

***HIGHLAND TRAILS
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Meeting Package

Regular Meeting

Date/Time:

Tuesday, November 1, 2022

6:00 P.M.

Location:

Hilton Garden Inn

26640 Silver Maple Parkway

Wesley Chapel, Florida 33544

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

Highland Trails Community Development District

c/o BREEZE

1540 International Parkway, Suite 2000

Lake Mary, FL 32745

813-564-7847

Board of Supervisors

Highland Trails Community Development District

Dear Supervisors:

A Continued Meeting of the Board of Supervisors of the Highland Trails Community Development District is scheduled for **Tuesday, November 1, 2022 at 6:00 P.M.** at the **Hilton Garden Inn, 26640 Silver Maple Parkway, Wesley Chapel, Florida 33544.**

The advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

The agenda items are for immediate business purposes and for the health and safety of the community. Staff will present any reports at the meeting. If you have any questions, please contact me. I look forward to seeing you there.

Sincerely,

Patricia Thibault

Patricia Thibault

District Manager

813-564-7847

CC: Attorney
Engineer
District Records

District: **HIGHLAND TRAILS COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Tuesday, November 1, 2022

Time: 6:00 PM

Location: Hilton Garden Inn
26640 Silver Maple Parkway
Wesley Chapel, FL 33544

Dial-in Number: +1 312 626 6799

Meeting ID: 765 408 9133

Passcode: 12345

Agenda

Note: For the full agenda packet, please contact patricia@breezehome.com

- I. Roll Call**
- II. Audience Comments** – *(limited to 3 minutes per individual for agenda items)*
- III. Business Items**
 - A. Consideration for Adoption of Resolution 2023-01 Canvassing & Certifying the Landowner’s Election Results **Exhibit 1**
- IV. Consent Agenda**
 - A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held August 8, 2022 **Exhibit 2**
 - B. Acceptance of the July Unaudited Financial **Exhibit 3**
- V. Staff Reports**
 - A. District Manager
 - B. District Attorney
 - C. District Engineer
- VI. Supervisors Requests**
- VII. Audience Comments – New Business** – *(limited to 3 minutes per individual for non-agenda items)*
- VIII. Adjournment**

EXHIBIT 1

RESOLUTION 2023-___

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF
HIGHLAND TRAILS COMMUNITY DEVELOPMENT DISTRICT
CANVASSING AND CERTIFYING THE RESULTS OF THE
LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT
TO SECTION 190.006(2), FLORIDA STATUTES, ADDRESSING
SEAT NUMBER DESIGNATIONS ON THE BOARD OF
SUPERVISORS, AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, Highland Trails Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, pursuant to Section 190.006(2), Florida Statutes, a landowners meeting is required to be held every two years following the creation of the District for the purpose of electing supervisors of the District; and

WHEREAS, following proper publication and notice thereof, on November 1, 2022, the owners of land within the District held a meeting for the purpose of electing supervisors to the District’s Board of Supervisors (“Board”); and

WHEREAS, at the November 1, 2022 meeting, the below recited persons were duly elected by virtue of the votes cast in their respective favor; and

WHEREAS, the Board, by means of this Resolution, desires to canvas the votes, declare and certify the results of the landowner’s election, and announce the Board Members, seat number designations on the Board.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF
SUPERVISORS OF HIGHLAND TRAILS COMMUNITY
DEVELOPMENT DISTRICT:**

SECTION 1. The recitals as stated above are true and correct and by this reference are incorporated into and form a material part of this Resolution.

SECTION 2. The following persons are found, certified, and declared to have been duly elected as Supervisors of and for the District, having been elected by the votes cast in their favor as shown below:

_____	_____	Votes	(4 year term)	Seat #3
_____	_____	Votes	(4 year term)	Seat #4
_____	_____	Votes	(2 year term)	Seat #5

SECTION 3. Said terms of office commence on November 15, 2022.

SECTION 4. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect. To the extent the provisions of this Resolution conflict with the provisions of any other resolution of the District, the provisions of this Resolution shall prevail.

PASSED AND ADOPTED this 1st day of November, 2022.

ATTEST:

**HIGHLAND TRAILS COMMUNITY
DEVELOPMENT DISTRICT**

Name: _____
Secretary / Assistant Secretary

Name: _____
Chair / Vice Chair of the Board of Supervisors

EXHIBIT 2

1 **MINUTES OF MEETING**

2 **HIGHLAND TRAILS**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Advanced Meeting of the Board of Supervisors of the Highland Trails Community
5 Development District was held on Monday, August 8, 2022 at 6:00 p.m. at Hilton Garden Inn, 26640 Silver
6 Maple Parkway, Wesley Chapel, Florida 33544

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Ms. Thibault called the meeting to order and conducted roll call.

9 Present and constituting a quorum were:

10	Mike Lawson	Board Supervisor, Chairman
11	Doug Draper	Board Supervisor, Vice Chairman
12	Lori Price	Board Supervisor, Assistant Secretary
13	Christie Ray	Board Supervisor, Assistant Secretary

14 *The following is a summary of the discussions and actions taken at the August 8, 2022 Highland Trails*
15 *CDD Board of Supervisors Advanced Meeting.*

16 **SECOND ORDER OF BUSINESS – Audience Comments– (limited to 3 minutes per individual on**
17 **agenda items)**

18 - There being none, the next item followed.

19 **THIRD ORDER OF BUSINESS – Business Items**

20 **A. FY 2022-2023 Budget Public Hearing**

21 ➤ Open Public Hearing

22 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board Opened
23 **the Public Hearing** for the Highland Trails Community Development District.

- 24 ➤ Exhibit 1: Presentation of the FY 2022-2023 Budget
 - 25 • Affidavit of Publication – 1st Publication July 22, 2022
 - 26 • Affidavit of Publication – 2nd Publication July 29, 2022
- 27 ➤ Public Comments
- 28 - There being none, the next item followed.
- 29 ➤ Close Public Hearing

30 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board Closed **the**
31 **Public Hearing** for the Highland Trails Community Development District.

32 **B. Exhibit 2: Consideration and Adoption of Resolution 2022-08, Adopting Final Budget for FY**
33 **2022-2023**

- 34 ➤ Exhibit A – FY 2022-2023 Budget
- 35 ➤ Exhibit B - FY 2022-2023 Budget Funding Agreement

36 On a MOTION by Mr. Lawson, SECONDED by Ms. Ray, WITH ALL IN FAVOR, the Board Adopted
37 **Resolution 2022-08, Adopting Final Budget for FY 2022-2023** for the Highland Trails Community
38 Development District.

39 C. Exhibit 3: Consideration and Adoption of **Resolution 2022-09, Setting Landowner’s Election**
40 **Meeting**

41 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board Adopted
42 **Resolution 2022-09, Setting Landowner’s Election Meeting** for the Highland Trails Community
43 Development District.

44 D. Exhibit 4: Consideration and Adoption of **Resolution 2022-10, Adopting FY 2022-2023 Meeting**
45 **Schedule**

46 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board Adopted
47 **Resolution 2022-10, Adopting FY 2022-2023 Meeting Schedule** for the Highland Trails
48 Community Development District.

49 E. Exhibit 5: Consideration for Arbitrage Rebate Counselors, LLC Proposals
50 ➤ Exhibit A - Presentation of Arbitrage Rebate Counselors Brochure
51 ➤ Presentation of Annual Arbitrage Calculations Contract

52 On a MOTION by Mr. Lawson, SECONDED by Ms. Ray, WITH ALL IN FAVOR, the Board Approved
53 **Consideration for Arbitrage Rebate Counselors, LLC Proposals** for the Highland Trails
54 Community Development District.

55 **FOURTH ORDER OF BUSINESS – Consent Agenda**

56 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board Approved
57 **the Consent agenda** for the Highland Trails Community Development District.

- 58 A. Exhibit 6: Acceptance of the June Unaudited Financial Statement
59 B. Exhibit 7: Consideration and Approval of April 19, 2022, Regular Meeting Minutes
60 C. Exhibit 8: Consideration and Approval of May 3, 2022, Regular Meeting Minutes
61 D. Exhibit 9: Consideration and Approval of June 7, 2022, Regular Meeting Minutes
62 E. Exhibit 10: Ratification of Contracts

63 **FIFTH ORDER OF BUSINESS – Staff Reports**

- 64 A. District Manager – There being none, the next item followed.
65 B. District Attorney – There being none, the next item followed.
66 C. District Engineer – There being none, the next item followed.

67 **SIXTH ORDER OF BUSINESS – Supervisors Requests**

- 68 - There being none, the next item followed.

69 **SEVENTH ORDER OF BUSINESS – Audience Comments - New Business–** *(limited to 3 minutes*
70 *per individual for non-agenda items)*

- 71 - There being none, the next item followed.

72 **EIGHTH ORDER OF BUSINESS – Adjournment**

73 Ms. Thibault asked for final questions, comments, or corrections before requesting a motion to
74 adjourn the meeting. There being none, Mr. Lawson made a motion to adjourn the meeting.

75 On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adjourned
76 the meeting for the Highland Trails Community Development District.

77 **Each person who decides to appeal any decision made by the Board with respect to any matter considered*
78 *at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made,*
79 *including the testimony and evidence upon which such appeal is to be based.*

80 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
81 **meeting held on _____.**

82

Signature

Signature

83

Printed Name

Printed Name

84 **Title:** **Secretary** **Assistant Secretary**

Title: **Chairman** **Vice Chairman**

EXHIBIT 3

Highland Trails CDD
Financial Report Summary - General Fund & Construction Fund
7/31/2022

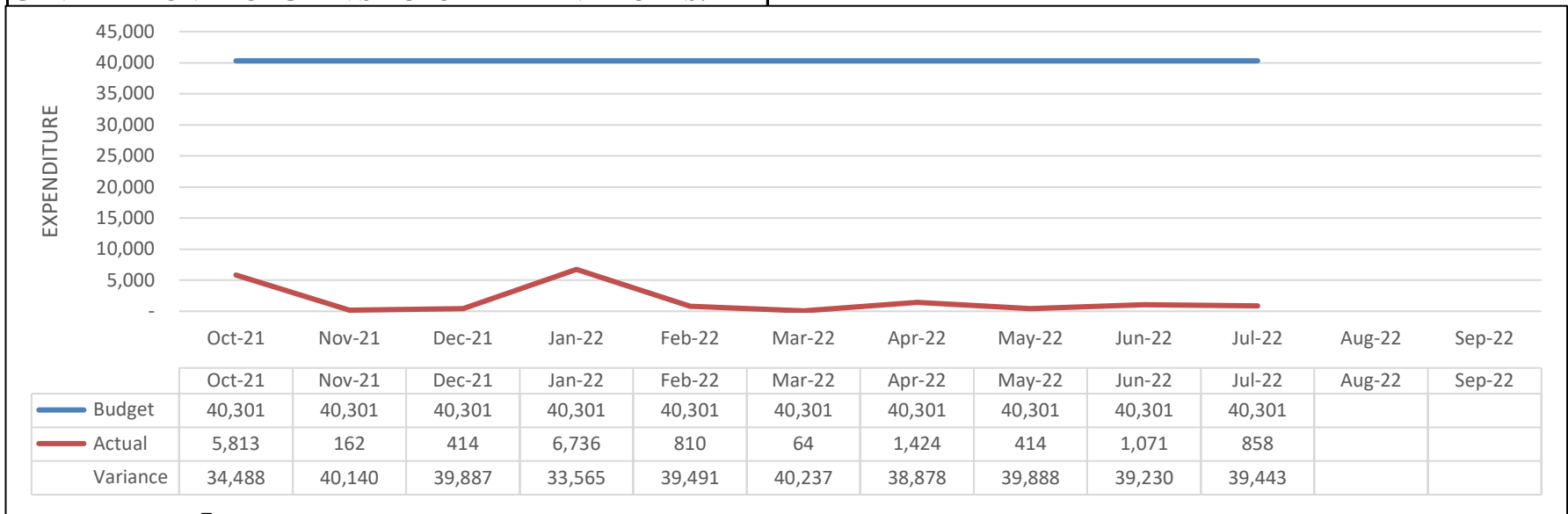
For The Period Ending :	GENERAL FUND 7/31/2022		
CASH BALANCE	\$ 379	\$ -	
PLUS: ACCOUNTS RECEIVABLE - OFF ROLL	10,404	-	
PLUS: ACCOUNTS RECEIVABLE - ON ROLL	-	-	
PLUS: ACCOUNTS RECEIVABLE - OTHER	-	-	
LESS: ACCOUNTS PAYABLE	(23,696)	-	
LESS: DUE TO DEBT SERVICE	-	-	
NET CASH BALANCE	\$ (12,913)	\$ -	

GENERAL FUND REVENUE AND EXPENDITURES:	7/31/2022 ACTUAL YEAR-TO-DATE	7/31/2022 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE (YTD) COLLECTED	\$ 16,565	\$ 483,616	\$ (467,051)
EXPENDITURES (YTD)	(34,266)	(405,815)	371,550
NET OPERATING CHANGE	\$ (17,700)	\$ 77,801	\$ (95,501)

AVERAGE MONTHLY EXPENDITURES	\$ 3,427	\$ 40,582	\$ 37,155
PROJECTED EOY BASED ON AVERAGE	\$ 41,119	\$ 892,794	\$ 74,310

GENERAL FUND SIGNIFICANT FINANCIAL ACTIVITY:	7/31/2022 ACTUAL YEAR-TO-DATE	7/31/2022 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE:			
ASSESSMENTS-ON-ROLL (NET)	\$ -	\$ -	\$ -
ASSESSMENTS-OFF-ROLL (NET)	16,565	483,616	(467,051)
MISCELLANEOUS REVENUE	-	-	-
TOTAL REVENUE:	\$ 16,565	\$ 483,616	(467,051)
EXPENDITURES:			
ADMINISTRATIVE EXPENDITURES	34,266	86,712	52,446
DEBT ADMINISTRATION	-	11,137	11,137
PHYSICAL ENVIRONMENT - LANDSCAPE	-	37,500	37,500
PHYSICAL ENVIRONMENT - POND MAINTENANCE	-	1,890	1,890
PHYSICAL ENVIRONMENT - OTHER	-	247,561	247,561
AMENITY CENTER EXPENDITURES	-	21,015	21,015
UNBUDGETED EXPENDITURES	-	-	-
TOTAL EXPENDITURES	\$ 34,266	\$ 405,815	\$ 371,550

GENERAL FUND BUDGET VS ACTUAL EXPENDITURES:



(a) Revenue collections from County tax collector and/or budget funding agreement only as needed based on actuals. Draws upon budget funding agreement can only be based on actual expenditures.

Highland Trails CDD
Balance Sheet
July 31, 2022

	<u>General Fund</u>	<u>TOTAL</u>
1 <u>ASSETS:</u>		
2 CASH	\$ 379	\$ 379
3 ACCOUNTS RECEIVABLE	10,404	10,404
4 TOTAL ASSETS:	<u>10,783</u>	<u>10,783</u>
5 <u>LIABILITIES:</u>		
6 ACCOUNTS PAYABLE	23,696	23,696
7 <u>EQUITY:</u>		
8 UNRESTRICTED NET ASSETS	4,787	4,787
9 NET CHANGE IN FUND BALANCE	(17,700)	(17,700)
10 TOTAL LIABILITIES & FUND BALANCE	<u>\$ 10,783</u>	<u>\$ 10,783</u>

Highland Trails CDD
General Fund
Statement of Revenues, Expenses and Changes in Fund Balance
For the Period From October 1, 2021 through July 31, 2022

	FY 2022 Adopted Budget	FY 2022 Budget Year-to-Date	FY 2022 Actual Year-to-Date	VARIANCE Favorable (Unfavorable)
1 REVENUE				
2 GENERAL FUND REVENUE /(a)	\$ 483,616	\$ 483,616	\$ 16,565	\$ 467,051
3 INTEREST	-	-	-	-
4 TOTAL REVENUE	\$ 483,616	\$ 483,616	\$ 16,565	\$ 467,051
5 EXPENDITURES				
6 GENERAL ADMINISTRATIVE				
7 SUPERVISORS COMPENSATION	\$ 6,400	\$ 5,333	\$ 730	\$ 4,603
8 PAYROLL TAXES	490	408	58	350
9 PAYROLL PROCESSING	440	367	50	317
10 MANAGEMENT CONSULTING SERVICES	21,000	17,500	10,097	7,403
11 CONSTRUCTION ACCOUNTING SERVICES	9,000	7,500	-	7,500
12 PLANNING, COORDINATING & CONTRACT SERVICES	36,000	30,000	12,000	18,000
13 ADMINISTRATIVE SERVICES	3,600	3,000	-	3,000
14 BANK FEES	300	250	-	250
15 MISCELLANEOUS	-	-	73	(73)
16 AUDITING SERVICES	3,000	2,500	-	2,500
17 TRAVEL PER DIEM	-	-	-	-
18 INSURANCE	5,500	5,500	5,175	325
19 REGULATORY AND PERMIT FEES	175	175	900	(725)
20 LEGAL ADVERTISEMENTS	4,000	3,333	388	2,946
21 ENGINEERING SERVICES	5,500	4,583	-	4,583
22 LEGAL SERVICES	5,500	4,583	3,352	1,232
23 PERFORMANCE & WARRANTY BOND PREMIUM	-	-	-	-
24 WEBSITE HOSTING	2,015	1,679	500	1,179
25 ADMINISTRATIVE CONTINGENCY	-	-	944	(944)
26 TOTAL GENERAL ADMINISTRATIVE	102,920	86,712	34,266	52,446
27 DEBT ADMINISTRATION:				
28 DISSEMINATION AGENT	5,000	5,000	-	5,000
29 TRUSTEE FEES	5,387	5,387	-	5,387
30 ARBITRAGE	750	750	-	750
31 TOTAL DEBT ADMINISTRATION	11,137	11,137	-	11,137
32 PHYSICAL ENVIRONMENT EXPENDITURES				
33 SECURITY	-	-	-	-
34 COMPREHENSIVE FIELD SERVICES	15,000	12,500	-	12,500
35 STREETPOLE LIGHTING	27,000	22,500	-	22,500
36 ELECTRICITY (IRRIGATION & POND PUMPS)	750	625	-	625
37 WATER	573	478	-	478
38 LANDSCAPING MAINTENANCE	45,000	37,500	-	37,500
39 LANDSCAPE REPLINISHMENT	-	-	-	-
40 IRRIGATION MAINTENANCE	3,000	2,500	-	2,500
41 ELECTRICAL IRRIGATION PUMP	750	625	-	625
42 POND MAINTENANCE	2,268	1,890	-	1,890
43 CONTINGENCY FOR PHYSICAL ENVIRONMENT	250,000	208,333	-	208,333
44 TOTAL PHYSICAL ENVIRONMENT EXPENDITURES	344,341	286,951	-	286,951

Highland Trails CDD
General Fund
Statement of Revenues, Expenses and Changes in Fund Balance
For the Period From October 1, 2021 through July 31, 2022

	FY 2022 Adopted Budget	FY 2022 Budget Year-to-Date	FY 2022 Actual Year-to-Date	VARIANCE Favorable (Unfavorable)
45 AMENITY CENTER OPERATIONS (1/2 Year)				
46 POOL SERVICE CONTRACT	1,800	1,500		1,500
47 POOL MAINTENANCE & REPAIR	583	486		486
48 POOL PERMITS	275	229		229
49 AMENITY MANAGEMENT	5,000	4,167		4,167
50 AMENITY CENTER CLEANING & MAINTENANCE	1,300	1,083		1,083
51 AMENITY CENTER INTERNET	350	292		292
52 AMENITY CENTER ELECTRICITY	1,700	1,417		1,417
53 AMENITY CENTER WATER	1,110	925		925
54 AMENITY PEST CONTROL	300	250		250
55 SECURITY CAMERAS	9,800	8,167		8,167
56 AMENITY CENTER MISC. REPAIRS	3,000	2,500		2,500
57 TOTAL AMENITY CENTER OPERATIONS	<u>25,218</u>	<u>21,015</u>	<u>-</u>	<u>21,015</u>
58 TOTAL EXPENDITURES	<u>\$ 483,616</u>	<u>\$ 405,815</u>	<u>\$ 34,266</u>	<u>\$ 371,550</u>
59 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	<u>-</u>	<u>77,801</u>	<u>(17,700)</u>	<u>95,501</u>
60 FUND BALANCE - BEGINNING	4,787	4,787	4,787	-
61 FUND BALANCE - ENDING	<u>\$ 4,787</u>	<u>\$ 82,588</u>	<u>\$ (12,913)</u>	<u>\$ 95,501</u>

Highland Trails CDD
Cash Reconciliation - General Fund
July 31, 2022

	BankUnited
	(Operating Acct)
Balance Per Bank Statement	\$ 617.86
Add: Deposits in Transit	-
Less: Outstanding Checks	(238.55)
<i>Adjusted Bank Balance</i>	<u>\$ 379.31</u>
Beginning Bank Balance Per Books	\$ 617.86
Cash Receipts	-
Cash Disbursements	(238.55)
<i>Cash Balance Per Books</i>	<u>\$ 379.31</u>