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending September 30, 2025
Series 2022-2 Capital Project Fund (302)
(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>				
Interest - Investments	\$ -	\$ 16	\$ 16	0.00%
TOTAL REVENUES	-	16	16	0.00%
<u>EXPENDITURES</u>				
TOTAL EXPENDITURES	-	-	-	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	16	16	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		(1,735)		
FUND BALANCE, ENDING		<u>\$ (1,719)</u>		

Bank Account Statement

Hilltop Point CDD

Bank Account No. 4088
Statement No. 09-25

Statement Date 09/30/2025

G/L Account No. 101001 Balance	56,831.12	Statement Balance	93,070.83
		Outstanding Deposits	0.00
Positive Adjustments	0.00		
Subtotal	56,831.12	Subtotal	93,070.83
Negative Adjustments	0.00	Outstanding Checks	-36,239.71
Ending G/L Balance	56,831.12	Ending Balance	56,831.12

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
Deposits							
							0.00
09/03/2025	Payment	BD00066	Developer Contribution	Deposit No. BD00066	36,928.00	36,928.00	0.00
09/11/2025	Payment	BD00067	Special Assmnts-CDD Collected	Deposit No. BD00067	1,247.29	1,247.29	0.00
09/30/2025	Payment	BD00068	Developer Contribution	Deposit No. BD00068	46,062.35	46,062.35	0.00
09/18/2025		JE000734	Special Assmnts-CDD Collected	Truist Bank	7,483.74	7,483.74	0.00
09/23/2025		JE000735	Special Assmnts-CDD Collected	Truist Bank	2,494.58	2,494.58	0.00
09/30/2025		JE000746	Interest - Investments	Interest Income	97.99	97.99	0.00
Total Deposits					94,313.95	94,313.95	0.00
Checks							
							0.00
08/27/2025	Payment	1370	ERIN MCCORMICK LAW PA	Check for Vendor V00006	-2,323.90	-2,323.90	0.00
08/27/2025	Payment	1372	REDWIRE LLC	Check for Vendor V00033	-1,856.21	-1,856.21	0.00
08/28/2025	Payment	1374	JOHN C. BLAKLEY	Check for Vendor V00010	-200.00	-200.00	0.00
08/28/2025	Payment	1375	LEE R. THOMPSON	Check for Vendor V00011	-200.00	-200.00	0.00
09/02/2025	Payment	1376	CITY OF DADE CITY	Check for Vendor V00044	-545.73	-545.73	0.00
09/10/2025	Payment	1378	CONSOLIDATED LAND SERVICES, INC.	Check for Vendor V00056	-5,499.41	-5,499.41	0.00
09/10/2025	Payment	1379	COOPER POOLS INC.	Check for Vendor V00053	-1,990.00	-1,990.00	0.00
09/10/2025	Payment	1380	INFRAMARK LLC	Check for Vendor V00014	-8,366.30	-8,366.30	0.00
09/10/2025	Payment	1381	JNJ AMENITY SERVICES LLC	Check for Vendor V00037	-700.00	-700.00	0.00
09/10/2025	Payment	1382	STEADFAST MAINTENANCE	Check for Vendor V00045	-7,478.00	-7,478.00	0.00
09/10/2025	Payment	1383	TAMPA ELECTRIC	Check for Vendor V00015	-3,845.98	-3,845.98	0.00
09/17/2025	Payment	1384	CONSOLIDATED LAND SERVICES, INC.	Check for Vendor V00056	-9,899.62	-9,899.62	0.00

Bank Account Statement

Hilltop Point CDD

Bank Account No. 4088

Statement No. 09-25

Statement Date

09/30/2025

09/17/2025	Payment	1385	INFRAMARK LLC	Check for Vendor V00014	-485.00	-485.00	0.00
09/17/2025	Payment	1386	STANTEC	Check for Vendor V00024	-760.00	-760.00	0.00
09/19/2025	Payment	1387	CONSULTING SERVICES, INC.	Check for Vendor V00010	-200.00	-200.00	0.00
09/19/2025	Payment	1388	JOHN C. BLAKLEY	Check for Vendor V00011	-200.00	-200.00	0.00
09/29/2025	Payment	300003	LEE R. THOMPSON	CHARTER			
			COMMUNICATION	Inv: 0162402090925	-79.98	-79.98	0.00
09/22/2025		JE000747	S ACH				
			Bank Fees	Bank Fees	-254.83	-254.83	0.00
Total Checks					-44,884.96	-44,884.96	0.00

Adjustments

Total Adjustments

Outstanding Checks

08/27/2025	Payment	1371	INFRAMARK LLC	Check for Vendor V00014			-6,650.00
09/29/2025	Payment	1389	EGIS INSURANCE	Check for Vendor V00017			-17,185.00
09/29/2025	Payment	1390	ADVISORS	Check for Vendor V00045			-495.00
09/30/2025	Payment	1391	STEADFAST	Check for Vendor V00006			-3,570.00
09/30/2025	Payment	1392	MAINTENANCE	ERIN MCCORMICK			-2,862.80
09/30/2025	Payment	1393	LAW PA	Check for Vendor V00006			-5,476.91
09/30/2025	Payment	1393	INFRAMARK LLC	Check for Vendor V00014			-36,239.71
Total Outstanding Checks							

Outstanding Deposits

Total Outstanding Deposits

HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund

For the Period from 09/01/2025 to 09/30/2025

(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Vendor	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001									
001	1376	09/02/25	V00044	CITY OF DADE CITY	082225-2701	WATER 06/21/25-07/21/25	WATER	543018-53301	\$545.73
001	1378	09/10/25	V00056	CONSOLIDATED LAND SERVICES, INC.	00000240	08/27 - Washout Repair	Miscellaneous Services	549001-53908	\$5,499.41
001	1379	09/10/25	V00053	COOPER POOLS INC.	2025-1145	September 25 - Pool Maintenance	Contracts-Pools	534078-57200	\$1,990.00
001	1380	09/10/25	V00014	INFRAMARK LLC	157168	Inframark Management Inv - July 25	July 25 - Postage	541024-51301	\$12.08
001	1380	09/10/25	V00014	INFRAMARK LLC	157168	Inframark Management Inv - July 25	July 25 - B/W Copies	541024-51301	\$0.30
001	1380	09/10/25	V00014	INFRAMARK LLC	157168	Inframark Management Inv - July 25	July 25 - Conference Room Rental	544025-51301	\$152.50
001	1380	09/10/25	V00014	INFRAMARK LLC	157168	Inframark Management Inv - July 25	July 25 - Various amenity repairs	549900-57200	\$1,551.42
001	1380	09/10/25	V00014	INFRAMARK LLC	158211	Sept 25 - Inframark Management Invoice	Sept 25 - Accounting Services	532001-51301	\$1,000.00
001	1380	09/10/25	V00014	INFRAMARK LLC	158211	Sept 25 - Inframark Management Invoice	Sept 25 - Administrative Services	531148-51301	\$458.33
001	1380	09/10/25	V00014	INFRAMARK LLC	158211	Sept 25 - Inframark Management Invoice	Sept 25 - Management Services	531150-51301	\$2,083.33
001	1380	09/10/25	V00014	INFRAMARK LLC	158211	Sept 25 - Inframark Management Invoice	Sept 25 - Assessment Roll	531141-51301	\$416.67
001	1380	09/10/25	V00014	INFRAMARK LLC	158211	Sept 25 - Inframark Management Invoice	Sept 25 - Tech / Data Storage	531020-51301	\$100.00
001	1380	09/10/25	V00014	INFRAMARK LLC	158211	Sept 25 - Inframark Management Invoice	Sept 25 - Website Maintenance / Admin	549936-51301	\$200.00
001	1380	09/10/25	V00014	INFRAMARK LLC	158211	Sept 25 - Inframark Management Invoice	Sept 25 - Dissemination Services	531012-51301	\$416.67
001	1380	09/10/25	V00014	INFRAMARK LLC	158211	Sept 25 - Inframark Management Invoice	Sept 25 - Rentals / Leases	544025-51301	\$100.00
001	1380	09/10/25	V00014	INFRAMARK LLC	158211	Sept 25 - Inframark Management Invoice	Sept 25 - Recording Secretary	531036-51301	\$375.00
001	1380	09/10/25	V00014	INFRAMARK LLC	158211	Sept 25 - Inframark Management Invoice	Sept 25 - Field Services	531122-51301	\$1,500.00
001	1381	09/10/25	V00037	JNJ AMENITY SERVICES LLC	INV0006	Aug 25 - Janitorial Services	Clubhouse - Facility Janitorial Service	531131-57200	\$700.00
001	1382	09/10/25	V00045	STEADFAST MAINTENANCE	SA-14870	September 25 - Landscape Maintenance	Sept 25 - Landscape Maintenance	546300-53908	\$7,478.00
001	1383	09/10/25	V00015	TAMPA ELECTRIC	082725-0973	07/24 - 08/21 - Electric	Electricity - Utility Ops	543007-53100	\$45.63
001	1383	09/10/25	V00015	TAMPA ELECTRIC	082825-1876	07/25 - 08/22 - Electric	Electricity - Utility Ops	543007-53100	\$23.22
001	1383	09/10/25	V00015	TAMPA ELECTRIC	082725-7113	07/24 - 08/21 - Electric	Electricity - Utility Ops	543007-53100	\$699.54
001	1383	09/10/25	V00015	TAMPA ELECTRIC	082725-7680	07/24 - 08/21 - Electric	Electricity - Utility Ops	543007-53100	\$95.84
001	1383	09/10/25	V00015	TAMPA ELECTRIC	082725-7698	07/24 - 08/21 - Electric	Electricity - Utility Ops	543007-53100	\$52.63
001	1383	09/10/25	V00015	TAMPA ELECTRIC	082725-2809	07/24 - 08/21 - Electric	Electricity Utility Services - Streetlights	543013-53100	\$979.19
001	1383	09/10/25	V00015	TAMPA ELECTRIC	082725-1015	07/24 - 08/21 - Electric	Electricity Utility Services - Streetlights	543013-53100	\$1,921.15
001	1383	09/10/25	V00015	TAMPA ELECTRIC	082725-211030874344	ELECTRIC 07/24/25-08/21/25	ELECTRIC	543007-53100	\$28.78
001	1384	09/17/25	V00056	CONSOLIDATED LAND SERVICES, INC.	00000234	WASHOUT REPAIR 08/14/25	WASHOUT REPAIR	546300-53908	\$8,249.62
001	1384	09/17/25	V00056	CONSOLIDATED LAND SERVICES, INC.	00000233	ADDENDUM TO ESTIMATE 374: 6-12 LIMESTONE RIP RAP	LIMESTONE 4'-6" RIP RAP	549900-58200	\$1,650.00
001	1385	09/17/25	V00014	INFRAMARK LLC	1162342	LIFT STATION GATE REPAIR SEPTEMBER 2025	08/08 - Lift Station Gate Repair	546180-51301	\$485.00
001	1386	09/17/25	V00024	STANTEC CONSULTING SERVICES, INC.	2400882	DISTRICT ENGINEERING SERVICES MAY 2025	DISTRICT ENGINEERING SERVICES	531147-51301	\$760.00
001	1387	09/19/25	V00010	JOHN C. BLAKLEY	JB-091825	BOARD 9/18/25	Supervisor Fees	511100-51101	\$200.00
001	1388	09/19/25	V00011	LEE R. THOMPSON	LT-091825	BOARD 9/18/25	Supervisor Fees	511100-51101	\$200.00
001	1389	09/29/25	V00017	EGIS INSURANCE ADVISORS	29642	INSURANCE-POLICY# 100125957 10/01/25-10/01/26	INSURANCE	155100-51301	\$17,185.00
001	1390	09/29/25	V00045	STEADFAST MAINTENANCE	SA-15439	ANNUALS INSTALL 09/19/25	ANNUALS INSTALL	546300-53908	\$495.00
001	1391	09/30/25	V00006	ERIN MCCORMICK LAW PA	10852	DISTRICT COUNSEL THROUGH 09/19/25	DISTRICT COUNSEL SERVICES	531146-51401	\$3,570.00
001	1392	09/30/25	V00006	ERIN MCCORMICK LAW PA	10853	DISTRICT COUNSEL THROUGH 09/18/25	DISTRICT COUNSEL SERVICES	531146-51401	\$2,862.80
001	1393	09/30/25	V00014	INFRAMARK LLC	159266	POSTAGE & COPIES AUGUST 2025	POSTAGE	541024-51301	\$11.10
001	1393	09/30/25	V00014	INFRAMARK LLC	159266	POSTAGE & COPIES AUGUST 2025	COPIES	541024-51301	\$14.85
001	1393	09/30/25	V00014	INFRAMARK LLC	1162487	MAINTENANCE-SEPTEMBER - LOCK SET & LIFT STATION FENCE REPAIRS	FENCE REPAIRS	546180-53908	\$5,450.96
001	300003	09/29/25	V00043	CHARTER COMMUNICATIONS ACH	0162402090925	INTERNET 09/09/25-10/08/25	INTERNET SERVICE	541016-57200	\$79.98

Fund Total	\$69,639.73
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Total Checks Paid	\$69,639.73
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HILLTOP POINT CDD
Summary of Operations and Maintenance Invoices

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
Monthly Contract					
CHARTER COMMUNICATIONS ACH	9/9/2025	0162402090925	\$79.98	\$79.98	INTERNET SERVICE
COOPER POOLS INC.	9/1/2025	2025-1145	\$1,990.00	\$1,990.00	September 25 - Pool Maintenance
INFRAMARK LLC	9/5/2025	158211	\$1,000.00		Sept 25 - Accounting Services
INFRAMARK LLC	9/5/2025	158211	\$458.33		Sept 25 - Administrative Services
INFRAMARK LLC	9/5/2025	158211	\$2,083.33		Sept 25 - Management Services
INFRAMARK LLC	9/5/2025	158211	\$416.67		Sept 25 - Assessment Roll
INFRAMARK LLC	9/5/2025	158211	\$100.00		Sept 25 - Tech / Data Storage
INFRAMARK LLC	9/5/2025	158211	\$200.00		Sept 25 - Website Maintenance / Admin
INFRAMARK LLC	9/5/2025	158211	\$416.67		Sept 25 - Dissemination Services
INFRAMARK LLC	9/5/2025	158211	\$100.00		Sept 25 - Rentals / Leases
INFRAMARK LLC	9/5/2025	158211	\$375.00		Sept 25 - Recording Secretary
INFRAMARK LLC	9/5/2025	158211	\$1,500.00	\$6,650.00	Sept 25 - Field Services
JNJ AMENITY SERVICES LLC	8/27/2025	INV0006	\$700.00	\$700.00	Aug 25 - Janitorial Services
STEADFAST MAINTENANCE	9/1/2025	SA-14870	\$7,478.00	\$7,478.00	Sept 25 - Landscape Maintenance
Monthly Contract Subtotal			\$16,897.98	\$16,897.98	
Variable Contract					
ERIN MCCORMICK LAW PA	9/19/2025	10853	\$2,862.80	\$2,862.80	DISTRICT COUNSEL SERVICES
ERIN MCCORMICK LAW PA	9/19/2025	10852	\$3,570.00	\$3,570.00	DISTRICT COUNSEL SERVICES
INFRAMARK LLC	8/28/2025	157168	\$12.08		July 25 - Postage
INFRAMARK LLC	8/28/2025	157168	\$0.30	\$12.38	July 25 - B/W Copies
INFRAMARK LLC	9/22/2025	159266	\$11.10		POSTAGE
INFRAMARK LLC	9/22/2025	159266	\$14.85	\$25.95	COPIES
TAMPA ELECTRIC	8/27/2025	082725-0973	\$45.63	\$45.63	07/24 - 08/21 - Electric
TAMPA ELECTRIC	8/28/2025	082825-1876	\$23.22	\$23.22	07/25 - 08/22 - Electric
TAMPA ELECTRIC	8/27/2025	082725-7113	\$699.54	\$699.54	07/24 - 08/21 - Electric
TAMPA ELECTRIC	8/27/2025	082725-7680	\$95.84	\$95.84	07/24 - 08/21 - Electric
TAMPA ELECTRIC	8/27/2025	082725-7698	\$52.63	\$52.63	07/24 - 08/21 - Electric
TAMPA ELECTRIC	8/27/2025	082725-2809	\$979.19	\$979.19	07/24 - 08/21 - Electric

HILLTOP POINT CDD
Summary of Operations and Maintenance Invoices

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
TAMPA ELECTRIC	8/27/2025	082725-1015	\$1,921.15	\$1,921.15	07/24 - 08/21 - Electric
Variable Contract Subtotal			\$10,288.33	\$10,288.33	
Utilities					
TAMPA ELECTRIC	8/27/2025	082725-211030874344	\$28.78	\$28.78	ELECTRIC
Utilities Subtotal			\$28.78	\$28.78	
Regular Services					
EGIS INSURANCE ADVISORS	9/19/2025	29642	\$17,185.00	\$17,185.00	INSURANCE
JOHN C. BLAKLEY	9/18/2025	JB-091825	\$200.00	\$200.00	BOARD 9/18/25
LEE R. THOMPSON	9/18/2025	LT-091825	\$200.00	\$200.00	BOARD 9/18/25
STANTEC CONSULTING SERVICES, INC.	5/16/2025	2400882	\$760.00	\$760.00	DISTRICT ENGINEERING SERVICES
Regular Services Subtotal			\$18,345.00	\$18,345.00	
Additional Services					
CONSOLIDATED LAND SERVICES, INC.	8/27/2025	00000240	\$5,499.41	\$5,499.41	08/27 - Washout Repair
CONSOLIDATED LAND SERVICES, INC.	8/14/2025	00000234	\$8,249.62	\$8,249.62	WASHOUT REPAIR
CONSOLIDATED LAND SERVICES, INC.	8/14/2025	00000233	\$1,650.00	\$1,650.00	LIMESTONE 4'-6" RIP RAP
INFRAMARK LLC	8/28/2025	157168	\$152.50		July 25 - Conference Room Rental
INFRAMARK LLC	8/28/2025	157168	\$1,551.42	\$1,703.92	July 25 - Various amenity repairs
INFRAMARK LLC	9/10/2025	1162342	\$485.00	\$485.00	08/08 - Lift Station Gate Repair
INFRAMARK LLC	9/17/2025	1162487	\$5,450.96	\$5,450.96	FENCE REPAIRS
STEADFAST MAINTENANCE	9/19/2025	SA-15439	\$495.00	\$495.00	ANNUALS INSTALL
Additional Services Subtotal			\$23,533.91	\$23,533.91	
TOTAL			\$69,094.00	\$69,094.00	



Hilltop Point CDD

Field Inspection Report - November - Steadfast

Thursday, November 6, 2025

Prepared For Board of Supervisors

15 Items Identified

15 Items Incomplete

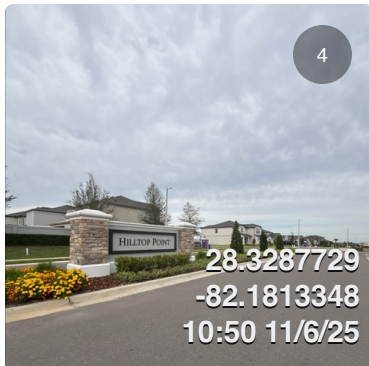
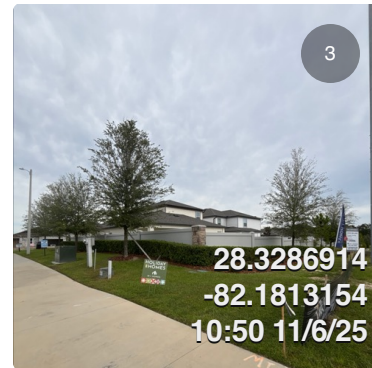
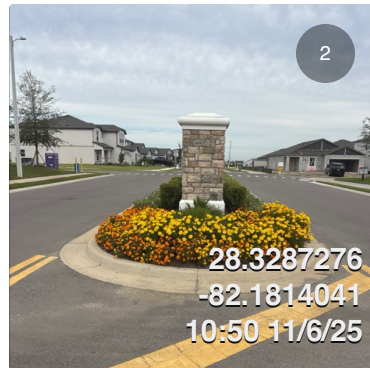
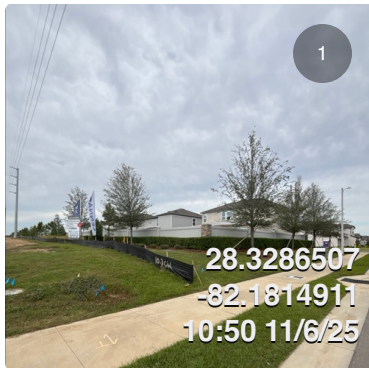
Paul Young

District Field Inspector

Item 1 - HILLTOP POINT MAIN ENTRANCE

Assigned To: Steadfast

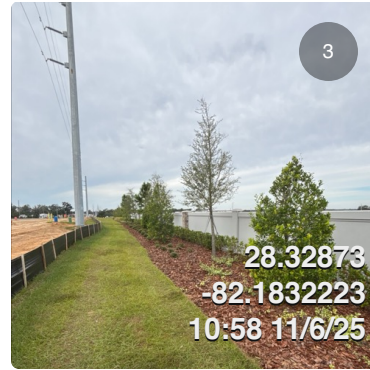
- 1). West landscape at entrance is well maintained.
- 2). Median annual rotation is scheduled for delivery and installed on 11/18/25.
- 3). East landscape at entrance is well maintained.
- 4). Median landscape detail is well maintained.



Item 2 - WEST FRONTAGE LANDSCAPE

Assigned To: Steadfast

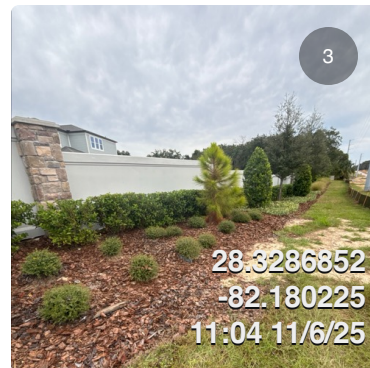
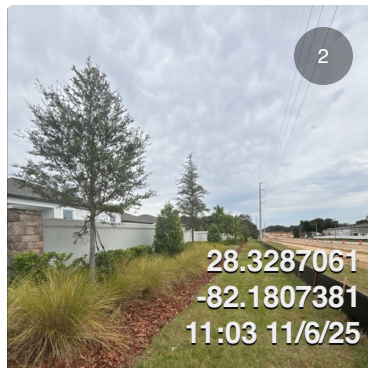
- 1). Oak trees have shown improvement.
- 2). Landscape is detailed and even.
- 3). Frontage detail is well maintained.



Item 3 - EAST FRONTAGE LANDSCAPE

Assigned To: Steadfast

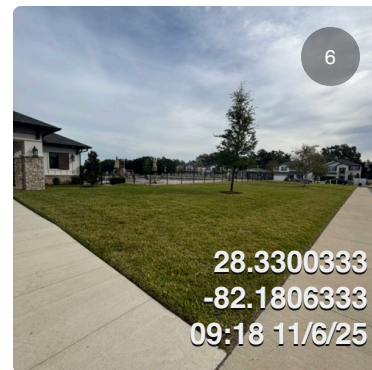
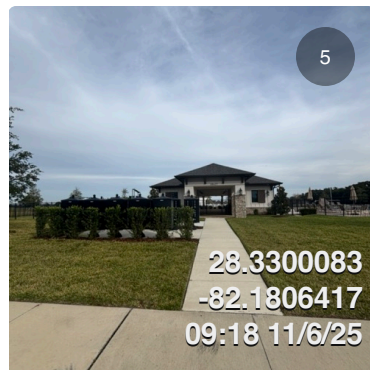
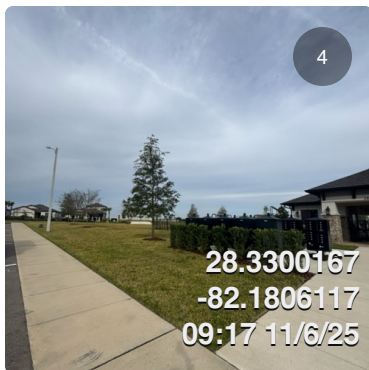
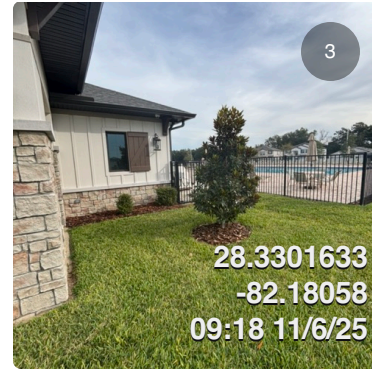
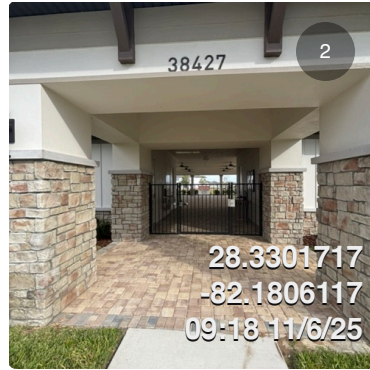
- 1). Detail of landscape is even and well maintained.
- 2). Trees and sod are well maintained.
- 3). Washout has been refreshed with mulch.



Item 4 - AMENITY CENTER LANDSCAPE

Assigned To: Steadfast

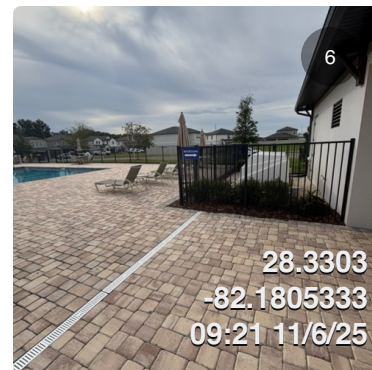
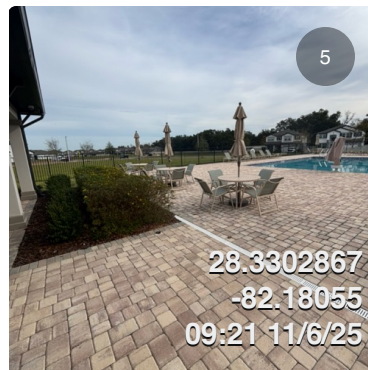
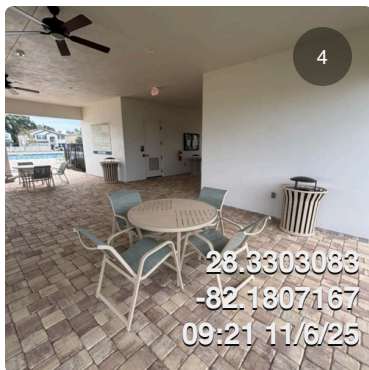
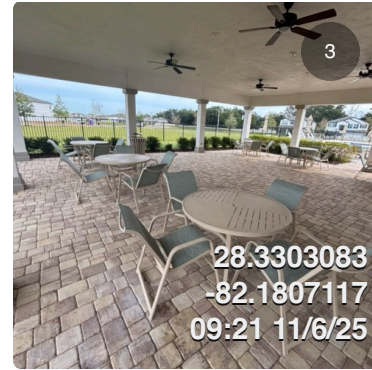
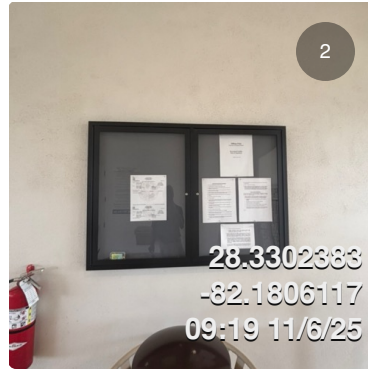
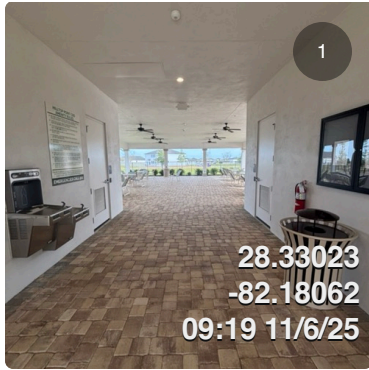
Landscape detail is maintained. Sod has alot of weeds - send fertilizer reports and plan of action. Mailboxes have stained pavement - proposal to clean is on file for board review.



Item 5 - AMENITY CENTER

Assigned To: Steadfast

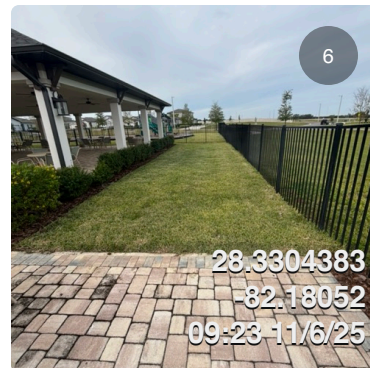
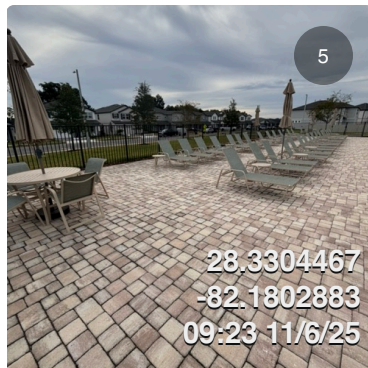
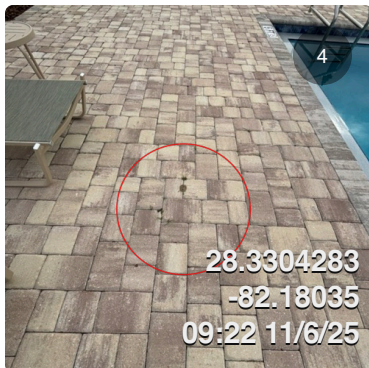
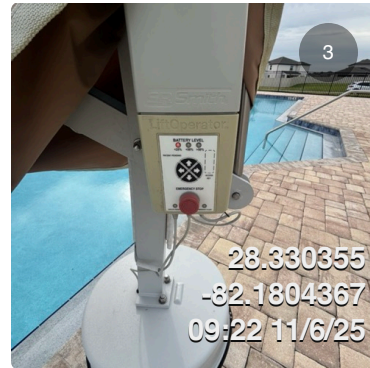
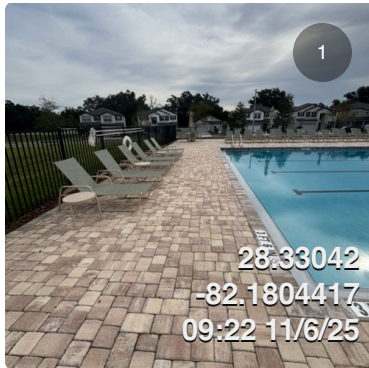
Amenity Center facilities are clean and operational. Community message board has readable material displayed. Table and chairs are intact and clean. Landscape inside pool area has been maintained.



Item 6 - POOL

Assigned To: Steadfast

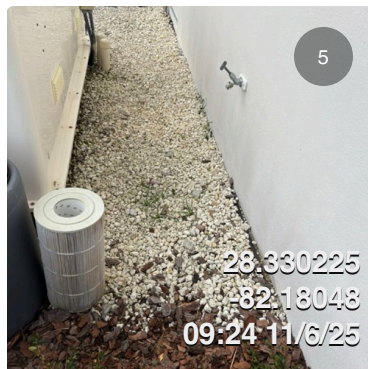
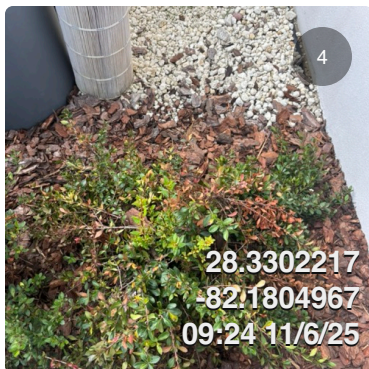
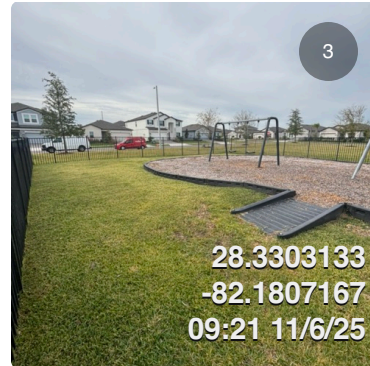
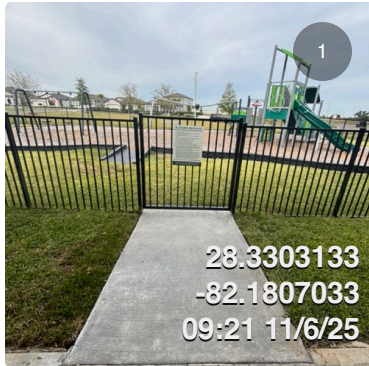
- 1). Pool furniture is clean and intact.
- 2). Pool is clear and blue.
- 3). Battery has been placed on charger on 11/6/25 for full capacity usage if needed.
- 4). Small areas in pavers have weeds protruding-string whip weeds on every visit for minimum to no visibility as well as liquid treatments.



Item 7 - PLAYGROUND & POOL PUMP

Assigned To: Steadfast

- 1). Playground rules are visible upon entry.
- 2). Playground equipment is operational.
- 3). Sod is maintained.
- 4). Prune dead limbs on plants inside pool cage.
- 5). Treat weeds on next service visit.



Item 8 - D2, D3, D4 DRAINAGE AREAS

Assigned To: Steadfast

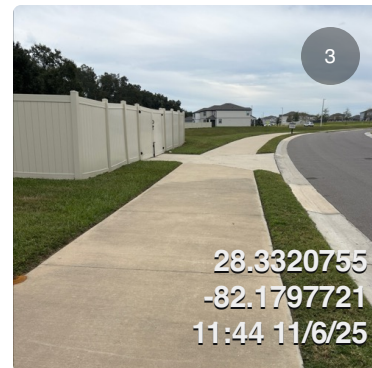
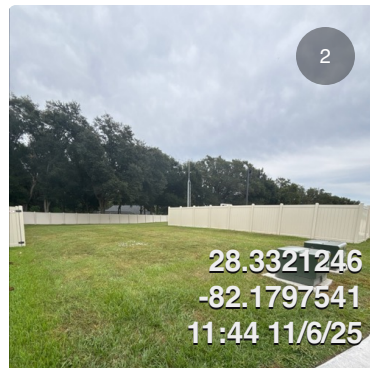
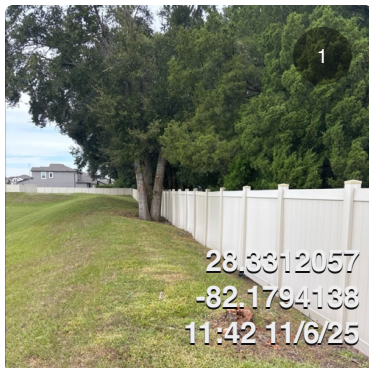
- 1). Pond 2 bank and base mowing is maintained.
- 2). D4 tract fence and landscape sod has taken root and is now on the regular maintenance map and service visits.
- 3). Pond 3 is maintained.



Item 9 - LIFT STATION

Assigned To: Steadfast

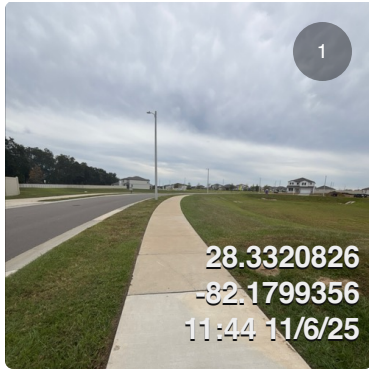
- 1). Trees along fencing have been pruned, dead tree flush cut and removed.
- 2). Sod is maintained around lift station.
- 3). Sidewalk edging and maintenance is well maintained.



Item 10 - D1 DRAINAGE AREa

Assigned To: Steadfast

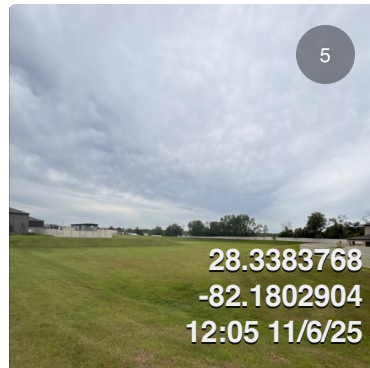
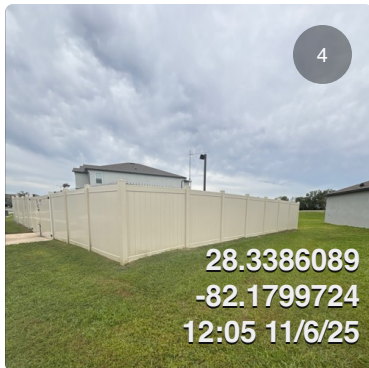
- 1). Sidewalk edging and sod is maintained.
- 2). Pond 1 banks is maintained.
- 3). Pond 1 drainage structures are clear of debris.



Item 11 - TRACT P1 / PHASE I

Assigned To: Steadfast

- 1). Pond is maintained.
- 2). Easement is maintained.
- 3). Lift station gate has been cleaned of mildew.
- 4). Drainage structures are clear of debris.



Item 12 - TRACT P2

Assigned To: Steadfast

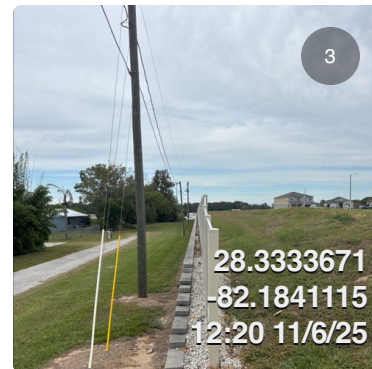
Pond banks are maintained. Erosion repair is holding on both control structures.



Item 13 - RETAINING WALL

Assigned To: Steadfast

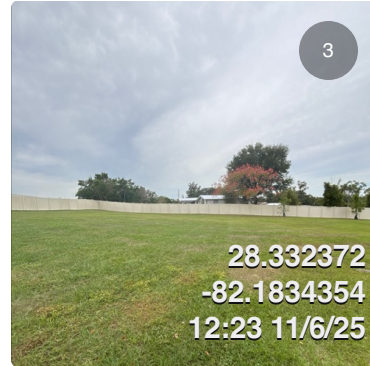
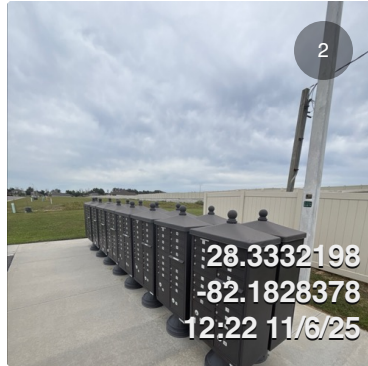
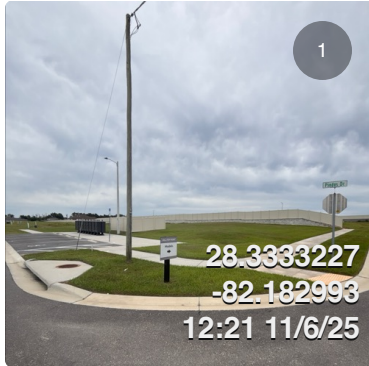
Wall maintenance and weed control is maintained. Remove all trash during service visits.



Item 14 - PINDOS DRIVE

Assigned To: Steadfast

Mailbox kiosk is clean and intact. Landscape is maintained. Tract P4 is maintained.



Item 15 - TRACT D7

Assigned To: Steadfast

Tract D7 pond is well maintained. Pedestrian paths are maintained.

