

Baytree
Community Development District

Approved Proposed Budget
FY 2025



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Baytree
Community Development District
Proposed Budget FY 2025
General Fund

Description	Adopted Budget FY2024	Actuals Thru 05/31/24	Projected Next 4 Months	Projected Thru 09/30/24	Approved Proposed Budget FY 2025
REVENUES:					
Maintenance Assessments	\$ 995,884	\$ 984,994	\$ 15,270	\$ 1,000,264	\$ 1,132,331
Miscellaneous Income (IOB Cost Share Agreement)	47,979	10,895	37,084	47,979	54,857
Miscellaneous Income	9,250	7,794	1,456	9,250	9,250
Interest	-	38	19	57	5,000
Carry Forward Surplus	-	41,537	-	41,537	-
TOTAL REVENUES	\$ 1,053,113	\$ 1,045,258	\$ 53,830	\$ 1,099,087	\$ 1,201,439

EXPENDITURES:

Administrative

Supervisor Fees	\$ 12,000	\$ 7,600	\$ 4,200	\$ 11,800	\$ 12,000
FICA Expense	918	581	321	903	918
Engineering	36,050	6,794	450	7,244	37,853
Attorney Fees	24,000	29,035	5,000	34,035	24,000
Annual Audit	3,350	3,350	-	3,350	3,350
Assessment Administration	7,875	7,875	-	7,875	8,269
Management Fees	46,488	30,992	15,496	46,488	48,813
Property Appraiser	250	234	-	234	250
Information Technology	1,890	1,260	630	1,890	1,985
Website Maintenance	1,260	840	420	1,260	1,322
Telephone	250	-	100	100	250
Postage	2,000	1,403	389	1,792	3,000
Insurance General Liability	39,783	32,226	-	32,226	36,127
Tax Collector Fee	19,918	19,657	305	19,963	22,647
Printing & Binding	1,500	200	178	378	1,500
Legal Advertising	5,000	179	321	500	5,000
Other Current Charges	3,000	346	131	477	2,000
Office Supplies	250	85	71	156	250
Property Taxes	350	346	-	346	350
Dues, Licenses & Subscriptions	175	175	-	175	175
TOTAL ADMINISTRATIVE	\$ 206,307	\$ 143,178	\$ 28,012	\$ 171,191	\$ 210,057

Baytree
Community Development District
Proposed Budget FY 2025
General Fund

Description	Adopted Budget FY2024	Actuals Thru 05/31/24	Projected Next 4 Months	Projected Thru 09/30/24	Approved Proposed Budget FY 2025
Operations & Maintenance					
Field Expenditures					
Security Contract	\$ 222,284	\$ 151,366	\$ 54,918	\$ 206,284	\$ 230,746
Gate Maintenance	15,200	17,404	5,895	23,299	25,000
Security Gatehouse Maintenance	6,000	5,290	4,812	10,102	14,000
Telephone/Internet - Gatehouse/Pool	6,818	5,267	2,498	7,766	8,040
Transponders	5,000	4,972	28	5,000	5,000
Field Management Fees	32,573	21,715	10,858	32,573	34,202
Electric	56,700	42,647	25,455	68,102	74,912
Water & Sewer	15,120	11,910	3,090	15,000	16,500
Gas	9,115	9,060	4,512	13,572	9,350
Trash Removal	643	421	210	631	663
Maintenance - Lakes	42,440	30,245	13,375	43,620	47,801
Maintenance - Landscape Contract	129,076	84,739	44,956	129,695	138,914
Maintenance - Additional Landscape	20,000	36,839	7,661	44,500	31,079
Maintenance - Pool	30,000	35,391	5,609	41,000	37,401
Maintenance - Irrigation	9,214	17,450	4,550	22,000	17,000
Maintenance - Lighting	6,000	7,073	8,859	15,932	18,000
Maintenance - Monuments	4,000	-	2,000	2,000	4,000
Maintenance - Fountain	1,180	680	205	885	1,180
Maintenance - Other Field (R&M General)	5,928	70,821	2,179	73,000	5,928
Maintenance - Recreation	1,500	-	2,500	2,500	2,500
Holiday Landscape Lighting	16,092	15,412	678	16,090	16,000
Operating Supplies	750	47	203	250	750
Sidewalk/Curb Cleaning	15,000	2,290	7,710	10,000	12,000
Miscellaneous	1,000	-	500	500	2,912
TOTAL FIELD EXPENDITURES	\$ 651,634	\$ 571,040	\$ 213,261	\$ 784,301	\$ 753,877
TOTAL EXPENDITURES	\$ 857,940	\$ 714,218	\$ 241,273	\$ 955,492	\$ 963,935
Other Sources/(Uses)					
Transfer Out:					
Capital Projects- Paving - Baytree	\$ (25,051)	\$ (25,051)	\$ -	\$ (25,051)	\$ (58,144)
Capital Projects - Paving - IOB Funds	(8,187)	(8,187)	-	(8,187)	(19,002)
Capital Projects - Reserves	(65,093)	(65,093)	-	(65,093)	(65,093)
Disaster/Emergency Reserve	-	-	-	-	-
Community Beautification Fund	(45,265)	(45,265)	-	(45,265)	(45,265)
First Quarter Operating	(51,577)	-	-	-	(50,000)
TOTAL OTHER SOURCES/(USES)	\$ (195,173)	\$ (143,596)	\$ -	\$ (143,596)	\$ (237,504)
EXCESS REVENUES (EXPENDITURES)	\$ -	\$ 187,443	\$ (187,444)	\$ -	\$ -

Baytree
Community Development District
Budget Narrative
Fiscal Year 2025

REVENUES

Maintenance Assessments

The District will levy a Non-Ad Valorem assessment on all sold and platted parcels within the District in order to pay for the operating expenditures during the Fiscal Year.

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.

Interest

The District earns interest on the monthly average collected balance for each of their operating accounts.

Expenditures - Administrative

Supervisors Fees

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting in which they attend.

FICA Taxes

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

Engineering

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

Attorney

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.

Annual Audit

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees from the previous year engagement plus anticipated increase.

Assessment Roll Administration

Expenditures with Governmental Management Services related to administration of the District's Assessment Roll.

Management Fees

The District has contracted with Governmental Management Services 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.

Property Appraiser

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

Information Technology

Represents costs with Governmental Management Services related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

Baytree
Community Development District
Budget Narrative
Fiscal Year 2025

Expenditures - Administrative (continued)

Website Maintenance

Represents the costs with Governmental Management Services associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

Communication - Telephone

Internet and Wi-Fi service for Office.

Postage and Delivery

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Insurance General Liability

The District's General Liability & Public Officials Liability Insurance policy is with a qualified entity that specializes in providing insurance coverage to governmental agencies. The amount is based upon similar Community Development Districts.

Tax Collector Fee

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

Printing and Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

Other Current Charges

This includes monthly bank charges and any other miscellaneous expenses that incur during the year.

Office Supplies

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

Property Taxes

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

Due, Licenses & Subscriptions

The District is required to pay an annual fee to Florida Department of Commerce for \$175.

Operation and Maintenance:

Security Contract

The District currently has a contract with DSI Security Services to provide security services.

DESCRIPTION	ANNUAL AMOUNT
REGULAR HOURS: COST OF \$25.56 PER HOUR FOR 359 DAYS	\$220,225
HOLIDAY HOURS: COST OF \$38.34 PER HOUR FOR 6 DAYS	\$5,521
CONTINGENCY	\$5,000
Total	\$230,746

Gate Maintenance

Represents expenditures for maintenance and repairs for the automated gate entrance systems. The District currently has a contract with Access Control Technologies.

Security Gatehouse Maintenance

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

Baytree
Community Development District
Budget Narrative
Fiscal Year 2025

Operation and Maintenance: (continued)

Telephone/Internet - 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

DESCRIPTION	MONTHLY	ANNUAL AMOUNT
201 BAYTREE DR FRONT GATE	\$288	\$3,455
630 BAYTREE DR BACK GATE	\$183	\$2,196
8207 NATIONAL DR POOL AREA	\$176	\$2,115
CONTINGENCY		\$274
	Total	\$8,040

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

DESCRIPTION	MONTHLY	ANNUAL AMOUNT
FIELD MANAGEMENT FEES (GMS)	\$2,850	\$34,202

Electric

Represents costs for electric for projects such as streetlights, signs, electric for well pumps, guardhouse, entrance features,

DESCRIPTION	LOCATION	MONTHLY	ANNUAL AMOUNT
00533-81406	8002 Bradwick Way # Wall	\$29	\$350
02781-39043	8207 National Dr # Pool Hse	\$27	\$324
04080-73153	609 Baytree Dr # Wall	\$32	\$389
04396-25492	8205 National Dr # Courts	\$70	\$838
09459-03086	8147 Old Tramway Dr # Entrance	\$43	\$516
11105-10375	7948 Daventry Dr # Wall	\$28	\$341
14771-79517	345 Baytree Dr # Pump	\$141	\$1,694
15604-14425	8005 Kingswood Way # Fountain	\$681	\$8,167
36008-52200	602 Baytree Dr # Sign	\$30	\$355
46619-40025	8253 Old Tramway Dr # Ent Sign	\$34	\$407
47131-19107	1409 SouthPointe Ct# Ent Sign	\$29	\$347
67950-66148	7951 Daventry Dr # Pump Street	\$156	\$1,878
72491-60156	7942 Kingswood Way #Lights	\$34	\$410
73679-10572	201 Baytree Dr # Grd Hse	\$181	\$2,172
83711-46575	8005 Kingswood Way # Street Lights	\$3,126	\$37,512
86596-45173	8005 Kingswood Way # Pump	\$305	\$3,655
88573-27285	687 Deerhurst Dr # Pump	\$108	\$1,296
91260-64568	8128 Old Tramway Dr # Sign	\$28	\$331
99142-26460	8005 Kingswood Way# Gate	\$30	\$359
	CONTINGENCY		\$13,572
			\$74,912

Baytree
Community Development District
Budget Narrative
Fiscal Year 2025

Operation and Maintenance: (continued)

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	LOCATION	ANNUAL AMOUNT
121573-112400	201 BAYTREE DR #GUARDHOUSE	\$16,500
167895-118058	8207 NATIONAL DR #POOL	
		\$16,500

Gas

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

DESCRIPTION	LOCATION	MONTHLY	ANNUAL AMOUNT
2932702542	8205 NATIONAL DR POOL HEATER	\$554	\$6,648
	CONTINGENCY		\$2,702
			\$9,350

Trash Removal

Represents cost of trash removal services. Services are provided by Waste Management.

DESCRIPTION	MONTHLY	ANNUAL AMOUNT
96 GALLON TRASH TOTES	\$55	\$663

Maintenance - Lakes

The District currently has a contract with ECOR to maintain its 66.46 acres of lakes. Additional funds are allocated for the

DESCRIPTION	MONTHLY	ANNUAL AMOUNT
LAKE MAINTENANCE	\$3,292	\$39,501
NATURAL AREAS MANAGEMENT: CONTRACT COST OF 880 BI-MONTHLY		\$5,922
PEST CONTROL		\$378
CONTINGENCY		\$2,000
	Total	\$47,801

Maintenance - Landscape Contract

The District currently has a contract with US Lawns to maintain its 352,000 Square Feet of Landscaping.

DESCRIPTION	MONTHLY	ANNUAL AMOUNT
LANDSCAPE MAINTENANCE	\$11,576	\$138,914
		\$138,914

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
Budget Narrative
Fiscal Year 2025

Operation and Maintenance: (continued)

Maintenance - Pool

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

DESCRIPTION	VENDOR	MONTHLY	ANNUAL AMOUNT
POOL MAINTENANCE	BEACH POOLS		
SETEMBER THRU MAY - 3 DAYS/WEEK		\$945	\$8,505
JUNE THRU AUGUST - 5 DAYS/WEEK		\$1,155	\$3,465
CONTINGENCY - POOL REPAIRS			\$10,000
JANITORIAL SERVICES	COVERALL OF ORLANDO	\$661	\$5,431
SUPPLIES & SPECIAL CLEANING			\$10,000
		Total	\$37,401

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 - Fountain

The cost of providing preventative maintenance to the District fountains. The cost of service is \$175 per quarter and \$40 per month.

Maintenance - Other Field

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

Maintenance - Recreation

Estimated cost for routine maintenance for the District's recreational areas, such as paint, mulch, or repairs to playground area and 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 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.

Other Financing Uses

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 - Paving - IOB Funds

Represents estimated expenditures from IOB shared costs.

Transfer Out - Capital Projects - Reserves

Renewal and replacement costs such as replacement cost of the sidewalks, drainage repair, playground equipment, etc. See

Transfer Out - Community Beautification Fund

Represents the assessments dedicated to the Community Beautification Fund.

Transfer Out - Rebalance First Quarter Operating

Reproresents 1st quarter operating reserve

Baytree
Community Development District
Proposed Budget FY 2025
Capital Projects Reserve

Description	Adopted Budget FY2024	Actuals Thru 05/31/24	Projected Next 4 Months	Projected Thru 09/30/24	Approved Proposed Budget FY 2025
<u>REVENUES:</u>					
Interest Income	\$ -	\$ 4	\$ -	\$ 4	\$ -
Carry Forward Surplus	7,762	26,763	-	26,763	25,164
TOTAL REVENUES	\$ 7,762	\$ 26,767	\$ -	\$ 26,767	\$ 25,164
<u>Expenditures:</u>					
Lake Bank Restoration/Evaluation	\$ 35,000	\$ 34,000	\$ 1,000	\$ 35,000	\$ 30,000
Sidewalk/Gutter Repair	14,500	-	14,500	14,500	14,500
Drainage Maintenance	10,000	-	10,000	10,000	10,000
Curb -Tree Trimming/Replacements	6,500	-	6,500	6,500	6,500
Tennis Court Lights	-	-	-	-	2,000
Disaster/Emergency Reserve	-	-	-	-	-
Bank Fees	600	312	384	696	600
TOTAL EXPENDITURES	\$ 66,600	\$ 34,312	\$ 32,384	\$ 66,696	\$ 63,600
<u>Other Financing (Uses)/Sources</u>					
Transfer In	\$ 65,093	\$ 65,093	\$ -	\$ 65,093	\$ 65,093
TOTAL OTHER SOURCES/(USES)	\$ 65,093	\$ 65,093	\$ -	\$ 65,093	\$ 65,093
EXCESS REVENUES (EXPENDITURES)	\$ 6,255	\$ 57,548	\$ (32,384)	\$ 25,164	\$ 26,657

Baytree
Community Development District
Capital Improvement Program

Project Description	FY 2024	FY 2025	FY 2026
Lake Bank Restoration	\$ 35,000	\$ 30,000	\$ 30,000
Sidewalk /Gutter Repair	14,500	14,500	14,500
Flexible Paving Replacement	-	-	-
Drainage Maintenance	10,000	10,000	10,000
Balmoral Drainage Improvements	-	-	-
Curbing Improvements	-	-	-
Monuments - Repair	-	-	-
Curb - Tree Trimming/Replacements	6,500	6,500	6,500
Recreation Center Repaving	-	-	-
Tennis Court Lights	-	2,000	-
Pool Furniture	-	-	4,000
Disaster/Emergency Reserve	-	-	-
Total	\$ 66,000	\$ 63,000	\$ 65,000

Baytree
Community Development District
Proposed Budget FY 2025
Pavement Management

Description	Adopted Budget FY2024	Actuals Thru 05/31/24	Projected Next 4 Months	Projected Thru 09/30/24	Approved Proposed Budget FY 2025
<u>REVENUES:</u>					
Interest Income	\$ -	\$ 23	\$ 44	\$ 67	\$ 2,000
Carry Forward Surplus	323,019	323,026	-	323,026	355,731
TOTAL REVENUES	\$ 323,019	\$ 323,049	\$ 44	\$ 323,093	\$357,731
<u>EXPENDITURES:</u>					
Bank Fees	\$ 600	\$ 312	\$ 288	\$ 600	\$ 600
Sidewalk Repairs	-	-	-	-	-
Roadway Paving	-	-	-	-	-
TOTAL EXPENDITURES	\$ 600	\$ 312	\$ 288	\$ 600	\$600
<u>Other Sources/(Uses)</u>					
Transfer In - Baytree	\$ 25,051	\$ 25,051	\$ -	\$ 25,051	\$ 58,144
Transfer In - IOB	8,187	8,187	-	8,187	19,002
TOTAL OTHER SOURCES/(USES)	\$ 33,238	\$ 33,238	\$ -	\$ 33,238	\$ 77,146
EXCESS REVENUES (EXPENDITURES)	\$ 355,657	\$ 355,975	\$ (244)	\$ 355,731	\$ 434,277

CARRY FORWARD SPLIT

BAYTREE
IOB

FY 2024	FY 2025
\$232,934	\$292,478
\$122,724	\$141,726
\$355,658	\$434,204

Baytree
Community Development District
Proposed Budget FY 2025
Community Beautification

Description	Adopted Budget FY2024	Actuals Thru 05/31/24	Projected Next 4 Months	Projected Thru 09/30/24	Approved Proposed Budget FY 2025
REVENUES:					
Carry Forward Surplus	\$ 59,410	\$ 64,675	\$ -	\$ 64,675	\$ 85,455
TOTAL REVENUES	\$ 59,410	\$ 64,675	\$ -	\$ 64,675	\$ 85,455
EXPENDITURES:					
Bank Fees	\$ 400	\$ 150	\$ 250	\$ 400	\$ 400
Beautification Projects	-	24,085	-	24,085	-
TOTAL EXPENDITURES	\$ 400	\$ 24,235	\$ 250	\$ 24,485	\$ 400
Other Sources/(Uses)					
Transfer In - Baytree	\$ 45,265	\$ 45,265	\$ -	\$ 45,265	\$ 45,265
TOTAL OTHER SOURCES/(USES)	\$ 45,265	\$ 45,265	\$ -	\$ 45,265	\$ 45,265
EXCESS REVENUES (EXPENDITURES)	\$ 104,275	\$ 85,705	\$ (250)	\$ 85,455	\$ 130,320

Baytree
Community Development District
Non-Ad Valorem Assessments Comparison
2024-2025

Neighborhood	O&M Units	Bonds Units 2020	Annual Maintenance Assessments		
			FY 2025	FY2024	Increase/ (decrease)
Phase 1	304	0	\$2,500.00	\$2,200.00	\$300.00
Phase 2	157		\$2,500.00	\$2,200.00	\$300.00
Total	461	0			

Baytree
Community Development District
IOB Roadway Maintenance Cost Share Schedule

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Security	\$230,746
Maintenance - Gate/Gatehouse	\$39,000
Telephone - Gatehouse	\$8,040
Utilities ¹	\$6,293
Maintenance - Lighting	\$1,803
Capital Reserve - Paving Management ²	\$19,001
Total	\$304,883

Less: Golf Course Contribution (2.25%) (\$6,860)

Total to be assessed To Baytree CDD & Isles of Baytree HOA \$298,023

Total Number of Lots	
Baytree Phase I	304
Baytree Phase II	157
Isles of Baytree	104
	565

Total Per Lot Assessment \$527

Total Expenses divided by Total Units

Adopted Amount for Isles of Baytree HOA for FY25 \$54,857

Notes

Total Utilities	
201 Baytree Drive Guardhouse	\$3,710
201 Baytree Drive Guardhouse - Water	\$780
8005 Kingswood Way - Street Lights	\$1,803
	\$6,293

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 FY24 Paving Management	\$77,146
IOB Shared Cost	\$19,001