



DEVELOPMENT PLANNING & FINANCING GROUP, INC.

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***BUCKHEAD TRAILS
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Board Package

***Board of Supervisors
Meeting***

***Monday
June 13, 2016***

2:00 p.m.

At the Offices of:

***1651 Whitfield Avenue
Sarasota, 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.

Buckhead Trails Community Development District

Development Planning and Financing Group
15310 Amberly Drive, Suite 175, Tampa, Florida 33647
Phone: 813-374-9105

Board of Supervisors
**Buckhead Trails
Community Development District**

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Buckhead Trails CDD is scheduled for **Monday June 13, 2016 at 2:00 p.m.** at 1651 Whitfield, Sarasota, Florida.

The advanced copy of the agenda for the meeting is attached, along with associated documentation for your consideration. Any additional support material will be forwarded to you under separate cover or distributed at the meeting.

The balance of the agenda is routine in nature and staff will present their reports at the meeting. If you have any questions, please contact me.

Sincerely,

Bruce St. Denis

Bruce St. Denis
District Manager

BUCKHEAD TRAILS COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Monday June 13, 2016
Time: 2:00 p.m.
Location: Medallion Homes
1651 Whitfield Avenue
Sarasota, Florida
Conference Call No: 712.432.1500
Code: 434537#

Business Meeting Agenda

| | Exhibit(s) |
|---|-------------------|
| I. Roll Call | |
| II. Audience Comments | |
| III. Administrative Matters | |
| a. Approval of Minutes of February 23, 2016 Meeting | 1 |
| b. Acceptance of the April 2016 Financial Statement | 2 |
| IV. Business Matters | |
| a. Review and Discussion of the FY 2016-2017 Proposed Budget | 3 |
| b. Consideration and Approval of Resolution 2016-2 Approving the Proposed FY 2016-2017 Budget and Setting the Public Hearing | 4 |
| c. Supervisor of Elections Voter Count- 0 | 5 |
| V. Staff Reports | |
| a. Manager | |
| b. Attorney | |
| c. Engineer | |

Exhibit(s)

VI. Public Comments

VII. Supervisor Requests

VIII. Adjournment

EXHIBIT 1

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**MINUTES OF MEETING
BUCKHEAD TRAILS
COMMUNITY DEVELOPMENT DISTRICT**

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The Regular Meeting of the Board of Supervisors of the Buckhead Trails Community Development District was held on Wednesday, February 23, 2016 at 1:00 p.m. at Medallion Homes, 1651 Whitfield Avenue, Sarasota FL.

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FIRST ORDER OF BUSINESS - Roll Call

Mr. St. Denis called the meeting to order.

Present and constituting a quorum were:

| | |
|------------------|---------------------------------------|
| Peter Logan | Board Supervisor, Chairman |
| Margaret Holeman | Board Supervisor, Assistant Secretary |
| Todd Walters | Board Supervisor, Assistant Secretary |

Also present were:

| | |
|-----------------|------------------------------|
| Bruce St. Denis | District Manager |
| Andy Cohen | District Counsel (via phone) |

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SECOND ORDER OF BUSINESS – Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS – Administrative Matters

A. Approval of Minutes of September 30, 2015 Meeting

Mr. St. Denis presented the Minutes of the September 30, 2015 Meeting and asked for comments, questions or corrections.

On a MOTION by Mr. Logan, SECONDED by Ms. Holeman, WITH ALL IN FAVOR, the Board approved the Minutes of the Meeting held on September 30, 2015 for the Buckhead Trails Community Development District.

FOURTH ORDER OF BUSINESS – Business Matters

A. Uniform Method of Collection Public Hearing

1. Open Uniform Method of Collection Public Hearing

Mr. St. Denis requested a motion to open the Uniform Method of Collection Public Hearing.

On a MOTION by Mr. Logan, SECONDED by Ms. Holeman, WITH ALL IN FAVOR, the Board opened the Uniform Method of Collection Public Hearing for the Buckhead Trails Community Development District.

2. Presentation of the Uniform Method of Collection

Mr. Cohen presented the Uniform Method of Collection and asked for comments or questions.

3. Public Comment & Testimony

No one from the public was present, in person or via telephone.

44 **4. Close Public Hearing**

45 Mr. St. Denis requested a motion to close the Uniform Method of Collection Public Hearing.

46 On a MOTION by Mr. Logan, SECONDED by Ms. Holeman, WITH ALL IN FAVOR, the Board closed
47 the Uniform Method of Collection Public Hearing for the Buckhead Trails Community Development
48 District.

49
50 **5. Adoption of Resolution 2016-1 Uniform Method of Collection for**
51 **Assessments**

52 Mr. St. Denis presented Resolution 2016-1 Uniform Method of Collection for
53 Assessments and asked for comments or questions.

54 On a MOTION by Ms. Holeman, SECONDED by Mr. Walters, WITH ALL IN FAVOR, the Board
55 adopted **Resolution 2016-1** Uniform Method of Collection for Assessments for the Buckhead Trails
56 Community Development District.

57
58 **6. Approval of the 2015-2016 Budget Funding Agreement**

59 Mr. St. Denis presented the 2015-2016 Budget Funding Agreement and asked for
60 comments or questions.

61 On a MOTION by Mr. Walters, SECONDED by Ms. Holeman, WITH ALL IN FAVOR, the Board
62 authorized the Chairman to negotiate a Budget Funding Agreement and bring back to the Board for
63 ratification for the Buckhead Trails Community Development District.

64
65 **FIFTH ORDER OF BUSINESS – Staff Reports**

66 **A. Manager**

67 There being none, next item followed.

68 **B. Attorney**

69 There being none, next item followed.

70 **C. Engineer**

71 There being none, next item followed.

72 **SIXTH ORDER OF BUSINESS – Public Comments**

73 There being none, next item followed.

74 **SEVENTH ORDER OF BUSINESS – Supervisor Requests**

75 There being none, the next item followed.

76 **EIGHTH ORDER OF BUSINESS – Adjournment**

77 On a MOTION by Mr. Logan, SECONDED by Ms. Holeman, WITH ALL IN FAVOR, the Board
78 adjourned the meeting for the Buckhead Trails Community Development District.

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

85

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

88
89

90 _____
91 Signature

92 _____
93 Printed Name

94 Title: Secretary Assistant Secretary

94 Title: Chairman Vice Chairman

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EXHIBIT 2

Buckhead Trails Community Development District

Financial Statements
(Unaudited)

Period Ending
April 30, 2016

**Buckhead Trails CDD
Balance Sheet
April 30, 2016**

| | <u>O&M</u> |
|--|------------------------|
| <u>ASSETS:</u> | |
| Current Assets: | |
| Cash- Operating Account | \$ 807 |
| Accounts Receivable | 1,000 |
| TOTAL ASSETS | <u>1,807</u> |
| <u>LIABILITIES & EQUITY</u> | |
| Liabilities: | |
| Accounts Payable | 1,000 |
| Equity: | |
| Fund Balance - Unassigned | 807 |
| TOTAL LIABILITIES & EQUITY | <u>\$ 1,807</u> |

Buckhead Trails CDD
General Fund
Statement of Revenue, Expenditures and Change in Fund Balance
For the period from October 1, 2015 to April 30, 2016

| | FY2016 Budget | Year To Date Budget | Actual Oct '15 - Jan '16 | Variance Favorable (Unfavorable) |
|--|--------------------------|--------------------------------|-------------------------------------|---|
| Income | | | | |
| Developer Funding - GF | 38,975 | 21,867 | 11,000 | (10,867) |
| Total Income | 38,975 | 21,867 | 11,000 | (10,867) |
| Expense | | | | |
| Administrative | | | | |
| Professional Management Svcs | 12,000 | 7,000 | 7,000 | - |
| Administrative Services | 3,500 | 2,042 | - | 2,042 |
| Bank Charges | 300 | 175 | 54 | 121 |
| Miscellaneous Expenses | 500 | 292 | - | 292 |
| Auditing Services | 2,500 | - | - | - |
| Insurance - General Liability | 4,000 | 2,850 | 2,850 | - |
| Annual District Filing Fee | 175 | 175 | 175 | - |
| Legal Advertising | 2,000 | 1,167 | 886 | 281 |
| Engineering Expense | 4,000 | 2,333 | - | 2,333 |
| Website Hosting & Management | 2,500 | 1,458 | 800 | 658 |
| Legal Services | 7,500 | 4,375 | 177 | 4,198 |
| Total Administrative | 38,975 | 21,867 | 11,942 | 9,925 |
| Total Expenses | 38,975 | 21,867 | 11,942 | 9,925 |
| EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | 0 | 0 | -941.93 | -942 |
| FUND BALANCE - BEGINNING | - | - | 1,749 | 1,749 |
| FUND BALANCE - ENDING | - | - | 807 | 807 |

Buckhead Trails CDD
Cash Reconciliation
April 30, 2016

| | Cash Balance |
|-----------------------|-------------------------|
| Beginning Balance | 958.46 |
| Outstanding Checks | (151.00) |
| Adjusted Bank Balance | <u><u>\$ 807.46</u></u> |

| | |
|------------------------|-------------------------|
| Previous Month Balance | 958.46 |
| Receipts | - |
| Disbursements | (151.00) |
| End Of Month Balance | <u><u>\$ 807.46</u></u> |

**Buckhead Trails CDD
Check Register FY2016**

| <u>Date</u> | <u>Num</u> | <u>Name</u> | <u>Memo</u> | <u>Receipts</u> | <u>Disbursements</u> | <u>Balance</u> |
|-------------------------------|------------|----------------------------------|-------------------------------|-----------------|----------------------|-----------------|
| | | | SOY Balance | | | 0.00 |
| 10/01/2015 | | Deposit | Developer Funding | 7,000.00 | | 7,000.00 |
| 10/05/2015 | 9997 | BRADENTON HERALD | Legal Ads | | 1,126.71 | 5,873.29 |
| 10/05/2015 | 9997-1 | DPFG | CDD Mgmt June- Aug | | 2,800.00 | 3,073.29 |
| 10/05/2015 | 9999 | EGIS INSURANCE ADVISORS, LLC | Insurance FY 2016 | | 2,850.00 | 223.29 |
| 10/05/2015 | 9998 | DPFG | VOID: | 0.00 | | 223.29 |
| 10/31/2015 | ACH10082 | BANKUNITED | Order Busniess Checks | | 18.24 | 205.05 |
| EOM Balance 10-31-2015 | | | | 7,000.00 | 6,794.95 | 205.05 |
| 11/20/2015 | | Deposit | Developer Funding | 5,000.00 | | 5,205.05 |
| 11/20/2015 | 1001 | ATLAS PROFESSIONAL SERVICES, INC | Web Site Hosting - Oct & Nov | | 160.00 | 5,045.05 |
| 11/20/2015 | 1002 | BRADENTON HERALD | Legal Ad | | 198.90 | 4,846.15 |
| 11/20/2015 | 1003 | DPFG | CDD Mgmt - Sept- Nov | | 3,000.00 | 1,846.15 |
| 11/20/2015 | 1004 | FLORIDA DEPT OF ECONOMIC OPPORTU | Annual Filing FY 2015 & 2016 | | 300.00 | 1,546.15 |
| 11/20/2015 | 1005 | PERSSON & COHEN, P.A. | Legal Svcs - Oct | | 118.00 | 1,428.15 |
| EOM Balance 11-30-2015 | | | | 5,000.00 | 3,776.90 | 1,428.15 |
| 12/11/2015 | 1006 | ATLAS PROFESSIONAL SERVICES, INC | Web Site Set Up/Hosting - Dec | | 320.00 | 1,108.15 |
| EOM Balance 12-31-2015 | | | | 0.00 | 320.00 | 1,108.15 |
| 01/18/2016 | 1007 | ATLAS PROFESSIONAL SERVICES, IN | Web Site Hosting - Jan | | 80.00 | 1,028.15 |
| 01/18/2016 | 1008 | BRADENTON HERALD | Legal Ad | | 394.29 | 633.86 |
| 01/29/2016 | | BANKUNITED | Service Charge | | 12.00 | 621.86 |
| EOM Balance 1-31-2016 | | | | 0.00 | 486.29 | 621.86 |
| 02/04/2016 | 1009 | ATLAS PROFESSIONAL SERVICES, INC | Web Site Hosting - Feb | | 80.00 | 541.86 |
| 02/16/2016 | | Deposit | Developer Funding | 5,000.00 | | 5,541.86 |
| 02/17/2016 | 1010 | DPFG | | | 3,000.00 | 2,541.86 |
| EOM Balance 2-28-2016 | | | | | | 2,541.86 |
| 03/01/2016 | 1011 | DPFG | CDD Mgmt - March | | 1,000.00 | 1,541.86 |
| 03/02/2016 | 1012 | ATLAS PROFESSIONAL SERVICES, INC | Web Site Hosting - March | | 80.00 | 1,461.86 |
| 03/08/2016 | 1013 | BRADENTON HERALD | Legal Ad | | 491.40 | 970.46 |
| 03/31/2016 | | BANKUNITED | Service Charge | | 12.00 | 958.46 |
| EOM Balance 3-31-2016 | | | | 0.00 | 1,583.40 | 958.46 |
| 04/05/2016 | 1014 | ATLAS PROFESSIONAL SERVICES, INC | Web Site Hosting - April | | 80.00 | 878.46 |
| 04/22/2016 | 1015 | PERSSON & COHEN, P.A. | Legal Svcs - March | | 59.00 | 819.46 |
| 04/29/2016 | | BANKUNITED | Service Charge | | 12.00 | 807.46 |
| EOM Balance 4-30-2016 | | | | 0.00 | 151.00 | 807.46 |

EXHIBIT 3

**STATEMENT 1
BUCKHEAD TRAIL CDD
FY 2017 PROPOSED BUDGET
GENERAL FUND (O&M)**

| | FY 2016 ADOPTED BUDGET | FY 2017 PROPOSED BUDGET | VARIANCE FY 16 TO FY 17 |
|---|------------------------------|-------------------------------|-------------------------------|
| I. REVENUE | | | |
| OFF ROLL FUNDING | \$ 38,975 | \$ 25,675 | \$ 13,300 |
| INTEREST | | | - |
| TOTAL REVENUE | 38,975 | 25,675 | 13,300.00 |
| II. EXPENDITURES | | | - |
| GENERAL ADMINISTRATIVE | | | |
| SUPERVISORS COMPENSATION | - | - | - |
| PAYROLL TAXES | - | - | - |
| PAYROLL SERVICES | - | - | - |
| MANAGEMENT CONSULTING SERVICES | 12,000 | 12,000 | - |
| CONSTRUCTION ACCOUNTING SERVICES | - | - | - |
| PLANNING AND COORDINATING SERVICES | - | - | - |
| ADMINISTRATIVE SERVICES | 3,500 | 3,500 | - |
| BANK FEES | 300 | 300 | - |
| MISCELLANEOUS | 500 | 500 | - |
| AUDITING SERVICES | 2,500 | - | 2,500.00 |
| TRAVEL PER DIEM | - | - | - |
| INSURANCE | 4,000 | - | 4,000.00 |
| REGULATORY AND PERMIT FEES | 175 | 175 | - |
| LEGAL ADVERTISEMENTS | 2,000 | 2,000 | - |
| ENGINEERING SERVICES | 4,000 | 2,000 | 2,000.00 |
| LEGAL SERVICES | 7,500 | 4,000 | 3,500.00 |
| PERFORMANCE & WARRANTY BOND PREMIUM | - | - | - |
| WEBSITE HOSTING | 2,500 | 1,200 | 1,300.00 |
| ADMINISTRATIVE CONTINGENCY | - | - | - |
| TOTAL GENERAL ADMINISTRATIVE | 38,975 | 25,675 | 13,300.00 |
| DEBT ADMINISTRATION: | | | |
| DISSEMINATION AGENT | - | - | - |
| TRUSTEE FEES | - | - | - |
| TRUST FUND ACCOUNTING | - | - | - |
| ARBITRAGE | - | - | - |
| TOTAL DEBT ADMINISTRATION | - | - | - |
| PHYSICAL ENVIRONMENT EXPENDITURES (1/2 Year) | | | |
| STREETPOLE LIGHTING | - | - | - |
| ELECTRICITY (IRRIGATION & POND PUMPS) | - | - | - |
| WATER | - | - | - |
| LANDSCAPING MAINTENANCE | - | - | - |
| IRRIGATION MAINTENANCE | - | - | - |
| POND MAINTENANCE | - | - | - |
| SOLID WASTE DISPOSAL | - | - | - |
| TOTAL PHYSICAL ENVIRONMENT EXPENDITURES | - | - | - |
| TOTAL EXPENDITURES | 38,975 | 25,675 | 13,300.00 |
| III. EXCESS OF REVENUE OVER (UNDER) EXPENDITURES | | | |
| FUND BALANCE - BEGINNING | - | - | - |
| FUND BALANCE - ENDING | \$ - | \$ - | \$ - |

NOTES

*Expenditures in excess of \$50,000 will advance the need for an audit

*Does not include physical environment expenditures which will be advanced through construction phase

EXHIBIT 4

RESOLUTION 2016-2

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BUCKHEAD TRAILS COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2016-2017; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the District Manager prepared and submitted to the Board of Supervisors (“Board”) of the Buckhead Trails Community Development District (“District”) prior to June 15, 2016, a proposed operating and maintenance budget and debt service budget for Fiscal Year 2016-2017; and

WHEREAS, the Board of the District considered the proposed budget(s) and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BUCKHEAD TRAILS COMMUNITY DEVELOPMENT DISTRICT:

1. The operating and debt service budgets proposed by the District Manager for Fiscal Year 2016-2017 attached hereto as **Exhibit A** are hereby approved as the basis for conducting a public hearing to adopt said budgets.

2. A public hearing on said approved budgets is hereby declared and set for the following date, hour and location:

DATE: _____

HOUR: _____

LOCATION: Medallion Homes
1651 Whitfield Avenue
Sarasota, Florida

3. In accordance with Section 189.418, Florida Statutes, the District's Secretary is further directed to post the approved proposed budget(s) on the District's website at least two days before the budget hearing date as set forth in section 2. If the District does not have its own website, the District's Secretary is directed to transmit this approved budget(s) to the managers or administrators of the governmental agency(s) listed above for posting on their website.

4. Notice of this public hearing shall be published in the manner prescribed by Florida law.
5. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 13th DAY OF JUNE, 2016.

ATTEST:

BOARD OF SUPERVISORS OF THE
BUCKHEAD TRAILS COMMUNITY
DEVELOPMENT DISTRICT

Signature

Signature

Printed Name

Printed Name

Title:

- Secretary
- Assistant Secretary

Title:

- Chairman
- Vice Chairman

Exhibit A: Proposed FY 2016-2017 Budget

EXHIBIT 5

SUPERVISOR OF ELECTIONS

MICHAEL BENNETT

- Supervisor -

600 301 Boulevard West, Suite 108

Bradenton, Florida 34205

Phone: (941) 741-3823

Fax: (941) 741-3820

www.VoteManatee.com

April 15, 2016

Buckhead Trails Community Development District
Attn: Carolyn Stewart
15310 Amberly Dr., Suite 175
Tampa, FL 33647

Dear Ms. Stewart:

We are in receipt of your request for the number of registered voters in the Buckhead Trails Community Development District of April 15, 2016. According to our records, there were 0 persons registered in the Buckhead Trails Community Development District as of that date.

I hope this information is helpful to you. If I can be of any further assistance to you, please do not hesitate to contact my office at your earliest convenience.

Sincerely,



Michael Bennett
Supervisor of Elections

MB/sas



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Asset Management Services
Portfolio Management Services
Economic Impact
Market Analysis

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Boise, ID

950 West Bannock, 11th Floor
Boise, ID 83702
P: (208) 319-3576
F: (208) 439-7339

Phoenix, AZ

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P: (602) 381-3226
F: (602) 381-1203

Austin, TX

8140 Exchange Drive
Austin, TX 78754
P: (512) 732-0295
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Orlando, FL

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P: (321) 263-0132
F: (321) 263-0136

Tampa, FL

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