Baytree Community Development District

Workshop Meeting Agenda

March 13, 2025

Agenda

Baytree Community Development District

Workshop Meeting Agenda

Thursday March 13, 2025 1:00 p.m. Baytree National Golf Links 8207 National Drive Melbourne, Florida

- 1. Roll Call
- 2. Public Comment Period
- 3. Discussion of Draft Fiscal Year 2026 Budget
- 4. Supervisor's Requests
- 5. Adjournment

SECTION 3

Baytree Community Development District

Proposed Budget FY 2026





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Baytree Community Development District Proposed Budget FY 2026 General Fund

Description	Adopted Budget FY2025	Actuals Thru 01/31/25	Projected Next 8 Months	Projected Thru 09/30/25	Proposed Budget FY 2026
<u>REVENUES:</u>					
Maintenance Assessments	\$ 1,132,331	\$ 1,049,184	\$ 83,147	\$ 1,132,331	\$ 1,132,331
IOB Cost Share Agreement	55,046	13,762	41,285	55,046	58,735
Miscellaneous Income	9,250	3,656	5,594	9,250	9,250
Interest	4,811	3,060	1,750	4,811	4,811
TOTAL REVENUES	\$ 1,201,438	\$ 1,069,662	\$ 131,776	\$ 1,201,438	\$ 1,205,127
EXPENDITURES:					
Administrative					
Supervisor Fees	\$ 12,000	\$ 3,000	\$ 9,000	\$ 12,000	\$ 12,000
FICA Expense	918	230	689	918	918
Engineering	37,853	2,000	35,853	37,853	30,000
Attorney Fees	24,000	6,270	17,730	24,000	24,000
Annual Audit	3,350	-	3,350	3,350	3,500
Assessment Administration	8,269	8,269	-	8,269	8,269
Management Fees	48,813	16,271	32,542	48,813	51,742
Property Appraiser	250	281	-	281	350
Information Technology	1,985	662	1,323	1,985	2,104
Website Maintenance	1,322	441	881	1,322	1,401
Telephone	250	-	250	250	250
Postage	3,000	200	2,800	3,000	3,000
Insurance General Liability	36,127	33,532	2,595	36,127	36,127
Tax Collector Fee	22,647	20,952	1,695	22,647	22,647
Printing & Binding	1,500	152	1,348	1,500	1,500
Legal Advertising	5,000	410	4,090	4,500	3,000
Other Current Charges	2,000	529	1,471	2,000	2,000
Office Supplies	250	193	57	250	250
Property Taxes	350	440	-	440	450
Dues, Licenses & Subscriptions	175	175	-	175	175
TOTAL ADMINISTRATIVE	\$ 210,057	\$ 94,006	\$ 115,672	\$ 209,678	\$ 203,682

Baytree Community Development District Proposed Budget FY 2026 General Fund

		Adopted Budget		tuals Thru	l	Projected Next	Pro	jected Thru		Proposed Budget
Description		FY2025	0	1/31/25		8 Months	()9/30/25		FY 2026
Operations & Maintenance										
Field Expenditures	÷	004 454		-	.		.	004 454	.	
Security Contract	\$	231,474	\$	76,411	\$	155,063	\$	- /	\$	235,374
Gate Maintenance		25,320		12,123		13,197		25,320		25,320
Security Gatehouse Maintenance		14,000		144		13,856		14,000		14,000
Telephone/Internet - Gatehouse/Pool		8,040		2,815		5,225		8,040		8,446
Transponders		5,000		650		4,350		5,000		5,000
Field Management Fees		34,202		11,401		22,801		34,202		34,202
Electric		74,912		18,642		56,270		74,912		74,900
Water & Sewer		16,500		6,560		9,940		16,500		16,500
Gas Track Dense al		9,350		5,774		3,576		9,350		9,350
Trash Removal		663		217		446		663		663
Maintenance - Lakes		47,220		13,845		33,375		47,220		47,220
Maintenance - Landscape Contract		138,914		44,956		93,958		138,914		141,612
Maintenance - Additional Landscape		31,079		9,755		15,245		25,000		25,000
Maintenance - Pool		37,401		6,514		23,486		30,000		36,700
Maintenance - Irrigation		17,000		10,378		6,622		17,000		17,000
Maintenance - Lighting		18,000		13,801		4,199		18,000		18,000
Maintenance - Monuments		4,000		-		2,000		2,000		3,000
Maintenance - Fountain		1,180		345		835		1,180		1,180
Maintenance - Other Field (R&M General)		5,928		12,252		7,748		20,000		20,000
Maintenance - Recreation		2,500		970		1,030		2,000		2,500
Holiday Landscape Lighting		16,000		14,392		-		14,392		16,000
Operating Supplies		750		153		597		750		750
Sidewalk/Curb Cleaning		12,000		3,225		8,775		12,000		11,225
Miscellaneous		2,444		-		6,339		6,339		-
TOTAL FIELD EXPENDITURES	\$	753,877	\$	265,323	\$	488,932	\$	754,255	\$	763,940
TOTAL EVDENDITIDES	\$	062 024	\$	250 220	\$	604 605	\$	062 024	\$	067 622
TOTAL EXPENDITURES	Þ	963,934	φ	359,329	¢	604,605	Э	963,934	¢	967,623
Other Sources/(Uses)										
<u>Transfer Out:</u>										
Capital Projects- Paving - Baytree	\$	(58,144)	\$	-	\$	(58,144)	\$	(58,144)	\$	(58,144)
Capital Projects - Paving - IOB Funds		(19,002)		-		(19,002)		(19,002)		(19,002)
Capital Projects - Reserves		(65,093)		-		(65,093)		(65,093)		(65,093)
Community Beautification Fund		(45,265)		-		(45,265)		(45,265)		(45,265)
First Quarter Operating		(50,000)		-		(50,000)		(50,000)		(50,000)
TOTAL OTHER SOURCES/(USES)	\$	(237,504)	\$	-	\$	(237,504)	\$	(237,504)	\$	(237,504)
									_	
EXCESS REVENUES (EXPENDITURES)	\$	-	\$	710,333	\$	(710,333)	\$	-	\$	-

Community Development District

Budget Narrative

Proposed Budget FY 2026

REVENUES

Maintenance Assessements

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 adminitration 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.

Community Development District

Budget Narrative

Proposed Budget FY 2026

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.

Security Contract

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

DESCRIPTION	ANNUAL AMOUNT
REGULAR HOURS: COST OF \$26.65 PER HOUR FOR 359 DAYS	\$229,616
OT/HOLIDAY HOURS: COST OF \$39.98 PER HOUR FOR 6 DAYS	\$5,757
CONTINGENCY	\$0
Total	\$235,374

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.

Community Development District

Budget Narrative

Proposed Budget FY 2026

Operation and Maintenance: (continued)	
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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	\$310	\$3,719
630 BAYTREE DR BACK GATE	\$189	\$2,267
8207 NATIONAL DR POOL AREA	\$205	\$2,460
CONTINGENCY		\$0
	Total	\$8,446

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	\$304	\$3,650
88573-27285	687 Deerhurst Dr # Pump	\$108	\$1,296
91260-64568	8128 Old Tramway Dr # Sign	\$27	\$324
99142-26460	8005 Kingswood Way# Gate	\$30	\$359
	CONTINGENCY		\$13,572
			\$74,900

Community Development District

Budget Narrative

Proposed Budget FY 2026

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		\$0
			\$16,500
Gas Represents cost of gas rec	uired for heating the community pool. F	lorida City Gas pr	ovides this utility service.
DESCRIPTION	LOCATION	MONTHLY	ANNUAL AMOUNT
2932702542	8205 NATIONAL DR POOL HEATER	\$554	\$6,648
	CONTINGENCY		\$2,702

Trash Removal

Represents cost of trash removal services. Services are provided by Waste Management.			
DESCRIPTION	MONTHLY	ANNUAL AMOUNT	
96 GALLON TRASH TOTER	\$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

\$9,350

DESCRIPTION	MONTHLY	ANNUAL AMOUNT
LAKE MAINTENANCE	\$3,292	\$39,501
NATURAL AREAS MANAGEMENT: CONTRACT COST OF 880 BI	-MONTYHLY	\$5,922
PEST CONTROL		\$0
CONTINGENCY		\$1,797
	Total	\$47,220

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				

Maintenance - Additional Landscape

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

Community Development District

Budget Narrative

Proposed Budget FY 2026

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 D	AYS/WEEK	\$945	\$8,505				
JUNE THRU AUGUST - 5 DA	YS/WEEK	\$1,155	\$3,465				
CONTINGENCY - POOL REPA	AIRS		\$10,000				
JANITORIAL SERVICES	COVERALL OF ORLANDO	\$661	\$5,431				
SUPPLIES & SPECIAL CLEAN	IING		\$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

Reprosents 1st quarter operating reserve

Community Development District Proposed Budget FY 2026 Capital Projects Reserve

Description	Adopted Budget FY2025	cuals Thru 1/31/25	rojected Next Months	rojected Thru 9/30/25]	roposed Budget FY 2026
<u>REVENUES:</u>						
Interest Income	\$ -	\$ 644	\$ 1,287	\$ 1,931	\$	1,500
Carry Forward Surplus	25,164	57,700	-	57,700		61,124
TOTAL REVENUES	\$ 25,164	\$ 58,344	\$ 1,287	\$ 59,631	\$	62,624
Expenditures:						
Lake Bank Restoration/Evaluation	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	\$	30,000
Sidewalk/Gutter Repair	14,500	-	14,500	14,500		14,500
Drainage Maintenance	10,000	-	10,000	10,000		10,000
Tennis Court Lights	2,000	-	2,000	2,000		-
Pool Furniture	-	-	-	-		4,000
Disaster/Emergency Reserve	6,500	-	6,500	6,500		6,500
Bank Fees	600	-	600	600		600
TOTAL EXPENDITURES	\$ 63,600	\$ -	\$ 63,600	\$ 63,600	\$	65,600
Other Financing (Uses)/Sources						
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)	\$ 26,657	\$ 58,344	\$ 2,781	\$ 61,124	\$	62,118

Baytree Community Development District Capital Improvement Program

Project Description	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	
Lake Bank Restoration	\$ 30,000	\$ 30,000	\$ 20,000	\$ 30,000	\$ 30,000	\$ 10,000	
Sidewalk /Gutter Repair	14,500	14,500	10,000	10,000	8,000	5,000	
Drainage Maintenance	10,000	10,000	10,000	10,000	8,000	5,000	
Tennis Court Lights	2,000	-	-	2,000	-	-	
Tennis Court Resurface	-	-	18,000	-	-	-	
Paint Guardhouses				5,000	-	-	
Pool Resurface	-	-	-	-	-	40,000	
Pool Resurface Carry-Forward	-	-	-	-	10,000	-	
Pool Furniture	-	4,000	-	-	-	-	
Disaster/Emergency Reserve	6,500	6,500	6,500	6,500	6,500	6,500	
Bank Fees	600	600	600	600	600	600	
Total	\$ 63,600	\$ 65,600	\$ 65,100	\$ 64,100	\$ 63,100	\$ 67,100	

Baytree Community Development District Proposed Budget FY 2026 Pavement Management

Description		Adopted Budget FY2025		tuals Thru)1/31/25	rojected Next Months	Projected Thru 09/30/25	Proposed Budget FY 2026
<u>REVENUES:</u>							
Interest Income	\$	2,000	\$	3,848	\$ 7,697	\$ 11,545	\$ 2,000
Carry Forward Surplus		355,731		289,738	-	289,738	377,829
TOTAL REVENUES	\$	357,731	\$	293,586	\$ 7,697	\$ 301,283	\$379,829
EXPENDITURES:							
Bank Fees	\$	600	\$	-	\$ 600	\$ 600	\$ 600
Sidewalk Repairs		-		-	-	-	-
Roadway Paving		-		-	-	-	-
TOTAL EXPENDITURES	\$	600	\$	-	\$ 600	\$ 600	\$600
Other Sources/(Uses)							
Transfer In - Baytree	\$	58,144	\$	-	\$ 58,144	\$ 58,144	\$ 58,144
Transfer In - IOB		19,002		-	19,002	19,002	19,002
TOTAL OTHER SOURCES/(USES)	\$	77,146	\$	-	\$ 77,146	\$ 77,146	\$ 77,146
EXCESS REVENUES (EXPENDITURES)	\$	434,277	\$	293,586	\$ 84,243	\$ 377,829	\$ 456,375
	CARRY FORWARD SPLIT				FY 2025	FY 2026	

BAYTREE

IOB

\$236,103

\$141,726

\$377,829

\$295,647

\$160,728

\$456,375

Baytree Community Development District Proposed Budget FY 2026 Community Beautification

Description	Adopted Budget FY2025	tuals Thru 1/31/25	rojected Next Months	rojected Thru 9/30/25	Proposed Budget FY 2026
<u>REVENUES:</u>					
Interest	\$ -	\$ 514	\$ 1,028	\$ 1,542	\$ 1,000
Carry Forward Surplus	31,455	44,152	-	44,152	60,559
TOTAL REVENUES	\$ 31,455	\$ 44,666	\$ 1,028	\$ 45,694	\$ 61,559
EXPENDITURES:					
Bank Fees	\$ 400	\$ -	\$ 400	\$ 400	\$ 400
Beautification Projects	-	30,000	-	30,000	-
TOTAL EXPENDITURES	\$ 400	\$ 30,000	\$ 400	\$ 30,400	\$ 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)	\$ 76,320	\$ 59,931	\$ 628	\$ 60,559	\$ 106,424

Community Development District Non-Ad Valorem Assessments Comparison 2025-2026

Neighborhood	O&M Units	Bonds Units 2020	Annual Maintenance Assessments				
			FY 2026	FY2025	Increase/ (decrease)		
Phase 1 Phase 2	304 157	0	\$2,500.00 \$2,500.00	\$2,500.00 \$2,500.00	\$0.00 \$0.00		
Total	461	0					

Community Development District IOB Roadway Maintenance Cost Share Schedule

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	Proposed Budget FY 2026
Security	\$235,374
Maintenance - Gate/Gatehouse	\$39,320
Telephone - Gatehouse	\$8,446
Utilities ¹	\$6,293
Maintenance - Lighting	18,000
Capital Reserve - Paving Management ²	\$19,001
Total	326,434
Less: Golf Course Contribution (2.25%)	(\$7,345)
Total to be assessed To Baytree CDD & Isles of Baytree HOA	\$319,090
Total Number of Lots	
Baytree Phase I	304
Baytree Phase II Isles of Baytree	157 104
isies of Daytree	565
Total Per Lot Assessment	\$565
Total Expenses divided by Total Units	
Adopted Amount for Isles of Baytree HOA for FY25	\$58,735
Notes	
Total Utilities	¢0.710
201 Baytree Drive Guardhouse 201 Baytree Drive Guardhouse - Water	\$3,710 \$780
8005 Kingswood Way - Street Lights	\$1,803
	\$6,293
Capital Reserve Calculation is based on the following areas: Baytree Boulevard National Drive Kindswood Drive	
Total Area of Pavement	89,711
IOB Shared Roadway Area	22,093
Fraction of Shared Roadways	24.63%
Total Projected FY25 Paving Management	\$77,146
IOB Shared Cost	\$19,001