

**BERRY BAY II
COMMUNITY DEVELOPMENT
DISTRICT**

OCTOBER 02, 2025

AGENDA PACKAGE



2005 PAN AM CIRCLE, SUITE 300
TAMPA. FL 33067

Berry Bay II Community Development District

Board of Supervisors

Carlos de la Ossa, Chair
Nicholas Dister, Vice-Chairman
Ryan Motko, Assistant Secretary
Alberto Viera, Assistant Secretary
Kyle Smith, Assistant Secretary

District Staff

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

Regular Meeting Agenda

Thursday, October 02, 2025 at 2:00 p.m.

The Regular Meeting of the **Berry Bay II Community Development District** will be held **October 02, 2025, at 2:00 p.m. at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.** Please let us know at least 24 hours in advance if you are planning to call into the meeting. Following is the Agenda for the Meeting:

[Join the meeting now](#)

Meeting ID: 240 062 334 037 6 **Passcode:** wU2Sy36X

Dial-in by phone +1 646-838-1601 **Pin:** 311 963 193#

THE PUBLIC HEARING & REGULAR MEETING OF BOARD OF SUPERVISORS

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**

A. Consideration of Resolution 2026-01; Designation of Officers

4. **CONSENT AGENDA**

A. Approval of Minutes of September 04, 2025, Regular Meeting

B. Consideration of Operation and Maintenance August 2025

C. Acceptance of the Financials and Approval of the Check Register for August 2025

5. **STAFF REPORTS**

A. District Counsel

B. District Engineer

C. District Manager

6. **BOARD OF SUPERVISORS REQUESTS AND COMMENTS**

7. **ADJOURNMENT**

RESOLUTION 2026-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BERRY BAY II COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Berry Bay II Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Hillsborough County, Florida; and

WHEREAS, pursuant to Chapter 190, *Florida Statutes*, the Board of Supervisors (“**Board**”), shall organize by electing one of its members as Chair and by electing a Secretary, and such other officers as the Board may deem necessary.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BERRY BAY II COMMUNITY DEVELOPMENT DISTRICT:

1. District Officers. The District officers are as follows:

- _____ is appointed Chairperson.
- _____ is appointed Vice-Chairperson.
- _____ is appointed Assistant Secretary.
- _____ is appointed Assistant Secretary.
- _____ is appointed Assistant Secretary.
- _____ is appointed Secretary.
- _____ is appointed Treasurer.
- _____ is appointed Assistant Treasurer.

2. Conflicts. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

3. Effective Date. This Resolution shall become effective immediately upon its adoption.

Adopted this 2nd day of October, 2025.

Attest:

Berry Bay II Community Development District

Secretary/Assistant Secretary

Chair of the Board of Supervisors

**MINUTES OF REGULAR MEETING
BERRY BAY II
COMMUNITY DEVELOPMENT DISTRICT**

1 The regular meeting of the Board of Supervisors of the Berry Bay II Community
2 Development District was held on Thursday September 4, 2025, and called to order at 3:05 p.m.
3 at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607.

4
5 Present were:

6		
7	Carlos de la Ossa	Chairperson
8	Nicholas Dister	Vice Chairperson
9	Ryan Motko	Assistant Secretary
10	Alberto Viera	Assistant Secretary
11	Kyle Smith	Assistant Secretary

12
13 Also present were:

14		
15	Jayna Cooper	District Manager
16	John Vericker	District Counsel
17	Kathryn Hopkinson	District Counsel
18	Tyson Waag	District Engineer (<i>via phone</i>)

19
20 *This is not a certified or verbatim transcript but rather represents the context and*
21 *summary of the meeting. The full meeting is available in audio format upon request. Contact*
22 *the District Office for any related costs for an audio copy.*

23
24 **FIRST ORDER OF BUSINESS**

Call to Order/Roll Call

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

26
27 **SECOND ORDER OF BUSINESS**

Public Comment

28 There being none, the next order of business followed.

29
30 **THIRD ORDER OF BUSINESS**

Business Items

31 **A. Consideration of Grau & Associates Audit Engagement Letter**

32
33 On MOTION by Mr. de la Ossa seconded by Mr. Motko, with all in
34 favor, Grau & Associates Audit Engagement Letter for \$5,300.00, was
35 accepted. 5-0

36
37 **B. Consideration of Goals & Objectives**

38
39 On MOTION by Mr. de la Ossa seconded by Mr. Motko, with all in
40 favor, Goals & Objectives, were approved. 5-0

41

42 **C. Consideration of FY 2025-2026 Operations and Maintenance Budget Funding**
43 **Agreement**
44

45 On MOTION by Mr. de la Ossa seconded by Mr. Motko, with all in
46 favor, FY 2025-2026 Operations and Maintenance Budget Funding
47 Agreement, in the amount of \$671,443.00, was approved. 5-0

48
49 **FOURTH ORDER OF BUSINESS** **Consent Agenda**
50 **A. Approval of Minutes of August 7, 2025, Regular Meeting**
51 **B. Consideration of Operation and Maintenance July 2025**
52 **C. Acceptance of the Financials and Approval of the Check Register for July 2025**
53

54 On MOTION by Mr. de la Ossa seconded by Mr. Smith, with all in
55 favor, the Consent Agenda, was approved. 5-0

56
57 **FIFTH ORDER OF BUSINESS** **Staff Reports**
58 **A. District Counsel**
59 **B. District Engineer**
60 **C. District Manager**

61 There being no reports, the next order of business followed.
62

63 **SIXTH ORDER OF BUSINESS** **Board of Supervisors' Requests and**
64 **Comments**

65 There being none, the next order of business followed.
66

67 **SEVENTH ORDER OF BUSINESS** **Adjournment**

68 There being no further business,
69

70 On MOTION by Mr. de la Ossa seconded by Mr. Motko, with all in
71 favor, meeting adjourned. 5-0

72
73
74
75
76 _____
77 Jayna Cooper
District Manager

75
76 _____
77 Carlos de la Ossa
Chairperson

BERRY BAY II
Summary of Operations and Maintenance Invoices

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
Monthly Contract					
INFRAMARK	8/1/2025	155334	\$1,458.33		ACCOUNTING SVCS
INFRAMARK	8/1/2025	155334	\$2,083.33		DISTRICT MGMNT SVCS
INFRAMARK	8/1/2025	155334	\$125.00		WEBSITE MAINT
INFRAMARK	8/1/2025	155334	\$291.67		FINANCIAL & REVENUE COLLECTION
INFRAMARK	8/1/2025	155334	\$416.67		DISSEMINATION SERVICES
INFRAMARK	8/1/2025	155334	\$416.67	\$4,791.67	ASSESSMENT ROLL
Monthly Contract Subtotal			\$4,791.67	\$4,791.67	
Regular Services					
ALBERTO VIERA	8/7/2025	AV-080725	\$200.00	\$200.00	BOARD 8/7/25
CARLOS DE LA OSSA	8/7/2025	CO-080725	\$200.00	\$200.00	BOARD 8/7/25
KYLE SMITH	8/7/2025	KS-080725	\$200.00	\$200.00	BOARD 8/7/25
NICHOLAS J. DISTER	8/7/2025	ND-080725	\$200.00	\$200.00	BOARD 8/7/25
RYAN MOTKO	8/7/2025	RM-080725	\$200.00	\$200.00	BOARD 8/7/25
Regular Services Subtotal			\$1,000.00	\$1,000.00	
TOTAL			\$5,791.67	\$5,791.67	



INVOICE

2002 West Grand Parkway North
Suite 100
Katy, TX 77449

BILL TO
Berry Bay II Community Development
District
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

INVOICE#
155334
CUSTOMER ID
C5100
PO#

DATE
8/1/2025
NET TERMS
Due On Receipt
DUE DATE
8/1/2025

Services provided for the Month of: August 2025

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
District Management	1	Ea	2,083.33		2,083.33
Accounting Services	1	Ea	1,458.33		1,458.33
Financial & Revenue Collection	1	Ea	291.67		291.67
Assessment Roll	1	Ea	416.67		416.67
Dissemination Services	1	Ea	416.67		416.67
Website Maintenance / Admin	1	Ea	125.00		125.00
Subtotal					4,791.67

Subtotal	\$4,791.67
Tax	\$0.00
Total Due	\$4,791.67

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.

Attendance Confirmation
for
BOARD OF SUPERVISORS

District Name: Berry Bay II CDD

Board Meeting Date: August 07, 2025

	Name	In Attendance Please X	Paid
1	Carlos de la Ossa	X	\$200
2	Nick Dister		X
3	Ryan Motko	X	\$200
4	Albert Vierra	X	\$200
5	Kyle Smith	X	\$200

The supervisors present at the above referenced meeting should be compensated accordingly

Approved for payment:

Jayna Cooper

08/07/2025

District Manager Signature

Date

**** PLEASE RETURN SIGNED DOCUMENT TO LORI BINGLE****

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for
BOARD OF SUPERVISORS

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08/07/2025

District Manager Signature

Date

**** PLEASE RETURN SIGNED DOCUMENT TO LORI BINGLE****

Berry Bay II Community Development District

Financial Statements
(Unaudited)

Period Ending
August 31, 2025

Prepared by:



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

BERRY BAY II
Balance Sheet
As of August 31, 2025
(In Whole Numbers)

ACCOUNT DESCRIPTION	GENERAL FUND	DEBT SERVICE FUND	CAPITAL PROJECTS FUND	GENERAL FIXED ASSETS FUND	GENERAL LONG TERM DEBT FUND	TOTAL
ASSETS						
Cash In Bank	\$ 17,721	\$ -	\$ -	\$ -	\$ -	\$ 17,721
Due From Other Funds	-	10,243	-	-	-	10,243
Investments:						
Acquisition & Construction Account	-	-	4,872,519	-	-	4,872,519
Reserve Fund	-	406,614	-	-	-	406,614
Revenue Fund	-	44,284	-	-	-	44,284
Fixed Assets						
Construction Work In Process	-	-	-	874,253	-	874,253
Amount To Be Provided	-	-	-	-	11,955,000	11,955,000
TOTAL ASSETS	\$ 17,721	\$ 461,141	\$ 4,872,519	\$ 874,253	\$ 11,955,000	\$ 18,180,634
LIABILITIES						
Accounts Payable	\$ 40,050	\$ -	\$ -	\$ -	\$ -	\$ 40,050
Bonds Payable	-	-	-	-	11,955,000	11,955,000
Due To Other Funds	10,243	-	-	-	-	10,243
TOTAL LIABILITIES	50,293	-	-	-	11,955,000	12,005,293
FUND BALANCES						
Restricted for:						
Debt Service	-	461,141	-	-	-	461,141
Capital Projects	-	-	4,872,519	-	-	4,872,519
Unassigned:	(32,572)	-	-	874,253	-	841,681
TOTAL FUND BALANCES	(32,572)	461,141	4,872,519	874,253	-	6,175,341
TOTAL LIABILITIES & FUND BALANCES	\$ 17,721	\$ 461,141	\$ 4,872,519	\$ 874,253	\$ 11,955,000	\$ 18,180,634

BERRY BAY II
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending August 31, 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
REVENUES				
Special Assmnts- CDD Collected	\$ 118,425	\$ 27,907	\$ (90,518)	23.57%
Developer Contribution	-	32,399	32,399	0.00%
TOTAL REVENUES	118,425	60,306	(58,119)	50.92%
EXPENDITURES				
Administration				
Supervisor Fees	3,000	11,000	(8,000)	366.67%
ProfServ-Construction	9,000	-	9,000	0.00%
ProfServ-Dissemination Agent	4,200	4,583	(383)	109.12%
ProfServ-Info Technology	600	-	600	0.00%
ProfServ-Recording Secretary	2,400	-	2,400	0.00%
ProfServ-Trustee Fees	6,500	-	6,500	0.00%
District Counsel	9,500	13,456	(3,956)	141.64%
District Engineer	9,500	-	9,500	0.00%
Misc-admin Fee (%)	4,500	4,583	(83)	101.84%
District Manager	25,000	22,917	2,083	91.67%
Accounting Services	9,000	15,042	(6,042)	167.13%
Auditing Services	6,000	5,200	800	86.67%
Website Compliance	1,800	1,500	300	83.33%
Postage, Phone, Faxes, Copies	500	15	485	3.00%
Rentals & Leases	600	-	600	0.00%
Insurance - General Liability	3,200	2,750	450	85.94%
Public Officials Insurance	2,500	2,250	250	90.00%
Legal Advertising	3,500	1,077	2,423	30.77%
Misc-Admin Fee (%)	250	-	250	0.00%
Bank Fees	200	531	(331)	265.50%
Financial & Revenue Collections	1,200	3,208	(2,008)	267.33%
Meeting Expense	4,000	-	4,000	0.00%
Website Administration	1,200	1,375	(175)	114.58%
Office Supplies	100	-	100	0.00%
Dues, Licenses, Subscriptions	175	200	(25)	114.29%
Reserve	10,000	-	10,000	0.00%
Total Administration	118,425	89,687	28,738	75.73%
TOTAL EXPENDITURES	118,425	89,687	28,738	75.73%

BERRY BAY II
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending August 31, 2025
General Fund (001)
(In Whole Numbers)

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
Excess (deficiency) of revenues				
Over (under) expenditures	-	(29,381)	(29,381)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		(3,191)		
FUND BALANCE, ENDING		<u>\$ (32,572)</u>		

BERRY BAY II
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending August 31, 2025
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	\$ -	\$ 26,228	\$ 26,228	0.00%
Special Assmnts- CDD Collected	-	593,328	593,328	0.00%
TOTAL REVENUES	-	619,556	619,556	0.00%
<u>EXPENDITURES</u>				
<u>Debt Service</u>				
Principal Debt Retirement	-	180,000	(180,000)	0.00%
Interest Expense	-	409,775	(409,775)	0.00%
Total Debt Service	-	589,775	(589,775)	0.00%
TOTAL EXPENDITURES	-	589,775	(589,775)	0.00%
Excess (deficiency) of revenues Over (under) expenditures	-	29,781	29,781	0.00%
<u>OTHER FINANCING SOURCES (USES)</u>				
Interfund Transfer - In	-	86	86	0.00%
Interfund Transfers-Out	-	(406,614)	(406,614)	0.00%
TOTAL FINANCING SOURCES (USES)	-	(406,528)	(406,528)	0.00%
Net change in fund balance	<u>\$ -</u>	<u>\$ (376,747)</u>	<u>\$ (376,747)</u>	<u>0.00%</u>
FUND BALANCE, BEGINNING (OCT 1, 2024)		837,888		
FUND BALANCE, ENDING		<u>\$ 461,141</u>		

BERRY BAY II
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending August 31, 2025
Capital Projects 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	\$ -	\$ 380,733	\$ 380,733	0.00%
TOTAL REVENUES	-	380,733	380,733	0.00%
<u>EXPENDITURES</u>				
<u>Construction In Progress</u>				
Construction in Progress	-	6,780,350	(6,780,350)	0.00%
Total Construction In Progress	-	6,780,350	(6,780,350)	0.00%
TOTAL EXPENDITURES	-	6,780,350	(6,780,350)	0.00%
Excess (deficiency) of revenues Over (under) expenditures	-	(6,399,617)	(6,399,617)	0.00%
<u>OTHER FINANCING SOURCES (USES)</u>				
Interfund Transfer - In	-	406,614	406,614	0.00%
Interfund Transfers-Out	-	(86)	(86)	0.00%
TOTAL FINANCING SOURCES (USES)	-	406,528	406,528	0.00%
Net change in fund balance	\$ -	\$ (5,993,089)	\$ (5,993,089)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		10,865,608		
FUND BALANCE, ENDING		\$ 4,872,519		

Bank Account Statement

Berry Bay II CDD

Bank Account No. 9415
Statement No. 25_08

Statement Date 08/31/2025

G/L Account No. 101002 Balance	17,721.21	Statement Balance	18,414.34
		Outstanding Deposits	0.00
Positive Adjustments	0.00	Subtotal	18,414.34
Subtotal	17,721.21	Outstanding Checks	-693.13
Negative Adjustments	0.00	Ending Balance	17,721.21
Ending G/L Balance	17,721.21		

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
Deposits							
							0.00
08/15/2025	Payment	BD00007	Developer Contribution	Deposit No. BD00007	20,000.00	20,000.00	0.00
08/31/2025		JE000105	Interest - Investments	Interest Earned	0.03	0.03	0.00
Total Deposits					20,000.03	20,000.03	0.00
Checks							
							0.00
05/20/2025	Payment	1103	RYAN MOTKO	Check for Vendor V00012	-200.00	-200.00	0.00
06/11/2025	Payment	1108	RYAN MOTKO	Check for Vendor V00012	-200.00	-200.00	0.00
08/20/2025	Payment	1111	ALBERTO VIERA	Check for Vendor V00009	-400.00	-400.00	0.00
08/20/2025	Payment	1113	CARLOS DE LA OSSA	Check for Vendor V00008	-400.00	-400.00	0.00
08/20/2025	Payment	1114	KYLE SMITH	Check for Vendor V00010	-400.00	-400.00	0.00
08/20/2025	Payment	1115	NICHOLAS J. DISTER	Check for Vendor V00011	-400.00	-400.00	0.00
08/27/2025		JE000104	Bank Fees	Truist Bank	-531.24	-531.24	0.00
Total Checks					-2,531.24	-2,531.24	0.00
Adjustments							
Total Adjustments							
Outstanding Checks							
08/20/2025	Payment	1112	BUSINESS OBSERVER, INC.	Check for Vendor V00021			-293.13
08/20/2025	Payment	1116	RYAN MOTKO	Check for Vendor V00012			-400.00
Total Outstanding Checks							-693.13
Outstanding Deposits							
Total Outstanding Deposits							

BERRY BAY II

Payment Register by Fund

For the Period from 08/01/2025 to 08/31/2025

(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	1111	08/20/25	V00009	ALBERTO VIERA	AV-071025	BOARD 7/10/25	Supervisor Fees	511100-51101	\$200.00
001	1111	08/20/25	V00009	ALBERTO VIERA	AV-080725	BOARD 8/7/25	Supervisor Fees	511100-51101	\$200.00
001	1112	08/20/25	V00021	BUSINESS OBSERVER, INC.	25-01959H	LEGAL AD 07/11/25	LEGAL AD	548002-51301	\$78.75
001	1112	08/20/25	V00021	BUSINESS OBSERVER, INC.	25-01891H	LEGAL AD 07/04/25	LEGAL AD	548002-51301	\$214.38
001	1113	08/20/25	V00008	CARLOS DE LA OSSA	CO-071025	BOARD 7/10/25	Supervisor Fees	511100-51101	\$200.00
001	1113	08/20/25	V00008	CARLOS DE LA OSSA	CO-080725	BOARD 8/7/25	Supervisor Fees	511100-51101	\$200.00
001	1114	08/20/25	V00010	KYLE SMITH	KS-071025	BOARD 7/10/25	Supervisor Fees	511100-51101	\$200.00
001	1114	08/20/25	V00010	KYLE SMITH	KS-080725	BOARD 8/7/25	Supervisor Fees	511100-51101	\$200.00
001	1115	08/20/25	V00011	NICHOLAS J. DISTER	ND-071025	BOARD 7/10/25	Supervisor Fees	511100-51101	\$200.00
001	1115	08/20/25	V00011	NICHOLAS J. DISTER	ND-080725	BOARD 8/7/25	Supervisor Fees	511100-51101	\$200.00
001	1116	08/20/25	V00012	RYAN MOTKO	RM-071025	BOARD 7/10/25	Supervisor Fees	511100-51101	\$200.00
001	1116	08/20/25	V00012	RYAN MOTKO	RM-080725	BOARD 8/7/25	Supervisor Fees	511100-51101	\$200.00
Fund Total									\$2,293.13

Total Checks Paid	\$2,293.13
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