

***PARK CREEK  
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Board Package***

***Board of Supervisors  
Regular Meeting***

***Tuesday  
August 6, 2019  
6:00 p.m.***

***Panther Trace I  
12515 Bramfield Drive  
Riverview FL***

***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

<b>District Board of Supervisors</b>	Mike Lawson Doug Draper Lori Price Chrisite Ray	Chairman Vice Chairman Assistant Secretary Assistant Secretary
<b>District Manager</b>	Paul Cusmano	DPFG
<b>District Attorney</b>	John Vericker	Straley Robin Vericker
<b>District Engineer</b>	Tonja Stewart	Stantec Consulting Services, Inc.

**All cellular phones and pagers must be turned off during the meeting.**

**The District Agenda is comprised of six different sections:**

The first section which is called **Audience Questions and Comments**. 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 **Administrative Matters** and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Business Matters**. The business matters 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 fourth 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 fifth 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, August 6, 2019  
Time: 6:00 pm  
Location: Panther Trace I Clubhouse  
12515 Bramfield Drive  
Riverview FL

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

### ***AGENDA***

#### **I. Roll Call**

#### **II. Consent Agenda**

- A. Approval of Minutes of the June 4, 2019 Meeting **Exhibit 1**
- B. Acceptance of the May & June 2019 Financial Statements **Exhibit 2**

#### **III. Business Matters**

- A. Budget Workshop PowerPoint Presentation **Exhibit 3**
- B. Fiscal Year 2019-2020 Budget Public Hearing
  - 1. Open Public Hearing
  - 2. Review of the Budget **Exhibit 4**
  - 3. Audience Comments
  - 4. Close Public Hearing
  - 5. Consideration and Adoption of Resolution 2019-07  
Adopting the FY 2019-2020 Budget **Exhibit 5**
  - 6. Consideration and Adoption of Resolution 2019-08  
Levying O&M Assessments **Exhibit 6**
- C. Consideration and Adoption of Resolution 2019-09 FY2020 Meeting  
Dates, Time and Location **Exhibit 7**

#### **IV. Staff Reports**

- A. District Manager
  - 1. Consideration and Approval of the Solitude Lake  
Management Fountain & Aerator Maintenance  
Contract **Exhibit 8**
  - 2. Consideration and Approval of Decorating Elves  
Holiday Lighting Proposal **Exhibit 9**
- B. Attorney
- C. District Engineer

**V. Supervisors Requests**

**VI. Audience Questions and Comments on Other  
Items**

**VII. 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, June 4, 2019 at 6:00 p.m. at Panther Trace I Clubhouse, 12515 Bramfield Drive, Riverview, Florida 33579.

## FIRST ORDER OF BUSINESS – Roll Call

Mr. Cusmano called the meeting to order and conducted roll call.

Present and constituting 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, DPGF Management & Consulting LLC

*The following is a summary of the discussions and actions taken at the June 4, 2019 Park Creek CDD Board of Supervisors Regular Meeting.*

## SECOND ORDER OF BUSINESS – Audience Comments

There being none, the next item followed.

### **THIRD ORDER OF BUSINESS – Consent Agenda**

- A. Exhibit 1: Approval of Minutes of April 4, 2019 Meeting
- B. Exhibit 2: Acceptance of the March and April 2019 Financial Statements
- C. Exhibit 3: Acceptance of the FY 2018 Audit Report

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved Items A, B, and C of the Consent Agenda for the Park Creek Community Development District.

**FOURTH ORDER OF BUSINESS – Business Matters**

- ## A. Exhibit 4: Discussion of the FY 2020 Proposed Budget

Mr. Lawson provided details of the FY 2020 Proposed Budget and opened the floor for comments on the budget from the audience. Commentary of note included: the need to replace the pool chairs at the club house, which has been factored into the budget; complaints concerning the community's current security guard, upon which Mr. Cusmano suggested a temporary replacement to test if they meet the community's standards; complaints concerning street lights that are either on constantly or not working at night, wherein Mr. Cusmano suggested residents contact TECO concerning this matter alongside staff; and, finally, resident concerns regarding lighting and fan timers working improperly, resulting in the lighting and fans of Park Creek's Clubhouse being on constantly.

- B. Exhibit 5: Consideration and Adoption of Resolution 2019-06 Approving the FY 2019-2020 Proposed Budget & Setting the Public Hearing

On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adopted Resolution 2019-06 Approving the FY 2019-2020 Proposed Budget & Setting the Public Hearing for August 6, 2019 at 6:00 p.m. for the Park Creek Community Development District.

C. Exhibit 6: Straley Robin Vericker Audit Response Letter

D. Exhibit 7: Hillsborough County Letter – Number of Registered Voters – 439

**FIFTH ORDER OF BUSINESS – Staff Reports**

A. District Manager

1. Exhibit 8: Presentation of Road to ADA Compliance

B. Attorney

There being none, the next item followed.

C. District Engineer

There being none, the next item followed.

**SIXTH ORDER OF BUSINESS – Supervisors Requests**

There being none, the next item followed.

**SEVENTH ORDER OF BUSINESS – Audience Questions and Comments on Other Items**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS – Adjournment**

Mr. Lawson asked for final questions, comments, or corrections before adjourning the meeting.  
There being none, Mr. Lawson made a motion to adjourn the meeting.

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, 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 CDD**  
**Financial Report Summary - General Fund & Construction Fund**  
**5/31/2019**

For The Period Ending :	GENERAL FUND 5/31/2019	CONSTRUCTION 2013A 5/31/2019	CONSTRUCTION 2014A 5/31/2019
CASH BALANCE	\$ 224,238	\$ 9	\$ 1
PLUS: ACCOUNTS RECEIVABLE - OFF ROLL	-	-	-
PLUS: ACCOUNTS RECEIVABLE - ON ROLL	3,409	-	-
PLUS: ACCOUNTS RECEIVABLE - OTHER	-	-	-
LESS: ACCOUNTS PAYABLE	(2,385)	-	-
NET CASH BALANCE	\$ 225,262	\$ (9)	\$ 1

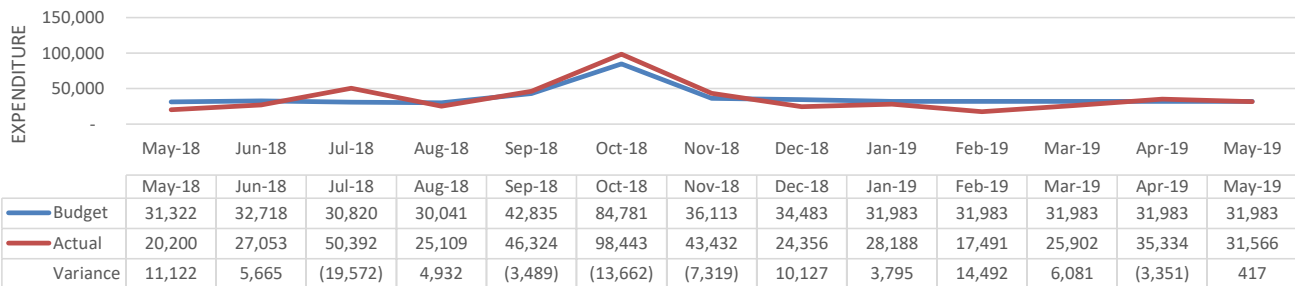
**GENERAL FUND REVENUE AND EXPENDITURES (FY 2019 YTD):**

	5/31/2019 ACTUAL YEAR-TO-DATE	5/31/2019 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE (YTD) COLLECTED	\$ 445,519	\$ 448,345	\$ (2,826)
EXPENDITURES (YTD)	(312,542)	(314,181)	1,638
NET OPERATING CHANGE	\$ 132,977	\$ 134,164	\$ (1,188)
AVERAGE MONTHLY EXPENDITURES	\$ 39,068	\$ 39,273	\$ 205
PROJECTED EOY BASED ON AVERAGE	\$ 468,814	\$ 448,345	

**GENERAL FUND SIGNIFICANT FINANCIAL ACTIVITY:**

	5/31/2019 ACTUAL YEAR-TO-DATE	5/31/2019 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
<b>REVENUE:</b>			
ASSESSMENTS-ON-ROLL (NET)	\$ 445,270	\$ 448,345	\$ (3,075)
MISCELLANEOUS REVENUE	249	-	249
<b>EXPENDITURES:</b>			
ADMINISTRATIVE EXPENDITURES	80,315	84,586	4,271
FIELD SERVICE EXPENDITURES - LANDSCAPE	77,415	92,684	15,269
FIELD SERVICE EXPENDITURES - STREETLIGHTS	31,795	31,200	(595)
FIELD SERVICE EXPENDITURES - POND MAINTENENACE	5,260	4,000	(1,260)
FIELD SERVICE EXPENDITURES - SECURITY	10,374	3,733	(6,640)
FIELD SERVICE EXPENDITURES - OTHER	47,980.49	47,210.68	(770)
AMENITY CENTER EXPENDITURES	45,777	50,767	4,990
UNBUDGETED EXPENDITURES	13,626	-	(13,626)
<b>TOTAL EXPENDITURES</b>	<b>\$ 312,542</b>	<b>\$ 314,181</b>	<b>\$ 1,638</b>

**HISTORICAL GENERAL FUND BUDGET VS ACTUAL EXPENDITURES  
COMPARISON**



New P.O.s

OM-PC-DPFG-061 - Security Elite Agency, Inc. - Security Guard Services

**Park Creek CDD**  
**Financial Report Summary - General Fund & Construction Fund**  
**6/30/2019**

For The Period Ending :	GENERAL FUND 6/30/2019	CONSTRUCTION 2013A 6/30/2019	CONSTRUCTION 2014A 6/30/2019
CASH BALANCE	\$ 195,826	\$ 9	\$ 1
PLUS: ACCOUNTS RECEIVABLE - OFF ROLL	-	-	-
PLUS: ACCOUNTS RECEIVABLE - ON ROLL	-	-	-
PLUS: ACCOUNTS RECEIVABLE - OTHER	-	-	-
LESS: ACCOUNTS PAYABLE	(9,103)	-	-
NET CASH BALANCE	\$ 186,722	\$ 9	\$ 1

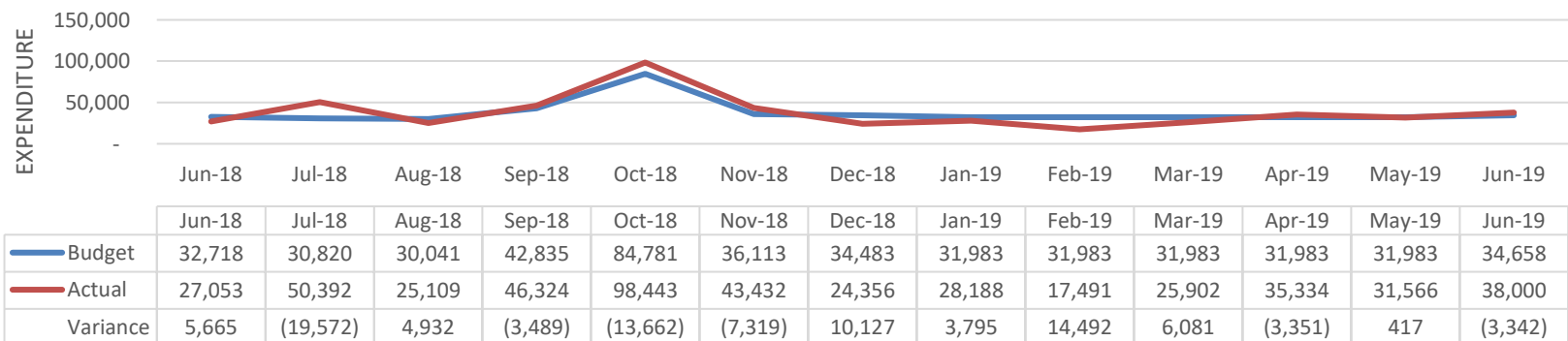
**GENERAL FUND REVENUE AND EXPENDITURES (FY 2019 YTD):**

	6/30/2019 ACTUAL YEAR-TO-DATE	6/30/2019 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE (YTD) COLLECTED	\$ 449,859	\$ 448,345	\$ 1,514
EXPENDITURES (YTD)	(352,093)	(348,839)	(3,254)
NET OPERATING CHANGE	\$ 97,765	\$ 99,506	\$ (1,741)
AVERAGE MONTHLY EXPENDITURES	\$ 39,121	\$ 38,760	\$ (362)
PROJECTED EOY BASED ON AVERAGE	\$ 469,458	\$ 448,345	

**GENERAL FUND SIGNIFICANT FINANCIAL ACTIVITY:**

	6/30/2019 ACTUAL YEAR-TO-DATE	6/30/2019 BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
<b>REVENUE:</b>			
ASSESSMENTS-ON-ROLL (NET)	\$ 449,609	\$ 448,345	\$ 1,264
MISCELLANEOUS REVENUE	249	-	249
<b>EXPENDITURES:</b>			
ADMINISTRATIVE EXPENDITURES	87,814	93,170	5,356
FIELD SERVICE EXPENDITURES - LANDSCAPE	86,322	104,270	17,947
FIELD SERVICE EXPENDITURES - STREETLIGHTS	36,345	35,100	(1,245)
FIELD SERVICE EXPENDITURES - POND MAINTENENACE	4,455	4,500	45
FIELD SERVICE EXPENDITURES - SECURITY	15,188	4,200	(10,988)
FIELD SERVICE EXPENDITURES - OTHER	52,262.95	52,487.01	224
AMENITY CENTER EXPENDITURES	50,186	55,113	4,926
UNBUDGETED EXPENDITURES	19,521	-	(19,521)
<b>TOTAL EXPENDITURES</b>	<b>\$ 352,093</b>	<b>\$ 348,839</b>	<b>\$ (3,254)</b>

**HISTORICAL GENERAL FUND BUDGET VS ACTUAL EXPENDITURES  
COMPARISON**



**New P.O.s**

OM-PC-DPFG-061 - Security Elite Agency, Inc. - Security Guard Services

OM-PC-DPFG-033 - All American Lawn & Tree Specialist - Pool Area Landscape Upgrade - Unbudgeted Amt \$13,625.70 (Total \$23,625.70)

OM-PC-DPFG-070 - Sarasota Patio Furniture Repair - Resling Chaise Lounge - \$5,895.00

**EXHIBIT 3.**

# PARK CREEK COMMUNITY DEVELOPMENT DISTRICT



**PROPOSED OPERATING BUDGET  
OCTOBER 1, 2019 – SEPTEMBER 30, 2020**

# PARK CREEK COMMUNITY DEVELOPMENT DISTRICT

## **BUDGET DEVELOPMENT:**

FLORIDA STATUTE 189.418:

The total amount available from taxation and other sources, including balances brought forward for prior fiscal years, must equal the total of appropriations for expenditures and reserves.

***(A Balanced Budget)***

# Park Creek Community Development District

## **BOARD BUDGET DEVELOPMENT:**

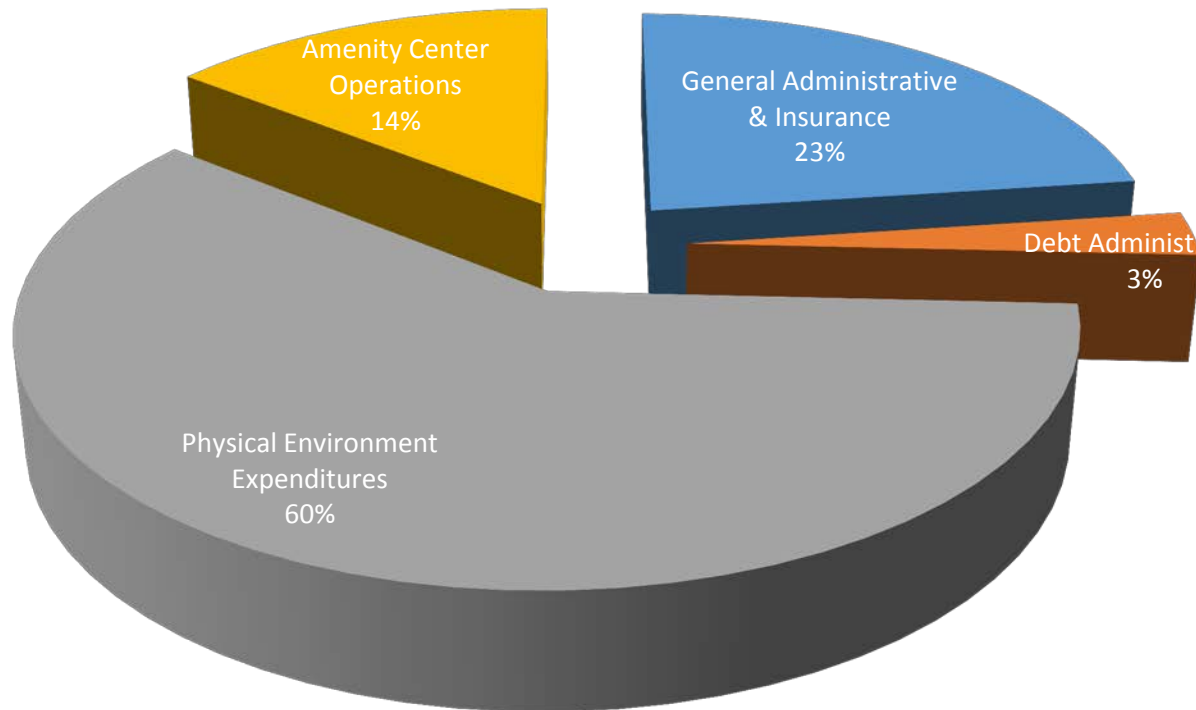
1. Review of Actual Expenditures of Prior Fiscal Years
2. Review of Contracts and Service Level Provided
3. Consideration of Future Service Needs

# PARK CREEK CDD

Lot Width	Units	GROSS Assmt/Unit FY 2019	GROSS Assmt/Unit FY 2020	GROSS Diff./Unit	MONTHLY CHANGE
50	177	\$1,264	\$1,272	\$8.45	\$0.70
60	154	\$1,517	\$1,527	\$9.94	\$0.83
70	11	\$1,770	\$1,781	\$11.43	\$0.95
Total	342				

# PARK CREEK CDD

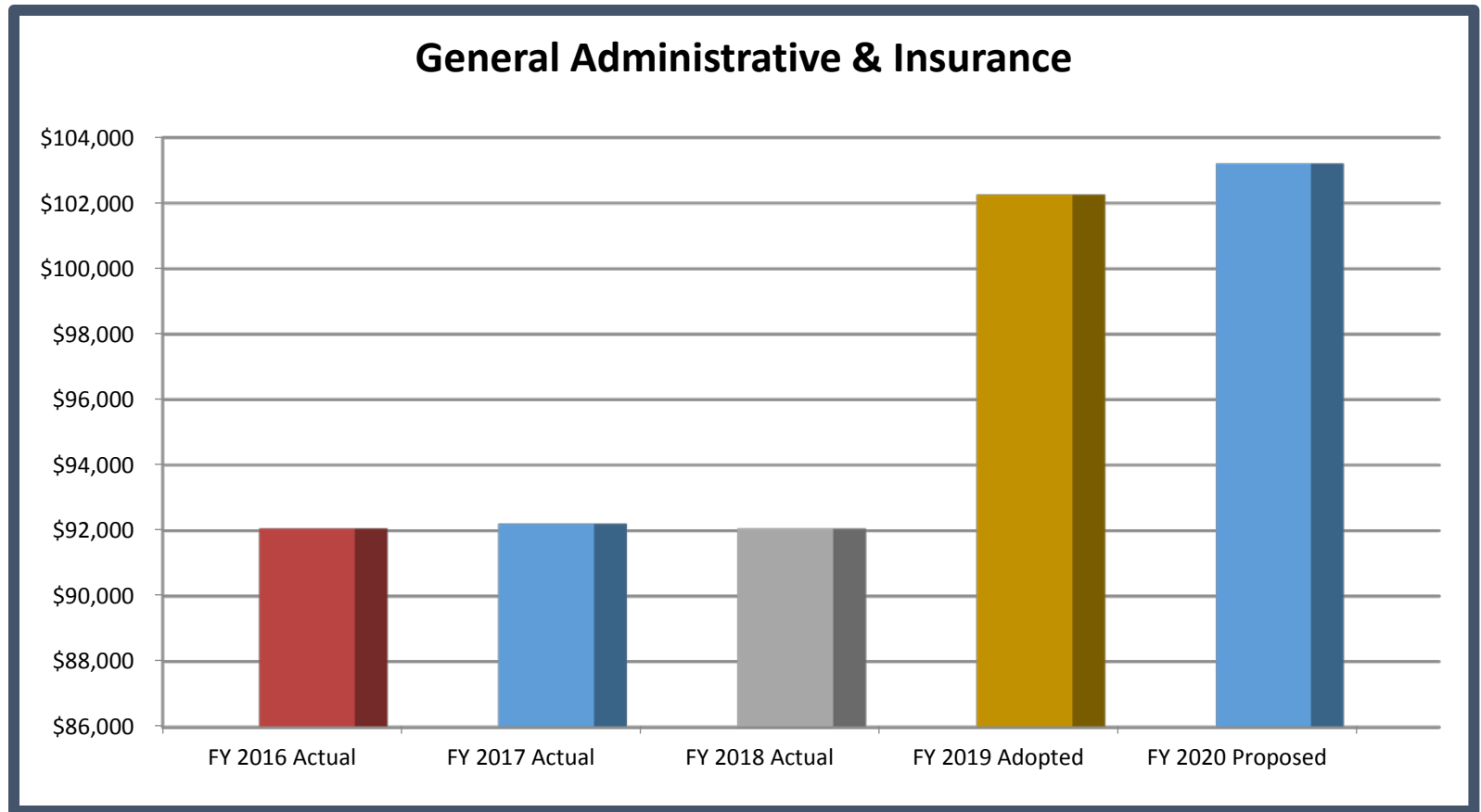
FY 2020 Expenditure Summary: \$451,169





# PARK CREEK CDD

Administrative & Insurance: \$103,214





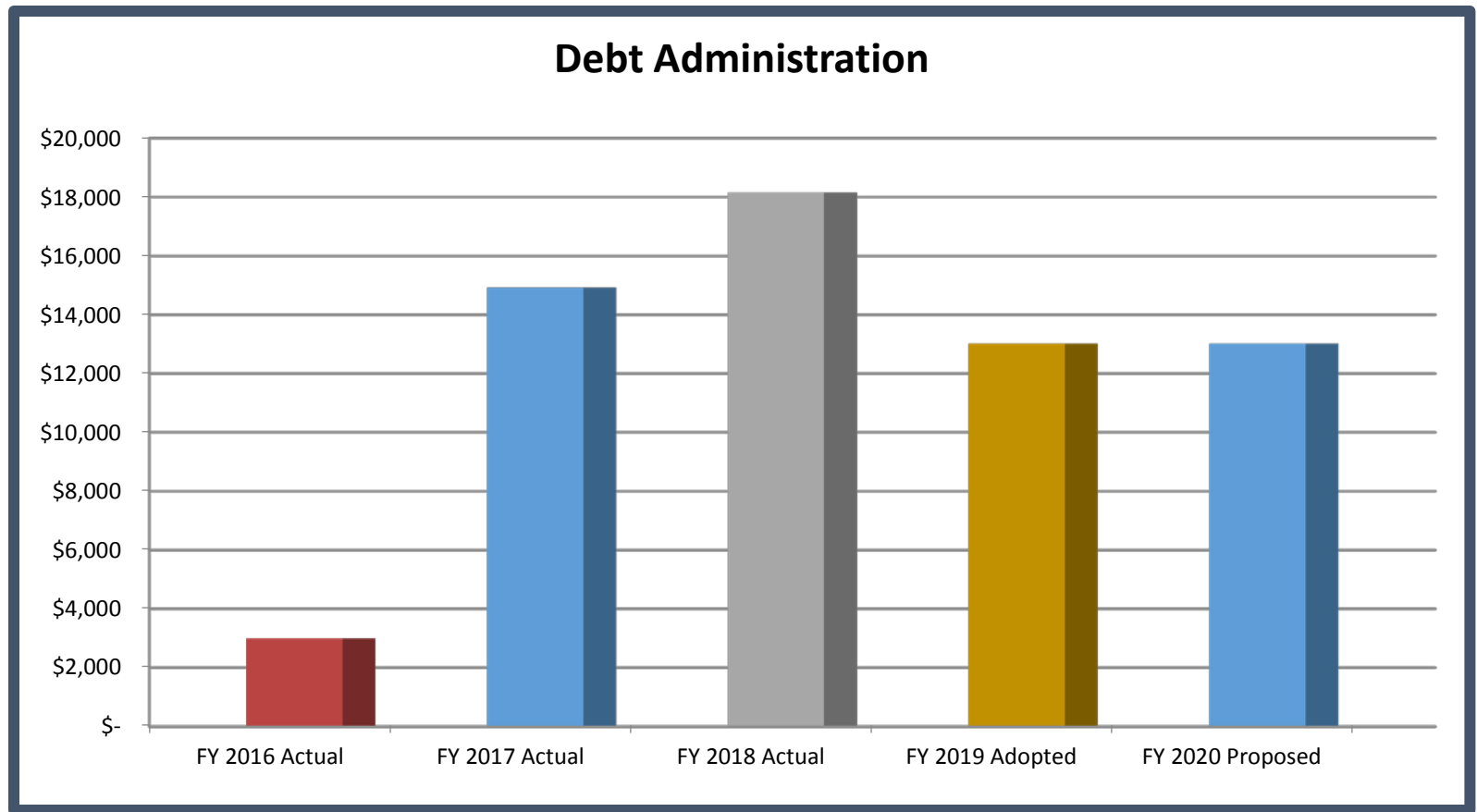
# PARK CREEK CDD

Administrative & Insurance: 23%, Increase of \$956

	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2019 YTD - March 31	FY 2020 Proposed	Variance
<b>GENERAL ADMINISTRATIVE</b>							
SUPERVISORS COMPENSATION	5,600	3,600	3,000	8,000	600	8,000	-
PAYROLL TAXES	428	275	230	612	46	612	-
PAYROLL SERVICES	385	347	304	673	59	673	-
MANAGEMENT CONSULTING SERVICES	21,000	21,000	24,000	24,000	12,000	24,000	-
PLANNING , COORDINATING & CONTRACT SRVCS	24,000	24,000	24,000	24,000	12,000	24,000	-
ADMINISTRATIVE SERVICES	5,500	5,500	5,500	5,500	2,750	5,500	-
BANK FEES	25	104	119	100	130	100	-
MISCELLANEOUS	532	2,960	885	250	-	250	-
AUDITING SERVICES	2,500	2,350	2,400	2,400	-	3,200	800
SUPERVISOR TRAVEL PER DIEM	8	-	14	100	-	100	-
REGULATORY AND PERMIT FEES	175	175	175	175	175	175	-
LEGAL ADVERTISEMENTS	1,656	1,976	808	750	1,491	750	-
ENGINEERING SERVICES	823	1,779	3,023	4,500	4,656	4,500	-
LEGAL SERVICES	6,460	6,135	3,703	5,000	2,272	5,000	-
WEBSITE HOSTING	983	737	738	720	360	2,265	1,545
TOTAL GENERAL ADMINISTRATIVE	70,075	70,938	68,899	76,780	36,539	79,125	2,345
<b>INSURANCE</b>							
INSURANCE-PROPERTY, GENERAL LIABILITY, PROF.	21,990	21,277	23,162	25,478	21,899	24,089	(1,389)

# PARK CREEK CDD

Debt Administration: \$13,020



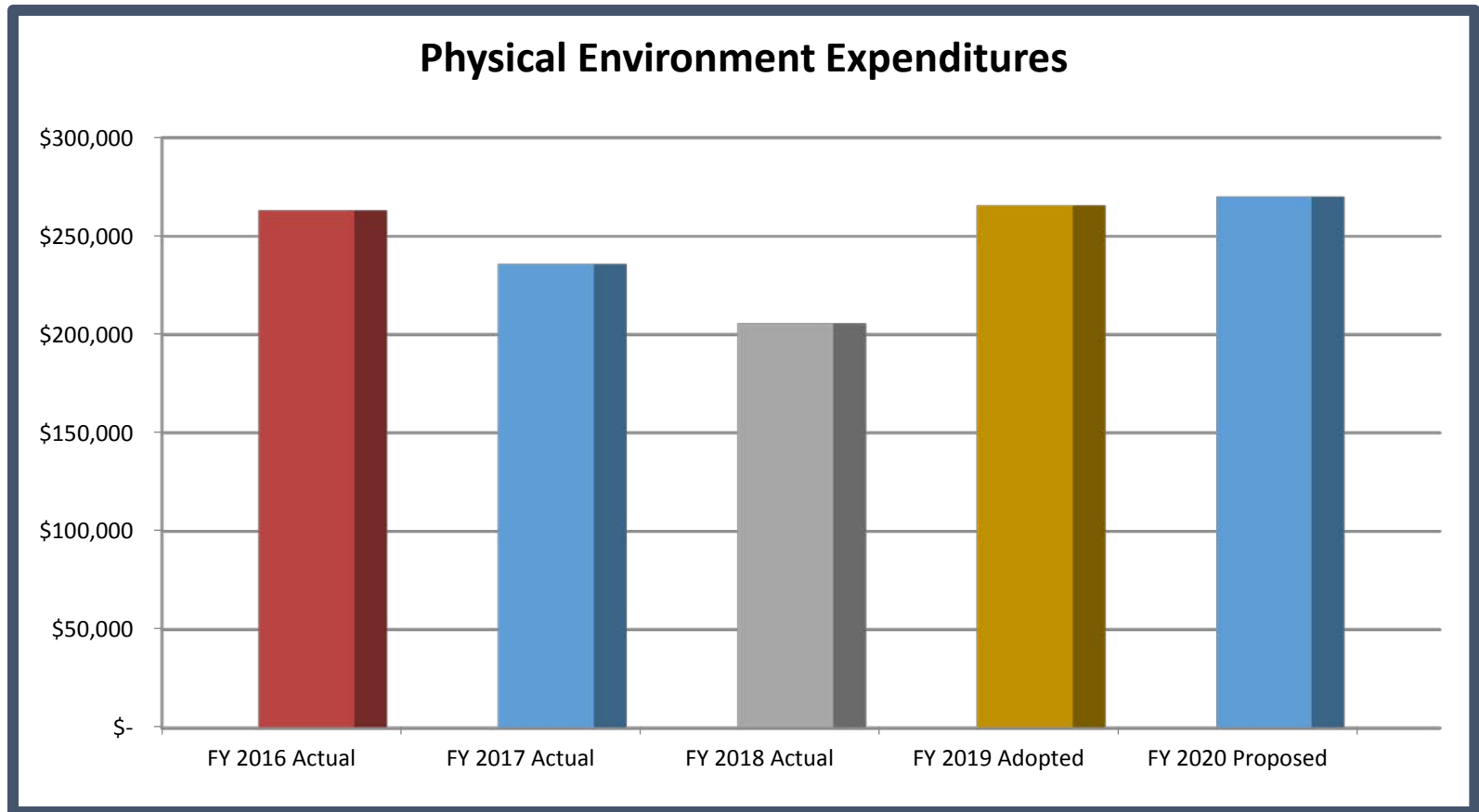
# PARK CREEK CDD

## Debt Administration: 3%

	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2019 YTD - March 31	FY 2020 Proposed	Variance
<b>DEBT ADMINISTRATION</b>							
DISSEMINATION AGENT	10,000	6,500	6,500	6,500	5,500	6,500	-
PERFORMANCE & WARRANTY BOND	2,500	2,500	2,500	-	-	-	-
TRUSTEE FEES	8,621	5,926	-	6,520	2,963	6,520	-
ARBITRAGE	1,300	-	9,159	-	-	-	-
TOTAL DEBT ADMINISTRATION	3,000	14,926	18,159	13,020	8,463	13,020	-

# PARK CREEK CDD

Physical Environment Expenditures: \$270,100



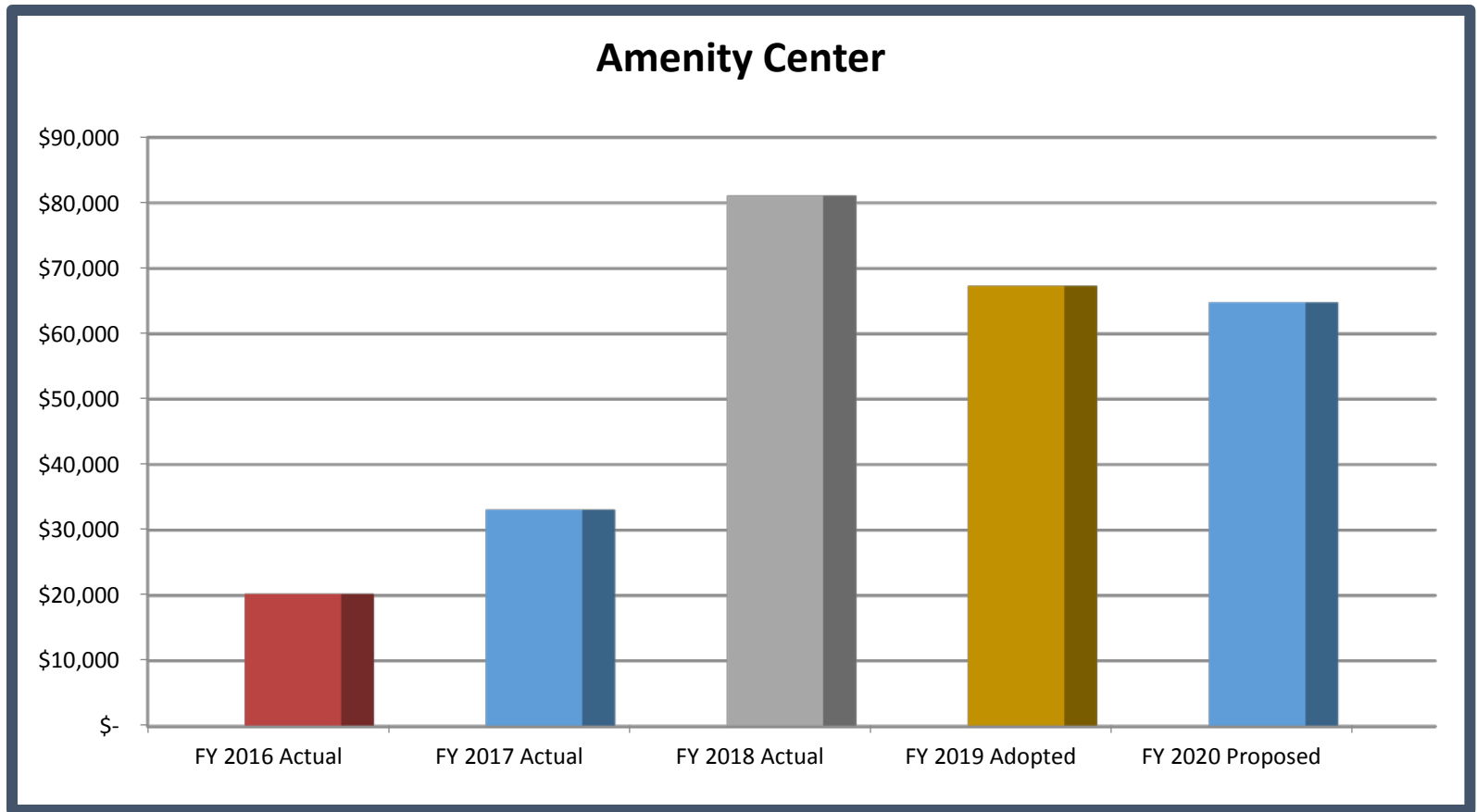
# PARK CREEK CDD

## Physical Environment Expenditures: 60%, Increase of \$4,358

	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2019 YTD - March 31	FY 2020 Proposed	Variance
<b>PHYSICAL ENVIRONMENT EXPENDITURES</b>							
COMPREHENSIVE FIELD TECH SERVICES	-	-	5,000	16,200	10,521	13,896	(2,304)
FIELD SERVICE TECH	14,759	15,383	19,747	-	2,500	-	-
FIELD TRAVEL EXPENSE	-	2,760	1,436	-	-	-	-
STREETPOLE LIGHTING	42,194	44,504	39,797	46,800	22,697	55,680	8,880
ELECTRICITY (IRRIGATION & POND PUMPS)	7,988	1,982	5,192	3,300	4,236	10,000	6,700
WATER (Hillsborough County & purchase from well)	1,318	-	-	-	-	-	-
LANDSCAPING MAINTENANCE	61,312	74,722	81,539	111,672	46,842	107,000	(4,672)
LANDSCAPE REPLINISHMENT	24,248	29,938	20,018	3,000	3,300	10,000	7,000
IRRIGATION MAINTENANCE	11,197	13,670	10,324	3,000	2,307	10,000	7,000
LANDSCAPE MAINTENANCE - PHASE 3	-	3,500	-	21,354	6,600	13,200	(8,154)
TREE TRIMMING	-	7,500	-	-	-	3,500	3,500
NPDES	4,650	3,150	-	-	-	-	-
PET WASTE REMOVAL	1,708	3,128	2,220	3,816	1,906	3,816	-
POWER SWEEP	250	-	-	-	-	-	-
STORMWATER DRAINAGE	7,177	2,381	-	-	-	-	-
ENVIRONMENTAL MITIGATION & POND MAINT.	13,140	1,950	3,500	-	-	-	-
POND MAINTENANCE	63,668	4,608	5,780	6,000	2,970	6,000	-
POND MOWING - GRANDVIEW	-	8,225	-	-	-	-	-
POND EROSION	3,800	-	-	-	-	-	-
SECURITY MONITORING	1,800	4,855	3,600	3,600	1,800	3,600	-
SECURITY PATROL	-	6,588	-	-	-	24,408	24,408
SECURITY CLICKERS & FOBS	786	441	-	2,000	-	2,000	-
ENTRANCE WALL REPAIR	1,750	-	-	-	-	-	-
HOLIDAY LIGHTS	-	-	4,998	5,000	4,998	7,000	2,000
MISC. FIELD		6,585	-		-	-	-
FIELD CONTINGENCY	1,523	-	2,530	40,000	17,505	-	(40,000)
<b>TOTAL PHYSICAL ENVIRONMENT EXPENDITURES</b>	<b>263,268</b>	<b>235,870</b>	<b>205,681</b>	<b>265,742</b>	<b>128,181</b>	<b>270,100</b>	<b>4,358</b>

# PARK CREEK CDD

Amenity Center Operations: \$64,835



# PARK CREEK CDD

Amenity Center Operations: 14%, Decrease of \$2,490

	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Adopted	FY 2019 YTD - March 31	FY 2020 Proposed	Variance
<b>AMENITY CENTER OPERATIONS</b>							
POOL SERVICE CONTRACT	7,950	8,400	7,200	10,800	5,400	13,500	2,700
POOL MAINTENANCE & REPAIRS	3,217	400	4,050	2,500	-	2,500	-
POOL PERMIT	275	275	275	275	-	275	-
AMENITY MANAGEMENT	-	-	3,000	4,500	2,250	7,500	3,000
AMENITY CENTER CLEANING & MAINTENANCE	5,785	8,560	7,200	7,800	3,900	7,800	-
AMENITY CENTER INTERNET	1,776	1,855	1,914	2,100	1,003	2,100	-
AMENITY CENTER ELECTRICITY	-	6,251	5,631	8,400	3,727	7,200	(1,200)
AMENITY CENTER WATER	-	1,326	3,475	3,600	2,665	6,660	3,060
AMENITY CENTER PEST CONTROL	1,290	636	961	1,800	720	1,800	-
REFUSE SERVICE	-	-	-	1,000	-	1,000	-
LANDSCAPE MAINTENANCE	-	-	-	8,200	-	-	(8,200)
INFILL PLANTING	-	-	-	10,000	10,000	10,000	-
MISC. AMENITY CENTER OPERATIONS	-	5,415	47,420	6,350	6,953	4,500	(1,850)
<b>TOTAL AMENITY CENTER OPERATIONS</b>	<b>20,293</b>	<b>33,118</b>	<b>81,126</b>	<b>67,325</b>	<b>36,618</b>	<b>64,835</b>	<b>(2,490)</b>



- QUESTIONS?

**EXHIBIT 4.**

**STATEMENT 1**  
**PARK CREEK CDD - FY 2020 PROPOSED GENERAL FUND BUDGET**

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ADOPTED</b>	<b>FY 2019 OCT- MAR</b>	<b>FY 2020 PROPOSED</b>	<b>VARIANCE 2019-2020</b>
<b>I. REVENUE</b>							
GENERAL FUND REVENUES /(a)	\$ 190,741	\$ 298,624	\$ 304,751	\$ 448,345	\$ 442,284	\$ 451,169	\$ 2,824
DEVELOPER FUNDING	185,272	-	132,327	-	-	-	-
MISC REVENUE	1,447	125,980	429	-	249	-	-
<b>TOTAL REVENUE</b>	<b>377,460</b>	<b>424,604</b>	<b>437,507</b>	<b>448,345</b>	<b>442,533</b>	<b>451,169</b>	<b>2,824</b>
<b>II. EXPENDITURES</b>							
<b>GENERAL ADMINISTRATIVE</b>							
SUPERVISORS COMPENSATION	5,600	3,600	3,000	8,000	600	8,000	-
PAYROLL TAXES	428	275	230	612	46	612	-
PAYROLL SERVICES	385	347	304	673	59	673	-
MANAGEMENT CONSULTING SERVICES	21,000	21,000	24,000	24,000	12,000	24,000	-
PLANNING , COORDINATING & CONTRACT SRVCS	24,000	24,000	24,000	24,000	12,000	24,000	-
ADMINISTRATIVE SERVICES	5,500	5,500	5,500	5,500	2,750	5,500	-
BANK FEES	25	104	119	100	130	100	-
MISCELLANEOUS	532	2,960	885	250	-	250	-
AUDITING SERVICES	2,500	2,350	2,400	2,400	-	3,200	800
SUPERVISOR TRAVEL PER DIEM	8	-	14	100	-	100	-
REGULATORY AND PERMIT FEES	175	175	175	175	175	175	-
LEGAL ADVERTISEMENTS	1,656	1,976	808	750	1,491	750	-
ENGINEERING SERVICES	823	1,779	3,023	4,500	4,656	4,500	-
LEGAL SERVICES	6,460	6,135	3,703	5,000	2,272	5,000	-
WEBSITE HOSTING	983	737	738	720	360	2,265	1,545
<b>TOTAL GENERAL ADMINISTRATIVE</b>	<b>70,075</b>	<b>70,938</b>	<b>68,899</b>	<b>76,780</b>	<b>36,539</b>	<b>79,125</b>	<b>2,345</b>
<b>INSURANCE</b>							
INSURANCE-PROPERTY, GENERAL LIABILITY ,PROF.	<b>21,990</b>	<b>21,277</b>	<b>23,162</b>	<b>25,478</b>	<b>21,899</b>	<b>24,089</b>	<b>(1,389)</b>
<b>DEBT ADMINISTRATION:</b>							
DISSEMINATION AGENT	10,000	6,500	6,500	6,500	5,500	6,500	-
PERFORMANCE & WARRANTY BOND	2,500	2,500	2,500	-	-	-	-
TRUSTEE FEES	8,621	5,926	-	6,520	2,963	6,520	-
ARBITRAGE	1,300	-	9,159	-	-	-	-
<b>TOTAL DEBT ADMINISTRATION</b>	<b>3,000</b>	<b>14,926</b>	<b>18,159</b>	<b>13,020</b>	<b>8,463</b>	<b>13,020</b>	<b>-</b>
<b>PHYSICAL ENVIRONMENT EXPENDITURES:</b>							
COMPREHENSIVE FIELD TECH SERVICES	-	-	5,000	16,200	10,521	13,896	(2,304)
FIELD SERVICE TECH	14,759	15,383	19,747	-	2,500	-	-
FIELD TRAVEL EXPENSE	-	2,760	1,436	-	-	-	-
STREETPOLE LIGHTING	42,194	44,504	39,797	46,800	22,697	55,680	8,880
ELECTRICITY (IRRIGATION & POND PUMPS)	7,988	1,982	5,192	3,300	4,236	10,000	6,700
WATER (Hillsborough County & purchase from well)	1,318	-	-	-	-	-	-
LANDSCAPING MAINTENANCE	61,312	74,722	81,539	111,672	46,842	107,000	(4,672)
LANDSCAPE REPLINISHMENT	24,248	29,938	20,018	3,000	3,300	10,000	7,000
IRRIGATION MAINTENANCE	11,197	13,670	10,324	3,000	2,307	10,000	7,000
LANDSCAPE MAINTENANCE - PHASE 3	-	3,500	-	21,354	6,600	13,200	(8,154)
TREE TRIMMING	-	7,500	-	-	-	3,500	3,500
NPDES	4,650	3,150	-	-	-	-	-
PET WASTE REMOVAL	1,708	3,128	2,220	3,816	1,906	3,816	-
POWER SWEEP	250	-	-	-	-	-	-
STORMWATER DRAINAGE	7,177	2,381	-	-	-	-	-
ENVIRONMENTAL MITIGATION & POND MAINT.	13,140	1,950	3,500	-	-	-	-
POND MAINTENANCE	63,668	4,608	5,780	6,000	2,970	6,000	-
POND MOWING - GRANDVIEW	-	8,225	-	-	-	-	-
POND EROSION	3,800	-	-	-	-	-	-
SECURITY MONITORING	1,800	4,855	3,600	3,600	1,800	3,600	-
SECURITY PATROL	-	6,588	-	-	-	24,408	24,408
SECURITY CLICKERS & FOBS	786	441	-	2,000	-	2,000	-
ENTRANCE WALL REPAIR	1,750	-	-	-	-	-	-
HOLIDAY LIGHTS	-	-	4,998	5,000	4,998	7,000	2,000
MISC. FIELD	-	6,585	-	-	-	-	-
FIELD CONTINGENCY	1,523	-	2,530	40,000	17,505	-	(40,000)
<b>TOTAL PHYSICAL ENVIRONMENT EXPENDITURES</b>	<b>263,268</b>	<b>235,870</b>	<b>205,681</b>	<b>265,742</b>	<b>128,181</b>	<b>270,100</b>	<b>4,358</b>

**STATEMENT 1**  
**PARK CREEK CDD - FY 2020 PROPOSED GENERAL FUND BUDGET**

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ADOPTED</b>	<b>FY 2019 OCT- MAR</b>	<b>FY 2020 PROPOSED</b>	<b>VARIANCE 2019-2020</b>
<b>AMENITY CENTER OPERATIONS</b>							
POOL SERVICE CONTRACT	7,950	8,400	7,200	10,800	5,400	13,500	2,700
POOL MAINTENANCE & REPAIRS	3,217	400	4,050	2,500	-	2,500	-
POOL PERMIT	275	275	275	275	-	275	-
AMENITY MANAGEMENT	-	-	3,000	4,500	2,250	7,500	3,000
AMENITY CENTER CLEANING & MAINTENANCE	5,785	8,560	7,200	7,800	3,900	7,800	-
AMENITY CENTER INTERNET	1,776	1,855	1,914	2,100	1,003	2,100	-
AMENITY CENTER ELECTRICITY	-	6,251	5,631	8,400	3,727	7,200	(1,200)
AMENITY CENTER WATER	-	1,326	3,475	3,600	2,665	6,660	3,060
AMENITY CENTER PEST CONTROL	1,290	636	961	1,800	720	1,800	-
REFUSE SERVICE	-	-	-	1,000	-	1,000	-
LANDSCAPE MAINTENANCE	-	-	-	8,200	-	-	(8,200)
INFILL PLANTING	-	-	-	10,000	10,000	10,000	-
MISC. AMENITY CENTER OPERATIONS	-	5,415	47,420	6,350	6,953	4,500	(1,850)
<b>TOTAL AMENITY CENTER OPERATIONS</b>	<b>20,293</b>	<b>33,118</b>	<b>81,126</b>	<b>67,325</b>	<b>36,618</b>	<b>64,835</b>	<b>(2,490)</b>
<b>RESERVES</b>							
RESERVE STUDY	-	3,200	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>378,626</b>	<b>379,329</b>	<b>397,027</b>	<b>448,345</b>	<b>231,700</b>	<b>451,169</b>	<b>2,824</b>
<b>III. EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>(1,166)</b>	<b>45,275</b>	<b>40,480</b>	<b>-</b>	<b>210,834</b>	<b>-</b>	<b>-</b>
FUND BALANCE - BEGINNING	10,552	9,386	54,663	95,143	95,143	95,143	-
INCREASE IN OPERATING RESERVES						-	
<b>FUND BALANCE - ENDING</b>	<b>\$ 9,386</b>	<b>\$ 54,661</b>	<b>\$ 95,143</b>	<b>\$ 95,143</b>	<b>\$ 305,977</b>	<b>\$ 95,143</b>	<b>\$ -</b>

**Footnote:**

(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.

**STATEMENT 2**  
**PARK CREEK CDD**  
**FY 2020 PROPOSED BUDGET - GENERAL FUND (O&M) ALLOCATION**

**1. ERU Assignment, Ranking and Calculation**

Lot Width	Units	ERU	Total ERU	% ERU
50	177	1.0	177.0	46.92%
60	154	1.2	184.8	48.99%
70	11	1.4	15.4	4.08%
<b>Total</b>	<b>342</b>		<b>377.2</b>	<b>100.00%</b>

**2. O&M Assessment Requirement ("AR")**

AR = Total Expenditures - NET:	\$ 451,169
Plus: Early Payment Discount (4%)	19,199
Plus: County Collection Charges (2%)	9,599
Total Assessment (Gross Expenditures)	\$ 479,967
Total ERU:	377.2
Total AR / ERU - net:	<b>\$1,196</b>
Total AR / ERU - gross:	<b>\$1,272</b>

**3. Current FY - Allocation of AR (Difference Due to Rounding) & O&M Assmt.**

Lot Width	Units	ERU	NET Assmt/Unit	Total NET Assmt	GROSS Assmt/Unit
50'	177	1.0	\$1,196	\$211,710	\$1,272.45
60'	154	1.2	\$1,435	\$221,039	\$1,526.94
70'	11	1.4	\$1,675	\$18,420	\$1,781.43
<b>Total</b>	<b>342</b>			<b>\$451,169</b>	

**4. Prior FY - Allocation of AR (Difference Due to Rounding) & O&M Assmt.**

Lot Width	Units	ERU	NET Assmt/Unit	Total NET Assmt	GROSS Assmt/Unit
50'	177	1.0	\$1,189	\$210,385	\$1,264
60'	154	1.2	\$1,426	\$219,656	\$1,517
70'	11	1.4	\$1,664	\$18,305	\$1,770
<b>Total</b>	<b>342</b>			<b>\$448,346</b>	

**5. Difference between Prior FY and Current FY Per Lot**

Lot Width	Units	ERU	Difference	% Change
50'	177	1.0	\$7	1%
60'	154	1.2	\$9	1%
70'	11	1.4	\$11	1%

**STATEMENT 3  
PARK CREEK CDD  
FY 2020 PROPOSED BUDGET**

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	PO #	COMMENTS (SCOPE OF SERVICE)
<b>EXPENDITURES ADMINISTRATIVE:</b>				
SUPERVISORS COMPENSATION		\$ 8,000		Estimated 5 Supervisors to be in attendance for 8 meetings. Chapter 190 of the Florida Statute allows for \$200 per meeting
PAYROLL TAXES		\$ 612		Payroll taxes for Supervisor Compensation ; 7.65% of Payroll
PAYROLL SERVICES		\$ 673		Approximately \$54 per payroll and 1x yearly fee of \$25
MANAGEMENT CONSULTING SRVS	DPFG	\$ 24,000		The District receives Management & Accounting services as part of the agreement;
PLANNING, COORDINATING & CONTRACT SERVICES	DPFG	\$ 24,000		Governmental agency coordination, construction & maintenance contract administration, technical and engineering support services associated with maintenance & construction of District infrastructure
ADMINISTRATIVE SERVICES	DPFG	\$ 5,500		The District receives administrative services as part of the agreement, approximates
BANK FEES	BANK UNITED	\$ 100		Bank fees associated with maintaining the District's bank accounts
MISCELLANEOUS		\$ 250		Miscellaneous as needed for General Administrative expenditures that are not appropriated in any other line items
AUDITING SERVICES	Need to go out for RFP	\$ 3,200		State law requires the District to undertake an annual independent audit. The budgeted amount for the fiscal year is based on contracted fees from an existing engagement letter
SUPERVISOR .TRAVEL PER DIEM		\$ 100		Reimbursement to Board Supervisors for travel to District Meetings
REGULATORY AND PERMIT FEES	Florida DEO	\$ 175		The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity
LEGAL ADVERTISEMENTS	TIME PUBLISHING	\$ 750		The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.
ENGINEERING SERVICES	STANTEC	\$ 4,500		Provides general engineering services to District, i.e. attendance & preparation for monthly board meetings and other specifically requested assignments
LEGAL SERVICES	STRALEY, ROBIN, VERICKER	\$ 5,000		Provides general legal services, review of contracts, agreements and other research assigned and directed by the Board and District Manager
WEBSITE HOSTING	Campus Suite	\$ 2,265		ADA Compliance of website to be performed by Campus Suite. Amount includes the maintenance of the website platform itself as well as the remediation of 750 pages of documents. An additional \$250 for any unknown remediation as well as \$500 for DPFG for remediation monitoring and postings
<b>INSURANCE:</b>				
INSURANCE (Liability, Property, Casualty, Bridge)	EGIS	\$ 24,089		Annual, for general liability, property and officer and director insurance
<b>EXPENDITURES DEBT ADMINISTRATION:</b>				
DISSEMINATION AGENT	LERNER SERVICES	\$ 6,500		Dissemination to facilitate District compliance with Securities & Exchange Commission continuing disclosure
PERFORMANCE & WARRANTY BOND		\$ -		

**STATEMENT 3  
PARK CREEK CDD  
FY 2020 PROPOSED BUDGET**

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	PO #	COMMENTS (SCOPE OF SERVICE)
TRUSTEE FEES	US BANK	\$ 6,520		Confirmed amount with Trustee to maintain the District's bond funds that are on deposit for the Series 2013 and 2014
ARBITRAGE	LLS Services	\$ -		Small issuer exception. Arbitrage not required
<b>PHYSICAL ENVIRONMENT EXPENDITURES:</b>				
COMPREHENSIVE FIELD TECH SERVICES		\$ 13,896		Directs day to day operations of District and oversees Field Tech Services. Schedule vendors and inspect their work, interact with new homeowners, coordinate general security, manage RFP process for ongoing maintenance, prepare monthly written reports to the Board, including mileage costs for Field Tech.
STREETPOLE LIGHTING	TECO	\$ 55,680		10650 Peak Creek Way - 31 poles :\$1,100 mo. Phase 1A: 15 poles - \$530 mo. Phase 1B - 19 poles:\$670 mo. Phase 1 - 43 poles:\$1,600 mo. Phase 2 - 21 poles:\$740 mo. A total of 129 poles.
ELECTRICITY (IRRIGATION & POND PUMPS)	TECO	\$ 10,000		Electric utilities to maintain irrigation system & pond pumps New pump added on Tucker Jones Road
WATER (PURCHASED FROM WELL)		\$ -		Reclaimed and potable
LANDSCAPING MAINTENANCE	ALL-AMERICAN LAWN&TREE	\$ 107,000	OM-PC-067	ALL AMERICAN EXPIRES 8/2019. General services: \$53,286. Turf Care: \$8,826. Horticulture Care: \$4,690. Mulch: \$8,961, Flowers: \$5,909, Tree Trimming: \$5,499. Irrigation monitoring: \$6,515. \$14k for Tucker Jones Rd. (estimate)
LANDSCAPING REPLENISHMENT	ALL-AMERICAN LAWN&TREE	\$ 10,000		Replacement of plant material not included in base contract
IRRIGATION MAINTENANCE	ALL-AMERICAN LAWN&TREE	\$ 10,000		Monthly irrigation maintenance outside of contract wet checks
LANDSCAPE MAINTENANCE - PHASE 3B and 3B-2		\$ 13,200	OM-PC-DPFG-036	Two ponds, area behind fence TG Rd.
TREE TRIMMING	ALL-AMERICAN LAWN&TREE	\$ 3,500		Trees over 8' clearance, beyond contract scope
NPDES (National Pollutant Discharge Elimination System)	GENESIS	\$ -		not needed
PET WASTE REMOVAL	POOP 911	\$ 3,816	OM-PC-069	Removal of pet waste, replace liners, check and fill and pick up bags. Approximately 8,000 bags included for new collection units.
POWER SWEEP		\$ -		Power wash of common areas
STORMWATER DRAINAGE	GENESIS	\$ -		Storm drain clean out and replacement of rocks. Bill received in April 2017
POND MAINTENANCE	Aquatic Systems	\$ 6,000	OM-PC-DPFG-053	Resource Management Program for waterway system.
POND MOWING	Grandview	\$ -		Miscellaneous as needed
POND EROSION		\$ -		
SECURITY MONITORING	Critical Intervention	\$ 3,600	OM-PC-001	Pool cameras
SECURITY PATROL	Security Elite Agency, Inc.	\$ 24,408	OM-PC-DPFG-061	Not exceed \$4,068/mo.; called in as needed assumed Apr to Sep 2020.
SECURITY FOBS		\$ 2,000		Maintenance allowance
ENTRANCE WALL REPAIR		\$ -		
HOLIDAY LIGHTS		\$ 7,000		
MISC. FIELD		\$ -		
FIELD CONTINGENCY		\$ -		
<b>AMENITY CENTER OPERATIONS</b>				

**STATEMENT 3  
PARK CREEK CDD  
FY 2020 PROPOSED BUDGET**

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	PO #	COMMENTS (SCOPE OF SERVICE)
POOL SERVICE CONTRACT	H2 Pool Services	\$ 13,500	OM-PC-052	Provides 5 day cleaning and chemical service
POOL MAINTENANCE & REPAIRS	H2 Pool Services	\$ 2,500		Misc. repairs as needed
POOL PERMIT	State of Florida	\$ 275		Pool permit
AMENITY MANAGEMENT	DPFG	\$ 7,500		Track & handle facility access keys, coordination of janitorial services, track & coordinate facility rental activities, and implement general operation rules for the amenity
AMENITY CENTER CLEANING & MAINTENANCE	H2 Pool Services	\$ 7,800	OM-PC-052	Clean facilities 4x a month and power wash 1x a month
AMENITY CENTER INTERNET	Brighthouse	\$ 2,100		Monthly charge approximates \$175 mo.
AMENITY CENTER ELECTRICITY		\$ 7,200		Estimated at \$600 per mo. Based on actual average
AMENITY CENTER WATER		\$ 6,660		Estimated at \$555 per month based on actual average
AMENITY CENTER PEST CONTROL	Earth Tech Property Solutions	\$ 1,800	OM-PC-DPFG-021	Estimated at \$150 mo. Increase in level of service necessitated
REFUSE SERVICE	Estimated	\$ 1,000		Estimated
LANDSCAPE MAINTENANCE		\$ -		
INFILL PLANTING		\$ 10,000		Plant material replacement inside pool area.
MISC. AMENITY CENTER REPAIRS & MAINTNANCE		\$ 4,500		Miscellaneous as needed
<b>RESERVES</b>				
OPERATING RESERVES		\$ 19,000		Cash reserve to cover FY2021 expenditures until County tax collections
RESERVE STUDY		\$ -		



**EXHIBIT 5.**

## RESOLUTION 2019-07

### **THE ANNUAL APPROPRIATION RESOLUTION OF THE PARK CREEK COMMUNITY DEVELOPMENT DISTRICT RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019, AND ENDING SEPTEMBER 30, 2020; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2019, submitted to the Board of Supervisors (the “**Board**”) a proposed budget for the next ensuing budget year (the “**Proposed Budget**”), along with an explanatory and complete financial plan for each fund of the Park Creek Community Development District (the “**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 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 6, 2019 at 6:00 pm, as the date and time 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**, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; 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 Proposed Budget projects 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; and

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

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

- a. That the Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Records Office, and hereby approves certain amendments thereto, as shown below.
- b. That the Proposed Budget as amended by the Board attached hereto as **Exhibit A**, 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 2018/2019 and/or revised projections for fiscal year 2019/2020.

- c. That the adopted budget, as amended, shall be maintained in the office of the District Manager and at the District's Records Office and identified as the "Budget for the Park Creek Community Development District for the Fiscal Year Beginning October 1, 2019, and Ending September 30, 2020," as adopted by the Board on August 6, 2019.
- d. The final adopted budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption.

## **Section 2. Appropriations**

There is hereby appropriated out of the revenues of the District, for the fiscal year beginning October 1, 2019, and ending September 30, 2020, the sum of \$\_\_\_\_\_ to be raised by the levy of assessments and otherwise, which sum is deemed by the Board 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 DEBT SERVICE FUNDS	\$_____
TOTAL ALL FUNDS	\$_____*

\*Not inclusive of any collection costs.

## **Section 3. Budget Amendments**

Pursuant to Section 189.016, Florida Statutes, the District at any time within the fiscal year or within 60 days following the end of the fiscal year may amend its budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016 of the Florida Statutes, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget(s) under subparagraphs c. and d. above are posted on the District's website within 5 days after adoption.

**Section 4. Effective Date.**

This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**PASSED AND ADOPTED THIS 6TH DAY OF AUGUST, 2019.**

**ATTEST:**

**PARK CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Name: Paul Cusmano  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Michael Lawson  
Chair of the Board of Supervisors

**Exhibit A: FY 2019/2020 Budget**

# **EXHIBIT A**

**STATEMENT 1**  
**PARK CREEK CDD - FY 2020 PROPOSED GENERAL FUND BUDGET**

	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 ACTUAL	FY 2019 ADOPTED	FY 2019 OCT- MAR	FY 2020 PROPOSED	VARIANCE 2019-2020
<b>I. REVENUE</b>							
GENERAL FUND REVENUES /(a)	\$ 190,741	\$ 298,624	\$ 304,751	\$ 448,345	\$ 442,284	\$ 451,169	\$ 2,824
DEVELOPER FUNDING	185,272	-	132,327	-	-	-	-
MISC REVENUE	1,447	125,980	429	-	249	-	-
<b>TOTAL REVENUE</b>	<b>377,460</b>	<b>424,604</b>	<b>437,507</b>	<b>448,345</b>	<b>442,533</b>	<b>451,169</b>	<b>2,824</b>
<b>II. EXPENDITURES</b>							
<b>GENERAL ADMINISTRATIVE</b>							
SUPERVISORS COMPENSATION	5,600	3,600	3,000	8,000	600	8,000	-
PAYROLL TAXES	428	275	230	612	46	612	-
PAYROLL SERVICES	385	347	304	673	59	673	-
MANAGEMENT CONSULTING SERVICES	21,000	21,000	24,000	24,000	12,000	24,000	-
PLANNING , COORDINATING & CONTRACT SRVCS	24,000	24,000	24,000	24,000	12,000	24,000	-
ADMINISTRATIVE SERVICES	5,500	5,500	5,500	5,500	2,750	5,500	-
BANK FEES	25	104	119	100	130	100	-
MISCELLANEOUS	532	2,960	885	250	-	250	-
AUDITING SERVICES	2,500	2,350	2,400	2,400	-	3,200	800
SUPERVISOR TRAVEL PER DIEM	8	-	14	100	-	100	-
REGULATORY AND PERMIT FEES	175	175	175	175	175	175	-
LEGAL ADVERTISEMENTS	1,656	1,976	808	750	1,491	750	-
ENGINEERING SERVICES	823	1,779	3,023	4,500	4,656	4,500	-
LEGAL SERVICES	6,460	6,135	3,703	5,000	2,272	5,000	-
WEBSITE HOSTING	983	737	738	720	360	2,265	1,545
<b>TOTAL GENERAL ADMINISTRATIVE</b>	<b>70,075</b>	<b>70,938</b>	<b>68,899</b>	<b>76,780</b>	<b>36,539</b>	<b>79,125</b>	<b>2,345</b>
<b>INSURANCE</b>							
INSURANCE-PROPERTY, GENERAL LIABILITY ,PROF.	<b>21,990</b>	<b>21,277</b>	<b>23,162</b>	<b>25,478</b>	<b>21,899</b>	<b>24,089</b>	<b>(1,389)</b>
<b>DEBT ADMINISTRATION:</b>							
DISSEMINATION AGENT	10,000	6,500	6,500	6,500	5,500	6,500	-
PERFORMANCE & WARRANTY BOND	2,500	2,500	2,500	-	-	-	-
TRUSTEE FEES	8,621	5,926	-	6,520	2,963	6,520	-
ARBITRAGE	1,300	-	9,159	-	-	-	-
<b>TOTAL DEBT ADMINISTRATION</b>	<b>3,000</b>	<b>14,926</b>	<b>18,159</b>	<b>13,020</b>	<b>8,463</b>	<b>13,020</b>	<b>-</b>
<b>PHYSICAL ENVIRONMENT EXPENDITURES:</b>							
COMPREHENSIVE FIELD TECH SERVICES	-	-	5,000	16,200	10,521	13,896	(2,304)
FIELD SERVICE TECH	14,759	15,383	19,747	-	2,500	-	-
FIELD TRAVEL EXPENSE	-	2,760	1,436	-	-	-	-
STREETPOLE LIGHTING	42,194	44,504	39,797	46,800	22,697	55,680	8,880
ELECTRICITY (IRRIGATION & POND PUMPS)	7,988	1,982	5,192	3,300	4,236	10,000	6,700
WATER (Hillsborough County & purchase from well)	1,318	-	-	-	-	-	-
LANDSCAPING MAINTENANCE	61,312	74,722	81,539	111,672	46,842	107,000	(4,672)
LANDSCAPE REPLINISHMENT	24,248	29,938	20,018	3,000	3,300	10,000	7,000
IRRIGATION MAINTENANCE	11,197	13,670	10,324	3,000	2,307	10,000	7,000
LANDSCAPE MAINTENANCE - PHASE 3	-	3,500	-	21,354	6,600	13,200	(8,154)
TREE TRIMMING	-	7,500	-	-	-	3,500	3,500
NPDES	4,650	3,150	-	-	-	-	-
PET WASTE REMOVAL	1,708	3,128	2,220	3,816	1,906	3,816	-
POWER SWEEP	250	-	-	-	-	-	-
STORMWATER DRAINAGE	7,177	2,381	-	-	-	-	-
ENVIRONMENTAL MITIGATION & POND MAINT.	13,140	1,950	3,500	-	-	-	-
POND MAINTENANCE	63,668	4,608	5,780	6,000	2,970	6,000	-
POND MOWING - GRANDVIEW	-	8,225	-	-	-	-	-
POND EROSION	3,800	-	-	-	-	-	-
SECURITY MONITORING	1,800	4,855	3,600	3,600	1,800	3,600	-
SECURITY PATROL	-	6,588	-	-	-	24,408	24,408
SECURITY CLICKERS & FOBS	786	441	-	2,000	-	2,000	-
ENTRANCE WALL REPAIR	1,750	-	-	-	-	-	-
HOLIDAY LIGHTS	-	-	4,998	5,000	4,998	7,000	2,000
MISC. FIELD	-	6,585	-	-	-	-	-
FIELD CONTINGENCY	1,523	-	2,530	40,000	17,505	-	(40,000)
<b>TOTAL PHYSICAL ENVIRONMENT EXPENDITURES</b>	<b>263,268</b>	<b>235,870</b>	<b>205,681</b>	<b>265,742</b>	<b>128,181</b>	<b>270,100</b>	<b>4,358</b>

**STATEMENT 1**  
**PARK CREEK CDD - FY 2020 PROPOSED GENERAL FUND BUDGET**

	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 ACTUAL</b>	<b>FY 2019 ADOPTED</b>	<b>FY 2019 OCT- MAR</b>	<b>FY 2020 PROPOSED</b>	<b>VARIANCE 2019-2020</b>
<b>AMENITY CENTER OPERATIONS</b>							
POOL SERVICE CONTRACT	7,950	8,400	7,200	10,800	5,400	13,500	2,700
POOL MAINTENANCE & REPAIRS	3,217	400	4,050	2,500	-	2,500	-
POOL PERMIT	275	275	275	275	-	275	-
AMENITY MANAGEMENT	-	-	3,000	4,500	2,250	7,500	3,000
AMENITY CENTER CLEANING & MAINTENANCE	5,785	8,560	7,200	7,800	3,900	7,800	-
AMENITY CENTER INTERNET	1,776	1,855	1,914	2,100	1,003	2,100	-
AMENITY CENTER ELECTRICITY	-	6,251	5,631	8,400	3,727	7,200	(1,200)
AMENITY CENTER WATER	-	1,326	3,475	3,600	2,665	6,660	3,060
AMENITY CENTER PEST CONTROL	1,290	636	961	1,800	720	1,800	-
REFUSE SERVICE	-	-	-	1,000	-	1,000	-
LANDSCAPE MAINTENANCE	-	-	-	8,200	-	-	(8,200)
INFILL PLANTING	-	-	-	10,000	10,000	10,000	-
MISC. AMENITY CENTER OPERATIONS	-	5,415	47,420	6,350	6,953	4,500	(1,850)
<b>TOTAL AMENITY CENTER OPERATIONS</b>	<b>20,293</b>	<b>33,118</b>	<b>81,126</b>	<b>67,325</b>	<b>36,618</b>	<b>64,835</b>	<b>(2,490)</b>
<b>RESERVES</b>							
RESERVE STUDY	-	3,200	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>378,626</b>	<b>379,329</b>	<b>397,027</b>	<b>448,345</b>	<b>231,700</b>	<b>451,169</b>	<b>2,824</b>
<b>III. EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>(1,166)</b>	<b>45,275</b>	<b>40,480</b>	<b>-</b>	<b>210,834</b>	<b>-</b>	<b>-</b>
FUND BALANCE - BEGINNING	10,552	9,386	54,663	95,143	95,143	95,143	-
INCREASE IN OPERATING RESERVES						-	
<b>FUND BALANCE - ENDING</b>	<b>\$ 9,386</b>	<b>\$ 54,661</b>	<b>\$ 95,143</b>	<b>\$ 95,143</b>	<b>\$ 305,977</b>	<b>\$ 95,143</b>	<b>\$ -</b>

**Footnote:**

(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.

**STATEMENT 2**  
**PARK CREEK CDD**  
**FY 2020 PROPOSED BUDGET - GENERAL FUND (O&M) ALLOCATION**

**1. ERU Assignment, Ranking and Calculation**

Lot Width	Units	ERU	Total ERU	% ERU
50	177	1.0	177.0	46.92%
60	154	1.2	184.8	48.99%
70	11	1.4	15.4	4.08%
<b>Total</b>	<b>342</b>		<b>377.2</b>	<b>100.00%</b>

**2. O&M Assessment Requirement ("AR")**

AR = Total Expenditures - NET:	\$ 451,169
Plus: Early Payment Discount (4%)	19,199
Plus: County Collection Charges (2%)	9,599
Total Assessment (Gross Expenditures)	<u>\$ 479,967</u>
Total ERU:	377.2
Total AR / ERU - net:	<b>\$1,196</b>
Total AR / ERU - gross:	<b>\$1,272</b>

**3. Current FY - Allocation of AR (Difference Due to Rounding) & O&M Assmt.**

Lot Width	Units	ERU	NET Assmt/Unit	Total NET Assmt	GROSS Assmt/Unit
50'	177	1.0	\$1,196	\$211,710	\$1,272.45
60'	154	1.2	\$1,435	\$221,039	\$1,526.94
70'	11	1.4	\$1,675	\$18,420	\$1,781.43
<b>Total</b>	<b>342</b>			<b>\$451,169</b>	

**4. Prior FY - Allocation of AR (Difference Due to Rounding) & O&M Assmt.**

Lot Width	Units	ERU	NET Assmt/Unit	Total NET Assmt	GROSS Assmt/Unit
50'	177	1.0	\$1,189	\$210,385	\$1,264
60'	154	1.2	\$1,426	\$219,656	\$1,517
70'	11	1.4	\$1,664	\$18,305	\$1,770
<b>Total</b>	<b>342</b>			<b>\$448,346</b>	

**5. Difference between Prior FY and Current FY Per Lot**

Lot Width	Units	ERU	Difference	% Change
50'	177	1.0	\$7	1%
60'	154	1.2	\$9	1%
70'	11	1.4	\$11	1%



**STATEMENT 3  
PARK CREEK CDD  
FY 2020 PROPOSED BUDGET**

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	PO #	COMMENTS (SCOPE OF SERVICE)
<b>EXPENDITURES ADMINISTRATIVE:</b>				
SUPERVISORS COMPENSATION		\$ 8,000		Estimated 5 Supervisors to be in attendance for 8 meetings. Chapter 190 of the Florida Statute allows for \$200 per meeting
PAYROLL TAXES		\$ 612		Payroll taxes for Supervisor Compensation ; 7.65% of Payroll
PAYROLL SERVICES		\$ 673		Approximately \$54 per payroll and 1x yearly fee of \$25
MANAGEMENT CONSULTING SRVS	DPFG	\$ 24,000		The District receives Management & Accounting services as part of the agreement;
PLANNING, COORDINATING & CONTRACT SERVICES	DPFG	\$ 24,000		Governmental agency coordination, construction & maintenance contract administration, technical and engineering support services associated with maintenance & construction of District infrastructure
ADMINISTRATIVE SERVICES	DPFG	\$ 5,500		The District receives administrative services as part of the agreement, approximates
BANK FEES	BANK UNITED	\$ 100		Bank fees associated with maintaining the District's bank accounts
MISCELLANEOUS		\$ 250		Miscellaneous as needed for General Administrative expenditures that are not appropriated in any other line items
AUDITING SERVICES	Need to go out for RFP	\$ 3,200		State law requires the District to undertake an annual independent audit. The budgeted amount for the fiscal year is based on contracted fees from an existing engagement letter
SUPERVISOR .TRAVEL PER DIEM		\$ 100		Reimbursement to Board Supervisors for travel to District Meetings
REGULATORY AND PERMIT FEES	Florida DEO	\$ 175		The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity
LEGAL ADVERTISEMENTS	TIME PUBLISHING	\$ 750		The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.
ENGINEERING SERVICES	STANTEC	\$ 4,500		Provides general engineering services to District, i.e. attendance & preparation for monthly board meetings and other specifically requested assignments
LEGAL SERVICES	STRALEY, ROBIN, VERICKER	\$ 5,000		Provides general legal services, review of contracts, agreements and other research assigned and directed by the Board and District Manager
WEBSITE HOSTING	Campus Suite	\$ 2,265		ADA Compliance of website to be performed by Campus Suite. Amount includes the maintenance of the website platform itself as well as the remediation of 750 pages of documents. An additional \$250 for any unknown remediation as well as \$500 for DPFG for remediation monitoring and postings
<b>INSURANCE:</b>				
INSURANCE (Liability, Property, Casualty, Bridge)	EGIS	\$ 24,089		Annual, for general liability, property and officer and director insurance
<b>EXPENDITURES DEBT ADMINISTRATION:</b>				
DISSEMINATION AGENT	LERNER SERVICES	\$ 6,500		Dissemination to facilitate District compliance with Securities & Exchange Commission continuing disclosure
PERFORMANCE & WARRANTY BOND		\$ -		

**STATEMENT 3  
PARK CREEK CDD  
FY 2020 PROPOSED BUDGET**

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	PO #	COMMENTS (SCOPE OF SERVICE)
TRUSTEE FEES	US BANK	\$ 6,520		Confirmed amount with Trustee to maintain the District's bond funds that are on deposit for the Series 2013 and 2014
ARBITRAGE	LLS Services	\$ -		Small issuer exception. Arbitrage not required
<b>PHYSICAL ENVIRONMENT EXPENDITURES:</b>				
COMPREHENSIVE FIELD TECH SERVICES		\$ 13,896		Directs day to day operations of District and oversees Field Tech Services. Schedule vendors and inspect their work, interact with new homeowners, coordinate general security, manage RFP process for ongoing maintenance, prepare monthly written reports to the Board, including mileage costs for Field Tech.
STREETPOLE LIGHTING	TECO	\$ 55,680		10650 Peak Creek Way - 31 poles :\$1,100 mo. Phase 1A: 15 poles - \$530 mo. Phase 1B - 19 poles:\$670 mo. Phase 1 - 43 poles:\$1,600 mo. Phase 2 - 21 poles:\$740 mo. A total of 129 poles.
ELECTRICITY (IRRIGATION & POND PUMPS)	TECO	\$ 10,000		Electric utilities to maintain irrigation system & pond pumps New pump added on Tucker Jones Road
WATER (PURCHASED FROM WELL)		\$ -		Reclaimed and potable
LANDSCAPING MAINTENANCE	ALL-AMERICAN LAWN&TREE	\$ 107,000	OM-PC-067	ALL AMERICAN EXPIRES 8/2019. General services: \$53,286. Turf Care: \$8,826. Horticulture Care: \$4,690. Mulch: \$8,961, Flowers: \$5,909, Tree Trimming: \$5,499. Irrigation monitoring: \$6,515. \$14k for Tucker Jones Rd. (estimate)
LANDSCAPING REPLENISHMENT	ALL-AMERICAN LAWN&TREE	\$ 10,000		Replacement of plant material not included in base contract
IRRIGATION MAINTENANCE	ALL-AMERICAN LAWN&TREE	\$ 10,000		Monthly irrigation maintenance outside of contract wet checks
LANDSCAPE MAINTENANCE - PHASE 3B and 3B-2		\$ 13,200	OM-PC-DPFG-036	Two ponds, area behind fence TG Rd.
TREE TRIMMING	ALL-AMERICAN LAWN&TREE	\$ 3,500		Trees over 8' clearance, beyond contract scope
NPDES (National Pollutant Discharge Elimination System)	GENESIS	\$ -		not needed
PET WASTE REMOVAL	POOP 911	\$ 3,816	OM-PC-069	Removal of pet waste, replace liners, check and fill and pick up bags. Approximately 8,000 bags included for new collection units.
POWER SWEEP		\$ -		Power wash of common areas
STORMWATER DRAINAGE	GENESIS	\$ -		Storm drain clean out and replacement of rocks. Bill received in April 2017
POND MAINTENANCE	Aquatic Systems	\$ 6,000	OM-PC-DPFG-053	Resource Management Program for waterway system.
POND MOWING	Grandview	\$ -		Miscellaneous as needed
POND EROSION		\$ -		
SECURITY MONITORING	Critical Intervention	\$ 3,600	OM-PC-001	Pool cameras
SECURITY PATROL	Security Elite Agency, Inc.	\$ 24,408	OM-PC-DPFG-061	Not exceed \$4,068/mo.; called in as needed assumed Apr to Sep 2020.
SECURITY FOBS		\$ 2,000		Maintenance allowance
ENTRANCE WALL REPAIR		\$ -		
HOLIDAY LIGHTS		\$ 7,000		
MISC. FIELD		\$ -		
FIELD CONTINGENCY		\$ -		
<b>AMENITY CENTER OPERATIONS</b>				

**STATEMENT 3  
PARK CREEK CDD  
FY 2020 PROPOSED BUDGET**

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	ANNUAL AMOUNT OF CONTRACT	PO #	COMMENTS (SCOPE OF SERVICE)
POOL SERVICE CONTRACT	H2 Pool Services	\$ 13,500	OM-PC-052	Provides 5 day cleaning and chemical service
POOL MAINTENANCE & REPAIRS	H2 Pool Services	\$ 2,500		Misc. repairs as needed
POOL PERMIT	State of Florida	\$ 275		Pool permit
AMENITY MANAGEMENT	DPFG	\$ 7,500		Track & handle facility access keys, coordination of janitorial services, track & coordinate facility rental activities, and implement general operation rules for the amenity
AMENITY CENTER CLEANING & MAINTENANCE	H2 Pool Services	\$ 7,800	OM-PC-052	Clean facilities 4x a month and power wash 1x a month
AMENITY CENTER INTERNET	Brighthouse	\$ 2,100		Monthly charge approximates \$175 mo.
AMENITY CENTER ELECTRICITY		\$ 7,200		Estimated at \$600 per mo. Based on actual average
AMENITY CENTER WATER		\$ 6,660		Estimated at \$555 per month based on actual average
AMENITY CENTER PEST CONTROL	Earth Tech Property Solutions	\$ 1,800	OM-PC-DPFG-021	Estimated at \$150 mo. Increase in level of service necessitated
REFUSE SERVICE	Estimated	\$ 1,000		Estimated
LANDSCAPE MAINTENANCE		\$ -		
INFILL PLANTING		\$ 10,000		Plant material replacement inside pool area.
MISC. AMENITY CENTER REPAIRS & MAINTNANCE		\$ 4,500		Miscellaneous as needed
<b>RESERVES</b>				
OPERATING RESERVES		\$ 19,000		Cash reserve to cover FY2021 expenditures until County tax collections
RESERVE STUDY		\$ -		

**EXHIBIT 6.**

## RESOLUTION 2019-08

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PARK CREEK COMMUNITY DEVELOPMENT DISTRICT IMPOSING SPECIAL ASSESSMENTS; PROVIDING FOR COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENT OF THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Park Creek Community Development District (the “**District**”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, the District is located in Hillsborough County, Florida (the “**County**”); and

**WHEREAS**, the District owns and operates various infrastructure improvements and provides certain services in accordance with Chapter 190, Florida Statutes; and

**WHEREAS**, the Board of Supervisors (the “**Board**”) of the District hereby determines to undertake various operations and maintenance activities described in the District’s budget for fiscal year 2019/2020 (“**Operations and Maintenance Budget**”), attached hereto as **Exhibit A** and incorporated as a material part of this Resolution by this reference; and

**WHEREAS**, the District must obtain sufficient funds to provide for the operations and maintenance services and facilities provided by the District as described in the Operations and Maintenance Budget; 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 benefitted lands within the District; and

**WHEREAS**, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments may be placed on the County tax roll and collected by the County Tax Collector (“**Uniform Method**”); and

**WHEREAS**, the District has, by resolution and public notice, previously evidenced its intention to utilize the Uniform Method; and

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

**WHEREAS**, it is in the best interests of the District to proceed with the imposition of the annually recurring special assessments on all assessable lands for operations and maintenance in the amount contained in the Operations and Maintenance Budget; and

**WHEREAS**, the District desires to levy and collect special assessments reflecting each parcel's portion of the Operations and Maintenance Budget; and

**WHEREAS**, it is in the best interests of the District to certify the adopted assessment roll of the District as maintained in the office of the District Manager, available for review, and incorporated as a material part of this Resolution by this reference (the "**Assessment Roll**"), to the 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, including the property certified to the Tax Collector by this Resolution, as the Property Appraiser updates the property roll, for such time as authorized by Florida law.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PARK CREEK 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 is shown in **Exhibit A** and in the Assessment Roll.

**SECTION 2. ASSESSMENT IMPOSITION.** Pursuant to Chapter 190 of the Florida Statutes, and using procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operations and maintenance is hereby imposed and levied on benefited lands within the District in accordance with **Exhibit A** and in the Assessment Roll. The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution.

**SECTION 3. COLLECTION AND DUE DATE.** The collection of the previously levied debt service assessments and operations and maintenance special assessments on all assessable lands shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in **Exhibit A** and in the Assessment Roll. The District certifies all assessments for debt service and operations and maintenance for collection pursuant to Chapters 190 and 197, Florida Statutes. All assessments collected by the Tax Collector shall be due and payable as provided in Chapter 197, Florida Statutes.

**SECTION 4. ASSESSMENT ROLL.** The Assessment Roll is hereby certified and authorized to be transmitted to the Tax Collector.

**SECTION 5. ASSESSMENT ROLL AMENDMENT.** The District Manager shall keep apprised of all updates made to the property roll by the Property Appraiser after the date of this Resolution, and shall amend the Assessment Roll in accordance with any such updates, for such time as authorized by Florida law. 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.

**PASSED AND ADOPTED THIS 6TH DAY OF AUGUST, 2019.**

**ATTEST:**

**PARK CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Name: Paul Cusmano  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Michael Lawson  
Chair of the Board of Supervisors

**Exhibit A – Fiscal Year 2019/2020 Operations and Maintenance Budget**

**EXHIBIT 7.**



**RESOLUTION 2019-09**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PARK CREEK COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS AND PROVIDING FOR AN EFFECTIVE DATE**

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

**WHEREAS**, the District’s Board of Supervisors (hereinafter the “Board”), is statutorily authorized to exercise the powers granted to the District, but has not heretofore met; and

**WHEREAS**, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

**WHEREAS**, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time, and location of the District’s meetings.

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

**Section 1.** The annual public meeting schedule of the Board of Supervisors of the for the Fiscal Year 2019/2020 attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and will be published and filed in accordance with the requirements of Florida law.

**Section 2.** The District Manager is hereby directed to submit a copy of the Fiscal Year 2019/2020 annual public meeting schedule to Hillsborough County, Florida.

**Section 3.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 6TH DAY OF AUGUST, 2019.**

**ATTEST:**

**PARK CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/ Assistant Secretary  
Print Name: Paul Cusmano

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Chair/ Vice Chair  
Print Name: Mike Lawson

# **EXHIBIT A**

**Notice of Meetings  
Fiscal Year 2020  
Park Creek Community Development District**

As required by Chapters 189 and 190 of Florida Statutes, notice is hereby given that the Fiscal Year 2020 regular meetings of the Board of Supervisors of the Park Creek Community Development District are scheduled to be held on the first Tuesday of every month at **11:00** am at the Metro Development Group, 2502 N. Rocky Point Dr., Suite 1050, Tampa FL. The meeting dates are as follows **(exceptions are noted below)**:

October 1, 2019  
November 5, 2019  
December 3, 2019  
January 7, 2020  
February 4, 2020 (6:30 pm PTI)  
March 3, 2020  
April 7, 2020  
May 5, 2020  
June 2, 2020 (6:30 pm PTI)  
July 7, 2020 (6:30 pm PTI)  
August 4, 2020 (6:30 pm PTI)  
September 1, 2020

The meeting is open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meeting may be continued with no additional notice to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for the meetings listed above, may be obtained from Development Planning and Financing Group [DPFG], 15310 Amberly Drive, Suite 175, Tampa, Florida 33647 at (813) 418-7473 Ext. 4301, one week prior to the meeting.

There may be occasions when one or more Supervisors will participate by telephone.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact DPFG at number above. If you are hearing or speech impaired, please contact the Florida Relay Service at 711 for aid in contacting the District Office at least two (2) business days prior to the date of the hearing and meeting.

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.

DPFG, District Management

**EXHIBIT 8.**

## **FOUNTAIN & AERATOR MAINTENANCE CONTRACT**

PROPERTY NAME: Park Creek CDD

CONTRACT TERM: One Year

SUBMITTED TO: Mr. Paul Cusmano

SUBMITTED BY: Mr. Chris Byrne

SPECIFICATIONS:

### Fountain Maintenance Service:

1. Contractor will service each of the fountains **Four (4) times per year** on a once per quarter basis as follows:

Perform Amp test on the motor to verify appropriate amp load.

Check incoming and outgoing Voltage.

Test Motor GFCI Protection Breaker.

Test Contactor (starter).

Test motor overload protection to make sure it is set and functioning properly.

Check fuses.

Make sure all wires, breakers, and other electronic parts are securely attached

Check timer and set as needed.

Test Lighting GFCI breaker in the control panel to make sure it is operating properly.

Check lighting timer and set as needed.

2. If the fountain or lights are not visibly operating properly, or malfunctioning in any way as determined by the diagnostic checks specified above, the contractor will further perform the following:

Perform ohm test to cable to test for any shorts or resistance in the power cable between the control panel and the motor.

Inspect motor shaft to make sure it is not bent and that it is turning smoothly and quietly.

Inspect propeller or impeller (*depending on what type unit*) and diffuser plate (*if present*) to make sure they are tightly attached and not bent or damaged in any way.

Clean fountain's debris screen nozzle, shaft, and pump chamber ensure proper water flow.

Clean all lighting lens covers.

Check each light and replace lamps that have burnt out.

Replace any seals on light housing which are leaking.

3. All replacement parts required for proper maintenance of the fountains and the additional labor required to replace these parts as needed will be billed as an additional charge.
4. All lights, seals, other replacement parts, and labor required for light replacements will be billed as an additional charge.

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5. All necessary repairs (parts & labor) covered by warranty will be performed at no additional charge to the client.
  6. Any significant problems or malfunctions that are discovered during the maintenance service that are not able to be repaired during that service, which are no longer under warranty, and that will require significant additional labor and/or parts, will be written up and submitted to the client for his / her approval prior to proceeding with the work.
- 
1. Contractor is certified in Stormwater BMP (Best Management Practice) Inspection and Maintenance, and is a Certified Compliance Inspector of Water (CCIS).
  2. Contractor is a National Stormwater Center Certified Stormwater Inspector.
  3. All fountain and aerator work will be performed by factory certified electrical and mechanical service and repair technicians.
  4. All electrical work performed as part of the above fountain and aerator maintenance service will be done in accordance with all state and local codes, by a person licensed to perform such work.
  5. Contractor will continue to maintain all appropriate licensing necessary to perform all specified work in a safe and legal manner throughout the entire contract period.
  6. Contractor will furnish personnel, equipment, boats, materials, and other items required to provide the foregoing at his expense.
  7. Contractor is dedicated to environmental stewardship in all of its work and maintains a diligent program to recycle all plastic containers, cardboard, paper and other recyclable wastes generated through the performance of our contract work.
  8. Contractor will maintain general liability and workman's compensation insurance.
  9. Contractor shall be reimbursed by the client for any non-routine expenses, administrative fees, compliance fees, or any other similar expense that are incurred as a result of requirements placed on the contractor by the client that are not covered specifically by the written specifications of this contract.
  10. The term of this agreement is for a period of twelve (12) months, with payment to be made in twelve (12) equal monthly payments due by the last day of each month. As a courtesy, the client will be invoiced on the first day of each month, reminding them that a contract payment is due by the end of that same month. The client is obligated to pay each monthly contract payment per the terms of this contract, without any obligation on the part of the contractor to invoice or send any other sort of reminder or notice. The Annual Contract Price is based on the total value of services to be provided over a period of four quarters. For the convenience of the client, we offer Quarterly Contract Pricing that is simply an even four (4) quarter amortization of the Annual Contract Price. Due to the seasonality of these services, and the disproportionate amount of time and materials dedicated to providing these services during some times of the year as compared to others, based on the season, weather patterns, and other natural factors, the amount billed and paid to date is not necessarily equivalent to the amount of work performed to date.

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11. Contract will automatically renew annually at the end of the contract period for subsequent one (1) year terms, with a three percent (3%) escalation in the Annual Contract Price and Additional Enhancements each year, under the same terms, specifications, and conditions as set forth by this contract, unless either party gives written notice of cancellation thirty (30) days prior to the termination date of this contract, or subsequent renewal contracts.
12. The client agrees to pay penalties and interest in the amount of 2% per month for all past due invoices and related account balances in excess of 30 days past due from the due date as specified by the contract and as stated on the relevant invoice presented to the client.
13. The client covenants and agrees to pay reasonable attorney's fees and all other related costs and expenses of SŌLitude Lake Management® for collection of past due invoices and account balances and for any other actions required to remedy a material breach of this contract.

**CONTRACT PRICE:**            **\$1,916.00     Annual**  
                                      **\$479.00 Quarterly for four quarters**

APPROVED:

\_\_\_\_\_ SŌLitude Lake Management®

\_\_\_\_\_ **<Client Entity Name>**  
**(Authorized Signature)**

\_\_\_\_\_ **(Date)**  
**(Print Name and Title)**



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Park Creek CDD

10-25-18

CB

Legend:

5hp Cascade Tri Tier

2hp Cascade Tri Tier

Control Panel

Launch Site



Vertex Water Features





**EXHIBIT 9.**

# DECORATING ELVES

# Proposal

**Make it a Holiday Every Day!**

**"Avoid the Holiday Hassle"**

13670 Roosevelt Blvd Suite B; Clearwater, FL 33762  
[www.decoratingelves.com](http://www.decoratingelves.com) [office@decoratingelves.com](mailto:office@decoratingelves.com)  
Phone 727 418 4127 1-800-MY-LITES

DATE: August 1, 2019

INVOICE #

LIC# ES12000805 - CLVLT #1162

FOR:

**Bill To:**

Park Creek (Paul Cusmano)  
10315 Riverdale Rise Drive  
Riverview, FL 33578  
[paul.cusmano@dpfg.com](mailto:paul.cusmano@dpfg.com)  
813-418-7473

On Site Contact  
Susan York  
[suehutch@gmail.com](mailto:suehutch@gmail.com)  
303-709-0353

**Install:**

Phil Strickland  
727-470-0138

Schedule confirmed when deposit is received

DESCRIPTION	AMOUNT
<b>Park Creek Holiday Lighting Proposal</b>	
<b>Main Entrance</b>	
Outline four edges of monument tower roofline with WW LED C9s	\$ 176.00
6x 36" Garland Wreath w/ led WW Minis & Classic Bow	\$ 630.00
One on both sides of Park Creek (entrance and exit side)	
One on each side of stand alone monument with roof	
2x Pine Garland Thick Yukon w/ WW LED Minis (6 pieces) outlining front of arbor	\$ 480.00
14x light poles wrapped with Pine Garland Thin w/ Classic Red Bow - no lights	\$ 686.00
<i>Outlet located on back side of sign and monument tower</i>	
<b>Clubhouse</b>	
Outline front 1 story roofline edges w/ WW LED C9s	\$1,012
From side of each arbor to corner of building and back to side corner	
4x 48" Garland Wreath w/ LED Minis & 12" Domestic Red Bow	\$640
Left and right of entry and on farthest point of Left and Right of building	
2x Outline front arbor w/ Pine Garland Thick Yukon w/ WW LED Minis (4 pieces)	\$ 320.00
Pink shrub beds under each arbor w/ Green LED Minis throughout	\$ 516.00
4x Cypress trees in front wrapped w/ WW LED Minis throughout	\$ 1,548.00
Green hawthorne beds on each side of entrance w/ WW LED Minis throughout	\$ 387.00
Red/Green hedges on other side of sidewalk @ far L/R w/ WW LED Minis throughout	\$ 516.00
4x LED Flood lights	\$ 88.00
Two on front columns at entrance (red) Two on window panels L/R (green)	
<i>Outlets on L &amp; R walls near arbors</i>	
Misc extra, timers ext cords, clips, stakes, tape, fasteners, etc. additional charge as needed	\$ 60.00
<b>It is the responsibility of the owner to provide designated working receptacles,</b>	

& reseting gfci outlets when necessary		
Deposit required to reserve spot in schedule	\$ 2,470.65	\$ 7,059.00
Balance due upon completion of installation	\$ 4,588.35	Thank You
<b>Payment is due upon request.</b> All discounts become void on payments 10 days past due. A 1.5% monthly interest will be added to past due invoices. All Deposits are non-refundable after 5 days of being recieved. There is a 25% restocking fee on all returned or canceled orders. Customer hereby authorizes Decorating Elves, to install and / or remove all materials on said property as provided herein. Customer agrees to defend, hold harmless and indemnify Decorating Elves, from and against all claims, liabilities to any third parties for injury, death or damage to person, property, trespass, and all other damage or loss arriving out of the installation and / or removal or location of above items. Decorating Elves reserves the right to place a lien on property on any payments outstanding. By agreeing to this you also agree to all our terms and conditions located at <a href="https://www.decoratingelves.com/terms-conditions/">https://www.decoratingelves.com/terms-conditions/</a>		
<b>WE ALSO DO OUTDOOR LIGHTING DESIGN, INSTALL, SERVICE, &amp; REPAIRS</b>		