

*Baytree Community  
Development District*

*Agenda*

*August 1, 2018*

# AGENDA

# *Baytree*

## *Community Development District*

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135 W. Central Blvd., Suite 320, Orlando, FL 32801  
Phone: 407-841-5524 – Fax: 407-839-1526

July 25, 2018

Board of Supervisors  
Baytree Community  
Development District

Dear Board Members:

The Board of Supervisors of the Baytree Community Development District will meet **Wednesday, August 1, 2018 at 1:30 p.m. at the Baytree National Golf Links Meeting Room, 8207 National Drive, Melbourne, Florida.** Following is the advance agenda for the meeting:

1. Roll Call
2. Community Updates
  - A. Security
  - B. BCA
3. Approval of Minutes of the June 6, 2018 Meeting
4. New Business
  - A. Review and Acceptance of Fiscal Year 2017 Audit Report
  - B. Public Hearing
    - i. Consideration of Resolution 2018-06 Adopting the Fiscal Year 2019 Budget and Relating to the Annual Appropriations
    - ii. Consideration of Resolution 2018-07 Imposing Special Assessments and Certifying an Assessment Roll
  - C. Discussion of Fiscal Year 2019 Contracts
  - D. Approval of Fiscal Year 2019 Meeting Schedule
  - E. Discussion of Security Camera Proposal
5. CDD Action Items/Staff Reports
  - A. CDD Action Items
  - B. Additional Staff Reports
    - i. Attorney
    - ii. Engineer
      1. Consideration of Roadway Paving Proposal
    - iii. District Manager's Report
      1. Field Manager's Report
6. Treasurer's Report
  - A. Consideration of Check Register
  - B. Balance Sheet and Income Statement
7. Supervisor's Requests

8. Public Comment Period
9. Adjournment

The second order of business is community updates. Section A is an update from Security, Section B is the BCA update.

The third order of business is the approval of the minutes of the June 6, 2018 meeting. The minutes are enclosed for your review.

The fourth order of business is the discussion of new business items. Section A is the review and acceptance of the Fiscal Year 2018 audit report. A bound copy of the report is provided separately. Section B opens the public hearing to adopt the District's budget and assessments. Sub-Section 1 is the consideration of Resolution 2018-06 adopting the Fiscal Year 2019 budget and relating to the annual appropriations. A copy of the Resolution and approved budget is enclosed for your review. Sub-Section 2 is the consideration of Resolution 2018-07 imposing special assessments and certifying an assessment roll. A copy of the Resolution is enclosed for your review and a copy of the assessment roll will be available at the meeting for review. Section C is the discussion of the Fiscal Year 2019 contracts. This is an open discussion item. Section D is the approval of the Fiscal Year 2019 meeting schedule. The sample meeting notice is enclosed for your review. Section E is the discussion of the security camera proposal. The proposal from Modern Security Systems is enclosed for your review.

The fifth order of business is CDD Action Items and Staff Reports. Section A is the presentation of the CDD action items enclosed for your review. Section 2 of Staff Reports is the District Engineer's Report. Sub-Section 1 is the consideration of the roadway paving proposal. A copy of the proposal from Goodson Paving is enclosed for your review. Section 3 of Staff Reports is the District Manager's Report. Sub-section 1 is the presentation of the Field Manager's Report that will be provided under separate cover.

The sixth order of business is the Treasurer's Report. Section A includes the check register being submitted for approval and Section B is the balance sheet and income statement, which is enclosed for your review.

The seventh order of business is Supervisor's Requests.

The eighth order of business is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items.

The balance of the agenda will be discussed at the meeting. In the meantime, if you have any questions, please contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Showe', with a stylized flourish extending to the right.

Jason Showe,  
District Manager

Cc: Dennis Lyles/ Michael Pawelczyk, District Counsel  
Melissa DeFrancesco, District Engineer  
Darrin Mossing, GMS

# MINUTES

MINUTES OF MEETING  
BAYTREE  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Baytree Community Development District was held on Wednesday, June 6, 2018 at 1:30 p.m. at Baytree National Golf Links, 8207 National Drive, Melbourne, Florida.

Present and constituting a quorum were:

Carol Witcher	Chairman
Melvin Mills	Vice Chairman
Richard Bosseler	Supervisor
Jerry Darby	Supervisor

Also present were:

Jason Showe	District Manager
Michael Pawelczyk	District Counsel
Maryelen Samitas	District Engineer
Alan Scheerer	Field Manager
Valerie Scott	DSI Security
William McLeod	DSI Security
Riely Hunter	DSI Security
Residents	

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Showe called the meeting to order at 1:30 p.m., called the roll and the Pledge of Allegiance was recited. All Supervisors were present with the exception of Mr. Brown.

**SECOND ORDER OF BUSINESS**

**Community Updates**

**A. Security**

Mr. Showe: We have the incoming security firm, DSI Security Services (DSI), here. The contract will be presented later on in the agenda for approval by the Board. Jerry and I met with them.

Mr. Darby: I will give some highlights. It allows you to go into a portal and list permanent guests, visitors and vendors through a computer, without having to call the guard station. The guard will then have access to this database and allow people in. You can even dis-

allow people from coming to your residence. Once implemented, that should greatly streamline the entire process. The system is intended to go into effect on August 1<sup>st</sup>?

Mr. Showe: September 1<sup>st</sup>.

Mr. Darby: We will have training sessions both day and night for all of the residents of this area, so they can understand how to input the information. There is also a YouTube tutorial. It was very helpful. I also believe that the website has a written tutorial on how to do this. I have been playing with the system over the last couple of days and it's really not as difficult as it seems. Those who are computer-phobic, can fill out a form and it will be entered by other individuals and we maintain it.

Ms. Fox: Jerry & Carol Fox, 8041 Daventry Drive. Do they actually check that list? My friend is on the list and they stop her constantly and write everything down. They don't bother to look at my list.

Mr. Showe: One of the things that we will talk about is that we are actually implementing a tablet for the guards. They will be able to access information as they are looking at the vehicle. One of the things that Jerry didn't mention, is if you know somebody is coming, you can send them a text message with a code. The guard will be able to scan that code, right when they come in and it will pop up all of the information. The first time they scan their Driver's License, it will add their Driver's License to the database. All of that will be available to the guard on a tablet as he's at the vehicle, which should help all of the recordkeeping.

Mr. Darby: It's very simple.

Ms. Wagner: Joanne Wagner, Isles of Baytree. Is there a website that we can look at to get a preliminary idea?

Mr. Darby: Yes, but I don't have the website address with me. Can we put it on the website?

Mr. Showe: We can post it on the website.

Mr. Darby: We wanted to make it easier for people to access the data. We should post a link from the CDD website, that takes you right into the TekControl. There's also a link to the YouTube video. We should put that up and any of the training documents.

Ms. Wagner: That would be helpful.

Mr. Darby: The way to appreciate what this does, is to use it and view the tutorials. We will schedule both a day and evening session. You will find that it is a good system.



Ms. Wagner: I recommend August, after your Board meeting, for the daytime session and again in the evening on that day.

Mr. Showe: Yes. We should have folks here for the budget hearing.

Mr. Darby: We will just find the best way to communicate this to all residents.

Ms. Wagner: August is actually one of the busiest vacation months in Florida, so we may not have good attendance.

Mr. Showe: We will figure it out.

Ms. Witcher: We can do one then and then another when the Winter people are here.

Mr. Showe: We will coordinate it.

Mr. Bosseler: Do they have the Post Orders?

Mr. Showe: The current Post Orders were provided and they are creating their own Post Orders. That's their protocol for how they proceed. Our standard is that we review the contract with them, hold them to the contract and they create the Post Orders. I think that they are still working on those.

Mr. Darby: The Post Orders will be subject to the Board's criteria.

Mr. Showe: Right.

Mr. Darby: Jason, I would like to mention a couple of other security issues. We have LED lit gates at our entrance and exit. We only had one complaint so far and it seems to be working well. There was some vandalism at the pool, over the Memorial Day holiday. In response to that, Jason allocated one additional security guard for the pool four to five days a week.

Mr. Showe: They were there four nights in a row. We requested them again this last weekend. To my knowledge, we haven't had any other incidents.

Mr. Darby: A number of us in the Balmoral/South Pointe area received a text on May 28<sup>th</sup>, saying that golfers were assaulted and threatened with a gun for hitting golf balls in somebody's yard. As it turned out, that was not the case. The case was that a couple of teenagers in golf carts, wandered off of the service road, right by #17, and encountered a number of contractors doing the walkway or somebody maintaining the cell towers. Apparently, when they go into these wooded areas, they carry firearms. There must have been some type of confrontation, such that the teenagers went to their homes, called the police and the police came out with tactical units and sealed off South Pointe, which got people a little nervous. That's all

we learned of the situation. I don't know how many received a text, but it seems that the original assumption of what the instance was, was quite different than what actually happened.

Mr. Mills: If I may bring up a point. It was discussed at the last meeting about greeting a walker coming into the community or someone on a golf cart, after there was a house that was robbed by someone in the community. A gentleman had an issue with approaching his wife and walkers. I think it's imperative that we approach a walker coming into the community and/or a golf cart by the guard. At least they will know the color of their hair, eye color, etc. Once a guard is stationed here for a while, they won't know whether or not it was a resident, unless they see that resident. I'm pretty sure of that. I think any walker and golf cart coming into this community, at least through the front, should be challenged, just like you would stop a car coming into the community.

Mr. McLeod: I've already reviewed your current Post Orders and that procedure is currently in there.

Mr. Mills: Perfect.

Mr. McLeod: They are just not being met.

Mr. Bosseler: Anyone can come in through the back gate, because there's no security whatsoever there.

Mr. Mills: Several Boards ago, we tried to eliminate the sidewalks by closing the sidewalks coming in the back. According to ADA, we cannot do that, because it's a public street. I think we can at least check with the front, as people are coming in. One gate arm was down as you exit. It was laying on the ground. Nobody hit it. Alan found out that the wire going to the LEDs got caught in the motor mechanism and actually pulled it off. The nuts on those arms are nylon and it just stripped the nuts and the arm fell down. It wasn't hit by a car.

Mr. Darby: I saw it happen. It actually hit a car as the car was going underneath the arm. It fell right on the hood.

Mr. Mills: On the exit gate?

Mr. Darby: Yes.

Mr. Scheerer: If you look at the camera, it doesn't show that. I have the video.

Mr. Showe: I think it fell right in front of the car.

Mr. Scheerer: He pulled up, as the gate arm was going up and it just popped off. On the entry side, we had a landscape vehicle tailgate in and hit the arm. When I went back and looked

at the video, it looked like it was a Cadillac. They came up, waited for the gate and as the gate went up, the arm fell down onto the car. I didn't look any further than that, so maybe it did get hit. We were out a few days before that and on Friday, we received a call. That's when a truck hit it. When I came back out on Monday, Jason and I saw the exit gate arm on the ground. I double checked that exit gate before I left on Friday.

Mr. Darby: Very few times I disagree with Mel, but on this issue, I do. I'm concerned that we are going to have a guard running back and forth, taking care of cars, screening people coming in, particularly in the mid-morning when you get a lot of walkers. Some who come onto the property. are not going to carry an ID. It's going to take away from the guard's time at the front gate. There is no way to deter people from coming in the back gate. The first time that somebody gets spooked at the front gate, they are going to go around to the back gate. I think it's a nuisance and a source of irritation to residents by having to check their IDs coming back and forth every time.

Mr. Mills: Let me amend my comment and say evening and nighttime. Daytime I can totally understand that.

Ms. Schoonmaker: Sandy Schoonmaker, 403 Berwick Way. My husband and I walk in and out of the front gate, at least two or three times a week, to go to CVS, Publix and around the block. It would be a great annoyance for both of us if every time we walked by the guard we had to show our ID. I don't think you realize how many people walk through that front gate from Baytree to get to CVS and the bank.

Mr. Mills: I do.

Ms. Schoonmaker: It's a great benefit for all of us.

Mr. Mills: It's like I said. If a guard is there on a permanent basis, they will learn to know that resident and won't have to interfere.

Ms. Schoonmaker: Then he's not doing his job. The reason why Barbara never asked, was because Barbara knew everybody. You are getting into discrimination issues too, if you don't challenge Rick or myself walking and someone of a different nationality wants to come in. You either have to do it or not do it.

Mr. Mortlock: Edwin Mortlock, 410 Berwick Road. Are speed bumps going in before the exit gates? I notice that some people get very close to the gate before it goes up. They came loose several weeks ago and I put it back in.

Mr. Bosseler: My neighbors actually enjoy not having to hit speed bumps. If everyone wants to speak on that gentleman's comment, please do. Do we have cameras at the back gate? Do they go out far enough to capture the sidewalk?

Mr. Showe: Yes.

Mr. Scheerer: Yes.

Mr. Bosseler: We have a bunch of kids coming in from Suntree on golf carts, frequently. They may be our problem in the pool area. I haven't caught them yet.

Mr. Scheerer: If you get a hold of us, we can check the cameras. Jason and I are pricing new cameras for the back gate that are the same as the front gate, which are on 24/7. We can zoom in as well. Just give us the approximate time and any type of a description. We would be more than happy to come out, depending on the severity of the issue, to identify the offender and restore whatever video we have, like the Esposito truck hitting the back gate. We contacted them and issued them a demand letter, because the video was as clear as day. If you want the video, we will send it to you. We didn't need to send it to them, because the gentleman from Esposito actually called his boss and told him what happened.

Ms. Witcher: The kids that are coming in on the golf carts don't have any ID with them.

Mr. Scheerer: We don't know if they are residents. The kids are all out of school.

Mr. Bosseler: If we see that we are having problems, like at the pool, we can start tracking it. My son lives in Suntree, right by the back gate and he tells me that every other night, three or four of them are coming in. We are going to start targeting the time and the date.

Mr. Showe: We will now proceed to the BCA update.

## **B. BCA**

Mr. Showe: We will discuss the pavilion project first.

Mr. Darby: The project leader from Bella Construction left the company, so we are trying to re-establish a new project leader. We should have that information, hopefully, sometime this week.

### **i. Consideration of First Amendment to Joint Participation Agreement**

Mr. Pawelczyk: This item is probably premature, in the sense that we are ahead of schedule in getting documents to you to look at. The amendment to the Joint Participation Agreement is for a commemorative plaque, in a cost not-to-exceed \$250. It recognizes the joint contributions of the BCA and the CDD. Jerry is working on something.

Mr. Showe: They approved the language.

Mr. Pawelczyk: It is hard to get a plaque that looks nice for \$250. I think both the BCA and Jerry is leading on our end. They want to make sure that you have something you don't have to replace in five years. All we are doing is increasing the amount from \$250 to \$600. Each party would pay \$300. Jerry thinks that getting a plaque for \$600 shouldn't be an issue. If the Board agrees, we just need a motion to authorize the execution of that First Amendment to the Joint Participation Agreement.

Mr. Darby MOVED to authorize the execution of the Joint Participation Agreement between Baytree CDD and the Baytree Community Association, increasing the amount of the plaque from \$250 to \$600 for the pavilion, in substantially final form, and Mr. Mills seconded the motion.

Ms. Witcher: Is there any discussion? Hearing none,

On VOICE VOTE with all in favor, authorizing the execution of the Joint Participation Agreement between Baytree CDD and the Baytree Community Association, increasing the amount of the plaque from \$250 to \$600 for the pavilion, in substantially final form, was approved.

## **ii. Discussion of Pavilion Management Agreement**

Mr. Pawelczyk: We have been working on a Pavilion Management Agreement for the BCA to manage the rentals of who is going to use the pavilion, once its open, collect the money, send it to Jason, etc. Jerry reviewed it, and provided numerous comments. We also received comments from the BCA lawyers, who also looked at it. We are down to one or two provisions. The first provision, isn't something that we are struggling with. We are just trying to figure out how much the CDD is going to charge to rent the facility. That number hasn't been determined, because we want to also know what it's going to cost the BCA to provide management services. The CDD is not going to directly pay for those management services. The intent is if we charge \$50 for a pavilion rental, the BCA will take \$10 to pay their management company, which is currently Fairway Management. We don't know what those numbers are yet and don't need to know those today. I don't think there's a reason to discuss it, because it's my understanding that

the BCA is still trying to gather that information. We will know more about that later. That's the reason for the blank in this Pavilion Management Agreement. We are figuring that out. The final provision that we are talking about, is the termination. As you know, from all of our agreements, we include a "*Terminate for Convenience*" provision, so we can get out of the contract without any issues. There is a 30-day "*Termination for Convenience*" for both parties if the Association doesn't want to do it anymore and the CDD doesn't want the Association to provide those services anymore. The BCA has come back and they don't necessarily agree with that provision. They are okay with a five-year agreement, with a "*Termination for Cause*". That means either party can terminate for cause, but there has to be a cause, so we would have to notify them, in our case, of a breach and they would be given a certain period of time to correct that default. If they don't correct it within a reasonable time period, then the contract is terminated. Legally that's fine, but I don't recommend that. I don't like to put my clients in any situation where they have to go to court, or where there's going to be a dispute. The beauty of a "*Termination of Convenience*" at any discretion, is that it's in the agreement and you can do it. There's no litigation or discussion. We don't have to state the reason we are terminating. We just terminate it. I think that's part of the reason that the BCA is concerned. They don't want the next Board to say, "*We just want to terminate because we don't like the BCA*" or "*We don't like Wayne, so I'm going to terminate.*" Jerry came back and said that he was okay with the five-year term and terminate for cause, only or upon mutual agreement of the parties. He brings up a good point that the BCA might not want to do this anymore, or Fairway is no longer there and the new management company doesn't want to do it, so let's give the ability for both parties to say, "*Let's just agree to terminate and the CDD will take it back.*" If I had a recommendation, I would make it a one year contract, terminate for cause and have it renewable on an annual basis. I told the Association Lawyer that is what my recommendation would be if we don't have a "*Termination for Convenience*," but again, that's because I'm cautious. We have a good relationship as a CDD with the current BCA, but as you know with governments and HOAs, that can change on a moment's notice, because it depends on who is running the show. It's really up to you. If you want to accept Jerry's recommendation, we will implement that as we move forward with the agreement. Legally, I'm fine with that. I just like to build in these extra protections.

Mr. Mills: Is Fairway Management a part of the parties that are identified in this agreement? Like you said, if Fairway decides or the BCA decides, that Fairway Management is going to be their management company, and they are still part of this agreement, do we need to make them a part of the agreement?

Mr. Pawelczyk: No. Fairway Management is not a part of it. Right now, it's my understanding that, I'm not speaking for the BCA, but the BCA is going to use Fairway Management to do this, but if they wanted to, Jan could do it. I'm only using that as an example. It really doesn't matter to the CDD, as long as the accounting is done and we know how much money is coming in and going out. We can show it for auditing purposes.

Mr. Darby: I think the way that the agreement is written, it's a BCA responsibility or its designee. They can designate anybody. Wayne, do you have an opinion on this?

Mr. Wilkerson: Any attorney that recommends you sign any contract and then get out of it, is a good attorney.

Mr. Pawelczyk: Its really up to the Board, as to how you want to move forward. The BCA had not considered this. Like I said, a one-year agreement to terminate for cause only and renew it on an annual basis, is an alternative to a "*Terminate for Convenience.*" Jerry is okay with five years. It may be extended another two years.

Mr. Wilkerson: So you mean each would automatically renew?

Mr. Pawelczyk: It could either automatically renew or terminate within 30 days at the end of that year term.

Mr. Wilkerson: What about at the end of term?

Mr. Pawelczyk: As an example, the term is one year. You can only terminate for cause or upon mutual agreement of the parties. We can include a provision that says, "*The agreement will automatically renew for the following year,*" unless either party provides notice within 30 days of the end of that existing one year term. If we are on a yearly basis, as long as we terminate by December 1<sup>st</sup>, the following year would be terminated, so we can set it up that way. I am just throwing out options. Legally, we can do whatever is in the contract, as a mutual agreement of the parties.

Mr. Wilkerson: I discussed with our attorney that the BCA does not want any ownership in this whatsoever.

Mr. Pawelczyk: That's clear.

Mr. Wilkerson: We understand that the money for building this is a gift to the CDD, and the ownership remains with the CDD, which is no problem. The alternative would be, as Jerry said, that there are no problems with a five-year contract, but the five years is the least that we will accept where we can't be kicked out for no particular reason. In other words, if Michael wants to write a contract that says, "*This contract ends in a year.*" and we have to start a new contract, that won't work with us. There would still have to be a cause agreement. That's why I like the five-year contract better. I think that's a reasonable request on our part. Since we have to pay for it, I think that being able to rescind the contract for no particular reason, is not fair.

Mr. Pawelczyk: Under the analysis that Wayne talked to Jerry about, as your pavilion designee, the agreement would terminate after that five-year period, but in all likelihood, we would enter into a new agreement for a new term, or we could just agree to extend it.

Mr. Wilkerson: At the end of that five years, either party may not want to be involved.

Mr. Pawelczyk: Like I said, legally that's fine. It's up to the Board to do it. If you are going to do something like this, if you think about it, it's really about the pavilion rentals. It's not about a landscape or security provider. You don't want to lock it in for five years and not be able to get out of the agreement. Those are my thoughts and we will leave it to the Board to discuss it from here and give me direction.

Ms. Witcher: I like the way that we have been doing it with the 30-day "*Terminate for Convenience.*"

Mr. Pawelczyk: I like it too, but the BCA is not going to agree to that.

Mr. Mills: I agree with Wayne. We are all residents of this community and we all have a piece of the action. It's not like it's been in the past where the BCA has been against the CDD and the CDD has been against the BCA. To write a contract, you are telling the BCA, "*Here you are, but here are the limits,*" maybe with a five-year term, for cause, but then and at the end of each year, we look at the contract, and if there are no issues, we agree to move forward, or if there is a cause, we implement the cause.

Mr. Pawelczyk: I think that's more like a one year agreement that is renewable on an annual basis. Based on what Wayne is saying and what their position is, the Board needs to decide if they are okay with that, or want us to go back to the drawing board. Like I said, legally we can do anything. I think to Mel's point, if something is not going perfectly or the CDD is not happy with the way things are going, even though it's an agreement, there's still the ability to



discuss it and put pressure on them, the same way that the BCA can put pressure on the CDD Board to do things. You really want to do what's in the best interest of the community. Right now, you have two entities that do that.

Ms. Witcher: It could change tomorrow with the Board changing.

Mr. Pawelczyk: It could change tomorrow. I think the essence is whether you are okay with the five-year "terminate for cause" or upon mutual agreement of the parties.

Mr. Mills: I would like to make a motion.

Mr. Pawelczyk: You don't need a motion.

Mr. Showe: We still have pieces to work out in the agreement.

Mr. Pawelczyk: We will bring the agreement back.

Mr. Showe: We just want direction, so that when we bring it back to you, we are good to go.

Mr. Mills: Alright.

Mr. Darby: If I might add, put in the phrase "Mutual consent or for cause." It gives both organizations the maximum flexibility.

Mr. Mills: I agree.

Mr. Darby: You want to give the ability for someone to voluntarily withdraw from the agreement, with the mutual agreement of both parties to say, "*This is not for me*" and I would find somebody else. I suggest that we look at that.

Mr. Pawelczyk: It's very different than if we had a Maintenance Agreement with the BCA and they were maintaining the lakes. You need to be able to get out of that agreement. It's a different type of agreement than who's booking rentals at the pavilion.

Mr. Wilkerson: Mr. Bosseler, how do you feel about it?

Mr. Bosseler: I like the five-year plan.

Mr. Wilkerson: Madam Chair, would you please explain to the BCA and the Board why you have opposition to this plan?

Mr. Pawelczyk: Carol, you don't have to do that. We already made a decision. If you want to comment, you can, with all due respect to Mr. Wilkerson.

Ms. Witcher: I prefer not to comment right now.

Mr. Pawelczyk: You are entitled to your opinion.

Mr. Showe: That gives us enough direction.

Mr. Pawelczyk: Everything else looks good, from a pavilion standpoint.

Ms. Hill: Could someone give us an example of “*For Cause*”? The BCA has given the pavilion to the CDD.

Mr. Showe: The CDD will be remitted the rental fees of whatever we agree to. At this point, we are still working that out on a quarterly or annual basis. If they don’t, we can terminate.

Mr. Mills: For Cause.

Mr. Showe: For violating the terms of the agreement.

Mr. Pawelczyk: If you are trying to book a pavilion and nobody is responding, and we put them on notice that they have to do something and then they don’t correct it, then we can terminate for cause.

Ms. Hill: So I take it that we don’t have an agreement with Fairway Management, of how much they will charge to manage this pavilion?

Mr. Showe: That’s going to be between the BCA and Fairways.

Mr. Darby: Jan, do you want to speak further for that?

Ms. Hill: I contacted Fairway and actually gave them the draft document. I asked Jerry to comment if there was anything in that document that he would have a problem enforcing or implementing, but he hasn’t gotten back to me on that.

Mr. Pawelczyk: I look at it this way. If we charge \$50 to rent that pavilion, \$20 should go to Fairway. I’m just using that as an example. All they are doing is putting it in a calendar and inspecting the property.

Ms. Hill: I spoke with them before we had this document. He quoted \$20 an hour for the time that he would spend to review the condition of the pavilion, once someone leaves, or for any repairs that required extra effort on them. He would keep the calendar and collect the deposit for free.

Mr. Pawelczyk: I think you need to talk to him.

Ms. Hill: I thought that was reasonable.

Mr. Pawelczyk: We can’t do that, unless we are charging the property owner \$40 an hour. That’s why we set it up to come out of that pavilion fee. If they say its \$40, Fairway is going to make money on some and lose money on less. All they have to do is come out and inspect the property. That’s all they have to do. They don’t have to hire one contractor to do

anything, except to clean it up. I'm sure that they have someone for that, but if something is broken, call Alan or Jason.

Ms. Hill: That's why we would collect a deposit large enough to retain the funds.

Mr. Pawelczyk: That's correct.

Ms. Hill: That's the whole idea.

Mr. Pawelczyk: Okay.

Ms. Hill: Who's paying for the insurance for that pavilion?

Mr. Pawelczyk: It's part of the District's insurance.

Ms. Hill: As well as staff picking up trash and everything that goes with the rest of the pool area.

Mr. Pawelczyk: Right.

Ms. Hill: We just have to manage the actual calendar and the condition that the property is left in. The only other question is who would be responsible if people get unruly? That's my biggest concern. The rest of it is easy. Who do you call if people are vandalizing the pavilion?

Mr. Mills: Call the Sheriff's Department.

Ms. Witcher: There's no question about it. Call them. Otherwise, you can't ticket them or do anything.

Mr. Mills: Jan, would they consider a flat fee, instead of \$40 an hour?

Ms. Hill: I haven't discussed that with them.

Mr. Mills: You might want to do that. That way, we would know exactly, each time they go out, what the fee is.

Mr. Showe: The rental fee.

Mr. Mills: Exactly.

Mr. Wilkerson: We have a good relationship with those people, Mel, and I think they will probably go along with what we ask them to do.

Mr. Mills: They may take 10% or 20% out of the rental or an appropriate figure. It would be better if we can do a flat fee or a percentage.

Mr. Darby: So Fairway is in process.

Ms. Hill: I think Wayne will be able to get this nailed down. I contacted Jason regarding the picnic tables and getting a quote.

Mr. Showe: We are still waiting for the quote.

Mr. Darby: So the process would be, once Jason receives the quote, he will forward that to the BCA. The BCA will give you whatever the amount is and then we will build it.

Ms. Hill: Do you have any idea of when we can expect that quote?

Mr. Showe: I was told that we would have it shortly, but I don't have it just yet. They are also including installation too. That way it would be easier. They would ship it to one place and install it onsite, so there may be coordination that they are trying to complete.

Ms. Hill: I will cut a check for you.

Mr. Showe: Is there anything else for discussion under the BCA? Hearing none,

### **THIRD ORDER OF BUSINESS**

#### **Approval of Minutes of the May 2, 2018 Meeting**

Mr. Showe: The minutes from the May 2, 2018 meeting were included in your agenda package. Jerry provided comments and they were incorporated into the final version. We received comments from Mel earlier to make revisions on Pages 24 and 28. Are there any other changes or updates to the minutes, at this time.

Mr. Darby: Yes, just one typographical error on Page 11. The word "*steel*" should be "*steal*."

Mr. Bosseler: On Page 42, the word "*parts*" should be "*carts*."

On MOTION by Mr. Mills, seconded by Ms. Witcher, with all in favor, the minutes of the May 2, 2018 meeting, were approved, as amended.

### **FOURTH ORDER OF BUSINESS**

#### **New Business**

- **Consideration of Agreement with DSI Security Services to Provide Security Services** (*this item was taken out of order*)

Mr. Showe: At this time, I request that we take Item C, the DSI Security Services Agreement, so we can release them to work on the property. Is the Board okay with that? *There was Board consensus.* We included the agreement. The only change from their proposal is based on conversations with Jerry and I and the vendor. We increased their proposal 5 cents an hour, which included the tablet. That was not part of their original proposal. There was an additional cost for the tablet. They gave us some other options, as far as a mobile printer, where he can print passes right from the tablet. I think that was cost prohibitive at the start, plus the

cost of those passes were expensive as well. We thought that the tablet would be a nice start. The guard has to go back into the guardhouse to open the gate anyway, so they can get the pass at the same time.

Mr. Darby: Jason, under Section 4 under "*Fees*", would it go to \$16.19?

Mr. Showe: No. \$16.14 is the fee. It was originally \$16.09. Other than that, everything else is exactly as we had discussed, as part of their proposal.

Ms. Witcher: Do we need to have an amendment to change the amount?

Mr. Showe: No. They made a proposal and this is the contract that is in the exact form of their proposal. The only change was the 5 cents per hour for the tablet.

Mr. Darby: Do we need a motion to accept it?

Mr. Showe: Yes.

Mr. Darby MOVED to approve the Agreement with DSI Security Services to Provide Security Services, and Ms. Witcher seconded the motion.

Mr. Mills: In one of the documents we talked about no smoking and no alcoholic beverages. I did not see that.

Mr. Showe: It is right above Term 3 on Page 2.

Mr. Pawelczyk: I can put the no alcohol provision in there.

On VOICE VOTE with all in favor, approving the Agreement with DSI Security Services to Provide Security Services, was approved.

Ms. Scott: We are very happy for the opportunity to work with you and look forward to a long and mutual beneficial relationship. These are the people who are going to run the show for you.

Mr. Mills: One of the things that you may want to do is when someone is approaching, even if it's a resident, have the guard wave. That way it shows the resident that they are friendly. That means a lot.

Ms. Hill: I think it would be beneficial to the residents, if we introduce our new security staff in our magazine and discuss any changes that are being made, to let residents know who those new faces are going to be.

Mr. Darby: Anticipating your question and your comment, I wrote an article for *Baytree Living* that will appear in the next issue, introducing DSI and the concept of the Visitor Management System.

**A. Public Hearing**

On MOTION by Mr. Darby, seconded by Ms. Witcher, with all in favor, the public hearing was opened.

**1. Consideration of Resolution 2018-05 Approving Amendments to the District's Rules of Procedure**

Mr. Showe: At the last meeting, the Board wanted to proceed with the rulemaking process. The original set of rules had the pool and tennis courts in separate Chapters. We thought it would be better to include them all in one rule for all amenities in one Chapter. Any changes that we made are highlighted. They are the same ones that we discussed or the Board requested at the last meeting. We added the tennis and bocce ball courts.

Ms. Witcher: Where it says, "*Children with diapers*", there are pull-ups for kids that are for the pool. They are not just regular diapers. Can we include language in there?

Mr. Scheerer: I don't think you need the language in there. Diapers are not allowed. They make swim diapers for kids. You can tell the difference between them.

Mr. Darby: Children of diaper age are permitted.

Mr. Scheerer: They can't be in the pool with diapers on.

Ms. Witcher: The rules say that they can have them on.

Mr. Showe: A swim diaper?

Ms. Witcher: Yes.

Mr. Showe: We will adjust that.

Mr. Darby: Under Section 2.03, number 2 says, "*Unless specific approval is given by the District, the tennis courts are only to be used for playing tennis,*" I would like to add "*pickleball*".

Mr. Showe: I think we had some discussions before about not allowing pickleball.

Mr. Darby: I don't remember that.

Ms. Witcher: The pickleball players aren't picking up their chalk. So, how do we handle that?

Mr. Darby: We just have to say that they are responsible for cleaning up afterwards. After the word "*tennis*," I would put a period and then begin with "*Bike riding, skate boarding, roller blades*" and delete "*pickleball*."

Mr. Showe: We can put a line in that says, "*Pickleball lines must be removed upon completion of play*." That way its covered. I think we only had one incident that I recall in the time I have been here. It was a few months ago. I think they asked to clean up when they were done and it seems to have been covered since then.

Mr. Pawelczyk: There were some projects that resulted in the changing of the Sections. In the pavilion portion of the rule, "Section 4.01", should be "Section 3.01." We will make those changes, as well as the ones that Mr. Darby requested.

Mr. Darby: At the last meeting, we talked about an annual pavilion guest fee of \$1,800, which was equivalent to one month's assessment. In this, you had \$1,200.

Mr. Pawelczyk: I can address that. You are talking about an annual assessment user fee. Jason and I talked about this and we put \$1,200, because \$1,800 is your overall proposed assessment. That is for everything you get as a homeowner. If I want to use the pavilion and pool, I don't get everything that you get, so my benefit isn't as great. Jason has looked at it, and feels that the amount of \$1,200 as the benefit, is justified. That means if I want to become a member, I have to pay \$1,200 and its good for a year. I can't pay \$600 for a six-month membership. I have to pay for the entire year. The reason is, because the law requires when a government sets a fee, the fee has to be based on something, like an actual cost to provide the service, or a benefit for that service, allocated appropriately. That's why we adjusted it.

Mr. Darby: No problem. In re-reading the minutes, I saw that it was \$1,800.

Mr. Mills: In addition, when the guards come in, they are riding on our streets, so there's the benefit as well. The only benefits that you don't have, is being able to sleep here at night.

Mr. Pawelczyk: I'm just cautioning you to make sure that your fee is an amount that would not subject it to a challenge.

Ms. Witcher: Its defensible.

Mr. Pawelczyk: I have 9 to 12 Clubhouses that we represent and our annual user fee ranges from \$900 to \$1,500. Here your use is limited to the pavilion and the pool. Granted

every community is different, but in this case, \$1,200 is something that we can deem as an appropriate fee, based on the benefit, as opposed to an \$1,800 fee. My first exhibit would be that Jerry, as a resident, lives there 365 days a year and pays the same amount. We just want to make sure that your fees are defensible. That doesn't mean we can't change it.

Mr. Showe: Correct. That's where I was going to go next. This would be completely out of anything we have seen in any of our Districts, but if for some reason you guys get a flood of people in here that were willing to pay \$1,200 and if, all of a sudden, it doesn't justify the cost anymore, then we can change it.

Mr. Pawelczyk: Right because our costs go up.

Mr. Showe: Correct.

Mr. Pawelczyk: If our costs go up as a CDD, then we can raise the fee.

Mr. Showe: From a practical standpoint, we use a similar type of user fee, at probably 10 or 15 Districts and we have no annual users.

Mr. Pawelczyk: Does that make you more comfortable, Mel?

Mr. Mills: Sure. I can live with it.

Ms. Witcher: Did we agree that non-residents can come in here?

Ms. Hill: I had a resident ask why it could not be on a per use basis. My response was that we are trying to discourage outside users from coming in.

Mr. Pawelczyk: Here's the real reason. Are you given an option to pay one-twelfth of your assessment? No, you are not.

Ms. Witcher: Whether we use it or not.

Mr. Pawelczyk: It's important for the District to make sure that everyone is treated the same, so that's why the fee is \$1,200, rather than \$1,800, because we are treated the same. We are based on their benefit, versus your benefit as a resident, so that's why.

Ms. Witcher: So if you lived in Suntree and wanted to pay \$1,200 a year, you can come over and use our pool and tennis courts.

Mr. Pawelczyk: Knock yourself out. The way that I look at it, is we have clubhouses. People don't want non-residents coming in and using their clubhouses. Not many people take advantage of this, because they can go to LA Fitness for considerably less and get more recreational facilities, or they can pay for a couple of weekends at some resort for \$1,200. My response is always, if someone really wants to spend \$1,200 to be a member of your Club and



maybe use it 12 times a year, are you really objecting to that? It's not like its open to the public, because you still have to pay about the same that you pay to use the same service.

Ms. Witcher: If someone pays \$1,200, is it for his family or him only?

Mr. Pawelczyk: It would apply across the board to the family, the same as what's here. That's not defined in the rules, because these rules are from 1990. If that became a problem, you could address that in your rules.

Mr. Mills: Could you include non-resident families?

Mr. Pawelczyk: You can address it later.

Mr. Showe: The non-resident user fee makes it equivalent to any other taxpayer or any other assessment payer in the District.

Mr. Pawelczyk: Exactly.

Mr. Showe: The same way that you can bring guests to the pool, if someone is an annual fee payer, they can bring guests to the pool. They are exactly on par with any other resident.

Mr. Mills: I understand.

Mr. Pawelczyk: Your difficulty is enforcement.

Mr. Showe: Correct.

Mr. Pawelczyk: If a 16-year-old Suntree resident comes to the pool with his buddies to use the pool, he may get away with it five or six times, but this would also give the ability of the security guard to say, "*Are you a resident? Show me some ID.*" That gives them a tool to help extend the life of your facilities and make sure that they are still maintained to the level that you expect.

Ms. Hill: Why are we even considering non-residents using our facilities?

Mr. Showe: If you don't allow a method for the public to have access to the facility, then it's a public facility and everyone has access to it. So, having a non-resident user fee gives the ability for somebody in the public to still gain access to your property.

Ms. Hill: But they have to pay for it.

Mr. Showe: Just like you guys do.

Ms. Hill: Where does that extra money go?

Mr. Showe: Into the General Fund of the CDD. Theoretically, there would be increased maintenance, because there's extra use, so it would just get cycled into there. Are there any other questions from the Board on the rules? Like Mike said, we are going to clean them all up.

We put them in strikethrough form, so you can see where things have changed. It makes it easier to read. This may change, but the Pavilion Reservation Agreement that we drafted, is for reference purposes.

Mr. Darby: If you look at the agreement, the fifth line down says, "*I MAY NOT deny access to any other residents that want to enter the facility.*" That's the purpose of renting, which is to have exclusive use of the facility. So, we are denying access to residents specifically, because they are paying this fee. That line does not compute.

Mr. Pawelczyk: We can strike it. We sent this out as a draft. We will hold that and make that change once we finalize it.

Ms. Witcher: Are we going to have blackout days, like for the holidays?

Mr. Scheerer: My name and phone number is in here and needs to be omitted.

Mr. Showe: We will edit it.

Mr. Darby: Carolyn has a valid point. We can blackout legal holidays.

Mr. Showe: I think that would fall back to the BCA, in terms of how they reserve the facility from whoever is managing it.

Mr. Darby: It's a valid point.

Mr. Showe: Absolutely.

Ms. Witcher: The Fourth of July is coming up.

Mr. Showe: I would imagine, if you plan community events and want to use the facility, you can pre-block those out, so folks can't rent it.

Ms. Hill: The community has priority.

Ms. Witcher: If its already marked out on the calendar, they can't even consider that it's going to be available.

Ms. Hill: Its specifically for the use of our community.

Mr. Scheerer: We can change that to GMS and have the office number.

Mr. Showe: Are there any other comments from the Board? If not, we will open it up for members of the audience, since this is a public hearing. Hearing none, we will bring it back to the Board for any discussion or consideration of Resolution 2018-05, with the amendments that were made at the meeting today.

On MOTION by Mr. Darby, seconded by Mr. Mills, with all in favor, Resolution 2018-05 Approving Amendments to the District's Rules of Procedure, was approved.

On MOTION by Mr. Darby, seconded by Mr. Mills, with all in favor, the public hearing was closed.

**B. Review and Discussion of Revised Fiscal Year 2019 Budget and Discussion of Final Hearing Date**

Mr. Showe: This is a follow up before we get to the August meeting on the revised Fiscal Year 2019 budget, as well as discussion of the final hearing date. At your last meeting, we approved August 1, 2018 at 1:30 p.m., at this location, for the final budget hearing. We received confirmation that we would have three Board Members available that day, so we can hold the budget hearing. This would be your last chance to change the date.

Mr. Darby: Jason, at the last meeting, we discussed an alternate date where the entire Board can be available. I don't remember what that date was.

Mr. Showe: We didn't discuss that at the meeting. I circulated an email after the meeting. There were not a lot of available options. That month seems to be challenging.

Mr. Darby: I originally said that I could not be available, but I am.

Mr. Showe: That gives us at least four Board Members. I just want to make sure that the Board knew that they could change the date, but we will keep it that day. The budget basically stayed the same, from what you saw at the last meeting. The change that we made, based on the Board's direction, was to move the LED gate arms at the rear gate, from Fiscal Year 2019 to Fiscal Year 2018. We tied some of those account lines tighter, based on some of the capital projects. We left the assessment the same, which was an increase of \$347.21. This would be your opportunity, if you wanted to lower that amount or make any changes to it. If you are increasing the assessment, you would have to send out a mailed notice, prior to the August meeting.

Mr. Mills: I would like to address the increase. I was reading the minutes and I kept going over in my mind what Art was saying, with regard to the percentage of increase. Quite honestly, I don't know if I want or any of us on this Board to be a dart board on August 1<sup>st</sup>. With a 22% one-time increase, even though I know that its justified, I have a hard time doing that. I would like for the Board to consider us having a maximum increase as of this year, of \$180 or

\$200, instead of \$347.21, which is a 10% decrease. I think we can justify the 10%, and next year if we have to raise it again, we will.

Ms. Witcher: This is only the second one, if I can remember, of our increases in 22 years. I would rather do one and get it done, so we don't have to do it again for another 10 years.

Mr. Showe: Procedurally, if you raise it this year, you are going to have to do a mailed notice. If you plan on raising it again the following year, you will have to do another mailed notice.

Mr. Mills: I understand that. I remember the hell I went through when I wanted a \$200 increase five years ago. We got it down to \$100, and I can remember this room being packed, the phone calls that I received and the names that I was called. I can't imagine what it's going to be like this time. I couldn't even begin to imagine. I can still see Art sitting there saying, "*You better be able to justify it.*" I can personally justify it in my mind. That's not an issue with me. I think it's an issue with some of the people. I agree with Carolyn, that we need to do it, but I think in reality, we seriously need to look at not increasing the full \$347, and either do \$180 or \$200, but no more.

Mr. Darby: Can I make two comments?

Mr. Mills: Sure.

Mr. Darby: You have to identify where you are going to take the money from. It's almost all, if not all, in capital. I went back and looked at the 2009 budget, versus the 2019 budget. In that time, administrative expenses only increased by 8.6% and O&M expenses only increased by 8%; however, we let 10 years go by and we are having all kinds of infrastructure issues and depreciation, so it increased by 132%. The entire reason for this increase is a 10-year catch up. It would be better for the Board to put in a \$100 or \$150 per year increase in assessments year after year, so you don't end up with a \$348 assessment increase. The bottom line is that you are either going to have to pay now or pay later. If not this one, we will probably have a future assessment increase, but not at this magnitude; however, the infrastructure is aging and I think we have to be careful. I'm not opposed to cutting it in half, but let's not kid ourselves. It's going to mean that every single year, we are going to be increasing assessments.

Mr. Mills: I don't have a problem with that, and I don't think that most residents would, knowing the fact that everything else is increasing as well. We have a hell of a deal here. I've said that from Day 1, and we have to be competitive with other communities. If you look at the

houses that are for sale in Baytree, there are a lot of them. If you go across the highway, you can pay \$458,000 or \$500,000 for a brand new home. Why would you pay \$ 500,000 for a house that is 16 or 17 years old? We have to at least look at that as well. I understand that the infrastructure is getting old, but I would rather go for a yearly increase. I don't care how many letters we have to send out, we can justify that. I will go along with the majority of the Board. That's just my comments. Whatever the Board wants to do, I'm fine with it.

Ms. Hill: If you limit the increase to \$180 to \$200 per household per year, where are you going to cut back? We have to do lake bank restoration.

Mr. Mills: That's the point. We have to shave some of that back.

Ms. Hill: Maybe save a little until next year and the year after.

Mr. Mills: Yes.

Mr. Darby: You could take a look at bringing back your lake bank restoration to previous levels of \$15,000 a year. We just had a report, two meetings ago, that said we should've been doing \$60,000 next year, \$90,000 the following year and over \$100,000 in the future.

Mr. Showe: Correct. We dropped it to \$30,000 a year, just to stretch the program out and try to be a little more frugal.

Mr. Darby: That's not the responsible thing to do. We could drop the pavilion parking lot, which is \$20,000, and defer it to 2019. We could cut back the budget on the pool furniture, or not do it at all and defer it to 2019. Deferring it, doesn't make it go away. Whether you pay for it now or pay for it later, you are going to pay for it.

Ms. Witcher: It's going to be an increased cost later, especially with the paving and the lake bank restoration. It doesn't get any cheaper to do it.

Mr. Darby: I think we have some comments from the floor.

A resident: Would it be a \$200 increase per year, for now and forever?

Ms. Witcher: For now and forever.

The resident: So there would be a one-time assessment increase of \$200 or \$300 a year, for now and forever?

Mr. Mills: No.

Mr. Darby: The way I look at it is that we have to pay \$\$43.50 per home per year over 10 years, which brings us back to baseline. Additionally, in future years, we are not trying to

make up for 10 years of no capital. We will have increases, just because costs increase, but I would not anticipate them to be in the magnitude of \$348. It could be \$100 or \$150.

The resident: So you are saying that it could go up. Are you looking at building a sinking fund with this money, or is this going to be a continual addition to our annual assessment going forward?

Mr. Mills: It would depend on the needs of the infrastructure. In other words, it could be \$300 this year, next year we have no increase, and the following year, there may be a \$100 increase, and the year after that, a \$300 increase.

The resident: So it is variable.

Mr. Mills: It will be variable, only because the infrastructure is getting old.

The resident: I understand.

Ms. Witcher: We are hoping once we get them all in good shape, it won't be as bad.

Mr. Wilkerson: I'm sensitive to your remarks and understand totally, but remember that Baytree is a premiere community and have a lot of over 55-year old's like myself. This is an upstanding premiere community, competing with new homes all around us. If you don't put the money in there and we cut back on the roads and paving, it deteriorates, and the value of homes continue to deteriorate. I think you should put it in there, and next year if we need to do the same thing, I will be happy to work with you to explain to the residents, why it's necessary. The majority of residents will say "Yes" but a small minority will argue. You know that.

Mr. Mills: They did it before.

Mr. Wilkerson: I'm with you on that.

Mr. Showe: I will note for the audience and the Board, that several years ago, we were only budgeting \$60,000 in pavement management every single year. We have been able to increase that in this budget to almost \$90,000, and there hasn't been any assessment increase. Essentially, we are at a point where if we want the infrastructure to keep up, we are going to have to do an assessment.

Mr. Mills: I know that we discussed this at the last meeting, and I really feel strongly that we need to look at where we have been, the projects that we have completed and the cost. In the same letter, we need to say what we need to carry forward with, for lake bank restoration and the roads. Of all the projects that are capital expenditures, it needs to be explained to residents that this is why we have to increase it, because the community is getting old. I look at the

landscaping coming into the community and it needs to be all torn out and redone. There's the saying, "*You only put lipstick on a pig one time and it's still a pig.*" That's what we have. You can only trim so much.

Mr. Darby: I think it would be unconscionable to send out the notice of assessment increase without giving suitable information.

Mr. Mills: I agree 100%.

Ms. Hill: We went through the hurricane last fall and many of the people in our community had flooded homes. Part of the reason that homes got flooded had to do with the condition of our lakes. Surely, you can make a case for maintaining those lakes, based on what happened and what could happen in the future. We are sitting here at the beginning of hurricane season with an already named storm.

Mr. Darby: We've had record rainfalls. The lakes are higher than ever.

Ms. Hill: I don't see how that's going to be so hard to sell. Even if you don't want to pay it, its logical.

Mr. Wilkerson: We've been here for 17 years and only had one increase?

Mr. Mills: We had a \$300 decrease with a \$100 increase. We were actually in the negative by \$200.

Mr. Showe: If you go back even further, we paid off the debt several years ago, so your assessments were actually over \$1,900 with the debt.

Mr. Wilkerson: Over the last 20 years, we haven't even caught up with inflation.

Mr. Showe: That's part of what we will do, as management, and will work with the Board. We will put together a presentation that goes through the history of the assessments, what your budget looks like and where the increases are going. Not only that, but with this new security company, there was an increase in costs. So, there have been some significant increases, that up to this point, have just been absorbed.

Mr. Wilkerson: I totally support you on this.

Mr. Darby: Wayne, we can take this down to the bare wood and not have an assessment at all. That means we are just pushing the stone down the road.

Mr. Showe: You are paying more for it.

Ms. Witcher: We are not in debt. We are in very good shape. We don't want to go into debt.

Mr. Darby: I think it's also important to point out that there are a number of one-time expenditures like the pavilion parking lot, pool furniture and cameras for the back gate. These are not reoccurring expenditures. Hopefully we won't have these kinds of ongoing expenditures in the future.

Mr. Wilkerson: The problem is that I already had five friends come in and look at houses here and move across the highway, because the assessment was less and were brand new homes. It's harder to sell a home now. I'm not concerned, but anyone that has to sell a house, has to object to this, because the budget keeps going up. I feel like we are looking at a government agency that has to spend every dollar, or they won't get as much money next year. That's a problem that I think we have. We have to do some cost evaluations, and I think you are doing that.

Ms. Witcher: My husband's mother is elderly and lives in Viera East. We were thinking of downsizing and going over to her place; however, her assessments are as much as ours, so I said, *"Why should I leave my home and go over there, when it's going to cost me just as much to live over there."* Houses are smaller and their HOA is inflexible.

Mr. Mills: I own two homes in Viera East and the fees are higher than what we pay here.

Mr. Showe: I will note for the record that I started having this conversation last year with the Board, and we ended up doing everything we could to hold that assessment for the current year, knowing that we would get here at some point.

Mr. Darby: The assessment in 2009 was \$1,437, and in 2018, the assessment was \$1,537, for \$100 increase over a nine-year period. We are now talking about an assessment that goes to \$1,885, which is a \$348 increase over a 10-year period or \$34 a year. That's not bad.

Mr. Showe: In 2009, you had the debt service on your tax bill, so your overall CDD assessment is less from what it would've been.

Ms. Witcher: That last statement should be in the letter.

Mr. Showe: There is a letter that is statutorily required. We will draft that and put together a flyer or something that we can put with that letter, as a supplement and circulate it to the Board.

Mr. Mills: Since we have the support of all of you, I am going to ask that all of you attend that meeting on August 1<sup>st</sup>. Should we go with \$347.21, which to me is an odd number, or round it off to \$350?



Mr. Showe: You could go to \$350, but your current assessment is \$1,537.46. It's an odd number to begin with.

Ms. Witcher: It doesn't make any difference.

Mr. Showe: What the letter is going to show, is that your assessment next year, is going to be \$1,884.67. It's also going to say, "*An increase of...*" If you want to go to \$350, we can do that, if it makes it easier. I think with an increase of \$347.21, you can also make the case that this is what we needed and that is what we went with.

Mr. Darby: Is that assessment number a not-to-exceed?

Mr. Showe: The way that the letter will work, is when we send the letter out, it will have the \$1,884.67 assessment. If the Board, between now and then, says that they don't want to do the project, we can lower that assessment between now and that meeting. You can't go above that.

Mr. Darby: That's my point. I wonder if it should say "*It will not exceed \$\_\_\_\_\_ and when you finally get the assessment, it could be lower,*" so there won't be any surprises.

Mr. Pawelczyk: You can do that, if that's your intent.

Ms. Witcher: Just do it.

Mr. Pawelczyk: I would stick with the form of assessment, whether we reduce the number, because you don't want people to say, "*Oh well I can save \$10.*"

Ms. Witcher: They are going to complain, whether its \$10.

Mr. Pawelczyk: They are going to complain because they don't understand.

Mr. Showe: I field a lot of those calls, because our number will go on those letters. Most of the time when you explain to someone, "*Here's where you go to find the budget, here's what we are doing and here's where you can see*", most of the time they say, "*Ok, that makes sense.*" They may still not like the increase, but they will at least understand what the Board is doing.

Mr. Darby: I think it's incumbent upon us to put out a document that is self-explanatory.

Mr. Mills: Absolutely.

Ms. Witcher: What do we need to do now?

Mr. Showe: At this point, if you are comfortable with that assessment level, then that's what we will use for the mailed notice, and we will work with the Board on a supplement or flyer that will go with that, giving some information to the residents. That will be the number we will go with. We will have your public hearing on August 1<sup>st</sup>.

Mr. Wilkerson: I want to know how the Board is going to handle the people that say you spent \$100,000 today and then raised their assessment?

Mr. Mills: There was a misunderstanding on that, that money was not an assessment. It was money that was collected when the community was being built. The contractor gave a deposit, which he would not receive back, if he did not comply with the bylaws of the community

Mr. Wilkerson: I know.

Mr. Mills: I know that you know, but I'm just going over this, so that everyone else understands, that the money was never returned back to the contractors, because they never fulfilled their obligations to the community. That money that the BCA has generously given to the CDD, is that money.

Mr. Wilkerson: That's true, but why are you not using that \$100,000 to lower the fees that you are trying to increase?

Mr. Pawelczyk: I think the answer, from a CDD standpoint is, "*The BCA gave us \$100,000 to build a pavilion on CDD property.*" That's the purpose of the funds.

Ms. Witcher: You don't need to say anything else, because you are not going to be able to answer everybody's questions and you are not going to make everybody happy. The reason for this assessment is lake bank restoration and roadway enhancements. It's not like you are building a pool or putting in a giant playground or buying the golf club. You are putting in stuff that needs to get done.

Mr. Pawelczyk: Critical infrastructure.

Mr. Showe: Absolutely.

Ms. Hill: Our attorney told us that those monies needed to be used for a common good. You could not identify where those monies have come from individually and give it back to each individual person that now lives in this community, because many of the people that continue to pay it, no longer live in the community. We have a legal opinion saying that we need to do this for the common good.

Mr. Pawelczyk: What Jan said, is it's not like the BCA can give us the \$100,000 to do lake banks, because while that does benefit the entire community, because the lakes are part of the stormwater system, it does have an incidental aesthetic effect on those people that live on the lake; whereas this is open to access for the entire community. Good point.

Mr. Showe: Is there anything else on the budget?

Mr. Bosseler: That was a good point.

Ms. Witcher: If it's \$5 they are going to complain.

**C. Consideration of Agreement with DSI Security Services to Provide Security Services**

This item was previously discussed.

**D. Discussion of Petition from Windsor Residents**

Mr. Showe: We received a request from the Windsor residents, which we included as part of your agenda. For purposes of the record, the resident emailed the entire Board, two or three weeks ago, and I spoke with her personally, to let her know that the lakes cannot be lowered. The lakes are set to their own individual levels by the control structures that are on the lake. I made her aware of that. To the extent that you want to have any discussion on this, you can, but it's really up to the Board.

Mr. Darby: Does the lake bank restoration effort affect this particular property?

Mr. Showe: No.

Ms. Samitas: What was the original question?

Mr. Showe: It was about the drains getting clogged on the roads during heavy rain.

Ms. Samitas: I don't know if you want to talk it about it now or not, but we did speak to the homeowner. There does seem to be a lot of flooding in that area, so it could be maintenance items like unclogging the grates from the debris. There is a lot of maintenance that is attached with these ponds. We have to send someone out there to look at the control structures, to make sure that they are cleared out, so water is getting through them, and on the other end to make sure those pipes are jetted. Other than that, you can't lower the ponds. There is only so much storage above the water table. The solutions for stopping flooding on the roads, is to get into more expensive avenues like dredging and pump stations. I don't think you are ready to look at that, because you can only get so much out of these lakes in terms of storage.

Mr. Mills: When you have two inches of rain per hour, it's going to flood no matter what. It floods all over Baytree.

Ms. Samitas: I've been comparing the aerials of the limits of the ponds to what was originally permitted, and there are some anomalies, but for the most part, you haven't lost a lot of volume. A lot of the vegetative areas might have become more vegetative, so you can't notice it that well in an aerial view because it's a wetland.

Ms. Witcher: So we are not allowed to go in.

Ms. Samitas: Not under a conservation easement.

Mr. Mills: One of the things, Wayne, that you need to get to your DMs, is that I still see a lot of people putting their garden rubbish in the drainage areas, so when we have a pouring rain, the water goes right to the grates. Maybe we need to remind residents to not put their garden trimmings in the gutters.

Mr. Wilkerson: I will put it in the next newsletter.

Mr. Showe: I was going to note that the phenomenon she described, where leaves get on top of the grates, happens throughout the community. It's more of a function of the type of roadside drains that you have here, as opposed to the P-Top, which allows things to flow more freely. The type of drains that we have just collect debris. Whenever we know that there is going to be heavy rain, we always try to send the landscape crew through as soon as it's over, so that they can try to sweep those off as much as possible, but it's a function of what happens.

Mr. Scheerer: We do the best we can in advance of any hurricanes or tropical storms.

Mr. Mills: If we don't have those kind of grates, the garbage is going to go down in there, and we are going to have to unclog the pipes and incur a greater expense.

A resident: I noticed that the golf course mows all around the lakes. Do they own the lakes?

Mr. Showe: Just the front irrigation pond. They are responsible for the lake banks on any lakes that border their property. The CDD doesn't maintain the lakes here, because there's no benefit to the residents. We maintain our lake banks that are on the common area.

Ms. Witcher: Where there are houses.

Mr. Showe: Right.

The resident: I'm on the tee and they mow in front of it, so they are responsible for the lake bank.

Ms. Witcher: Yes, where it hits your house.

The resident: Where it starts getting up higher, I call them, not you?

Mr. Showe: No. The lake is ours, but they take care of the bank. Its two separate pieces.

Ms. Witcher: The height of the lakes is controlled by the St. Johns Water Management District (SJWMD). We are not allowed to touch it.

The resident: That's what I understood.

Ms. Hill: Ultimately, where do all of these ponds drain?

Ms. Samitas: Into the wetlands.

Ms. Witcher: If it is at flood stage and over, where is it going to go? It's been at flood stage for a very long time.

The resident: Residents are complaining about the lake. Every time we had a hurricane, tree branches float down the street and stop at the drains.

Ms. Witcher: The homeowners in that area know what to do and get out the rake, but now we have some new homeowners, so we have to break them in.

Mr. Showe: The CDD does the exact same thing, especially at the back gate.

Mr. Showe: At this time, if there is no further action that the Board would like to take, we will move on.

#### **E. Discussion of Speed Enforcement**

Mr. Showe: There was a request to add this item to the agenda.

Mr. Mills: I took it upon myself to send to Sheriff Wayne Ivey, since I know him personally, an email. I have not heard back from him yet. Wayne recommended in an email, that the BCA and one of the Board members, should have a committee to look at what we could do to alleviate the speeding in Baytree. I think it might be a good idea. We tried a lot of different things and it hasn't worked. I was in a community in Vero Beach, a couple of months ago, and they had speed humps made out of the same material in their roads.

Mr. Scheerer: It slows you down about two miles an hour.

Mr. Mills: Maybe we should look at that. I think Wayne had a great idea, which is that a member of the BCA, a member of the CDD and a resident, digest what is going up and come up with some ideas and bring it back to the Board for us to look at.

Mr. Darby: Mel, correct me if I'm wrong, but speed bumps have been discussed many times, but yet it's always been deferred. There might be other alternatives. I don't know. Speed bumps are not going to be received enthusiastically.

Mr. Showe: Especially by those folks who are going to be living right next to the speed humps. The only community where speed bumps are effective is a main street that has no houses on it. If you put a speed bump in, someone is going to hear the squealing of brakes all night long outside of their house.

Mr. Wilkerson: I differ with that, Jason. We put speed humps in another community, up and down the street, and there was never screeching. It really was effective. They are fairly easy to go over. You just can't go over it at 40 miles per hour.

Ms. Witcher: What is it going to do to our drainage?

Mr. Pawelczyk: They design them so that the water flows around them.

Mr. Mills: Instead of the Board taking our time, let's have a committee get together with Wayne, and they can come back to the Board with a recommendation.

Ms. Witcher: Do you want to do it?

Mr. Mills: I don't mind doing it.

Mr. Wilkerson: Sounds good.

Mr. Mills: Does any resident want to help on that committee?

Ms. Fox: Sure.

Mr. Darby: Wayne, as a matter of clarification, a speed bump is designed to bring a car down to under 5 miles per hour, whereas a speed hump would allow a car traveling 15 miles per hour without any necessary problems. Right?

Mr. Wilkerson: That's right.

Mr. Pawelczyk: Just to be clear, before we answer any other questions, this is not a committee of the CDD. You are asking Mel to work with the BCA and residents.

Ms. Witcher: As an interested party.

Mr. Pawelczyk: To gather some facts. It may not be a CDD issue. It may be a Sheriff issue.

Mr. Bosseler: Could we add a member from IOB?

Mr. Showe: Absolutely.

Ms. Wagner: I would be glad to represent the IOB.

## **FIFTH ORDER OF BUSINESS**

## **CDD Action Items/Staff Reports**

### **A. CDD Action Items**

Mr. Showe: We are still waiting for pricing for the fountain LED light replacement; however, the front is lit up. We are still waiting for some lights at the back. The pool box electrical improvement has been completed and the box was replaced, so we should be good to go when the pavilion is installed.

Ms. Witcher: How many amps?

Mr. Showe: I'm not sure.

Mr. Scheerer: It's probably a several hundred-amp panel.

Mr. Showe: Its new. The old one is corroded.

Mr. Darby: At the last meeting, one Supervisor's request was to have estimated completion dates.

Mr. Mills: That was me. That would be great. As I mentioned at the last meeting, I suggested that we say the date that the equipment was ordered on, the expected arrival date and the expected installation date. That would help all of us.

Ms. Witcher: On that form?

Mr. Mills: Yes.

**B. Additional Staff Reports**

**i. Attorney**

Mr. Pawelczyk: I don't have anything that we haven't already discussed today, other than that you should've received your Form 1 in the mail.

Ms. Witcher: I didn't receive one.

Mr. Bosseler: I received it a week ago.

Mr. Pawelczyk: If you need one sent to you, Jason can email it to you. I don't know if Brevard has the ability, but Miami-Dade and Broward have the ability to email it to you. You might want to check with Brevard. I received mine from Broward County, and there was a separate sheet that said, "You can email a separate PDF."

Mr. Bosseler: You can email it back.

Mr. Pawelczyk: I just wanted to mention that. Its due on July 1<sup>st</sup>. Make sure that you complete it. They will start fining.

Mr. Darby: Some of us will be filing a petition for re-election in November.

Mr. Pawelczyk: Fill it out and take it with you.

Mr. Darby: Do we still have to submit it by July 1<sup>st</sup>?

Mr. Showe: Yes. The July 1<sup>st</sup> deadline is for your current term.

Mr. Pawelczyk: If you received a Form 1 in the mail, and are going to qualify in the next week, fill it out and take it with you, because they are going to make you fill out that same form. Then you are complying. Just make sure that you keep a copy of it and note the date on your

copy. For example, I take mine to the Supervisor of Elections and they stamp my copy for me. Do the same thing, so that way, if there's ever any question. That's all.

**ii. Engineer**

**1. Discussion of Lake Bank Contract for Fiscal Year 2018**

Ms. Samitas: I had two main tasks to work on, which was the paving and lake bank restoration proposals. We received one of the two and are working on the second one.

Mr. Showe: I provided just the proposal.

Ms. Samitas: The map gives you an idea of what we discussed. I met with Goodson Paving onsite last week, and he provided us this proposal after the walk through. It includes the western edge of pavement in Baytree, all the way to the Clubhouse. You may notice as you drive out of here where the curb changes. Linford Court is included.

Mr. Mills: It doesn't include the parking lot.

Ms. Samitas: No it doesn't. Was it meant to?

Mr. Mills: I thought that we discussed that. It was supposed to be included.

Mr. Darby: There was supposed to be paving of the streets and parking lot at the same time, to make use of the equipment being onsite.

Ms. Samitas: I can discuss that with them and get a quote. I wasn't aware that you wanted to do the parking lot.

Mr. Showe: We can get something for the August meeting. I know that the intent was to wrap up both of those projects at the same time.

Mr. Darby: As we mentioned before, at another meeting, we wanted to make sure that the pavilion was constructed prior to the paving, because you don't want construction vehicles over the fresh pavement, so we need to coordinate the timing.

Ms. Samitas: That's a good point. I asked them about a schedule, and the soonest that they would be able to come out here to do anything would be the second week in July, which is no good.

Mr. Darby: That's no good.

Ms. Samitas: Why don't I get a quote from them and discuss the mobilization concerns, and see if he can schedule that out to later. Remind me again, with the construction and the pavilion, what date you were looking for?



Mr. Darby: That's a good question, because the Project Engineer left the construction company, so we need to determine what the new schedule is. As soon as I have that, I can send it to you.

Ms. Samitas: Very good.

Mr. Darby: I would say conservatively, after hurricane season.

Mr. Showe: We should hopefully have something for you by the next meeting.

Mr. Mills: Maybe for the audience's benefit, paving Baytree Drive, Old Tramway Way, Linford Court and National Drive is \$58,889.25. So, you can see that money is being spent in capital projects. The County does not pay for that. We pay for it.

Ms. Witcher: We have three trucks that come through on Tuesdays. Maybe we can do the paving around that, unless he wants new trucks on top of the new pavement.

Mr. Showe: They typically do one lane at a time. I think that's how they mobilize it.

Ms. Samitas: They can't shut down completely.

Ms. Witcher: The cul-de-sac is the problem, but if we know ahead of time when they are coming, we can notify them ahead of time.

Mr. Showe: When we get a little closer we will address it.

Ms. Samitas: I'm not sure how they do that.

Ms. Witcher: We coordinated it so he started on a Wednesday.

Mr. Showe: Chris has done that a few times.

Ms. Witcher: We get garbage pickup on Friday and we can work around that, but my concern is Tuesdays.

Ms. Samitas: I will mention it. I'm sure that he has handled that before. The second item, is that I met with Bill Anderson, the contractor/owner on Monday afternoon and we looked at the lake banks on Lakes 1, 4 and 5, which are in the schedule to be completed in 2018. There were no major surprises. He just wanted to put his eyes on it one last time before he issued a proposal to me. He verbally agreed to give that to me before next week. I will pass that on to Jason as soon as I receive it.

Mr. Showe: So that we don't have to wait until the August meeting, we should get a contract signed and get him on our schedule. If the Board is amenable, we would like to have a motion to approve a not-to-exceed of \$30,000 for lake bank restoration, in accordance with the District Engineer's recommendation. We have the contract ready, so as soon as we have the

proposal, we can fill that out. That way we can make sure that he is lined up and on schedule, so we don't have any further issues.

Mr. Mills: Is our District Engineer comfortable with \$30,000?

Ms. Samitas: I do not anticipate that it will be any more than \$30,000.

Mr. Darby: Just a point of order, in the 2018 budget, we had \$15,000 allocated for lake bank maintenance, right?

Mr. Showe: That's what we budgeted. If you look at the current budget, I increased that to \$30,000 as projected expenses.

Mr. Darby: So the presumption is this is going to be our 2019 budget, not 2018.

Mr. Showe: No. This will be out of the 2018 budget.

Mr. Darby: So we will overspend the 2018 budget by \$15,000.

Mr. Showe: Yes. If you look at the project, I projected \$30,000 to be spent, but we budgeted \$15,000. That was the old amount. Now we are looking at the new amount.

Mr. Darby: I just want to be clear.

Mr. Showe: Absolutely. No, you are correct.

Ms. Witcher: Now we are on schedule with the roads and lake banks. We are not going to be behind all the time trying to fix them.

Mr. Showe: Right.

Ms. Samitas: Do you need backup data for the lake bank schedule for your August 1<sup>st</sup> meeting?

Mr. Showe: No. I think we will just take care of this one for now. Obviously, that can change.

Mr. Darby: In a previous meeting, you were going to provide a seven-year schedule for lake bank restoration. What is the status of that?

Ms. Samitas: That's what I was talking about. I have a schedule in a spreadsheet format, going to 2025.

Mr. Showe: If you send that to me, I can forward it to the Board.

Ms. Witcher: Thank you. That was a lot of good work.

Mr. Showe: We need a motion not-to-exceed of \$30,000 and allowing the Chairman or Vice Chairman to execute that contract.

On MOTION by Mr. Mills, seconded by Ms. Witcher, with all in favor, approving a not-to-exceed amount of \$30,000 for lake bank restoration, in accordance with the District Engineer's recommendation, and authorizing the Chairman or Vice Chairman to execute that contract, was approved.

Mr. Showe: Is there anything else?

Ms. Samitas: No.

**iii. District Manager's Report**

**1. Field Manager's Report**

Mr. Scheerer: Some of the items were discussed earlier. The pools are operating properly. Staff inspected the restrooms. We had an incident where the breaker tripped for the main circulating motor. I met with the pool contractor and showed him where the key is in case it ever happens again. A different person is taking care of the pool, even though it's the same company. We reset the breaker and they came back out to clean the pool and got everything up and running. An issue was discussed earlier about vandalism at the pool. Kids, most likely resident's kids, were throwing pool furniture into the pool. Security was able to handle that. The new gate wasn't closing. Apparently, there was an issue with the screws on the brackets. ACT came out and didn't charge us anything to re-install bigger screws to hold the new hinges in to support the closure that was installed. We installed LED gate arms at the rear gate. Staff is still installing access stickers on resident's cars. Staff has been out here at least three times in the last month, for a golf cart hitting the exit gate at the front gate and an incident at the rear gate entry. A couple of times we came out for that one, because people were tailgating. As discussed earlier, the good news is that they are using nylon nuts, as opposed to regular stainless steel. Had that been on there, we probably would've been replacing a brand-new gate arm. I was able to reconnect the power to the LEDs and re-install the gate arms each time. There is a \$150 fee if we catch the violators and there's no damage. As I discussed earlier, there was a landscape vehicle last Friday that hit it, and we will be sending them an invoice for that. That goes directly back to the District. ECOR is doing a good job on the lights. We are aware of hurricane season. We are in communication to make sure that the outfall structure is being taken care of. We are continuing to meet with the landscaper every two weeks, per the contract. They installed new sod, finally, along the lake where the trees were removed. The dead palm tree at the parking lot for the tennis court and pool area, was replaced. There were also some additional landscape

plants. We installed some on Kingswood that died. They also took a pH sample, per the contract, and we are waiting for the results of that. All of those plants seem to be struggling. They are still registering a 10 on the moisture meter, so that probably has a lot to do with it. We are hoping to get some additional information from the pH sample, to supplement that with some additional fertilizer or something to help with the growth of those new plants. The fountain timers are working. All of the monument lights were tested and are working. We had to replace a monument light and we replaced with two new LED lights and will continue to do so. Staff ended up having to put up the message board for the meeting notices. Security didn't do that. GMS did.

Mr. Darby: Alan, is the pool gate accessible 24 hours a day?

Mr. Scheerer: Residents should not be able to enter 24 hours a day. There should be a timer.

Mr. Darby: I just wonder with this vandalism, if the timer is working.

Mr. Scheerer: It may not be a bad idea, at some point in time, to pull cards and issue new cards to everybody. We can do that relatively easily. We would have to buy the cards, obviously, but if there is a master set key card for myself or a pool provider, maybe security would have access to the gatehouse through the actual keycard system. Most of the time, we find that kids are jumping the fence.

Mr. Darby: I'm just trying to make it more difficult.

Mr. Scheerer: Absolutely. That's all I have.

Mr. Mills: By the way, I've gotten three positive remarks on the gate arms. People like them.

Mr. Scheerer: I forgot to add to my report, a request to find out the cost to replace these new LED gate arms. A 12-foot gate arm is \$820 and a 15-foot gate arm is \$933.

A resident: Is there a video camera at the pool?

Mr. Scheerer: No.

Mr. Darby: I asked Jason to re-look at that again, to see if we can get a system that the guards can access.

## **SIXTH ORDER OF BUSINESS**

## **Treasurer's Report**

### **A. Consideration of Check Register**

Mr. Showe: In your General Fund, we have checks 53180 through 53206 for \$47,502.42, Check 74 from the Capital Projects Fund for \$11,350.05 and April and May payroll for \$1,847, for a total of \$60,699.47. Alan and I can answer any questions about those invoices, if you have any.

Mr. Mills: You missed the interest on our late paychecks.

Mr. Showe: I apologize.

Mr. Bosseler: I didn't receive any copies of paid invoices.

Mr. Showe: It should've gone out with your agenda package, but I have them.

Mr. Mills: There is an invoice from Access Control Technologies for a gear reducer arm for \$2,000.

Mr. Scheerer: That is the entire mechanism that is inside of the gate arm that we had to replace in order to put the new LED arm on the exit gate.

Mr. Mills: Is that at the front gate?

Mr. Scheerer: Yes. In order to have the 12 aluminum gate arms, we had to change the gear reducers on those.

Mr. Mills: I understand.

Mr. Showe: I think we talked about it at the last meeting. They were going to replace that part anyway, and we had them wait until we went with the LEDs so that we didn't have to replace it twice.

On MOTION by Mr. Mills, seconded by Mr. Darby, with all in favor, the Check Register was approved.

## **B. Balance Sheet and Income Statement**

Mr. Showe: No action is required by the Board. You are 98% collected on your assessments, so probably one or two tax certificates will be sold. Once received, we will be well over 100%.

Ms. Witcher: Wells Fargo is having financial problems. Are we covered, because we have \$300,000 in that bank?

Mr. Showe: We feel comfortable with using them as far as our governmental accounts. We have them in several of our Districts, and haven't had any challenges, but if the Board would like to, we can direct staff to move funds out of there.

Ms. Witcher: What do all of you think? I am hearing that a lot of their Midwest banks are folding.

Mr. Mills: Are you comfortable with them?

Mr. Showe: We haven't had any issues.

Ms. Witcher: Is it FDIC covered?

Mr. Showe: Yes. We have governmental coverage too.

Ms. Witcher: Normally, is it \$125,000?

Mr. Showe: I think it's \$125,000.

Ms. Witcher: Does it cover \$300,000?

Mr. Showe: I don't know if it will cover the full amount.

Mr. Pawelczyk: We can get their accounts checked.

Mr. Showe: We will check it. If there are any concerns, then we will pull out what we need.

Ms. Witcher: Just be aware and watch it.

Mr. Mills: What kind of account?

Mr. Showe: Checking. Before we go to Supervisor's requests, we received an email from a resident, Mr. Bowman. I don't know if the Board wants to discuss that.

Mr. Darby: Is there any response?

Mr. Showe: We would never recommend that you get into custom installing particular plants in one spot for a resident, because then his neighbor is going to want a different plant across their view, and you get into a lot of challenges, with not only the look, but increased costs of maintenance from our landscaper, plus there's no warranty. I think we need to let the Board make their determinations. If you don't want to put in plants, then plants won't go over there.

Mr. Mills: I had a phone call before I came to the meeting from a resident and it wasn't Harry. It was another resident who wanted to know what the Board's action was going to be on that lake bank. Apparently, a storm last night blew over one of the Myrtles that are over there. He happened to walk over and said that all of those are way beyond date. It is his wish that we, as a Board, look at letting the bank go and do nothing with it, at all, other than maybe planting some clumps of Bamboo on that side of the bank, and maybe some ornamental grasses. That way, we don't have to maintain it at all. He was thinking of putting his house on the market. One of the people that came to look at the house, said "*Oh wow, is that part of Baytree.*" He

said, *"No, that has to be Suntree."* I said, *"Well, it doesn't look too good"*, because those houses are a lot less expensive. I'm only relaying. I'm not giving my thoughts one way or the other. I'm only relaying what his opinion was on the call. He would like for us to do something, but nothing elaborate. He said, *"I prefer to see it go and we don't have to maintain it at all anymore."*

Ms. Witcher: Did the homeowner that lives behind it, take out the dead tree laying on the ground in Suntree?

Mr. Mills: No. It's our property.

Mr. Scheerer: I don't know that Bamboo would be a viable plant to re-plant, because it's invasive .

Mr. Mills: Not the clump. If you go up I-95, they planted the clump.

Mr. Scheerer: On a stormwater pond?

Mr. Mills: No.

Mr. Scheerer: I would have to look at the Water Management District permit, which is why you probably ended up with a bunch of Wax Myrtles that were planted originally, and then at some point, when Lou was on the Board, we did try to add some Crepe Myrtle over there. That's the extent of whatever was planted or re-planted on the bank, since I have been involved as your Field Manager. I just don't think that bamboo would be a viable plant, any type of bamboo, but we have to check with the SWFWMD.

Mr. Mills: We might want to do that. I know they planted them along I-95 north, on the right-hand side. The Space Coast Credit Unit has them on their side.

Ms. Schoonmaker: The ones at the Space Coast Credit Unit had blown over and are now laying on top of the fence. I'm with you about the Bamboo.

Mr. Darby: Should we refer this to the landscaper and have them make a recommendation?

Mr. Mills: We've done that so many times.

Mr. Showe: We presented several different options that range from a couple of hundred thousand dollars to about \$50,000. If the Board is amenable, I can reply to Mr. Bowman that the Board is inclined to not allow any further plantings.

Mr. Mills: What if we planted ornamental plantings on that bank and then just let it go, because there are some water grasses that you can plant? Then we don't have to mow it, maintain it or do anything with it?

Ms. Witcher: What happens when the water comes up over it?

Mr. Scheerer: We would have to check on the permit to see what our permit obligation is. We can probably reach out to ECOR and they can probably pull the permit to see whether we can or cannot maintain that.

Ms. Samitas: It is not going to be maintenance free. You are always going to have to do something, like cutting them down, because they will start to grow into your pond.

## SEVENTH ORDER OF BUSINESS

### Supervisor's Requests

Mr. Mills: What about the solar light for the rear sign? You didn't do anything.

Mr. Scheerer: We are working on it.

Mr. Mills: What is the timeline? It will be installed next week, right?

Mr. Scheerer: Yes sir.

Mr. Mills: I don't know about the other Supervisors, but I would like to have, at least bi-monthly, a running budget summary, so I know what I can and cannot do in the future. It would be so easy for me to just look at that and say, "*I spent that amount of money.*" I don't know if the rest of the Board would like to have that or not, but I certainly would.

Mr. Showe: Let me work with our accounting group and see what we can come up with. It might be something simple and not overly complicated, but it will serve your purpose.

Mr. Mills: Very good. For the audience's benefit, we are going to be re-working some of the landscaping at the monuments to make it more attractive. A lot of the monument growth has been there ever since the community has been developed and are getting old looking. The monuments that have not been touched are the ones in the front. Jason and I are going to be doing that.

Ms. Witcher: I like the fact that there's grass there.

Ms. Hill: Could you revisit Tropic-Care's contract? Why were perennials planted at Balmoral? They were dead within the week.

Mr. Mills: Jan, I'm having a real issue with Tropic-Care. Alan, Jason and I discussed this. I looked at some of the plants and showed it to them. The fronds are brown. They are not



being trimmed. I am going to look at another company and have them come in and visit with Alan, Jason and I, and go through the entire community to give us a price for the contract that is currently in force, because I am not happy.

Ms. Hill: In the Viera area, I see much nicer plants coming down Murell Road than I see here.

Mr. Mills: I told David, *"You live in this community and it looks like a garbage can compared to Viera."*

Ms. Hill: Are we paying them less?

Mr. Mills: I don't know.

Mr. Scheerer: Viera is a bigger area.

Mr. Mills: They have a much bigger area. A lot of their men are over there all the time, full-time. I'm working on it.

Ms. Schoonmaker: Are you pleased with your landscaper in IOB? They keep the entrance looking good.

Ms. Hill: They don't do any planting.

Mr. Mills: There's a company that was recommended called Paradise Commercial Landscapers. They do the community on Viera Boulevard and its pristine. On beachside, there's a community that I looked at that they are doing. It's beautiful, so I'm going to get a quote from them. We are going to meet with them.

Ms. Witcher: Gerald lives here.

Mr. Mills: You mean Gerald Kanner.

Mr. Showe: We provided him the contract in the past, per his request, and he declined to bid.

A resident: Can you put out a Request for Proposal?

Mr. Mills: Yes, we can.

The resident: Instead of going to this company, you can put out a RFP and several people will bid on it and we will get the best bidder. Tropic-Care was not the low bidder last time, but they got the job. I don't know how that happened.

Mr. Showe: Are there any other Supervisor requests?

Mr. Bosseler: I would like to compliment the golf course for the upgrades that they put in. In the last 30 days, they have done wonders with the golf course. I hope that they continue what they have started. It's really nice.

Mr. Darby: There was an outstanding issue from the prior meeting about the sign at the front gate saying "*Be prepared to show ID.*"

Mr. Scheerer: We just received the proof and I authorized it. We have a place for it already, and it will be installed.

Mr. Darby: It's reflective?

Mr. Scheerer: Yes.

Mr. Mills: Will there be solar lighting?

Mr. Scheerer: No solar lights will be there, but there will be lighting there.

Ms. Witcher: I have one request. You were talking about a security form that we are all going to have to provide to our vendors. Do you think you can have a prototype of that, so that we can go ahead and look at it? It would be nice to have a hard copy. That way they know what they are looking for.

Mr. Darby: I was hoping that most people would do it online.

Mr. Showe: It also has an app, so you don't even have to go to your computer. If you have a smartphone, you can do it right through your phone. It's pretty nice.

## **EIGHTH ORDER OF BUSINESS**

## **Public Comment Period**

Mr. Showe: At this time, we will take audience comments.

A resident: If the Sheriff is coming out, why do we still have speeders?

Ms. Witcher: We've had speeders for 25 years.

The resident: They are only giving warnings. It doesn't seem to be doing any good.

Ms. Hill: They go slow when the Sheriffs are there.

The resident: What about the Citizens Patrol? Do they have any authority to give out tickets?

Mr. Mills: They observe and then just call it in. Like I said, I sent Sheriff Ivey an email requesting that he instruct his officers to give more tickets and warnings, and asked for him to give his input and I have not heard back from him. On a personal note, all of you know John Finafrock that used to serve on this Board. He has been diagnosed with Parkinson's Disease. I

thought that I would share that with the community. He lives north of Charleston, North Carolina.

Mr. Showe: Are there any other audience comments? Hearing none, we need a motion to adjourn.

**NINTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Ms. Witcher, seconded by Mr. Darby, with all in favor, the meeting was adjourned.
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Secretary / Assistant Secretary

---

Chairman / Vice Chairman

## SECTION IV

# SECTION A

**BAYTREE COMMUNITY DEVELOPMENT DISTRICT  
BREVARD COUNTY, FLORIDA  
FINANCIAL REPORT  
FOR THE FISCAL YEAR ENDED  
SEPTEMBER 30, 2017**

**BAYTREE COMMUNITY DEVELOPMENT DISTRICT  
BREVARD COUNTY, FLORIDA**

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## INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors  
Baytree Community Development District  
Brevard County, Florida

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Baytree Community Development District, Brevard County, Florida ("District") as of and for the fiscal year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of September 30, 2017, and the respective changes in financial position thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.



## **Other Matters**

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated June 11, 2018, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

### **Report on Other Legal and Regulatory Requirements**

We have also issued our report dated June 11, 2018, on our consideration of the District's compliance with the requirements of Section 218.415, Florida Statutes, as required by Rule 10.556(10) of the Auditor General of the State of Florida. The purpose of that report is to provide an opinion based on our examination conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants.

June 11, 2018

## MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of Baytree Community Development District, Brevard County, Florida ("District") provides a narrative overview of the District's financial activities for the fiscal year ended September 30, 2017. Please read it in conjunction with the District's Independent Auditor's Report, basic financial statements, accompanying notes and supplementary information to the basic financial statements.

### FINANCIAL HIGHLIGHTS

- The assets of the District exceeded its liabilities at the close of the most recent fiscal year resulting in a net position balance of \$6,377,215.
- The change in the District's total net position in comparison with the prior fiscal year was (\$187,771), a decrease. The key components of the District's net position and change in net position are reflected in the table in the government-wide financial analysis section.
- At September 30, 2017, the District's governmental funds reported combined ending fund balances of \$303,617, a decrease of (\$135,907) in comparison with the prior fiscal year. The total fund balance is committed for capital projects, non-spendable for prepaid items, and the remainder is unassigned fund balance which is available for spending at the District's discretion.

### OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as the introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

#### Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the residual amount being reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements include all governmental activities that are principally supported by special assessment revenues. The District does not have any business-type activities. The governmental activities of the District include the general government (management) and maintenance functions.

#### Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category: governmental funds.

## OVERVIEW OF FINANCIAL STATEMENTS (Continued)

### Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains two governmental funds for external reporting. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund and capital projects fund, both of which are considered major funds.

The District adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with the budget.

### Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

### GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of an entity's financial position. In the case of the District, assets exceeded liabilities at the close of the most recent fiscal year.

Key components of the District's net position are reflected in the following table:

NET POSITION		SEPTEMBER 30,	
	2017	2016	
Current and other assets	\$ 330,759	\$ 476,948	
Capital assets, net of depreciation	6,073,598	6,125,462	
Total assets	6,404,357	6,602,410	
Current liabilities	27,142	37,424	
Total liabilities	27,142	37,424	
Net position			
Investment in capital assets	6,073,598	6,125,462	
Unrestricted	303,617	439,524	
Total net position	\$ 6,377,215	\$ 6,564,986	

The District's net position reflects its investment in capital assets (e.g. land, land improvements, and infrastructure). These assets are used to provide services to residents; consequently, these assets are not available for future spending. The remaining balance of unrestricted net position may be used to meet the District's other obligations.

## GOVERNMENT-WIDE FINANCIAL ANALYSIS (Continued)

The District's net position decreased during the most recent fiscal year. The majority of the decrease represents the extent to which the cost of operations and depreciation expense exceeded ongoing program revenues.

Key elements of the change in net position are reflected in the following table:

CHANGES IN NET POSITION FOR THE FISCAL YEAR ENDED SEPTEMBER 30,		
Revenues:	2017	2016
Program revenues		
Charges for services	\$ 727,916	\$ 727,295
General revenues	34,982	5,929
Total revenues	762,898	733,224
Expenses:		
General government	163,619	168,857
Maintenance and operations	787,050	548,417
Total expenses	950,669	717,274
Change in net position	(187,771)	15,950
Net position - beginning	6,564,986	6,549,036
Net position - ending	\$ 6,377,215	\$ 6,564,986

As noted above and in the statement of activities, the cost of all governmental activities during the fiscal year ended September 30, 2017 was \$950,669. The majority of the costs of the District's activities were paid by program revenues. As in the prior fiscal year, program revenues are comprised primarily of assessments. The majority of the increase in expenses is the result of an increase in maintenance and repairs occurring in the current year.

## GENERAL BUDGETING HIGHLIGHTS

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures exceeded appropriations for the fiscal year ended September 30, 2017, and was covered by available fund balance.

## CAPITAL ASSETS

At September 30, 2017, the District had \$7,557,376 invested in capital assets for its governmental activities. In the government-wide financial statements, \$1,483,778 of depreciation has been taken resulting in a net book value of \$6,073,598. More detailed information about the District's capital assets is presented in the notes of the financial statements.

## ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

The District anticipates a continuation of certain infrastructure maintenance projects for the subsequent fiscal year.

## CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, land owners, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the financial resources it manages and the stewardship of the facilities it maintains. If you have questions about this report or need additional financial information, contact Baytree Community Development District's Finance Department at 135 West Central Boulevard, Suite 320, Orlando, FL, 32801.

**BAYTREE COMMUNITY DEVELOPMENT DISTRICT  
BREVARD COUNTY, FLORIDA  
STATEMENT OF NET POSITION  
SEPTEMBER 30, 2017**

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Cash	\$ 310,494
Assessments receivable	218
Prepaid items	20,047
Capital assets:	
Nondepreciable	5,466,583
Depreciable, net	<u>607,015</u>
Total assets	<u>6,404,357</u>
 <b>LIABILITIES</b>	
Accounts payable	<u>27,142</u>
Total liabilities	<u>27,142</u>
 <b>NET POSITION</b>	
Investment in capital assets	6,073,598
Unrestricted	<u>303,617</u>
Total net position	<u><u>\$ 6,377,215</u></u>

See notes to the financial statements

**BAYTREE COMMUNITY DEVELOPMENT DISTRICT  
BREVARD COUNTY, FLORIDA  
STATEMENT OF ACTIVITIES  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2017**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues Charges for Services</u>	<u>Net (Expense) Revenue and Changes in Net Position  Governmental Activities</u>
Primary government:			
Governmental activities:			
General government	\$ 163,619	\$ 163,619	\$ -
Maintenance and operations	787,050	564,297	(222,753)
Total governmental activities	<u>950,669</u>	<u>727,916</u>	<u>(222,753)</u>
General revenues:			
Unrestricted investment earnings			141
Miscellaneous			34,841
Total general revenues			<u>34,982</u>
Change in net position			(187,771)
Net position - beginning			6,564,986
Net position - ending			<u>\$ 6,377,215</u>

See notes to the financial statements

**BAYTREE COMMUNITY DEVELOPMENT DISTRICT  
BREVARD COUNTY, FLORIDA  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
SEPTEMBER 30, 2017**

	Major Funds		Total
	General	Capital Projects	Governmental Funds
<b>ASSETS</b>			
Cash	\$ 82,397	\$ 228,097	\$ 310,494
Assessment Receivable	218	-	218
Prepaid items	20,047	-	20,047
Total assets	<u>\$ 102,662</u>	<u>\$ 228,097</u>	<u>\$ 330,759</u>
 <b>LIABILITIES AND FUND BALANCES</b>			
Liabilities:			
Accounts payable	\$ 24,019	\$ 3,123	\$ 27,142
Total liabilities	<u>24,019</u>	<u>3,123</u>	<u>27,142</u>
 Fund balances:			
Nonspendable:			
Prepaid items	20,047	-	20,047
Committed for:			
Capital projects	-	224,974	224,974
Unassigned	58,596	-	58,596
Total fund balances	<u>78,643</u>	<u>224,974</u>	<u>303,617</u>
 Total liabilities and fund balances	<u>\$ 102,662</u>	<u>\$ 228,097</u>	<u>\$ 330,759</u>

See notes to the financial statements

**BAYTREE COMMUNITY DEVELOPMENT DISTRICT  
BREVARD COUNTY, FLORIDA  
RECONCILIATION OF BALANCE SHEET – GOVERNMENTAL FUNDS  
TO STATEMENT OF NET POSITION  
SEPTEMBER 30, 2017**

Fund balance - governmental funds \$ 303,617

Amounts reported for governmental activities in the statement of  
net position are different because:

Capital assets used in governmental activities are not financial  
resources and, therefore, are not reported as assets in the  
governmental funds. The statement of net position includes those  
capital assets, net of accumulated depreciation, in the assets of  
the government as a whole.

Cost of capital assets	7,557,376	
Accumulated depreciation	(1,483,778)	6,073,598
Net position of governmental activities		<u>\$ 6,377,215</u>

See notes to the financial statements



**BAYTREE COMMUNITY DEVELOPMENT DISTRICT  
BREVARD COUNTY, FLORIDA  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GOVERNMENTAL FUNDS  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2017**

	Major Funds		Total Governmental Funds
	General	Capital Projects	
REVENUES			
Assessments	\$ 698,322	\$ -	\$ 698,322
Interest	2	139	141
HOA cost sharing	29,594	-	29,594
Miscellaneous	4,841	30,000	34,841
Total revenues	732,759	30,139	762,898
EXPENDITURES			
Current:			
General government	163,583	36	163,619
Maintenance and operations	449,475	263,971	713,446
Capital outlay	-	21,740	21,740
Total expenditures	613,058	285,747	898,805
Excess (deficiency) of revenues over (under) expenditures	119,701	(255,608)	(135,907)
OTHER FINANCING SOURCES (USES)			
Interfund transfers in (out)	(144,522)	144,522	-
Total other financing sources (uses)	(144,522)	144,522	-
Net change in fund balances	(24,821)	(111,086)	(135,907)
Fund balances - beginning	103,464	336,060	439,524
Fund balances - ending	\$ 78,643	\$ 224,974	\$ 303,617

See notes to the financial statement

**BAYTREE COMMUNITY DEVELOPMENT DISTRICT  
BREVARD COUNTY, FLORIDA  
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2017**

Net change in fund balances - total governmental funds	\$ (135,907)
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Amounts reported for governmental activities in the statement of activities  
are different because:

Governmental funds report capital outlays as expenditures; however, the cost of those assets is eliminated in the statement of activities and capitalized in the statement of net position.	21,740
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Depreciation on capital assets is not recognized in the governmental fund financial statements but is reported as an expense in the statement of activities.	<u>(73,604)</u>
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Change in net position of governmental activities	<u><u>\$ (187,771)</u></u>
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See notes to the financial statements

**BAYTREE COMMUNITY DEVELOPMENT DISTRICT  
BREVARD COUNTY, FLORIDA  
NOTES TO FINANCIAL STATEMENTS**

**NOTE 1 – NATURE OF ORGANIZATION AND REPORTING ENTITY**

Baytree Community Development District ("District") was created on June 24, 1992 pursuant to the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes, by Brevard County Ordinance 92-11. The Act provides among other things, the power to manage basic services for community development, power to borrow money and issue bonds, and to levy and assess non-ad valorem assessments for the financing and delivery of capital infrastructure.

The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District. The District encompasses approximately 473 acres.

The District is governed by the Board of Supervisors ("Board"), which is composed of five members. The Supervisors are elected by registered voters, as provided by F. S. Chapter 190.006. The Board of Supervisors of the District exercise all powers granted to the District pursuant to Chapter 190, Florida Statutes.

The Board has the final responsibility for:

1. Assessing and levying assessments.
2. Approving budgets.
3. Exercising control over facilities and properties.
4. Controlling the use of funds generated by the District.
5. Approving the hiring and firing of key personnel.
6. Financing improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District is considered to be financially accountable and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

**NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**Government-Wide and Fund Financial Statements**

The basic financial statements include both government-wide and fund financial statements.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment. Operating-type special assessments for maintenance and debt service are treated as charges for services and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not included among program revenues are reported instead as *general revenues*.

## NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### **Measurement Focus, Basis of Accounting and Financial Statement Presentation**

The government-wide financial statements are reported using the *economic resources measurement* focus and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are to be recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement* focus and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

### **Assessments**

Assessments are non-ad valorem assessments on benefited property within the District. Operating and maintenance assessments are based upon the adopted budget and levied annually at a public hearing of the District. Debt service assessments are levied when Bonds are issued and assessed and collected on an annual basis. The District may collect assessments directly or utilize the uniform method of collection under Florida Statutes. Direct collected assessments are due as determined by annual assessment resolution adopted by the Board of Supervisors. Assessments collected under the uniform method are mailed by the County Tax Collector on November 1 and due on or before March 31 of each year. Property owners may prepay a portion or all of the debt service assessments on their property subject to various provisions in the Bond documents.

Assessments and interest associated with the current fiscal period are considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. The portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period.

The District reports the following major governmental funds:

### **General Fund**

The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

### **Capital Projects Fund**

This fund accounts for the financial resources to be used for the acquisition or construction of major infrastructure and for renewal and replacement within the District.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first for qualifying expenditures, then unrestricted resources as they are needed.

## NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### **Assets, Liabilities and Net Position or Equity**

#### **Restricted Assets**

These assets represent cash and investments set aside pursuant to Bond covenants or other contractual restrictions.

#### **Deposits and Investments**

The District's cash and cash equivalents are considered to be cash on hand and demand deposits (interest and non-interest bearing).

The District has elected to proceed under the Alternative Investment Guidelines as set forth in Section 218.415 (17) Florida Statutes. The District may invest any surplus public funds in the following:

- a) The Local Government Surplus Trust Funds, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act;
- b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
- c) Interest bearing time deposits or savings accounts in qualified public depositories;
- d) Direct obligations of the U.S. Treasury.

Securities listed in paragraph c and d shall be invested to provide sufficient liquidity to pay obligations as they come due.

The District records all interest revenue related to investment activities in the respective funds. Investments are measured at amortized cost or reported at fair value as required by generally accepted accounting principles.

#### **Inventories and Prepaid Items**

Inventories of governmental funds are recorded as expenditures when consumed rather than when purchased.

#### **Prepaid Items**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

#### **Capital Assets**

Capital assets which include property, plant and equipment, and infrastructure assets (e.g., roads, sidewalks and similar items) are reported in the government activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Infrastructure	30
Equipment	5-10

## **NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **Assets, Liabilities and Net Position or Equity (Continued)**

#### Capital Assets (Continued)

In the governmental fund financial statements, amounts incurred for the acquisition of capital assets are reported as fund expenditures. Depreciation expense is not reported in the governmental fund financial statements.

#### Unearned Revenue

Governmental funds report unearned revenue in connection with resources that have been received, but not yet earned.

#### Long-Term Obligations

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized over the life of the Bonds. Bonds payable are reported net of applicable premiums or discounts. Bond issuance costs are expensed when incurred.

In the fund financial statements, governmental fund types recognize premiums and discounts, as well as issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

#### Deferred Outflows/Inflows of Resources

Deferred outflows of resources represent a consumption of net position that applies to future reporting period(s). For example, the District would record deferred outflows of resources on the statement of net position related to debit amounts resulting from current and advance refundings resulting in the defeasance of debt (i.e. when there are differences between the reacquisition price and the net carrying amount of the old debt).

Deferred inflows of resources represent an acquisition of net position that applies to future reporting period(s). For example, when an asset is recorded in the governmental fund financial statements, but the revenue is unavailable, the District reports a deferred inflow of resources on the balance sheet until such times as the revenue becomes available.

#### Fund Equity/Net Position

In the fund financial statements, governmental funds report non spendable and restricted fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Assignments of fund balance represent tentative management plans that are subject to change.

The District can establish limitations on the use of fund balance as follows:

Committed fund balance – Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the Board of Supervisors. Commitments may be changed or lifted only by the Board of Supervisors taking the same formal action (resolution) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

Assigned fund balance – Includes spendable fund balance amounts established by the Board of Supervisors that are intended to be used for specific purposes that are neither considered restricted nor committed. The Board may also assign fund balance as it does when appropriating fund balance to cover differences in estimated revenue and appropriations in the subsequent year's appropriated budget. Assignments are generally temporary and normally the same formal action need not be taken to remove the assignment.

## **NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **Assets, Liabilities and Net Position or Equity (Continued)**

#### **Fund Equity/Net Position (Continued)**

The District first uses committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Net position is the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Net position in the government-wide financial statements are categorized as net investment in capital assets, restricted or unrestricted. Net investment in capital assets represents net position related to infrastructure and property, plant and equipment. Restricted net position represents the assets restricted by the District's Bond covenants or other contractual restrictions. Unrestricted net position consists of the net position not meeting the definition of either of the other two components.

### **Other Disclosures**

#### **Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

## **NOTE 3 – BUDGETARY INFORMATION**

The District is required to establish a budgetary system and an approved Annual Budget. Annual Budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund. All annual appropriations lapse at fiscal year-end.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

- a) Each year the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the following October 1.
- b) Public hearings are conducted to obtain public comments.
- c) Prior to October 1, the budget is legally adopted by the District Board.
- d) All budget changes must be approved by the District Board.
- e) The budgets are adopted on a basis consistent with generally accepted accounting principles.
- f) Unused appropriation for annually budgeted funds lapse at the end of the year.

## **NOTE 4 – DEPOSITS**

The District's cash balances were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act", requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

## NOTE 5 – INTERFUND RECEIVABLES, PAYABLES AND TRANSFERS

Interfund transfers for the fiscal year ended September 30, 2017 were as follows:

Fund	Transfers in	Transfers out
General	\$ -	\$ 144,522
Capital projects	144,522	-
Total	<u>\$ 144,522</u>	<u>\$ 144,522</u>

Transfers are used to move revenues from the fund where collection occurs to the fund where funds have been reallocated for use. In the case of the District, transfers from the general fund to the capital projects fund were made to fund the capital projects fund and were approved in the budget and the Board.

## NOTE 6 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended September 30, 2017 was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance
<u>Governmental activities</u>				
Capital assets, not being depreciated				
Land	\$ 563,606	\$ -	\$ -	\$ 563,606
Land improvements	4,902,977	-	-	4,902,977
Total capital assets, not being depreciated	<u>5,466,583</u>	<u>-</u>	<u>-</u>	<u>5,466,583</u>
Capital assets, being depreciated				
Infrastructure - roads, drainage and other	1,999,526	21,740	-	2,021,266
Equipment - playground and security	69,527	-	-	69,527
Total capital assets, being depreciated	<u>2,069,053</u>	<u>21,740</u>	<u>-</u>	<u>2,090,793</u>
Less accumulated depreciation for:				
Infrastructure - roads, drainage and other	1,348,057	66,651	-	1,414,708
Equipment - playground and security	62,117	6,953	-	69,070
Total accumulated depreciation	<u>1,410,174</u>	<u>73,604</u>	<u>-</u>	<u>1,483,778</u>
Total capital assets, being depreciated, net	<u>658,879</u>	<u>(51,864)</u>	<u>-</u>	<u>607,015</u>
Governmental activities capital assets, net	<u>\$ 6,125,462</u>	<u>\$ (51,864)</u>	<u>\$ -</u>	<u>\$ 6,073,598</u>

Depreciation expense is charged to maintenance and operations.

## NOTE 7 – LONG TERM LIABILITIES

### Line of Credit

In September, 2009, the District secured a revolving line of credit with Regions Bank ("Lender"), not to exceed \$100,000, at an interest rate of prime plus 1.0% (but never less than 4.75% per annum). The District will pay the interest on the loan in monthly installments and the principal amount on demand. The Note was issued to finance authorized District expenses or improvements. The District has renewed the line of credit multiple times, and it now has no maturity date. As of September 30, 2017, the line of credit has not been utilized by the District.

## NOTE 8 – MANAGEMENT COMPANY

The District has contracted with a management company to perform management advisory services, which include financial and accounting services. Certain employees of the management company also serve as officers of the District. Under the agreement, the District compensates the management company for management, accounting, financial reporting, computer and other administrative costs.



**NOTE 9 – RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District has obtained commercial insurance from independent third parties to mitigate the costs of these risks; coverage may not extend to all situations. There were no settled claims during the past three years.

**NOTE 10 – HOMEOWNERS' ASSOCIATION AGREEMENT**

In a prior year, the District established a maintenance cost sharing agreement with the Isles of Baytree Homeowners' Association. During the fiscal year ended September 30, 2008, the agreement was amended to include certain road resurfacing, gate house and lighting costs and adjusted the number of lots used in calculating certain contribution amounts. Under the terms of the agreement, the District will be reimbursed for certain shared costs. The reimbursements are recorded as revenue by the District. Revenue for the fiscal year ended September 30, 2017 was \$29,594.

**BAYTREE COMMUNITY DEVELOPMENT DISTRICT  
BREVARD COUNTY, FLORIDA  
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCE - BUDGET AND ACTUAL – GENERAL FUND  
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2017**

	Budgeted Amounts Original & Final	Actual Amounts	Variance with Final Budget Positive (Negative)
<b>REVENUES</b>			
Assessments	\$ 695,968	\$ 698,322	\$ 2,354
Interest	-	2	2
HOA cost sharing	28,265	29,594	1,329
Miscellaneous	4,000	4,841	841
Total revenues	<u>728,233</u>	<u>732,759</u>	<u>4,526</u>
<b>EXPENDITURES</b>			
Current:			
General government	138,337	163,583	(25,246)
Maintenance and operations	445,374	449,475	(4,101)
Total expenditures	<u>583,711</u>	<u>613,058</u>	<u>(29,347)</u>
Excess (deficiency) of revenues over (under) expenditures	144,522	119,701	(24,821)
<b>OTHER FINANCING SOURCES (USES)</b>			
Interfund transfers out	(144,522)	(144,522)	-
Total other financing sources (uses)	<u>(144,522)</u>	<u>(144,522)</u>	<u>-</u>
Net change in fund balance	<u>\$ -</u>	(24,821)	<u>\$ (24,821)</u>
Fund balance - beginning		<u>103,464</u>	
Fund balance - ending		<u>\$ 78,643</u>	

See notes to required supplementary information

**BAYTREE COMMUNITY DEVELOPMENT DISTRICT  
BREVARD COUNTY, FLORIDA  
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

The District is required to establish a budgetary system and an approved Annual Budget for the general fund. The District's budgeting process is based on estimates of cash receipts and cash expenditures which are approved by the Board. The budget approximates a basis consistent with accounting principles generally accepted in the United States of America (generally accepted accounting principles).

The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures exceeded appropriations for the fiscal year ended September 30, 2017, and was covered by available fund balance.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

To the Board of Supervisors  
Baytree Community Development District  
Brevard County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Baytree Community Development District, Brevard County, Florida ("District") as of and for the fiscal year ended September 30, 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our opinion thereon dated June 11, 2018.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain matters that we reported to management of the District in a separate letter dated June 11, 2018.

The District's response to the finding identified in our audit is described in the accompanying Management Letter. We did not audit the District's response and, accordingly, we express no opinion on it.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

June 11, 2018



**Grau & Associates**  
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**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE  
REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES, REQUIRED BY  
RULE 10.556(10) OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA**

To the Board of Supervisors  
Baytree Community Development District  
Brevard County, Florida

We have examined Baytree Community Development District, Brevard County, Florida's ("District") compliance with the requirements of Section 218.415, Florida Statutes, in accordance with Rule 10.556(10) of the Auditor General of the State of Florida during the fiscal year ended September 30, 2017. Management is responsible for District's compliance with those requirements. Our responsibility is to express an opinion on District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the District complied, in all material respects, with the specified requirements referenced in Section 218.415, Florida Statutes. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2017.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, management, and the Board of Supervisors of Baytree Community Development District, Brevard County, Florida, Florida and is not intended to be and should not be used by anyone other than these specified parties.

June 11, 2018



**MANAGEMENT LETTER PURSUANT TO THE RULES OF  
THE AUDITOR GENERAL FOR THE STATE OF FLORIDA**

To the Board of Supervisors  
Baytree Community Development District  
Brevard County, Florida

**Report on the Financial Statements**

We have audited the accompanying basic financial statements of Baytree Community Development District Brevard County, Florida ("District") as of and for the fiscal year ended September 30, 2017, and have issued our report thereon dated June 11, 2018.

**Auditor's Responsibility**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Florida Auditor General.

**Other Reporting Requirements**

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Auditor's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated June 11, 2018, should be considered in conjunction with this management letter.

**Purpose of this Letter**

The purpose of this letter is to comment on those matters required by Chapter 10.550 of the Rules of the Auditor General for the State of Florida. Accordingly, in connection with our audit of the financial statements of the District, as described in the first paragraph, we report the following:

- I. Current year findings and recommendations.**
- II. Status of prior year findings and recommendations.**
- III. Compliance with the Provisions of the Auditor General of the State of Florida.**

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, as applicable, management, and the Board of Supervisors of Baytree Community Development District, Brevard County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

We wish to thank Baytree Community Development District, Brevard County, Florida and the personnel associated with it, for the opportunity to be of service to them in this endeavor as well as future engagements, and the courtesies extended to us.

June 11, 2018

## REPORT TO MANAGEMENT

### I. CURRENT YEAR FINDINGS AND RECOMMENDATIONS

#### **2017-01 Budget:**

Observation: Actual expenditures exceeded appropriations in the general fund for the fiscal year ended September 30, 2017.

Recommendation: The District should amend the budget during the fiscal year or within statutory guidelines to ensure that all expenditures are properly budgeted.

Management Response: When the District expenditures exceed the annual budget management prepares a final budget amendment with the preparation of the unaudited year end financial reports. Unfortunately the meeting schedule for Fiscal Year 2018 was such that the amendment was not prepared for Fiscal Year 2017. The District will ensure if future amendments are required they will be prepared further in advance of the fiscal year end in accordance with the auditor's recommendation.

### II. PRIOR YEAR FINDINGS AND RECOMMENDATIONS

None

### III. COMPLIANCE WITH THE PROVISIONS OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA

Unless otherwise required to be reported in the auditor's report on compliance and internal controls, the management letter shall include, but not be limited to the following:

1. A statement as to whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

There were no significant findings and recommendations made in the preceding annual financial audit report for the fiscal year ended September 30, 2016.

2. Any recommendations to improve the local governmental entity's financial management.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported for the fiscal year ended September 30, 2017, except as noted above.

3. Noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported, for the fiscal year ended September 30, 2017, except as noted above.

4. The name or official title and legal authority of the District are disclosed in the notes to the financial statements.
5. The financial report filed with the Florida Department of Financial Services pursuant to Section 218.32(1)(a), Florida Statutes agrees with the September 30, 2017 financial audit report.
6. The District has not met one or more of the financial emergency conditions described in Section 218.503(1), Florida Statutes.



## **REPORT TO MANAGEMENT (Continued)**

7. We applied financial condition assessment procedures and no deteriorating financial conditions were noted as of September 30, 2017. It is management's responsibility to monitor financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

## SECTION B

# SECTION 1

## **RESOLUTION 2018-06**

### **THE ANNUAL APPROPRIATION RESOLUTION OF THE BAYTREE COMMUNITY DEVELOPMENT DISTRICT (THE "DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2018, AND ENDING SEPTEMBER 30, 2019.**

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June 2018, submitted to the Board of Supervisors (the "Board") a proposed budget for the next ensuing budget year along with an explanatory and complete financial plan for each fund of the Baytree Community Development District, pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

**WHEREAS**, at least sixty (60) days prior to the adoption of the proposed annual budget (the "Proposed Budget"), the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), Florida Statutes; and

**WHEREAS**, the Board set **August 1, 2018**, as the date for a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), Florida Statutes; and

**WHEREAS**, Section 190.008(2)(a), Florida Statutes, requires that, prior to October 1, of each year, the District Board by passage of the Annual Appropriation Resolution shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

**WHEREAS**, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

#### **Section 1. Budget**

- a. That the Board of Supervisors has reviewed the District Manager's Proposed Budget, a copy of which is on file with the office of the

District Treasurer and the office of the Recording Secretary, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. That the District Manager's Proposed Budget, as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures for Fiscal Year 2018 and/or revised projections for Fiscal Year 2019.
- c. That the adopted budget, as amended, shall be maintained in the office of the District Treasurer and the District Recording Secretary and identified as "The Budget for Baytree Community Development District for the Fiscal Year Ending September 30, 2019", as adopted by the Board of Supervisors on **August 1, 2018**.

## **Section 2. Appropriations**

There is hereby appropriated out of the revenues of the Baytree Community Development District, for the fiscal year beginning October 1, 2018, and ending September 30, 2019, the sum of \$ \_\_\_\_\_ to be raised by the levy of assessments and otherwise, which sum is deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ _____
TOTAL ALL FUNDS	\$ _____

## **Section 3. Supplemental Appropriations**

The Board may authorize by resolution, supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows:

- a. Board may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.
- b. Board may authorize an appropriation from the unappropriated balance of any fund.
- c. Board may increase any revenue or income budget amount to reflect receipt of any additional unbudgeted monies and make the

corresponding change to appropriations or the unappropriated balance.

The District Manager and Treasurer shall have the power within a given fund to authorize the transfer of any unexpected balance of any appropriation item or any portion thereof, provided that notification is made to the CDD Board Member responsible for the Budget within 7 days of the transfer, and such transfers do not exceed Ten Thousand (\$10,000) Dollars or have the effect of causing more than 10% of the total appropriation of a given program or project to be transferred previously approved transfers included. Such transfer shall not have the effect of causing a more than \$10,000 or 10% increase, previously approved transfers included, to the original budget appropriation for the receiving program. Transfers within a program or project may be approved by the Board of Supervisors. The District Manager or Treasurer must establish administrative procedures which require information on the request forms proving that such transfer requests comply with this section.

Introduced, considered favorably, and adopted this 1<sup>st</sup> day of August, 2018.

ATTEST:

**BOARD OF SUPERVISORS OF  
THE BAYTREE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/ Assistant Secretary

By: \_\_\_\_\_

Its: \_\_\_\_\_

# **Baytree**

***Community Development District***



## **Proposed Budget**

**FY 2019**

Presented by:



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14	<u>Community Beautification Fund</u>
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16	<u>IOB Roadway Maintenance Cost Share Schedule</u>



**Baytree**  
**Community Development District**  
Proposed Budget FY 2019  
General Fund

Description	Adopted Budget FY2018	Actual thru 06/30/18	Projected Next 3 Months	Total Projected 09/30/18	Proposed Budget FY 2019
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**Revenues**

Maintenance Assessments	\$695,968	\$698,492	\$0	\$698,492	\$853,142
Interest Income	\$0	\$2	\$0	\$2	\$0
Miscellaneous Income (IOB Cost Share Agreement)	\$29,502	\$23,313	\$7,375	\$30,688	\$34,297
Miscellaneous Income	\$4,000	\$3,126	\$1,200	\$4,326	\$4,000
Transfer In	\$0	\$40,720	\$0	\$40,720	\$0
<b>Total Revenues</b>	<b>\$729,470</b>	<b>\$765,652</b>	<b>\$8,575</b>	<b>\$774,227</b>	<b>\$891,439</b>

**Expenditures**

*Administrative*

Supervisor Fees	\$8,000	\$4,400	\$1,000	\$5,400	\$8,000
FICA Expense	\$612	\$337	\$77	\$413	\$612
Engineering	\$25,000	\$9,075	\$7,200	\$16,275	\$25,000
Assessment Administration	\$7,500	\$7,500	\$0	\$7,500	\$6,420
Attorney Fees	\$17,750	\$19,553	\$7,000	\$26,553	\$17,750
Annual Audit	\$3,300	\$3,300	\$0	\$3,300	\$3,400
Management Fees	\$40,938	\$30,704	\$10,235	\$40,938	\$40,938
Information Technology	\$1,600	\$1,200	\$400	\$1,600	\$1,600
Telephone	\$150	\$0	\$12	\$12	\$150
Postage	\$1,500	\$679	\$292	\$971	\$1,500
Insurance	\$13,800	\$12,547	\$0	\$12,547	\$13,805
Tax Collector Fee	\$13,980	\$13,962	\$0	\$13,962	\$13,980
Printing & Binding	\$1,700	\$732	\$362	\$1,095	\$1,700
Legal Advertising	\$1,200	\$756	\$781	\$1,538	\$1,200
Other Current Charges	\$1,700	\$684	\$240	\$924	\$1,700
Office Supplies	\$200	\$139	\$49	\$188	\$200
Property Taxes	\$250	\$228	\$0	\$228	\$250
Property Appraiser	\$234	\$234	\$0	\$234	\$234
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175

<b>Administrative Expenses</b>	<b>\$139,589</b>	<b>\$106,204</b>	<b>\$27,648</b>	<b>\$133,852</b>	<b>\$138,614</b>
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**Baytree**  
**Community Development District**  
**Proposed Budget FY 2019**  
**General Fund**

Description	Adopted Budget FY2018	Actual thru 06/30/18	Projected Next 3 Months	Total Projected 09/30/18	Proposed Budget FY 2019
<i>Operation and Maintenance</i>					
Security Contract	\$119,566	\$83,422	\$33,892	\$117,315	\$143,687
Security - Speed Control	\$10,296	\$4,059	\$3,564	\$7,623	\$10,000
Gate Maintenance Contract	\$1,200	\$1,100	\$0	\$1,100	\$1,200
Maintenance - Gatehouse	\$10,000	\$19,936	\$2,100	\$22,036	\$12,000
Telephone - Gatehouse/Pool	\$7,500	\$4,608	\$1,500	\$6,108	\$6,420
Transponders	\$4,500	\$4,015	\$0	\$4,015	\$4,500
Field Management Fees	\$27,849	\$20,887	\$6,962	\$27,849	\$27,849
Electric	\$55,000	\$37,871	\$14,000	\$51,871	\$55,000
Water & Sewer	\$6,200	\$8,329	\$2,000	\$10,329	\$10,460
Gas	\$6,800	\$7,461	\$300	\$7,761	\$7,800
Maintenance - Lakes	\$36,600	\$23,117	\$7,939	\$31,056	\$36,600
Maintenance - Landscape Contract	\$90,000	\$67,500	\$22,500	\$90,000	\$90,000
Maintenance - Additional Landscape	\$19,000	\$37,350	\$0	\$37,350	\$19,000
Maintenance - Pool	\$17,000	\$10,794	\$3,767	\$14,561	\$17,000
Maintenance - Irrigation	\$6,000	\$7,055	\$768	\$7,823	\$6,000
Maintenance - Lighting	\$9,000	\$14,932	\$2,000	\$16,932	\$9,000
Maintenance - Monuments	\$6,000	\$725	\$0	\$725	\$6,000
Maintenance - Other Field (R&M General)	\$4,000	\$2,724	\$467	\$3,191	\$4,000
Maintenance - Playground/Pavillion	\$500	\$0	\$0	\$0	\$2,000
Maintenance - Tennis Court Area	\$1,000	\$1,060	\$0	\$1,060	\$1,000
Holiday Landscape Lighting	\$4,000	\$4,116	\$0	\$4,116	\$4,000
Operating Supplies	\$750	\$0	\$750	\$750	\$750
Sidewalk/Curb Cleaning	\$11,000	\$1,700	\$8,900	\$10,600	\$11,000
Miscellaneous	\$1,000	\$748	\$0	\$748	\$1,000
<b>O&amp;M Expenses</b>	<b>\$454,761</b>	<b>\$363,508</b>	<b>\$111,410</b>	<b>\$474,918</b>	<b>\$486,266</b>
<i>Reserves</i>					
Transfer Out - Capital Projects- Paving - Baytree	\$61,542	\$61,542	\$0	\$61,542	\$66,466
Transfer Out - Capital Projects - Paving - IOB Funds	\$20,108	\$20,108	\$0	\$20,108	\$21,716
Transfer Out - Capital Projects - Reserves	\$8,202	\$8,202	\$0	\$8,202	\$120,454
Transfer Out - Community Beautification Fund	\$45,268	\$45,268	\$0	\$45,268	\$45,265
Transfer Out - Rebalance First Quarter Operating	\$0	\$0	\$0	\$0	\$12,658
<b>Reserves</b>	<b>\$135,120</b>	<b>\$135,120</b>	<b>\$0</b>	<b>\$135,120</b>	<b>\$266,559</b>
<b>Total Expenses</b>	<b>\$729,470</b>	<b>\$604,832</b>	<b>\$139,057</b>	<b>\$743,890</b>	<b>\$891,439</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$0</b>	<b>\$160,820</b>	<b>(\$130,482)</b>	<b>\$30,338</b>	<b>\$0</b>

# Baytree Community Development District

## **REVENUES:**

### **Maintenance Assessments**

The District will levy a non-ad valorem assessment on all taxable property within the Baytree Community Development District in order to pay for operating & maintenance expenditures for the fiscal year.

### **Interest Income**

Represents estimated interest earnings from cash balances in the District's operating account with Wells Fargo and investments through US Bank.

### **Miscellaneous Income (IOB Cost Share Agreement)**

Represents estimated earnings from Isles of Baytree.

### **Miscellaneous Income**

Represents estimated earnings from the sale of security gate transponders, pool access cards and tennis court instructor fees.

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## **EXPENDITURES**

### **Administrative:**

#### **Supervisor Fees**

Chapter 190 of the Florida Statutes allows for a member of the Board of Supervisors to be compensated \$200 per meeting. This amount for the fiscal year is based upon 5 Supervisors attending 8 monthly meetings.

#### **FICA Expense**

Represents the Employer's share of Social Security and Medicare taxes withheld from Board of Supervisors checks.

#### **Engineering**

The District currently has a contract with Adkins Engineering to provide engineering service to the District. The contract includes preparation for board meetings, contract specifications, bidding, etc.

#### **Assessment Administration**

Expenses related to administering the annual assessments on the tax roll with the Brevard County Tax Collector.

#### **Attorney Fees**

The District currently has a contract with Billing, Cochran, Lyles, Mauro & Ramsey, P.A. to provide legal counsel services. This contract includes preparation for board meetings, review of contracts, review of agreements and resolutions and other research as directed by the Board of Supervisors and the District Manager.

# **Baytree Community Development District**

## **Annual Audit**

The District is required by Florida Statutes to arrange for an Independent audit of its financial records on an annual basis. The budget is based on the current rate for the annual audit.

## **Management Fees**

The District has contracted with Governmental Management Services-Central Florida, LLC to provide Management, Accounting and Recording Secretary Services for the District. The services include, but not limited to, recording and transcription of board meetings, administrative services, budget preparation, all financial reporting, annual audits, etc.

## **Information Technology**

The District incurs costs related to the District's accounting and information systems, District's website creation and maintenance, electronic compliance with Florida Statutes and other electronic data requirements.

## **Telephone**

Telephone and fax machine.

## **Postage**

The District incurs charges for mailing Board meeting agenda packages, overnight deliveries, checks for vendors and other required correspondence.

## **Insurance**

The District's general liability, public official's liability and property insurance coverage is provided by the Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to government agencies.

## **Tax Collector Fee**

Represents charges from Brevard County Tax Collector's office for administration of the tax collection process.

## **Printing & Binding**

The District incurs charges for printing and binding agenda packages and printing computerized checks, correspondence, stationery, envelopes, photocopies and other printed material.

## **Legal Advertising**

The District does most of its legal advertising in the Florida Today. Publication amount is based on prior years cost for advertising regular meetings, special meetings, public hearings, etc.

## **Other Current Charges**

Bank charges and any other miscellaneous expenses incurred during the year.

## **Office Supplies**

The District incurs charges for supplies that need to be purchased during the fiscal year, including copier and printer toner cartridges, paper, file folders, binders, pens, paper clips, and other such office supplies.

# Baytree Community Development District

## **Property Taxes**

Represents the estimated non-ad valorem assessment from Brevard County that will be charged to the District.

## **Property Appraiser**

Represents the Brevard County Property Appraiser fee to cover the cost of processing and distributing of non-ad valorem assessment information.

## **Dues, License & Subscriptions**

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175.

## **Operation and Maintenance:**

### **Security Contract**

The District currently has a contract with Universal Protection Services DBA Allied Universal to provide security service for the District.

DESCRIPTION	ANNUAL AMOUNT
REGULAR HOURS: CONTRACT COST OF \$16.09 PER HOUR FOR 356 DAYS	\$137,473
HOLIDAY HOURS: CONTRACT COST OF \$24.14 PER HOUR FOR 9 DAYS	\$5,214
CONTINGENCY	\$1,000
	<u>\$143,687</u>

### **Security – Speed Control**

The District utilizes police officers from the Brevard County Sheriff's Office to patrol the area and mitigate speeding issues within the District.

DESCRIPTION	WEEKLY AMOUNT	ANNUAL AMOUNT
POLICE PATROL (2 PATROLS PER WEEK @ \$99 PER PATROL)	\$192	\$10,000
		<u>\$10,000</u>

### **Gate Maintenance Contract**

Represents annual contract amount from for maintenance of the automated gate entrance systems. The District currently has a contract with Access Control Technologies.

### **Maintenance - Gatehouse**

Represents maintenance contract for gates, and any other maintenance cost the District may incur at the security gate house, i.e. plumbing, gate repairs, etc.

## Baytree Community Development District

### Telephone - Gatehouse/Pool

The District has a telephone at the front entrance for the security staff to make local calls. Additionally, the District has a phone line at the front and rear entrance for the automated gate access system, and an IP line at the front gate for the access system and the line for the emergency phone at the pool. The amount is based on projected monthly charges from AT&T.

	DESCRIPTION	MONTHLY AMOUNT	ANNUAL AMOUNT
131679593	201 BAYTREE DR FRONT GATE	\$120	\$1,440
321 254-0017 857 3148	201 BAYTREE DR FRONT GATE	\$260	\$3,120
321 751-1034 001 3145	630 BAYTREE DR BACK GATE	\$70	\$840
321 751-0214 454 3143	8207 NATIONAL DR POOL AREA	\$85	\$1,020
			<b>\$6,420</b>

### Transponders

Accounts for costs associated with purchasing new transponders to replace those purchased by residents.

### Field Management Fees

The District has contracted with Governmental Management Services-Central Florida, LLC to provide on-site field management of contracts for the District services such as landscape and lake maintenance. Services to include weekly onsite inspections, meetings with contractors and monitoring of utility accounts.

### Electric

Represents costs for electric for projects such as streetlights, signs, electric for well pumps, guardhouse, entrance features, fountain and pool house. Florida Power & Light provides this service.

	DESCRIPTION	MONTHLY AMOUNT	ANNUAL AMOUNT
00533-81406	8002 BRADWICK WAY # WALL	\$14	\$165
02781-39043	8207 NATIONAL DR # POOL HSE	\$542	\$6,500
04080-73153	609 BAYTREE DR # WALL	\$17	\$200
04396-25492	8205 NATIONAL DR # COURTS	\$50	\$600
09459-03086	8147 OLD TRAMWAY DR # ENTRANCE	\$20	\$240
11105-10375	7948 DAVENTRY DR # WALL	\$12	\$140
14771-79517	345 BAYTREE DR # PUMP	\$100	\$1,200
15604-14425	8005 KINGSWOOD WAY # FOUNTAIN	\$342	\$4,100
36008-52200	602 BAYTREE DR # SIGN	\$20	\$240
46619-40025	8253 OLD TRAMWAY DR # ENT SIGN	\$29	\$350
47131-19107	1409 SOUTHPOINTE CT# ENT SIGN	\$15	\$175
67950-66148	7951 DAVENTRY DR # PUMP STREET	\$65	\$780
724916-0156	7942 KINGSWOOD WAY #LIGHTS	\$36	\$432
73679-10572	201 BAYTREE DR # GRD HSE	\$125	\$1,500
83711-46575	8005 KINGSWOOD WAY # STREET LIGHTS	\$2,760	\$33,120
86596-45173	8005 KINGSWOOD WAY # PUMP	\$167	\$2,000
88573-27285	687 DEERHURST DR # PUMP	\$150	\$1,800
91260-64568	8128 OLD TRAMWAY DR # SIGN	\$12	\$140
99142-26460	8005 KINGSWOOD WAY# GATE	\$17	\$200
	Contingency		<b>\$1,118</b>

## Baytree Community Development District

\$55,000

### **Water & Sewer**

Represents cost for water & sewer for expenses associated with the front guardhouse and community pool. City of Cocoa Utilities provides this utility service.

DESCRIPTION		MONTHLY AMOUNT	ANNUAL AMOUNT
121573-112400	201 BAYTREE DR #GUARDHOUSE	\$50	\$600
167895-118058	8207 NATIONAL DR #POOL	\$800	\$9,600
	CONTINGENCY		\$260
			\$10,460

### **Gas**

Represents cost of gas required for heating the community pool. Florida City Gas provides this utility service.

DESCRIPTION		MONTHLY AMOUNT	ANNUAL AMOUNT
2932702542	8205 NATIONAL DR POOL HEATER	\$600	\$7,200
	CONTINGENCY		\$600
			\$7,800

### **Maintenance - Lakes**

The District currently has a contract with ECOR to maintain its 66.46 acres of lakes. Additional funds are allocated for the installation of grass carp and unanticipated lake maintenance.

DESCRIPTION		MONTHLY AMOUNT	ANNUAL AMOUNT
LAKE MAINTENANCE		\$2,413	\$28,956
NATURAL AREAS MANAGEMENT: CONTRACT COST OF \$350 BI-MONTHLY		\$480	\$2,880
GRASS CARP INSTALLATION			\$4,000
CONTINGENCY			\$764
			\$36,600

### **Maintenance - Landscape Contract**

The District currently has a contract with Tropic Care, Inc. to maintain its 352,000 Square Feet of Landscaping.

DESCRIPTION		MONTHLY AMOUNT	ANNUAL AMOUNT
LANDSCAPE MAINTENANCE		\$7,500	\$90,000
			\$90,000

### **Maintenance - Additional Landscape**

Funding for trimming, replacement of trees/plants, and other routine landscape maintenance not covered under the landscape vendor contract.

# Baytree Community Development District

## **Maintenance - Pool**

The District has constructed a community swimming pool, which requires maintenance service five times per week.

DESCRIPTION	MONTHLY AMOUNT	ANNUAL AMOUNT
VENDOR: BEACH POOLS		
POOL MAINTENANCE		
SEPTEMBER THRU MAY - 3 DAYS/WEEK	\$625	\$5,625
JUNE THRU AUGUST - 5 DAYS/WEEK	\$800	\$2,400
CONTINGENCY - POOL REPAIRS		\$4,507
VENDOR: COVERALL		
JANITORIAL SERVICES	\$289	\$3,468
SUPPLIES		\$1,000
		<hr/>
		\$17,000

## **Maintenance - Irrigation**

Represents estimated cost for repairing irrigation line breaks, replacement of sprinklers, etc.

## **Maintenance - Lighting**

Estimated cost for routine/replacement of fixtures.

## **Maintenance - Monuments**

Estimated cost to pressure clean and paint monuments.

## **Maintenance - Other Field**

Miscellaneous costs related to additional pond work, cleaning storm drains, etc

## **Maintenance - Playground**

Estimated cost for routine maintenance, such as paint, mulch, or repairs to playground area.

## **Maintenance - Tennis Court Area**

Estimated cost for routine maintenance, such as nets, facility repair, or minor improvements to tennis court area.

## **Holiday Landscape Lighting**

Estimated cost for installation of holiday lights and décor as well as supplies.

## **Operating Supplies**

Purchase of supplies for the District's pool, gatehouse, etc.

## **Sidewalk/Curb Cleaning**

Estimated cost for pressure washing the District-owned sidewalks throughout the community.

## **Miscellaneous**

Any other miscellaneous expenses incurred during the year.



# **Baytree Community Development District**

## **Reserves:**

### **Transfer Out - Capital Projects - Paving - Baytree/IOB**

The District has established a Pavement Management Fund in order to pay for resurfacing of roadways.

### **Transfer Out - Capital Projects - Reserves**

Renewal and replacement costs such as replacement cost of the sidewalks, drainage repair, playground equipment, etc. See attached Capital Improvement Program Chart.

### **Transfer Out - Community Beautification Fund**

Represents the assessments dedicated to the Community Beautification Fund.

**Baytree**  
**Community Development District**  
**Exhibit " A "**  
**Allocation of Operating Reserve**

<b>Allocation of Operating Reserves</b>	
<b><u>Estimated Funds Available</u></b>	
Beginning Fund Balance Balance - Fiscal Year 2018	\$78,644
Projected Fiscal Year 2018 Excess (Deficit)	<u>\$30,338</u>
Total Estimated Funds Available First Quarter Operating Reserve- 9/30/18	<u>\$108,982</u>
Rebalance First Quarter Operating - FY 19	<u>\$12,658</u>
<b>Total First Quarter at 9/30/19</b>	<b><u>\$121,640</u></b>
<b><u>Allocation of Reserves</u></b>	
Estimated Capital Reserve Fund Balance (Carry forward Plus New FY19 Funds)	\$127,731
Estimated Beautification Fund Balance (Carry forward Plus New FY19 Funds)	<u>\$112,143</u>
<b>Total Reserves for Capital Projects (Start of FY19)</b>	<b><u>\$239,874</u></b>

**Baytree**  
**Community Development District**  
**Proposed Budget FY 2019**  
**Capital Projects Reserve**

Description	Adopted Budget FY2018	Actual thru 06/30/18	Projected Next 3 Months	Total Projected 09/30/18	Proposed Budget FY 2019
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**Revenues:**

Beginning Fund Balance	\$60,358	\$78,520	\$0	\$78,520	\$7,277
Transfer In - Baytree	\$8,202	\$8,202	\$0	\$8,202	\$120,454
Interest Income	\$100	\$21	\$5	\$26	\$100
<b>Total Revenues</b>	<b>\$68,660</b>	<b>\$86,743</b>	<b>\$5</b>	<b>\$86,748</b>	<b>\$127,831</b>

**Expenses:**

Lake Bank Restoration/Evaluation	\$15,000	\$0	\$23,500	\$23,500	\$30,000
Sidewalk/Gutter Repair	\$12,500	\$11,097	\$0	\$11,097	\$13,000
Drainage Maintenance	\$10,000	\$0	\$0	\$0	\$10,000
Curb - Tree Trimming/Replacements	\$6,500	\$0	\$0	\$0	\$6,500
Benches	\$0	\$2,970	\$1,000	\$3,970	\$0
Gate Maintenance	\$0	\$11,350	\$0	\$11,350	\$0
Tennis Court Resurfacing	\$0	\$0	\$0	\$0	\$16,200
Furniture for Pool	\$0	\$0	\$0	\$0	\$7,500
New LED Gate Arms	\$0	\$0	\$5,900	\$5,900	\$0
Rear Gate Camera System	\$0	\$0	\$0	\$0	\$4,000
Pavillion Parking	\$0	\$0	\$0	\$0	\$20,000
Transfer Out	\$0	\$23,654	\$0	\$23,654	\$0
<b>Total Expenses</b>	<b>\$44,000</b>	<b>\$49,071</b>	<b>\$30,400</b>	<b>\$79,471</b>	<b>\$107,200</b>

<b>Excess Revenues/(Expenditures)</b>	<b>\$24,660</b>	<b>\$37,672</b>	<b>(\$30,395)</b>	<b>\$7,277</b>	<b>\$20,631</b>
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**Baytree CDD - Capital Improvement Program**

<b>Project Description</b>	<b>FY 2018</b>	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>
Lake Bank Restoration	\$ 23,500	\$ 30,000	\$ 30,000	\$ 30,000
Sidewalk /Gutter Repair	\$ 11,097	\$ 13,000	\$ 13,500	\$ 13,500
Drainage Maintenance	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
Curb - Tree Trimming/Replacements	\$ -	\$ 6,500	\$ 6,500	\$ 6,500
Tennis Court Surface	\$ -	\$ 16,200	\$ -	\$ -
Benches	\$ 3,970	\$ -	\$ -	\$ -
Gate Maintenance	\$ 11,350	\$ -	\$ -	\$ -
Pool Furniture	\$ -	\$ 7,500	\$ -	\$ -
LED Gate Arms	\$ 5,900	\$ -	\$ -	\$ -
Rear Gate Camera System	\$ -	\$ 4,000	\$ -	\$ -
Pavilion Parking	\$ -	\$ 20,000	\$ -	\$ -
Gate Operators	\$ -	\$ -	\$ -	\$ 40,000
<b>Total</b>	\$ 55,817	\$ 107,200	\$ 60,000	\$ 100,000

**Baytree**  
**Community Development District**  
**Proposed Budget FY 2019**  
**Pavement Management**

Description	Adopted Budget FY2018	Actual thru 06/30/18	Projected Next 3 Months	Total Projected 09/30/18	Proposed Budget FY 2019
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**Revenues:**

Beginning Fund Balance	\$103,715	\$102,628	\$0	\$102,628	\$122,350
Transfer In - Baytree	\$61,542	\$61,542	\$0	\$61,542	\$66,466
Transfer In - IOB	\$20,108	\$20,108	\$0	\$20,108	\$21,716
Interest Income	\$75	\$50	\$23	\$72	\$75
<b>Total Revenues</b>	<b>\$185,440</b>	<b>\$184,328</b>	<b>\$23</b>	<b>\$184,350</b>	<b>\$210,607</b>

**Expenses:**

Roadway Paving	\$0	\$0	\$62,000	\$62,000	\$0
<b>Total Expenses</b>	<b>\$0</b>	<b>\$0</b>	<b>\$62,000</b>	<b>\$62,000</b>	<b>\$0</b>

<b>Excess Revenues/(Expenditures)</b>	<b>\$185,440</b>	<b>\$184,328</b>	<b>(\$61,978)</b>	<b>\$122,350</b>	<b>\$210,607</b>
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	CARRY FORWARD SPLIT	
BAYTREE	\$102,242	\$168,783
IOB	\$20,108	\$41,824
	<u>\$122,350</u>	<u>\$210,607</u>

**Baytree**  
**Community Development District**  
Proposed Budget FY 2019  
Community Beautification

Description	Adopted Budget FY2018	Actual thru 06/30/18	Projected Next 3 Months	Total Projected 09/30/18	Proposed Budget FY 2019
<b>Revenues:</b>					
Beginning Fund Balance	\$23,411	\$43,826	\$0	\$43,826	\$66,878
Transfer In - Baytree	\$45,268	\$45,268	\$0	\$45,268	\$45,265
<b>Total Revenues</b>	<b>\$68,679</b>	<b>\$89,094</b>	<b>\$0</b>	<b>\$89,094</b>	<b>\$112,143</b>
<b>Expenses:</b>					
Bank Fees	\$36	\$150	\$0	\$150	\$150
Beautification Projects	\$0	\$0	\$5,000	\$5,000	\$0
Transfer Out	\$0	\$17,066	\$0	\$17,066	\$0
<b>Total Expenses</b>	<b>\$36</b>	<b>\$17,216</b>	<b>\$5,000</b>	<b>\$22,216</b>	<b>\$150</b>
<b>Excess Revenues/(Expenditures)</b>	<b>\$68,643</b>	<b>\$71,878</b>	<b>(\$5,000)</b>	<b>\$66,878</b>	<b>\$111,993</b>

# Baytree

## Community Development District

### O&M Assessment Calculation

	FY 2018	FY 2019	
Net Assessments	\$695,968	\$853,142	
Discounts (4%)	\$29,116	\$35,691	
Gross Assessments	\$725,084	\$888,833	
Less : Golf Course (2.25%)	\$16,314	\$19,999	
Adjusted Gross	\$708,769	\$868,834	
Assessable Units:			
Phase 1	304	304	
Phase 2	157	157	
Total	461	461	
			Change From
			2018
Per Unit O & M Assessments	\$1,537.46	\$1,884.67	\$347.21

FY 2018 Baytree CDD Assessments	Phase 1	Phase 2
Per Unit O & M	\$1,885	\$1,885

**Isles of Baytree**  
**Baytree Roadway Maintenance Cost Sharing Agreement**  
**Proposed Budget FY2018**

	FY19 Proposed Budget
Security	\$143,687
Maintenance - Gatehouse/Agreement	\$13,200
Telephone - Gatehouse	\$6,420
Utilities <sup>1</sup>	\$5,340
Maintenance - Lighting	\$250
Capital Reserve - Paving Management <sup>2</sup>	\$21,716
<b>Total</b>	<b>\$190,614</b>
Less: Golf Course Contribution (2.25%)	(\$4,289)
Total to be assessed To Baytree CDD & Isles of Baytree HOA	\$186,325
Total Number of Lots	
Baytree Phase I	304
Baytree Phase II	157
Isles of Baytree	104
	565
Total Per Lot Assessment	\$330
Total Expenses divided by Total Units	
Proposed Amount for Isles of Baytree HOA for FY19	\$34,297

**Notes**

**Total Utilities**

201 Baytree Drive Guardhouse	\$3,360
201 Baytree Drive Guardhouse - Water	\$480
8005 Kingswood Way - Street Lights	\$1,500
	\$5,340

Capital Reserve Calculation is based on the following areas:

Baytree Boulevard  
National Drive  
Kingswood Drive

Total Area of Pavement	89,711
IOB Shared Roadway Area	22,093
Fraction of Shared Roadways	24.63%
Total Projected FY18 Paving Management	\$88,182
IOB Shared Cost	\$21,716



# SECTION 2

## **RESOLUTION 2018-07**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BAYTREE COMMUNITY DEVELOPMENT DISTRICT IMPOSING SPECIAL ASSESSMENTS AND CERTIFYING AN ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Baytree Community Development District (the "District") is a local unit of special-purpose government established by ordinance of the **Board of County Commissioners in Brevard County, Florida**, for the purpose of providing operating and maintaining infrastructure improvements, facilities and services to the lands within the District and existing pursuant to Chapter 190, Florida Statutes; and

**WHEREAS**, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District's adopted Improvement Plan and Chapter 190, Florida Statutes; and

**WHEREAS**, the Board of Supervisors (Board) of the District hereby determines to undertake various operations and maintenance activities described in the District's budget for Fiscal Year 2019, attached hereto as Exhibit "A" and incorporated by reference herein; and

**WHEREAS**, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the District's budget for Fiscal Year 2019; and

**WHEREAS**, the provision of such services, facilities, and operations is a benefit to lands within the district; and

**WHEREAS**, Chapter 190, Florida Statutes, provides that the District may impose special assessments on benefited lands within the District; and

**WHEREAS**, the District has previously levied assessments for debt service, which the District desires to continue to collect on the tax roll pursuant to the Uniform Method and which is also indicated on Exhibit "A"; and

**WHEREAS**, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments are placed on the tax roll and collected by the local tax collector ("Uniform Method"); and

**WHEREAS**, the District has previously evidenced its intention to utilize this Uniform Method; and

**WHEREAS**, the District Manager has caused notice of the public hearing on special assessments to be given by publication pursuant to Section 197.3632 (4)(b), Florida Statute; and

**WHEREAS**, the District has approved an agreement with the Property Appraiser and Tax Collector of **Brevard County** to provide for the collection of the special assessments under the Uniform Method; and

**WHEREAS**, it is in the best interests of the District to proceed with the imposition of the special assessments; and

**WHEREAS**, it is in the best interests of the District to adopt the Assessment Roll of the **Baytree Community Development District** (the "Assessment Roll") attached to this Resolution as Exhibit "B" and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the **Brevard County Tax Collector** pursuant to the Uniform Method; and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the **Brevard County Tax Collector** by this Resolution, as the Property Appraiser updates the property roll for **Brevard County**, for such time as authorized by Florida law.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD  
OF SUPERVISORS OF THE BAYTREE COMMUNITY  
DEVELOPMENT DISTRICT:**

**SECTION 1. BENEFIT.** The provision of the services, facilities, and operations as described in Exhibit "A" confer a special and peculiar benefit to the lands within the District, which benefits exceed or equal the costs of the assessments. The allocation of the costs to the specially benefited lands are shown in Exhibit "A."

**SECTION 2. ASSESSMENT IMPOSITION.** A special assessment for operation and maintenance as provided for in Chapters 190 and 197, Florida Statutes, is hereby imposed and levied on benefited lands within the District in accordance with Exhibit "A".

**SECTION 3. COLLECTION.** The collection of the operation and maintenance special assessments for the platted lots shall be at the same time and in the same manner as **Brevard County** taxes in accordance with the Uniform Method. The District shall also collect its previously levied debt service assessments on platted lots pursuant to the Uniform Method, as indicated on Exhibit "A" Assessments levied on undeveloped, un-platted lands shall be collected in accordance with Florida law.

**SECTION 4. ASSESSMENT ROLL.** The District's Assessment Roll, attached to this Resolution as Exhibit "B," is hereby certified to the **Brevard County** Tax Collector and shall be collected by **Brevard County** Tax Collector in the same manner and time as Brevard County taxes. The proceeds therefrom shall be paid to the **Baytree** Community Development District.

**SECTION 5. ASSESSMENT ROLL AMENDMENT.** The District Manager shall keep appraised of all updates made to the **Brevard County** property roll by the Property Appraiser after the date of this Resolution, and shall amend the District's Assessment Roll in accordance with any such updates, for such time as authorized by Florida law, to the **Brevard County** property roll. After any amendment of the Assessment Roll, the District Manager shall file the updates to the tax roll in the District records.

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

**SECTION 7. EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Supervisors of the **Baytree** Community Development District.

**PASSED AND ADOPTED** this 1<sup>st</sup> day of August, 2018.

ATTEST:

**BAYTREE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

# SECTION D

**NOTICE OF MEETING DATES  
BAYTREE  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the *Baytree Community Development District* will hold their regularly scheduled public meetings for the Fiscal Year 2019 at **1:30 PM at the Baytree National Golf Links Meeting Room, 8207 National Drive, Melbourne, FL 32940** as follows:

**October 3, 2018  
December 5, 2018  
February 6, 2019  
April 3, 2019  
May 1, 2019  
June 5, 2019  
August 7, 2019**

The meetings are open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for a particular meeting may be obtained from the District Manager, at 135 West Central Blvd., Suite 320, Orlando, FL 32801.

A meeting may be continued to a date, time, and place to be specified on the record at that meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at a meeting because of a disability or physical impairment should contact the District Office at (407) 841-5524 at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

George S. Flint  
Governmental Management Services - Central Florida, LLC  
District Manager

# SECTION E

**Modern Security Systems**

1384 Heritage Acres Blvd  
Suite A  
Rockledge, FL 32955



GOVERNMENTAL MANAGEMENT SERVICES  
JASON SHOWE  
135 W. CENTRAL BLVD.  
SUITE 320  
ORLANDO, FL 32801

**Estimate**

Date	Estimate #
4/6/2017	6298

Terms		Rep	Project
1/2 DP BALANCE UPON COMPLETION		FSR	BAYTREE REAR ENTRY
Qty	Description		
1	4-CH 1080p HD-TVI Security Series DVR System 1080P HD-TVI		
1	2TB HARD DRIVE		
3	HD-TVI 1080p HD Eyeball Camera w/ 24 IR LED 2MP		
1	4 CHANNEL 10 AMP POWER SUPPLY		
1	INSTALLATION		
	3 YEAR WARRANTY ON ALL EQUIPMENT		
	1 YEAR WARRANTY ON ALL WORKMANSHIP		
It's been a pleasure working with you!		<b>Sales Tax (0.0%)</b>	\$0.00
		<b>Total</b>	<b>\$1,644.00</b>
		Signature _____	

CREDIT CARD CHARGES OVER  
\$500.00 WILL INCUR A  
CONVENIENCE CHARGE OF 3%

**FINANCING AND LEASE OPTIONS AVAILABLE**  
**VISA AND MASTER CARD ACCEPTED**

PAST DUE BALANCES ARE  
SUBJECT TO INTEREST AT 1.5%  
MONTHLY. 18% ANNUALLY

Phone #	Fax #	E-mail	Web Site
888-707-5590	401-463-7777	info@GoModernSecurity.com	www.GoModernSecurity.com



# SECTION V

# SECTION A

**Baytree CDD Action Items**  
**8/1/2018**

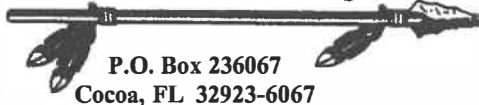
<b>Item #</b>	<b>Action Item</b>	<b>Assigned To:</b>	<b>Status</b>	<b>Comments</b>
1	Fountain LED Light Replacement	Scheerer	<b>In Progress</b>	Repair for Fountain Ongoing - Expected Before August Board Meeting with Proposal for LED
2	Lighting Front Monument Sides	Scheerer	<b>Complete</b>	

Updated 7/19/18

# SECTION B

## SECTION 2

# *Goodson Paving, Inc.*



P.O. Box 236067  
Cocoa, FL 32923-6067

Telephone: (321) 631-5523 / FAX (321) 639-0497

May 31, 2018

**TO:** Atkins

**ATTN:** Maryelen Samitas

**FROM:** Chris Brunais

**RE:** Baytree 2018 Milling & Paving (#6664)

## **PROPOSAL**

### **Scope of Work:**

**Milling and Resurfacing (Old Tramway from National to Baytree, Linford Ct., National Drive)**

Milling	5,595 SY @ \$2.00	=\$ 11,190.00
Manhole Risers	8 EA @ \$225.00	=\$ 1,800.00
Tack Coat	5,595 SY @ \$0.25	=\$ 1,398.75
Pave w/1.0"SP-9.5	5,595 SY @ \$7.90	=\$ 44,200.50
Striping & RPMs (paint only)	1 LS @ \$300.00	=\$ 300.00

**TOTAL – BID A    =\$ 58,889.25**

### **Notes**

1. Prices will be honored for 60 days from the date of this proposal.
2. This estimate is based on quantities provided by Atkins. Payment shall be made on actual field measured quantities determined upon completion of the work.
3. Payment is to be made within 60 days after completion of the work. A late payment fee of 1.5% will be applied to balances exceeding the 60 day limit.

### **Exclusions are as follows:**

Fees or Permits  
Weekend, Holiday, or Night Work  
Survey or Layout  
Testing

**Page 2 of 2 – Baytree 2018 Milling & Paving**

**APPROVED & ACCEPTED BY:**

**GOODSON PAVING:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**ATKINS:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# SECTION 3



*This item will be provided under  
separate cover*

# SECTION VI

# SECTION A

# Baytree

## Community Development District

### Summary of Check Register

May 31, 2018 to July 24, 2018

Fund	Date	Check No.'s	Amount
General Fund	6/30/18	53153	\$ (1,427.65)
	6/1/18	53207-53209	\$ 12,904.62
	6/6/18	53210-53218	\$ 6,907.94
	6/8/18	53219	\$ 6,030.23
	6/13/18	53220-53228	\$ 20,734.77
	6/20/18	53229-53232	\$ 6,391.47
	6/27/18	53233	\$ 4,410.00
	7/5/18	53234-53236	\$ 5,995.38
	7/13/18	53237-53242	\$ 24,786.00
	7/18/18	53244-53247	\$ 3,877.77
			\$ 90,610.53
Payroll	<u>June 2018</u>		
	Carolyn E. Witcher	50402	\$ 184.70
	Gilbert M. Mills Jr	50403	\$ 184.70
	Jerome S. Darby	50404	\$ 184.70
	Richard C. Bosseler	50405	\$ 184.70
			\$ 738.80
			\$ 91,349.33

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
6/30/18	00123	3/15/18 W13676	201803 320-53800-47500		RPLC POOL POST LIGHT/PACK	V	1,427.65-	
					EAU GALLIE ELECTRIC INC.			1,427.65-053153
6/01/18	00004	4/30/18 149436	201804 310-51300-31500		RECEIPT/REVIEW/CORRESPOND	*	4,657.50	
					BILLING, COCHRAN, LYLES, MAURO&RAMSEY			4,657.50 053207
6/01/18	00123	5/24/18 W14154	201805 320-53800-47500		RPLC LIGHT POLE / LIGHTS	*	7,082.12	
					EAU GALLIE ELECTRIC INC.			7,082.12 053208
6/01/18	00016	5/21/18 38951	201805 320-53800-47400		IRRIGATION RPRS - MAY 18	*	1,165.00	
					TROPIC-CARE OF FLORIDA, INC.			1,165.00 053209
6/06/18	00199	5/15/18 31659	201805 320-53800-34600		SECURITY 5/15/18	*	90.00	
					ADAM WALKINGTON			90.00 053210
6/06/18	00047	5/29/18 S101527	201805 320-53800-41100		LABOR / TRAVEL JUN18	*	825.00	
		5/31/18 S101264	201805 320-53800-41100		LABOR/TRAVEL/ARM/FREIGHT	*	2,116.94	
		5/31/18 S101654	201805 320-53800-41100		LABOR / TRAVEL	*	330.00	
					ACCESS CONTROL TECHNOLOGIES			3,271.94 053211
6/06/18	00132	5/02/18 31438	201805 320-53800-34600		ADMINISTRATIVE FEE	*	9.00	
		5/10/18 31566	201805 320-53800-34600		ADMINISTRATIVE FEE	*	9.00	
		5/15/18 31659	201805 320-53800-34600		ADMINISTRATIVE FEE	*	9.00	
		5/25/18 31781	201805 320-53800-34600		ADMINISTRATIVE FEE	*	9.00	
		6/01/18 31851	201805 320-53800-34600		ADMINISTRATIVE FEE	*	9.00	
					BREVARD COUNTY SHERIFF'S OFFICE			45.00 053212
6/06/18	00159	5/02/18 31438	201805 320-53800-34600		SECURITY 5/2/18	*	90.00	
					CHRISTOPHER LITTLE			90.00 053213
6/06/18	00192	5/10/18 31566	201805 320-53800-34600		SECURITY 5/08/18	*	90.00	

AP300R

YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 7/25/18

PAGE 2

\*\*\* CHECK DATES 05/31/2018 - 07/24/2018 \*\*\*

BAYTREE GENERAL FUND  
BANK A BAYTREE CDD-GENERAL

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
		6/01/18 31851	201805 320-53800-34600		*	90.00	
		SECURITY 5/31/18		CHRISTIAN DAUGIRDAS			180.00 053214
6/06/18 00193		6/01/18 15800021	201806 320-53800-46200		*	289.00	
		JANITORIAL SERVICES JUN18		COVERALL NORTH AMERICA, INC DBA			289.00 053215
6/06/18 00077		5/07/18 B-9144	201805 320-53800-41100		*	204.60	
		INSTALL LOCKS		DBA KENDAL SIGNS			204.60 053216
6/06/18 00172		5/25/18 31781	201805 320-53800-34600		*	90.00	
		SECURITY 05/23/18		ROBERT F WAGNER			90.00 053217
6/06/18 00170		5/31/18 7951361	201805 320-53800-34500		*	2,406.72	
		SECURITY 5/25/18-5/31/18			*	240.68	
		5/31/18 7951362	201805 320-53800-34500				
		SECURTY 5/25/18-5/31/18		UNIVERSAL PROTECTION SERVICE, LP			2,647.40 053218
6/08/18 00021		6/01/18 301	201806 310-51300-34000		*	3,411.50	
		MANAGEMENT FEES JUN18			*	133.33	
		6/01/18 301	201806 310-51300-35100		*	23.70	
		INFO TECHNOLOGY JUN18			*	18.70	
		6/01/18 301	201806 310-51300-51000		*	122.25	
		OFFICE SUPPLIES			*	2,320.75	
		6/01/18 301	201806 310-51300-42000				
		POSTAGE			*		
		6/01/18 301	201806 310-51300-42500		*		
		COPIES			*		
		6/01/18 302	201806 320-53800-34000				
		FIELD MANAGEMENT JUN18		GOVERNMENTAL MANAGEMENT SERVICES			6,030.23 053219
6/13/18 00019		5/24/18 17325	201805 320-53800-46200		*	423.60	
		RPR PUMP WIRE/CHLORINATOR			*	800.00	
		6/03/18 18349060	201806 320-53800-46200				
		MTHLY POOL SRVC JUN18		BEACH POOL SERVICE			1,223.60 053220
6/13/18 00120		1/31/18 W546485	201801 320-53800-41100		*	240.00	
		RPR BACK GATE CAMERA			*	1,270.17	
		2/16/18 W534025	201802 320-53800-41100				
		RPR LICENSE PLATE CAMERA		CONVERGINT TECHNOLOGIES LLC			1,510.17 053221

BAYT --BAYTREE-- BPEREGRINO

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
6/13/18	00039	5/04/18 330259	201805 320-53800-47000		*	2,413.00	
		AQUATIC WEED CTRL MAY18					
		5/24/18 330260	201805 320-53800-47000		*	350.00	
		NATURAL AREAS MGMT MAY18					
			ECOR INDUSTRIES				2,763.00 053222
6/13/18	00123	6/12/18 W14257	201806 320-53800-47500		*	488.42	
		RPLC RUST DISCONNECT-SIGN					
		6/12/18 W14259	201806 320-53800-47500		*	4,589.00	
		RPLC FIXT.MAIN/BACK GATE					
			EAU GALLIE ELECTRIC INC.				5,077.42 053223
6/13/18	00008	6/05/18 6-203-91	201805 310-51300-42000		*	134.72	
		DELIVERY 5/30/18					
			FEDEX				134.72 053224
6/13/18	00052	6/04/18 628196	201806 320-53800-47500		*	106.00	
		ENVOY FLOOD 15W					
			FLORIDA BULB & BALLAST INC.				106.00 053225
6/13/18	00053	6/04/18 332-4184	201806 320-53800-49000		*	40.00	
		SHOW ID SIGN					
			FASTSIGNS				40.00 053226
6/13/18	00016	6/05/18 39001	201806 320-53800-47300		*	7,500.00	
		MTHLY LANDSCAPE JUN18					
			TROPIC-CARE OF FLORIDA, INC.				7,500.00 053227
6/13/18	00170	6/07/18 7987759	201806 320-53800-34500		*	2,246.16	
		SECURITY 6/01/18-6/07/18					
		6/07/18 7987760	201806 320-53800-34500		*	133.70	
		SECURITY 6/01/18-6/07/18					
			UNIVERSAL PROTECTION SERVICE, LP				2,379.86 053228
6/20/18	00023	6/14/18 1688086	201805 310-51300-48000		*	131.24	
		NOTICE OF RULE AMENDMENT					
		6/14/18 1688086	201805 310-51300-48000		*	468.70	
		NOTICE OF RULEMAKING					
		6/14/18 1688086	201805 310-51300-48000		*	156.37	
		NOTICE OF QUAL PERIOD					
			FLORIDA TODAY				756.31 053229
6/20/18	00018	6/01/18 16861	201805 310-51300-32200		*	3,300.00	
		FY17 AUDIT FEE 9/30/17					
			GRAU & ASSOCIATES				3,300.00 053230

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
6/20/18	00170	6/14/18 8000664	201806 320-53800-34500		SECURITY 6/08/18-6/14/18	*	2,246.16	
					UNIVERSAL PROTECTION SERVICE, LP			2,246.16 053231
6/20/18	00084	6/16/18 48001	201806 320-53800-49000		RENT STORAGE FEE - JUL18	*	89.00	
					VIERA STORAGE COMPANY			89.00 053232
6/27/18	00004	5/31/18 149847	201805 310-51300-31500		MEET/SEC. AGRMT/PAVILLION	*	4,410.00	
					BILLING, COCHRAN, LYLES, MAURO & RAMSEY			4,410.00 053233
7/05/18	00021	7/02/18 303	201807 310-51300-34000		MANAGEMENT FEES JUL18	*	3,411.50	
		7/02/18 303	201807 310-51300-35100		INFO TECHNOLOGY JUL18	*	133.33	
		7/02/18 303	201807 310-51300-51000		OFFICE SUPPLIES	*	.93	
		7/02/18 303	201807 310-51300-42000		POSTAGE	*	11.88	
		7/02/18 303	201807 310-51300-42500		COPIES	*	42.45	
		7/02/18 304	201807 320-53800-34000		FIELD MANAGEMENT JUL18	*	2,320.75	
		7/02/18 304	201807 320-53800-41100		GUARDHOUSE PHONE	*	74.54	
					GOVERNMENTAL MANAGEMENT SERVICES			5,995.38 053234
7/05/18	00047	6/20/18 S102032	201806 320-53800-41100		LABOR/TRAVEL/ARM/FREIGHT	*	436.12	
					ACCESS CONTROL TECHNOLOGIES			436.12 053235
7/05/18	00170	6/21/18 8014644	201806 320-53800-34500		SECURITY 6/15/18-6/21/18	*	2,246.16	
		6/28/18 8026122	201806 320-53800-34500		SECURITY 6/22/18-6/28/18	*	2,246.16	
					UNIVERSAL PROTECTION SERVICE, LP			4,492.32 053236
7/13/18	00047	6/22/18 S102109	201806 320-53800-41100		LABOR/TRVL/ENTRANCE GATE	*	240.00	
		6/30/18 S102403	201806 320-53800-41100		LABOR/TRVL/ENTRANCE GATE	*	420.00	
					ACCESS CONTROL TECHNOLOGIES			660.00 053237
7/13/18	00019	6/08/18 17357	201806 320-53800-46200		2 LIFE RINGS/ 2 ROPES	*	153.00	

BAYT --BAYTREE-- BPEREGRINO



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK..... AMOUNT #
		7/09/18 18349070	201807 320-53800-46200 MTHLY POOL SRVC JUL18		*	800.00	
			BEACH POOL SERVICE				953.00 053238
7/13/18 00189		5/03/18 10229	201805 320-53800-49000 INST.WALL/LIGHT SRVC CALL		*	132.80	
			BERRY SIGNS INC				132.80 053239
7/13/18 00193		7/01/18 15800027	201807 320-53800-46200 JANITORIAL SERVICES JUL18		*	289.00	
			COVERALL NORTH AMERICA, INC DBA				289.00 053240
7/13/18 00039		7/02/18 332095	201806 320-53800-47000 AQUATIC WEED CTRL JUN18		*	2,413.00	
			ECOR INDUSTRIES				2,413.00 053241
7/13/18 00016		6/29/18 39102	201806 320-53800-47200 TRIM LIGUSTRUM TREE		*	3,000.00	
		6/29/18 39103	201806 320-53800-47200 RMV PALM TREE/BLOWN PRSRV		*	300.00	
		6/29/18 39104	201806 320-53800-47200 INSTALL DRAIN/POOL AREA		*	3,200.00	
		7/02/18 39109	201807 320-53800-47400 IRRIGATION RPRS - JUL18		*	768.00	
		7/04/18 39160	201807 320-53800-47300 MTHLY LANDSCAPE JUL18		*	7,500.00	
			TROPIC-CARE OF FLORIDA, INC.				14,768.00 053242
7/13/18 00170		7/05/18 8053981	201806 320-53800-34500 SECURITY 6/29/18-6/30/18		*	641.76	
			UNIVERSAL PROTECTION SERVICE, LP				641.76 053243
7/18/18 00193		6/22/18 15800022	201805 320-53800-46200 SPECIAL SERVICES 2/1-5/28		*	618.00	
			COVERALL NORTH AMERICA, INC DBA				618.00 053244
7/18/18 00200		7/11/18 1820255	201807 320-53800-34500 SECURITY 6/28/18-7/4/18		*	1,743.12	
			DOTHAN SECURITY INC				1,743.12 053245
7/18/18 00123		3/15/18 W13676	201803 320-53800-47500 RPLC POOL POST LIGHT/PACK		*	1,427.65	
			EAU GALLIE ELECTRIC INC.				1,427.65 053246
7/18/18 00084		7/17/18 48554	201807 320-53800-49000 RENT STORAGE FEE AUG18		*	89.00	
			VIERA STORAGE COMPANY				89.00 053247

TOTAL FOR BANK A 90,610.53

BAYT --BAYTREE-- BPEREGRINO

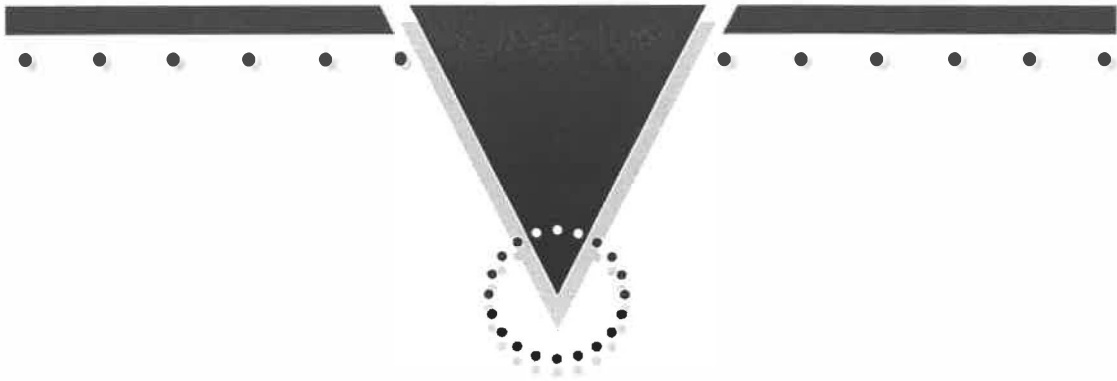
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PAGE 6

CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT #
TOTAL FOR REGISTER						90,610.53	

BAYT --BAYTREE-- BPEREGRINO

# SECTION B



# Baytree

## Community Development District

Unaudited Financial Reporting  
June 30, 2018



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**Baytree**  
Community Development District  
**Combined Balance Sheet**  
**June 30, 2018**

	General Fund	Capital Projects Fund	Pavillion Project	Totals (Memorandum Only) 2018
<b><u>Assets:</u></b>				
<b><u>Cash:</u></b>				
Wells Fargo	\$255,914	---	---	\$255,914
SunTrust - Capital Reserves	---	\$37,672	---	\$37,672
SunTrust - Pavement Management	---	\$184,328	---	\$184,328
Regions - Community Beautification	---	\$71,878	---	\$71,878
Suntrust - Pavillion Project	---	---	\$98,006	\$98,006
<b><u>Investments:</u></b>				
Custody	\$1,025	---	---	\$1,025
<b>Total Assets</b>	<b>\$256,939</b>	<b>\$293,879</b>	<b>\$98,006</b>	<b>\$648,824</b>
<b><u>Liabilities:</u></b>				
Accounts Payable	\$17,475	---	---	\$17,475
<b><u>Fund Balances:</u></b>				
Assigned	---	\$37,672	---	\$37,672
Assigned	---	\$184,328	---	\$184,328
Assigned	---	\$71,878	\$98,006	\$169,885
Unassigned	\$239,464	---	---	\$239,464
<b>Total Liabilities and Fund Equity &amp; Other Credits</b>	<b>\$256,939</b>	<b>\$293,879</b>	<b>\$98,006</b>	<b>\$648,824</b>

**Baytree**  
**Community Development District**  
**General Fund**  
Statement of Revenues & Expenditures  
For The Period Ending June 30, 2018

	Adopted Budget	Prorated Budget Thru 06/30/18	Actual Thru 06/30/18	Variance
<b>Revenues:</b>				
Maintenance Assessments	\$695,968	\$695,968	\$698,492	\$2,524
Interest Income - Investments	\$0	\$0	\$2	\$2
Miscellaneous Income (IOB Cost Share Agreement)	\$29,502	\$22,126	\$23,313	\$1,187
Miscellaneous Income	\$4,000	\$3,000	\$3,126	\$126
Transfer In	\$0	\$0	\$40,720	\$40,720
<b>Total Revenues</b>	<b>\$729,470</b>	<b>\$721,094</b>	<b>\$765,652</b>	<b>\$44,558</b>

**Expenditures:**

**Administrative**

Supervisor Fees	\$8,000	\$6,000	\$4,400	\$1,600
FICA Expense	\$612	\$459	\$337	\$122
Engineering	\$25,000	\$18,750	\$9,075	\$9,675
Assessment Administration	\$7,500	\$7,500	\$7,500	\$0
Attorney Fees	\$17,750	\$13,313	\$19,553	(\$6,240)
Annual Audit	\$3,300	\$3,300	\$3,300	\$0
Management Fees	\$40,938	\$30,704	\$30,704	\$0
Information Technology	\$1,600	\$1,200	\$1,200	\$0
Telephone	\$150	\$113	\$0	\$113
Postage	\$1,500	\$1,125	\$679	\$446
Insurance	\$13,800	\$13,800	\$12,547	\$1,253
Tax Collector Fee	\$13,980	\$13,980	\$13,962	\$18
Printing & Binding	\$1,700	\$1,275	\$732	\$543
Legal Advertising	\$1,200	\$900	\$756	\$144
Other Current Charges	\$1,700	\$1,275	\$684	\$591
Office Supplies	\$200	\$150	\$139	\$11
Property Taxes	\$250	\$250	\$228	\$22
Property Appraiser	\$234	\$234	\$234	\$0
Dues, Licenses & Subscriptions	\$175	\$175	\$175	\$0
<b>Total Administrative</b>	<b>\$139,589</b>	<b>\$114,502</b>	<b>\$106,204</b>	<b>\$8,297</b>

**Baytree**  
**Community Development District**  
**General Fund**  
Statement of Revenues & Expenditures  
For The Period Ending June 30, 2018

	Adopted Budget	Prorated Budget Thru 06/30/18	Actual Thru 06/30/18	Variance
<b><u>Operation and Maintenance</u></b>				
Security Contract	\$119,566	\$89,675	\$83,422	\$6,252
Security - Speed Control	\$10,296	\$7,722	\$4,059	\$3,663
Gate Maintenance Contract	\$1,200	\$1,200	\$1,100	\$100
Maintenance - Gate House	\$10,000	\$7,500	\$19,936	(\$12,436)
Telephone - Gate House/Pool	\$7,500	\$5,625	\$4,608	\$1,017
Transponders	\$4,500	\$4,015	\$4,015	\$0
Field Management Fees	\$27,849	\$20,887	\$20,887	\$0
Electric	\$55,000	\$41,250	\$37,871	\$3,379
Water & Sewer	\$6,200	\$4,650	\$8,329	(\$3,679)
Gas	\$6,800	\$5,100	\$7,461	(\$2,361)
Maintenance - Lakes	\$36,600	\$27,450	\$23,117	\$4,333
Maintenance - Landscape Contract	\$90,000	\$67,500	\$67,500	\$0
Maintenance - Additional Landscape	\$19,000	\$14,250	\$37,350	(\$23,100)
Maintenance - Pool	\$17,000	\$12,750	\$10,794	\$1,956
Maintenance - Irrigation	\$6,000	\$4,500	\$7,055	(\$2,555)
Maintenance - Lighting	\$9,000	\$6,750	\$14,932	(\$8,182)
Maintenance - Monuments	\$6,000	\$4,500	\$725	\$3,775
Maintenance - Other Field (R&M General)	\$4,000	\$3,000	\$2,724	\$276
Maintenance - Playground	\$500	\$375	\$0	\$375
Maintenance - Tennis Court Area	\$1,000	\$750	\$1,060	(\$310)
Holiday Landscape Lighting	\$4,000	\$4,000	\$4,116	(\$116)
Operating Supplies	\$750	\$563	\$0	\$563
Sidewalk/Curb Cleaning	\$11,000	\$8,250	\$1,700	\$6,550
Miscellaneous	\$1,000	\$750	\$748	\$2
<b>Total Operation and Maintenance</b>	<b>\$454,761</b>	<b>\$343,010</b>	<b>\$363,508</b>	<b>(\$20,497)</b>
<b><u>Reserves</u></b>				
Transfer Out - Capital Projects - Paving Baytree	\$61,542	\$61,542	\$61,542	\$0
Transfer Out - Capital Projects - Paving IOB Funds	\$20,108	\$20,108	\$20,108	\$0
Transfer Out - Reserves	\$8,202	\$8,202	\$8,202	\$0
Transfer Out - Community Beautification Fund	\$45,268	\$45,268	\$45,268	\$0
<b>Total Reserves</b>	<b>\$135,120</b>	<b>\$135,120</b>	<b>\$135,120</b>	<b>\$0</b>
<b>Total Expenditures</b>	<b>\$729,470</b>		<b>\$604,832</b>	
<b>Excess Revenues (Expenditures)</b>	<b>\$0</b>		<b>\$160,820</b>	
<b>Fund Balance - Beginning</b>	<b>\$0</b>		<b>\$78,644</b>	
<b>Fund Balance - Ending</b>	<b>(\$0)</b>		<b>\$239,464</b>	



**Baytree**  
**Community Development District**  
**Capital Reserves Fund**  
**Summary of Revenues & Expenditures**  
**For The Period Ending June 30, 2018**

	Adopted Budget	Prorated Budget Thru 06/30/18	Actual Thru 06/30/18	Variance
<b>Revenues:</b>				
Transfer In	\$8,202	\$8,202	\$8,202	\$0
Interest Income	\$100	\$75	\$21	(\$54)
<b>Total Revenues</b>	<b>\$8,302</b>	<b>\$8,277</b>	<b>\$8,223</b>	<b>(\$54)</b>
<b>Expenditures:</b>				
Lake Bank Restoration	\$15,000	\$11,250	\$0	\$11,250
Sidewalk/Gutter Repair	\$12,500	\$9,375	\$11,097	(\$1,722)
Drainage Maintenance	\$10,000	\$7,500	\$0	\$7,500
Curb - Tree Trimming/Replacements	\$6,500	\$4,875	\$0	\$4,875
Benches	\$0	\$0	\$2,970	(\$2,970)
Gate Maintenance	\$0	\$0	\$11,350	(\$11,350)
Transfer Out	\$0	\$0	\$23,654	(\$23,654)
<b>Total Expenditures</b>	<b>\$44,000</b>	<b>\$33,000</b>	<b>\$49,071</b>	<b>(\$16,071)</b>
<b>Excess Revenues (Expenditures)</b>	<b>(\$35,698)</b>		<b>(\$40,848)</b>	
<b>Fund Balance - Beginning</b>	<b>\$60,358</b>		<b>\$78,520</b>	
<b>Fund Balance - Ending</b>	<b>\$24,660</b>		<b>\$37,672</b>	

**Baytree**  
**Community Development District**  
**Pavement Management Fund**  
Summary of Revenues & Expenditures  
For The Period Ending June 30, 2018

	Adopted Budget	Prorated Budget Thru 06/30/18	Actual Thru 06/30/18	Variance
<b><u>Revenues:</u></b>				
Transfer In - Baytree	\$61,542	\$61,542	\$61,542	\$0
Transfer In - IOB	\$20,108	\$20,108	\$20,108	\$0
Interest Income	\$75	\$56	\$50	(\$6)
<b>Total Revenues</b>	<b>\$81,725</b>	<b>\$81,706</b>	<b>\$81,700</b>	<b>(\$6)</b>
<b><u>Expenditures:</u></b>				
Roadway Paving	\$0	\$0	\$0	\$0
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$81,725</b>		<b>\$81,700</b>	
<b>Fund Balance - Beginning</b>	<b>\$103,715</b>		<b>\$102,628</b>	
<b>Fund Balance - Ending</b>	<b>\$185,440</b>		<b>\$184,328</b>	

**Baytree**  
**Community Development District**  
**Community Beautification**  
Summary of Revenues & Expenditures  
For The Period Ending June 30, 2018

	Adopted Budget	Prorated Budget Thru 06/30/18	Actual Thru 06/30/18	Variance
<b><u>Revenues:</u></b>				
Transfer In	\$45,268	\$45,268	\$45,268	\$0
<b>Total Revenues</b>	<b>\$45,268</b>	<b>\$45,268</b>	<b>\$45,268</b>	<b>\$0</b>
<b><u>Expenditures:</u></b>				
Bank Fees	\$36	\$36	\$150	(\$114)
Transfer Out	\$0	\$0	\$17,066	(\$17,066)
<b>Total Expenditures</b>	<b>\$36</b>	<b>\$36</b>	<b>\$17,216</b>	<b>(\$17,180)</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$45,232</b>		<b>\$28,052</b>	
<b>Fund Balance - Beginning</b>	<b>\$23,411</b>		<b>\$43,826</b>	
<b>Fund Balance - Ending</b>	<b>\$68,643</b>		<b>\$71,878</b>	

**Baytree**  
**Community Development District**  
**Pavillion Project**  
 Summary of Revenues & Expenditures  
 For The Period Ending June 30, 2018

	Proposed Budget	Prorated Budget Thru 06/30/18	Actual Thru 06/30/18	Variance
<b>Revenues:</b>				
Baytree BCA Funding	\$0	\$0	\$108,000	\$108,000
<b>Total Revenues</b>	\$0	\$0	\$108,000	\$108,000
<b>Expenditures:</b>				
Pavillion	\$0	\$0	\$9,994	(\$9,994)
<b>Total Expenditures</b>	\$0	\$0	\$9,994	(\$9,994)
<b>Excess Revenues (Expenditures)</b>	\$0		\$98,006	
<b>Fund Balance - Beginning</b>	\$23,411		\$0	
<b>Fund Balance - Ending</b>	\$23,411		\$98,006	

**Baytree  
Community Development District**

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Maintenance Assessments	\$0	\$127,661	\$491,375	\$25,987	\$22,875	\$3,044	\$16,477	\$4,738	\$6,334	\$0	\$0	\$0	\$698,492
Interest Income - Investments	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2
Miscellaneous Income (IOB Cost Share Agreement)	\$0	\$0	\$0	\$8,563	\$0	\$7,375	\$0	\$0	\$7,375	\$0	\$0	\$0	\$23,313
Miscellaneous Income	\$346	\$290	\$420	\$189	\$500	\$482	\$286	\$256	\$357	\$0	\$0	\$0	\$3,126
Transfer In	\$40,720	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$40,720
<b>Total Revenues</b>	<b>\$41,066</b>	<b>\$127,952</b>	<b>\$491,795</b>	<b>\$34,739</b>	<b>\$23,375</b>	<b>\$10,901</b>	<b>\$16,763</b>	<b>\$4,994</b>	<b>\$14,067</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$765,652</b>
<b>Expenditures:</b>													
<b>Administrative</b>													
Supervisor Fees	\$800	\$0	\$0	\$0	\$800	\$0	\$800	\$1,200	\$800	\$0	\$0	\$0	\$4,400
FICA Expense	\$61	\$0	\$0	\$0	\$61	\$0	\$61	\$92	\$61	\$0	\$0	\$0	\$337
Engineering	\$2,403	\$465	\$0	\$0	\$2,403	\$1,480	\$2,325	\$0	\$0	\$0	\$0	\$0	\$9,075
Attorney Fees	\$2,768	\$743	\$585	\$1,215	\$2,948	\$2,228	\$4,658	\$4,410	\$0	\$0	\$0	\$0	\$19,553
Assessment Administration	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,500
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,300	\$0	\$0	\$0	\$0	\$3,300
Management Fees	\$3,412	\$3,412	\$3,412	\$3,412	\$3,412	\$3,412	\$3,412	\$3,412	\$3,412	\$0	\$0	\$0	\$30,704
Information Technology	\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$133	\$0	\$0	\$0	\$1,200
Telephone	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Postage	\$20	\$14	\$14	\$143	\$46	\$126	\$149	\$149	\$19	\$0	\$0	\$0	\$679
Insurance	\$12,547	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,547
Tax Collector Fee	\$0	\$13,962	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$13,962
Printing & Binding	\$114	\$27	\$2	\$0	\$150	\$43	\$101	\$173	\$122	\$0	\$0	\$0	\$732
Legal Advertising	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$756	\$0	\$0	\$0	\$0	\$756
Other Current Charges	\$63	\$99	\$61	\$76	\$81	\$88	\$70	\$80	\$67	\$0	\$0	\$0	\$684
Office Supplies	\$23	\$24	\$1	\$1	\$24	\$1	\$23	\$18	\$24	\$0	\$0	\$0	\$139
Property Taxes	\$0	\$228	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$228
Property Appraiser	\$0	\$0	\$0	\$0	\$234	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$234
Dues, Licenses & Subscriptions	\$0	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
<b>Total Administrative</b>	<b>\$29,843</b>	<b>\$19,282</b>	<b>\$4,207</b>	<b>\$4,979</b>	<b>\$10,291</b>	<b>\$7,510</b>	<b>\$11,732</b>	<b>\$13,722</b>	<b>\$4,637</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$106,204</b>

**Baytree  
Community Development District**

**Field:**

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Security Contract	\$9,412	\$9,747	\$10,108	\$9,787	\$9,306	\$9,820	\$9,626	\$5,856	\$9,760	\$0	\$0	\$0	\$83,422
Security - Speed Control	\$792	\$594	\$0	\$891	\$495	\$0	\$792	\$495	\$0	\$0	\$0	\$0	\$4,059
Gate Maintenance Contract	\$0	\$0	\$0	\$1,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100
Maintenance - Gate House	\$610	\$1,699	\$1,941	\$1,759	\$1,364	\$4,501	\$2,116	\$5,001	\$946	\$0	\$0	\$0	\$19,936
Telephone - Gate House/Pool	\$563	\$566	\$605	\$416	\$490	\$492	\$492	\$492	\$492	\$0	\$0	\$0	\$4,608
Transponders	\$0	\$4,015	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,015
Field Management Fees	\$2,321	\$2,321	\$2,321	\$2,321	\$2,321	\$2,321	\$2,321	\$2,321	\$2,321	\$0	\$0	\$0	\$20,887
Electric	\$4,114	\$4,103	\$4,306	\$4,435	\$4,267	\$4,086	\$4,201	\$4,318	\$4,042	\$0	\$0	\$0	\$37,871
Water & Sewer	\$653	\$760	\$626	\$48	\$2,013	\$504	\$691	\$1,732	\$1,303	\$0	\$0	\$0	\$8,329
Gas	\$97	\$467	\$906	\$1,490	\$1,695	\$806	\$1,146	\$578	\$276	\$0	\$0	\$0	\$7,461
Maintenance - Lakes	\$2,413	\$2,763	\$2,413	\$2,763	\$2,413	\$2,763	\$2,413	\$2,763	\$2,413	\$0	\$0	\$0	\$23,117
Maintenance - Landscape Contract	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$0	\$0	\$0	\$67,500
Maintenance - Additional Landscape	\$12,550	\$825	\$1,125	\$16,100	\$0	\$250	\$0	\$0	\$6,500	\$0	\$0	\$0	\$37,350
Maintenance - Pool	\$1,124	\$1,300	\$625	\$873	\$914	\$987	\$914	\$2,198	\$1,860	\$0	\$0	\$0	\$10,794
Maintenance - Irrigation	\$1,970	\$0	\$1,740	\$0	\$0	\$0	\$2,180	\$1,165	\$0	\$0	\$0	\$0	\$7,055
Maintenance - Lighting	\$478	\$244	\$0	\$0	\$0	\$1,786	\$0	\$7,241	\$5,183	\$0	\$0	\$0	\$14,932
Maintenance - Monuments	\$0	\$0	\$0	\$0	\$0	\$0	\$725	\$0	\$0	\$0	\$0	\$0	\$725
Maintenance - Other Field (R&M General)	\$1,389	\$317	\$89	\$89	\$312	\$89	\$89	\$222	\$129	\$0	\$0	\$0	\$2,724
Maintenance - Playground	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance - Tennis Court Area	\$0	\$0	\$0	\$1,060	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,060
Holiday Landscape Lighting	\$1,908	\$0	\$2,208	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,116
Operating Supplies	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sidewalk/Curb Cleaning	\$0	\$1,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,700
Miscellaneous	\$0	\$0	\$448	\$0	\$157	\$144	\$0	\$0	\$0	\$0	\$0	\$0	\$748
<b>Total Field</b>	<b>\$47,892</b>	<b>\$38,920</b>	<b>\$36,959</b>	<b>\$50,631</b>	<b>\$33,245</b>	<b>\$36,048</b>	<b>\$35,206</b>	<b>\$41,881</b>	<b>\$42,725</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$363,508</b>

**Reserves:**

Transfer Out - Capital Projects- Paving Baytree	\$0	\$0	\$0	\$0	\$0	\$61,542	\$0	\$0	\$0	\$0	\$0	\$0	\$61,542
Transfer Out - Capital Projects - Paving IOB Funds	\$0	\$0	\$0	\$0	\$0	\$20,108	\$0	\$0	\$0	\$0	\$0	\$0	\$20,108
Transfer Out - Reserves	\$0	\$0	\$0	\$0	\$0	\$8,202	\$0	\$0	\$0	\$0	\$0	\$0	\$8,202
Transfer Out - Community Beautification Fund	\$0	\$0	\$0	\$0	\$0	\$45,268	\$0	\$0	\$0	\$0	\$0	\$0	\$45,268
<b>Total Reserves</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$135,120</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$135,120</b>

**Total Expenditures**

**Excess Revenues (Expenditures)**

<b>\$77,735</b>	<b>\$58,202</b>	<b>\$41,167</b>	<b>\$55,610</b>	<b>\$43,536</b>	<b>\$178,678</b>	<b>\$46,938</b>	<b>\$55,603</b>	<b>\$47,363</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$604,832</b>
<b>(\$36,669)</b>	<b>\$69,750</b>	<b>\$450,629</b>	<b>(\$20,871)</b>	<b>(\$20,161)</b>	<b>(\$167,777)</b>	<b>(\$30,176)</b>	<b>(\$50,609)</b>	<b>(\$33,296)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$160,820</b>

**BAYTREE  
COMMUNITY DEVELOPMENT DISTRICT**

**SPECIAL ASSESSMENT RECEIPTS - FY2018**

**TAX COLLECTOR**

Gross Assessments \$ 725,083  
Net Assessments \$ 696,080

Date Received	Dist.	Gross Assessments Received	Discounts/ Penalties	Interest Income	Net Amount Received
11/16/17	ACH	\$ 8,556.81	\$ 449.23	\$ -	\$ 8,107.58
11/28/17	ACH	\$ 124,535.40	\$ 4,981.56	\$ -	\$ 119,553.84 *
12/14/17	ACH	\$ 482,544.48	\$ 19,298.47	\$ -	\$ 463,246.01
12/21/18	ACH	\$ 29,189.36	\$ 1,060.17	\$ -	\$ 28,129.19
1/11/18	ACH	\$ 26,503.19	\$ 795.05	\$ -	\$ 25,708.14
1/30/18	ACH	\$ -	\$ -	\$ 278.57	\$ 278.57
2/9/18	ACH	\$ 23,439.95	\$ 564.83	\$ -	\$ 22,875.12 *
3/8/18	ACH	\$ 3,074.92	\$ 30.75	\$ -	\$ 3,044.17
4/12/18	ACH	\$ 16,476.75	\$ -	\$ -	\$ 16,476.75
5/10/18	ACH	\$ 4,612.38	\$ -	\$ 92.24	\$ 4,704.62
5/25/18	ACH	\$ -	\$ -	\$ 33.46	\$ 33.46
6/8/18	ACH	\$ 3,074.92	\$ -	\$ 92.26	\$ 3,167.18
6/15/18	ACH	\$ 3,074.92	\$ -	\$ 92.24	\$ 3,167.16
<b>Totals</b>		<b>\$ 725,083.08</b>	<b>\$ 27,180.06</b>	<b>\$ 588.77</b>	<b>\$ 698,491.79</b>

11/29/17 Distribution includes commission fees of \$13,962.07

2/9/17 Distribution has postage expense of \$25.35 deducted

4/12/2018 Distribution has postage expense of \$.96