

***PARK CREEK
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Board Package

***Board of Supervisors
Regular Meeting***

***Tuesday
March 6, 2018
6:30 p.m.***

***Panther Trace II Clubhouse
11518 Newgate Crest Drive
Riverview, Florida***

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.

PARK CREEK COMMUNITY DEVELOPMENT DISTRICT AGENDA

Panther Trace II Clubhouse
11518 Newgate Crest Drive
Riverview, Florida

District Board of Supervisors	Mike Lawson	Chairman
	Doug Draper	Vice Chairman
	Lori Price	Assistant Secretary
	Ted Sanders	Assistant Secretary
District Manager	Paul Cusmano	DPFG
District Attorney	Vivek Babbar	Straley, Robin & Vericker
District Engineer	Tonja Stewart	Stantec Consulting Services, Inc.

All cellular phones and pagers must be turned off during the meeting.
The District Agenda is comprised of seven different sections:

The first section which is called **Audience Questions and Comments on Agenda Items**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING. The second section is called **District Counsel and District Engineer Reports**. This section allows the District Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The third section is the **Landscaping and Ponds** section and contains items that often require District Engineer, Operations Manager, and Landscape Contractor to discuss and update the Board. The fourth section is the **Business Administration** section and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The fifth section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 374-9105 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The sixth section is called **Staff Reports**. This section allows the District Manager and Maintenance Supervisor to update the Board of Supervisors on any pending issues that are being researched for Board action. The seventh section which is called **Audience Comments on Other Items** provides members of the Audience the opportunity to comment on matters of concern to them that were not addressed during the meeting. The same guidelines used during the first audience comment section will apply here as well. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 374-9105, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same 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 the appeal is to be based.

PARK CREEK COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Tuesday, March 6, 2018
Time: 6:30 p.m.
Location: Panther Trace II Clubhouse
11518 Newgate Crest Drive
Riverview FL

Conference Call No.: (563) 999-2090
Code: 686859#

AGENDA

I. Roll Call

II. Audience Comments

III. Consent Agenda

- A. Approval of Minutes from October 3, 2017 Meeting Exhibit 1
- B. Acceptance of January 2017 Unaudited Financial Statement Exhibit 2

IV. Business Matters

- A. Consideration and Adoption of Resolution 2018-01 Designating
Primary Administrative Office and Headquarters Exhibit 3

V. Staff Reports

- A. District Manager
 - 1. Aquatic Systems Exhibit 4
- B. Attorney
- C. District Engineer

VI. Supervisors Requests

VII. Audience Questions and Comments on Other Items

VIII. Adjournment

EXHIBIT 1.

**MINUTES OF MEETING
PARK CREEK
COMMUNITY DEVELOPMENT DISTRICT**

The Regular Meeting of the Board of Supervisors of the Park Creek Community Development District was held on Tuesday, October 3, 2017 at 6:30 p.m. at the Panther Trace II Clubhouse, 11518 Newgate Crest Drive, Riverview, Florida.

FIRST ORDER OF BUSINESS – Roll Call

Mr. Cusmano called the meeting to order.

Present and establishing a quorum were:

Mike Lawson	Board Supervisor, Chairman
Doug Draper	Board Supervisor, Vice Chairman
Lori Price	Board Supervisor, Assistant Secretary

Also present were:

Paul Cusmano	District Manager
Vivek Babbar	District Attorney

SECOND ORDER OF BUSINESS – Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS – Consent Agenda

A. Approval of the Minutes of August 8, 2017 Meeting

B. Acceptance of the July 2017 Unaudited Financial Statements

Mr. Cusmano presented Items A & B and asked for any comments, questions or corrections.

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved Items A & B for the Park Creek Community Development District.
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FOURTH ORDER OF BUSINESS – Business Matters

A. Insurance Policy Report

Mr. Cusmano presented the Insurance Policy Report.

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved the Insurance Policy Report for the Park Creek Community Development District.

FIFTH ORDER OF BUSINESS – Staff Reports

A. Manager

1. Aquatic Systems Report

Mr. Cusmano stated all information can be found on the website if needed.

2. Tinkergarten-Nature Trail Activities for Children

Ms. Chase from Tinkergarten–Nature was not present.

B. Attorney

There being none, next item followed.

C. Engineer

There being none, next item followed.

SIXTH ORDER OF BUSINESS – Public Comments

A representative who will be in charge of the Christmas Lights stated the plans to decorate the front of the community and answered all questions and comments.

Mr. Cusmano requested quotes by the end of the week to hire a vendor.

A resident had a question about what a NPEDS permit is.

A resident had a question about landscaping.

A resident was concerned with clean-up after construction.

A resident had a question about planning and coordinating services.

Discussion ensued.

NINTH ORDER OF BUSINESS – Supervisor Requests

Mr. Cusmano requested the Board approve hiring a towing company to tow around the amenity area.

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved hiring a towing company with a notice on the website of when it becomes effective, for the Park Creek Community Development District.

TENTH ORDER OF BUSINESS – Adjournment

On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adjourned the meeting for the Park Creek Community Development District.

**Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.*

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

Signature

Signature

Printed Name

Printed Name

Title: ☐ Secretary ☐ Assistant Secretary **Title:** ☐ Chairman ☐ Vice Chairman

EXHIBIT 2.

Park Creek Community Development District

**Financial Statements
(Unaudited)**

Period Ending
January 31, 2018

**Park Creek CDD
Balance Sheet
January 31, 2018**

	<u>O & M</u>	<u>SERIES 2013 A-1</u>	<u>SERIES 2014</u>	<u>CAPITAL PROJECTS 2013A</u>	<u>2014A</u>	<u>TOTAL</u>
<u>ASSETS:</u>						
CASH	\$ 337,738	\$ -	\$ -	\$ -	\$ -	\$ 337,738
INVESTMENTS:						
REVENUE FUND	-	195,283	213,298	-	-	408,581
RESERVE	-	173,308	206,388	-	-	379,696
PREPAYMENT	-	767	-	-	-	767
ACQUISITION/CONSTRUCTION	-	-	-	8	1	9
ACCTS RECEIVABLE	252	-	-	-	14,140	14,392
ASSESSMENTS RECEIVABLE - ON ROLL	4,551	2,670	1,370	-	-	8,591
ASSESSMENTS RECEIVABLE - OFF ROLL	-	-	-	-	-	-
PREPAID EXPENSES	-	-	-	-	-	-
UTILITY DEPOSIT (TECO)	5,825	-	-	-	-	5,825
DUE FROM OTHER FUNDS	-	2,199	1,129	-	-	3,328
TOTAL ASSETS	\$ 348,366	\$ 374,227	\$ 422,185	\$ 8	\$ 14,141	\$ 1,158,927
<u>LIABILITIES:</u>						
ACCOUNTS PAYABLE	\$ 10,950	\$ -	\$ -	\$ -	\$ 15,146	\$ 26,096
ACCURED EXPENSES	-	-	-	-	-	-
DEFERRED REVENUE - ON ROLL	4,551	2,670	1,370	-	-	8,591
DEFERRED REVENUE - OFF ROLL	-	-	-	-	-	-
DUE TO DS 2013 A1	2,199	-	-	-	-	2,199
DUE TO DS 2014	1,129	-	-	-	-	1,129
<u>FUND BALANCE:</u>						
NONSPENDABLE:						
PREPAID AND DEPOSITS	5,825	-	-	-	-	5,825
RESTRICTED FOR:						
DEBT SERVICE	-	371,557	420,815	-	-	792,372
CAPITAL PROJECTS	-	-	-	8	(1,005)	(997)
UNASSIGNED	323,712	-	-	-	-	323,712
TOTAL LIABILITIES & FUND BALANCE	\$ 348,366	\$ 374,227	\$ 422,185	\$ 8	\$ 14,141	\$ 1,158,927

Park Creek CDD
General Fund
Statement of Revenue, Expenditures and Changes In Fund Balance
For The Period From October 1, 2017 through January 31, 2018

	FY2018 ADOPTED BUDGET	BUDGET YR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE				
ASSESSMENT ON-ROLL (Net)	\$ 295,262	\$ 206,683	\$ 290,751	\$ 84,068
OFF-ROLL ASSESSMENTS	132,327	66,164	132,327	66,163
OFF-ROLL ASSESSMENTS (Lot Closings)	-	-	-	-
PREPAID ASSESSMENTS (Lot Closings)	-	-	-	-
INTEREST	-	-	164	164
MISCELLANEOUS REVENUE (Key Fobs & Rental Income)	-	-	105	105
DISCOUNT (ASSESSMENTS)	-	-	-	-
TOTAL REVENUE	\$ 427,589	\$ 272,847	\$ 423,347	\$ 150,500
EXPENDITURES				
ADMINISTRATIVE:				
SUPERVISORS FEES	8,000	2,667	600	2,067
PAYROLL TAXES	612	204	46	158
PAYROLL SERVICES	457	152	66	86
MANAGEMENT CONSULTING SERVICES	24,000	8,000	8,000	-
PLANNING & COORDINATING SERVICES	24,000	8,000	8,000	-
ADMINISTRATIVE SERVICES	5,500	1,833	1,833	-
BANK FEES	100	33	-	33
REGULATORY AND PERMIT FEES	175	175	175	-
MISCELLANEOUS EXPENSES (Mass mail, room rental,etc)	250	83	6	77
AUDITING	2,400	-	-	-
TRAVEL PER DIEM	100	-	-	-
LEGAL ADVERTISEMENTS	750	250	187	63
ENGINEERING SERVICES	4,500	1,500	-	1,500
LEGAL SERVICES - GENERAL	5,000	1,667	1,053	614
WEBSITE HOSTING	720	240	240	-
TOTAL ADMINISTRATIVE	76,564	24,805	20,206	4,598
INSURANCE:				
INSURANCE (Liability, Property & Casualty)	23,405	23,405	23,162	243
TOTAL INSURANCE	23,405	23,405	23,162	243
DEBT SERVICE ADMINISTRATION:				
DISSEMINATING AGENT	10,000	6,500	6,500	-
PERFORMANCE & WARRANTY BOND PREMIUM	2,500	2,500	2,500	-
ARBITRAGE REPORTING	1,250	-	-	-
TRUSTEE FEES	8,700	5,926	5,926	-
TOTAL DEBT SERVICE ADMINISTRATION	22,450	14,926	14,926	-
PHYSICAL ENVIRONMENT EXPENDITURES:				
FIELD ADMIN SERVICES	7,252	2,417	5,033	(2,616)
AMENITY MANAGEMENT	3,000	1,000	1,000	-
FIELD SERVICE MANAGEMENT	5,000	1,667	1,667	-
FIELD TRAVEL EXPENSE	1,400	467	287	180
UTILITY - STREETLIGHTS	46,800	15,600	11,822	3,778
UTILITY -GEN ELECTRICITY	9,600	3,200	798	2,402
UTILITY - WATER	16,800	5,600	-	5,600
LANDSCAPE MAINTENANCE	74,514	24,838	29,593	(4,760)
LANDSCAPE RENEW & REPLACEMENT	24,549	8,183	11,654	(3,471)
IRRIGATION MAINTENANCE	10,240	3,413	4,999	(1,586)
LANDSCAPE MAINTENANCE PHASE 3	10,000	3,333	-	3,333
TREE MAINTENANCE	-	-	-	-
NPDES	6,300	2,100	-	2,100
PET WASTE REMOVAL	2,220	740	1,270	(530)
POWE SWEEP	1,000	333	-	333
STORMWATER DRAINAGE & MAINT	7,500	2,500	-	2,500
ENVIRONMENTAL MITIGATION & POND MAINTENANCE	3,100	1,033	-	1,033
POND MAINTENANCE	7,000	2,333	1,916	417
RETENTION POND MOWING	14,600	4,867	-	4,867

General Fund
Statement of Revenue, Expenditures and Changes In Fund Balance
For The Period From October 1, 2017 through January 31, 2018

	FY2018 ADOPTED BUDGET	BUDGET YR-TO-DATE	ACTUAL YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
POND EROSION	-	-	-	-
SECURITY MONITORING	3,600	1,200	1,200	-
ENTRANCE WALL REPAIR	2,000	667	-	667
HOLIDAY LIGHTS	5,000	4,998	4,998	-
FIELD CONTINGENCY	2,500	833	710	123
RESERVE STUDY	-	-	-	-
SECURITY PAYROL	-	-	-	-
KEY FOBS	-	-	-	-
TOTAL PHYSICAL ENVIRONMENT	263,975	91,323	76,947	14,371
AMENITY CENTER OPERATIONS:				
POOL SERVICE CONTRACT	7,200	2,400	3,600	(1,200)
POOL MAINTENANCE AND REPAIRS	2,500	833	4,050	(3,217)
POOL PERMITS	275	-	-	-
AMENITY CENTER CLEANING & MAINTENANCE	7,200	2,400	2,600	(200)
AMENITY CENTER INTERNET	1,920	640	687	(47)
AMENITY CENTER ELECTRICITY	9,000	3,000	1,863	1,137
AMENITY CENTER WATER	3,600	1,200	220	980
PEST CONTROL	900	300	212	88
REFUSE SERVICE	1,000	333	-	333
AMENITY CENTER KEYFOBS	1,500	-	-	-
AMENITY CENTER MISC REPAIRS & MAINT & SUPPLIES	2,500	833	-	833
TOTAL AMENITY CENTER OPERATIONS	37,595	11,940	13,232	(1,292)
RESERVES				
RESERVE STUDY	3,600	-	-	-
TOTAL EXPENDITURES	427,589	166,399	148,473	17,921
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	106,448	274,874	168,421
OTHER FINANCIAL SOURCES (USES)				
DEVELOPER FUNDING FOR CONSTRUCTION	-	-	-	-
CONSTRUCTION EXPENSES	-	-	-	-
TOTAL OTHER FINANCIAL SOURCES (USES)	-	-	-	-
NET CHANGE IN FUND BALANCE	-	106,448	274,874	168,421
FUND BALANCE - BEGINNING	9,386	-	54,662	54,662
FUND BALANCE - ENDING	\$ 9,386	\$ 106,448	\$ 329,536	\$ 223,083

Park Creek CDD
Debt Service - Series 2013 A-1
Statement of Revenue, Expenditures and Changes In Fund Balance
For The Period From October 1, 2017 through January 31, 2018

	FY 2018 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUE				
ASSESSMENT ON-ROLL/OFF (Gross)	\$ 188,247	\$ 120,792	\$ 170,542	\$ 49,750
DEVELOPER FUNDING	-	-	-	-
INTEREST--INVESTMENT	-	-	562	562
MISCELLANEOUS REVENUE	-	-	-	-
DISCOUNT	(7,844)	-	-	-
TOTAL REVENUE	180,404	120,792	171,104	50,312
EXPENDITURES				
COUNTY COLLECTION FEES	7,844	-	-	-
INTEREST EXPENSE (MAY & NOV 2017)	143,112	-	-	-
PRINCIPAL EXPENSE (NOV 2016)	-	-	-	-
PRINCIPAL EXPENSE (NOV 2017)	25,000	-	-	-
COI EXPENSES	-	-	-	-
TOTAL EXPENDITURES	175,956	-	-	-
EXCESS OF REVENUE OVER (UNDER) EXPEND.	4,448	120,792	171,104	50,312
OTHER FINANCING SOURCES (USES)				
BOND PROCEEDS A1	-	-	-	-
TRANSFER IN	-	-	-	-
TRANSFER OUT (USES)	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-
NET CHANGE IN FUND BALANCE	4,448	120,792	171,104	50,312
FUND BALANCE - BEGINNING	-	-	200,454	200,454
FUND BALANCE - ENDING	\$ 4,448	\$ 120,792	\$ 371,558	\$ 250,766

Park Creek CDD
Debt Service - Series 2014
Statement of Revenue, Expenditures and Changes In Fund Balance
For The Period From October 1, 2017 through January 31, 2018

	FY 2018 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUE				
SPECIAL ON ROLL ASSESSMENT	\$ 96,640	\$ 62,011	\$ 87,551	\$ 25,540
SPECIAL OFF ROLL ASSESSMENT	127,695	58,740	117,479	58,739
OFF ROLL ASSESSMENT - DEVELOPER	-	-	-	-
OFF ROLL ASSESSMENT - LOT CLOSING	-	-	-	-
INTEREST--INVESTMENT	-	-	643	643
MISCELLANEOUS REVENUE	-	-	-	-
DISCOUNT	(9,347)	-	-	-
TOTAL REVENUE	214,988	120,750	205,673	84,923
EXPENDITURES				
COUNTY ASSESSMENT COLLECTION FEES	9,347	-	-	-
INTEREST EXPENSE (MAY & NOV 2018)	156,138	-	-	-
PRINCIPAL EXPENSE	50,000	-	-	-
TOTAL EXPENDITURES	215,485	-	-	-
EXCESS OF REVENUE OVER (UNDER) EXPEND.	(497)	120,750	205,673	84,923
NET CHANGE IN FUND BALANCE	(497)	120,750	205,673	84,923
FUND BALANCE - BEGINNING	-	-	215,142	215,142
FUND BALANCE - ENDING	\$ (497)	\$ 120,750	\$ 420,815	\$ 300,065

Park Creek CDD
Capital Projects 2013A & 2014
Statement of Revenue, Expenditures and Changes In Fund Balance
For The Period From October 1, 2017 through January 31, 2018

	Capital Proj 2013A A1/A2 ACTUAL	Capital Proj 2014 2014A ACTUAL
REVENUE		
DEVELOPER CONTRIBUTION	\$ -	\$ 14,140
INTEREST REVENUE	-	-
MISCELLANEOUS	-	-
TOTAL REVENUE	-	14,140
 EXPENDITURES		
CONSTRUCTION IN PROGRESS		15,146
OTHER	-	-
TOTAL EXPENDITURES	-	15,146
 EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	(1,006)
 OTHER FINANCING SOURCES (USES)		
TRANSFER-IN	-	-
TRANSFER-OUT	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-
 NET CHANGE IN FUND BALANCE	-	(1,006)
 FUND BALANCE - BEGINNING	8	1
 FUND BALANCE - ENDING	\$ 8	\$ (1,005)

Park Creek CDD
Cash Reconciliation (Operating Accounts)
January 31, 2018

	<u>BU Account</u>
Balance Per Bank Statement	339,509.85
Less: Outstanding Checks	(1,771.67)
<i>Adjusted Bank Balance</i>	<u>\$ 337,738.18</u>

Beginning Bank Balance Per Books	\$ 352,007.29
Cash Receipts	7,133.53
Cash Disbursements	(21,402.64)
<i>Balance Per Books</i>	<u>\$ 337,738.18</u>

**Park Creek CDD
CHECK REGISTER
FY 2018**

DATE	CK NO.	PAYEE	TRANSACTION	DEPOSIT	DISBURSMT	BALANCE
EOM	BALANCE					69,910.68
10/1/2017	2681	DPFG MANAGEMENT & CONSULTING, LLC	Performance & Warranty Bond Svcs		2,500.00	67,410.68
10/2/2017	2682	Egis Insurance Advisors, LLC	Insurance FY 2018		23,162.00	44,248.68
10/4/2017	2683	Cistech Inc.	Gate Repairs		190.00	44,058.68
10/4/2017	2684	Critical Intervention Services Inc	CCTV Monitoring - October		300.00	43,758.68
10/4/2017	2685	DPFG MANAGEMENT & CONSULTING, LLC	CDD/Field Mgmt - October		5,124.99	38,633.69
10/4/2017	2686	Hillsborough County Public Utilities Dept	8/14-9/14 - 10316 Riverdale Rise Dr		131.15	38,502.54
10/4/2017	2687	PANTHER TRACE II	Meeting Room - 10/3/17		6.25	38,496.29
10/4/2017	2688	STANTEC CONSULTING SERVICES	Engineering Svcs thru 9/15/17		108.00	38,388.29
10/4/2017	2689	STRALEY ROBIN VERICKER	Legal Svcs thru 9/15/17		425.00	37,963.29
10/4/2017	2691	DPFG FIELD SERVICES, INC	9/24-10/21 - Field P/R		1,527.50	36,435.79
10/6/2017	2690	American Access Control, Inc.	Key Fobs		441.00	35,994.79
10/26/2017	2692	Cistech Inc.	Boards for Access Control System		1,254.82	34,739.97
10/26/2017	2693	Bright House	10/10-11/9 - Internet		159.27	34,580.70
10/26/2017	2694	TAMPA BAY TIMES	Legal Ad		384.50	34,196.20
10/26/2017	2695	HAMILTON ENGINEERING & SURVEYING, INC	Mitigation Monitoring - Qtrly		400.00	33,796.20
10/26/2017	2696	TECO	9/1-10/2 - Electricity & Streetlights		4,676.12	29,120.08
10/26/2017	2697	Poop 911	Pet Waste Removal - August & September		566.80	28,553.28
10/26/2017	20171026	PAYCHEX	Qtr Fee		10.00	28,543.28
10/27/2017	2698	PATRICK LARRABEE	Travel - August		332.66	28,210.62
10/27/2017	2699	STEVE FAISON	Travel - Aug & Sep		101.86	28,108.76
10/27/2017		HILLSBOROUGH COUNTY TAX COLLECTOR	Tax Collections - Excess Fees	3,679.12		31,787.88
EOM	BALANCE			3,679.12	41,801.92	31,787.88
11/1/2017	2700	DPFG MANAGEMENT & CONSULTING, LLC	CDD/Field Mgmt - November		5,124.99	26,662.89
11/6/2017		Park Creek CDD GF	Key Fobs	35.00		26,697.89
11/6/2017	2710	STRALEY ROBIN VERICKER	Legal Svcs		404.60	26,293.29
11/7/2017	2701	ALAMO GUARD PATROL	9/8 - Pool Security		156.75	26,136.54
11/7/2017	2702	VENTURESIN.COM, INC.	Web Site Hosting - October		60.00	26,076.54
11/7/2017	2703	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Irrigation Maint - September		119.80	25,956.74
11/7/2017	2704	BOCC	Water		149.81	25,806.93
11/7/2017	2705	Critical Intervention Services Inc	CCTV Monitoring - November		300.00	25,506.93
11/7/2017	2706	H 2 Pool Services	Pool Maint - October		1,550.00	23,956.93
11/7/2017	2707	TERMINIX	Pest Control - October		53.00	23,903.93
11/7/2017	2708	Grandview Botanicals Landscape Co.	Mowing of PH 3 - August		500.00	23,403.93
11/7/2017	2709	H 2 Pool Services	Recirculation Pump/Feature Pump/Vacuum Pump		4,050.00	19,353.93
11/10/2017	2711	S.F.C.G. CONTRACTING & CONSTRUCTION	Holiday Lighting (50% Dep)		2,499.00	16,854.93
11/13/2017	2715	PATRICK LARRABEE	September - Travel		188.91	16,666.02
11/14/2017	2712	Metro Development Group, LLC	July-Sept - Cell Phone Reimbursement		7.88	16,658.14
11/14/2017	2713	Metro Development Group, LLC	July-Sept. - Cell Phone Reimbursement (Steve Faison)		55.54	16,602.60
11/14/2017	2714	STEVE FAISON	October - Travel		40.60	16,562.00
11/14/2017	2716	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Annual Filing - FY 2018		175.00	16,387.00
11/14/2017	2717	VENTURESIN.COM, INC.	Web Site Hosting - November		60.00	16,327.00
11/14/2017	2718	Bright House	11/10-12/9 - Internet		159.27	16,167.73
11/14/2017	2719	Hillsborough County Public Utilities Dept	Water		149.81	16,017.92
11/16/2017		HILLSBOROUGH COUNTY TAX COLLECTOR	11/1-11/12/17 - Tax Collections	65,595.54		81,613.46
11/17/2017	2720	TECO	Electricity		2,040.14	79,573.32
11/20/2017	2721	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Landscape Maint - July		8,483.67	71,089.65
11/20/2017	2722	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Tree Removal		1,990.00	69,099.65
11/20/2017	2723	DPFG FIELD SERVICES, INC	10/22-11/18 - Field P/R		1,555.50	67,544.15
11/22/2017	2724	AQUATIC SYSTEMS, INC	Lake & Pond Maint - October		479.00	67,065.15
11/22/2017	2725	TECO	Electricity		2,677.65	64,387.50
11/24/2017		HILLSBOROUGH COUNTY TAX COLLECTOR	11/13-11/19 - Tax Collections	103,824.42		168,211.92
11/24/2017	ACH11242017	PAYCHEX	P/R Fee		150.70	168,061.22
11/24/2017	20043	Ira D Draper	BOS Mtg - 10/3/17		184.70	167,876.52
11/24/2017	20045DD	LORI PRICE	BOS Mtg - 10/3/17		183.87	167,692.65
11/24/2017	20044	Michael S. Lawson	BOS Mtg - 10/3/17		184.70	167,507.95
11/24/2017	ACH11242017	PAYCHEX	BOS Mtg - 10/3/17		92.63	167,415.32
11/28/2017	2726	PARK CREEK CDD C/O US BANK	Tax Collection Distribution c/o US Bank		1,158.24	166,257.08
11/28/2017	2727	PARK CREEK CDD C/O US BANK	Tax Collection Distribution c/o US Bank		607.26	165,649.82
11/28/2017	2728	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Landscape Maint - October		7,807.00	157,842.82
11/28/2017	2730	TERMINIX	Pest Control - November		53.00	157,789.82
11/28/2017	2731	US BANK	Trustee Fees 2014A		3,232.50	154,557.32
EOM	BALANCE			169,454.96	46,685.52	154,557.32
12/1/2017	2732	DPFG MANAGEMENT & CONSULTING, LLC	CDD/Field Mgmt - December		5,124.99	149,432.33
12/1/2017	2733	Hillsborough County Public Utilities Dept	10/13-11/13 - 10316 Riverdale Rise Dr		82.84	149,349.49
12/4/2017	2734	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Tree Removal & Tree Maint		9,664.00	139,685.49
12/4/2017	2735	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Landscape Maint - November		7,948.67	131,736.82
12/7/2017			Key Fobs	70.00		131,806.82
12/11/2017			11/20-11/30/17 - Tax Collections	363,611.78		495,418.60
12/11/2017	2736	S.F.C.G. CONTRACTING & CONSTRUCTION	Holiday Lights (final)		2,499.00	492,919.60

CHECK REGISTER

FY 2018

DATE	CK NO.	PAYEE	TRANSACTION	DEPOSIT	DISBURSMT	BALANCE
12/12/2017	2737	Bright House	10/10-1/9 - Internet		159.27	492,760.33
12/12/2017	2738	Critical Intervention Services Inc	12/1-12/31 - CCTV Monitoring		300.00	492,460.33
12/12/2017	2739	DPFG FIELD SERVICES, INC	11/19-12/16/17 - Field P/R		1,152.80	491,307.53
12/12/2017	2740	H 2 Pool Services	Pool Maint - November		1,550.00	489,757.53
12/12/2017	2741	Poop 911	Pet Waste Removal - Oct - Nov		635.03	489,122.50
12/12/2017	2742	VENTURESIN.COM, INC.	Web Site Hosting - December		60.00	489,062.50
12/12/2017	2743	STRALEY ROBIN VERICKER	Legal Svcs thru 11/15/17		122.00	488,940.50
12/12/2017	2744	TECO	11/1-11/30 - 10650 Paul Creek Way		25.84	488,914.66
12/13/2017	2745	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Landscape Maint - December		7,807.00	481,107.66
12/13/2017	2746	H 2 Pool Services	Pool Maint - December		1,550.00	479,557.66
12/13/2017	2747	LERNER REPORTING SERVICES, INC	Dissemination		6,500.00	473,057.66
12/13/2017	2748	US BANK	Trustee Fee - Series 2013		2,693.75	470,363.91
12/13/2017	2749	TECO	Electricity		4,654.18	465,709.73
12/15/2017			12/1-12/8/17 - Tax Collections	8,733.97		474,443.70
12/15/2017			DS/ O & M (DR Horton)	249,806.86		724,250.56
12/15/2017	2750	PARK CREEK CDD C/O US BANK	DS (dr horton) c/o US Bank		117,479.42	606,771.14
12/28/2017	2751	PARK CREEK CDD C/O US BANK	Tax Collection Distribution c/o US Bank		168,342.42	438,428.72
12/28/2017	2752	PARK CREEK CDD C/O US BANK	Tax Collection Distribution c/o US Bank		86,421.43	352,007.29
EOM	BALANCE			622,222.61	424,772.64	352,007.29
1/1/2018	2753	DPFG MANAGEMENT & CONSULTING, LLC	CDD/Field Mgmt - January		5,124.99	346,882.30
1/2/2018			Deposit	55.50		346,937.80
1/8/2018	2754	Critical Intervention Services Inc	CCTV Monitoring - January		300.00	346,637.80
1/8/2018	2755	STRALEY ROBIN VERICKER	Legal Svcs thru 12/15/17		150.50	346,487.30
1/8/2018	2756	TERMINIX	Pest Control - December		265.00	346,222.30
1/8/2018	2757	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Landscape Maint - January		7,807.00	338,415.30
1/10/2018			12/9-12/31/17 - Tax Collections	7,000.47		345,415.77
1/17/2018	2758	AQUATIC SYSTEMS, INC	Lake & Pond Maint - November-January		1,437.00	343,978.77
1/17/2018	2759	Bright House	1/10-2/9 - Internet		159.27	343,819.50
1/17/2018	2760	DPFG FIELD SERVICES, INC	12/17-1/13 - Field P/R		1,179.20	342,640.30
1/17/2018	2761	H 2 Pool Services	Pool Maint - January		1,550.00	341,090.30
1/17/2018	2762	TECO	12/1-1/3 - 10316 Riverdale Rise Dr		623.93	340,466.37
1/17/2018	2763	VENTURESIN.COM, INC.	Web Site Hosting - January		60.00	340,406.37
1/17/2018	2764	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Bush Hog - August- Oct		1,980.00	338,426.37
1/19/2018	2765	Business Observer	Legal Ad		187.00	338,239.37
1/19/2018			Tax Collections - Interest	77.56		338,316.93
1/24/2018	2766	ALL AMERICAN LAWN & TREE SPECIALIST, INC	Irrigation Repairs		457.68	337,859.25
1/24/2018	2767	PATRICK LARRABEE	Travel - November		121.07	337,738.18
EOM	BALANCE			7,133.53	21,402.64	337,738.18

EXHIBIT 3.

RESOLUTION 2018-01

**A RESOLUTION BY THE BOARD OF SUPERVISORS
OF THE PARK CREEK COMMUNITY
DEVELOPMENT DISTRICT DESIGNATING THE
PRIMARY ADMINISTRATIVE OFFICE AND
PRINCIPAL HEADQUARTERS OF THE DISTRICT
AND PROVIDING AN EFFECTIVE DATE.**

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

WHEREAS, the District desires to designate its primary administrative office as the location where the District’s public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District’s Record’s Custodian in order to provide citizens with the ability to access the District’s records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, *Florida Statutes*; and

WHEREAS, the District additionally desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District.

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

SECTION 1. The District’s primary administrative office for purposes of Chapter 119, *Florida Statutes*, shall be located at c/o DPFG Management & Consulting, LLC, 250 International Parkway, Suite 280, Lake Mary FL 32746.

SECTION 2. The District’s principal headquarters for purposes of establishing proper venue shall be located at c/o DPFG Management & Consulting, LLC, 15310 Amberly Drive, Suite 175, Tampa, Florida 33647.

SECTION 3. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 9th day of January, 2018.

ATTEST:

**PARK CREEK COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Name: _____
Assistant Secretary

By: _____
Name: _____
Title: _____

EXHIBIT 4.



Park Creek CDD Waterway Inspection Report

Reason for Inspection: Routine Scheduled - Monthly

Inspection Date: 2/9/2018

Prepared for:

Mr. Paul Cusmano, District Manager

DPFG

15310 Amberly Drive, Suite #175

Tampa, Florida 33647

Prepared by:

Peter Simoes, Account Representative/Biologist

Aquatic Systems, Inc. – Sun City Field Office

Corporate Headquarters

2100 N.W. 33rd Street, Pompano Beach, FL 33069

1-800-432-4302

Site: 1



Comments: Normal growth observed

The submersed vegetation within Pond #1 was observed with positive results following recent submersed treatments. The minor Algae and Pennywort will be targeted during our upcoming routine visits.

Site: 2



Comments: Normal growth observed

Overall, Pond #2 looked good. A blue dye application will be administered during our upcoming scheduled visit to hinder future Algal development.

Park Creek CDD Waterway Inspection Report

Site: 3



Comments: Normal growth observed

Overall, Pond #3 looked good. The minimal Algae will be treated during our upcoming scheduled visits. Algae is expected to clear within 10-14 days following application.

Site: 4



Comments: Normal growth observed

Both Algal and submersed weed populations have been successfully reduced within Pond #4. The minor remaining growth will be targeted during our upcoming maintenance visits.

Site: 5**Comments:** Normal growth observed

Minimal Filamentous Algae and submersed Slender Spikerush were present within Pond #5, both of which will be treated during our upcoming scheduled visits. Algae is anticipated to clear within 10-14 days following treatment.

Site: 6**Comments:** Site looks good

Minimal terrestrial weeds were present along the exposed banks of Pond #6, which will be treated during our routine visits. Positive results may be expected within 14-21 days following treatment.

Site: 7

**Comments:** Site looks good

Overall, Pond #7 looked good. The low water clarity is a result of storm water runoff adjacent to active construction. Water clarity is expected to improve once construction has concluded.

Site: 8

**Comments:** Normal growth observed

Minimal Filamentous Algae and minor Slender Spikerush were present within Pond #8, both of which will be treated during our upcoming routine visits. Algae is expected to clear within 10-14 days following visits.

Site: 9



Comments: Site looks good
Pond #9 continues to improve!

Site: 10



Comments: Normal growth observed
The submersed Slender Spikerush within Pond #10 has been reduced by approximately 65%. The newly recruited Bulrush will continue to be promoted to improve the functionality of storm water retention ponds.

Management Summary

The ponds within the Park Creek CDD continue to improve following our scheduled maintenance visits. Native plant species, such as Gulf Spikerush and Bulrush were observed rebounding from dormancy within several of the inspected ponds; these will continue to be promoted to improve the functionality of storm water retention ponds.

During today's inspection, minimal anticipated growth of Filamentous Algae was present within Ponds #1, #3, #5, #8, and #10, all of which are scheduled to be treated during our upcoming visit on 2/14. Pond #2 will also receive a Blue Dye treatment to deter Planktonic Algal growth. Algae is expected to clear within 10-14 days following Algaecide application.

The shorelines of the Park Creek community continue to look good. Minor Pennywort was present within Pond #1, and minimal growth of terrestrial weeds along the exposed banks of Pond #6, both of which will be treated during our scheduled maintenance visits. Positive results may be expected within 14-21 days following herbicide application.

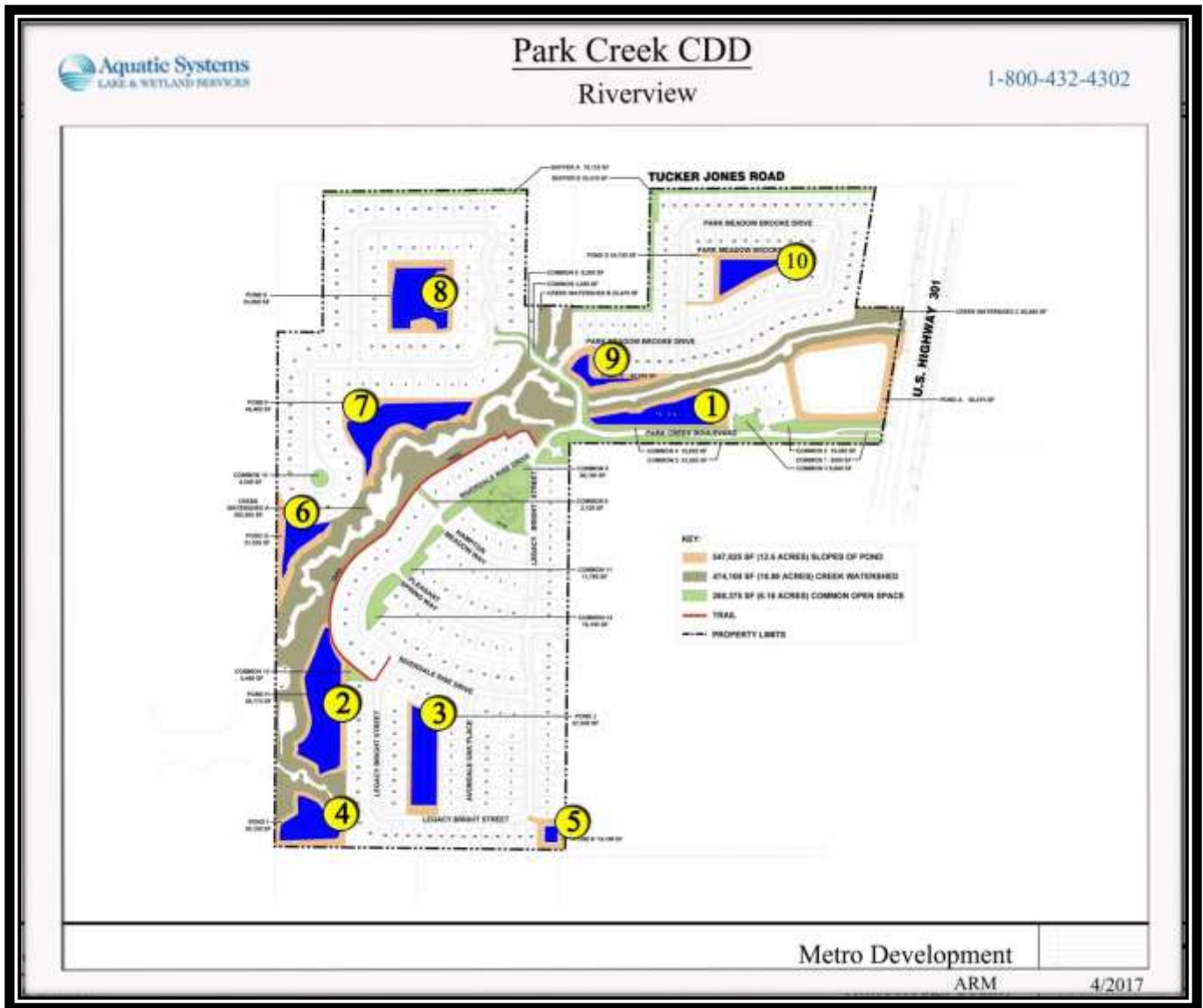
Lastly, the submersed vegetation (primarily Slender Spikerush) within Ponds #1, #5, and #8 remain within desirable densities and will continue to be monitored and treated as necessary; the new growth within Ponds #4 and #10 will be treated during our upcoming scheduled visit on 2/14 to reduce the current populations. Positive results may be expected within 14-21 days following submersed systemic treatments.

Note: ASI recommends planting native vegetation within Ponds #1, #4 and #9 to improve bank stability and water quality. A planting proposal may be generated upon request.

Recommendations/Action Items

- Routine Maintenance.
- Continue to monitor all ponds for Algal growth and target on contact.
- Target the new growth of Algae on Ponds #1, #2, #3, #5, #8, and #10.
- Treat minor herbaceous weeds within Ponds #1 and #6.
- Target submersed Slender Spikerush within Ponds #4 and #10.
- Continue to promote native vegetation throughout the community.
- NOTE: ASI recommends planting native vegetation within Ponds #1, #4 and #9.

THANK YOU FOR CHOOSING ASI!





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