

**CARLTON LAKES  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
REGULAR MEETING  
MAY 5, 2016**

# CARLTON LAKES COMMUNITY DEVELOPMENT DISTRICT AGENDA

Thursday, May 5, 2016

2:30 P.M.

The Offices of Meritus

Located at 2005 Pan Am Circle Suite 120, Tampa FL 33607

<b>District Board of Supervisors</b>	Chairman	Jeff Hills
	Vice Chairman	Gary Jernigan
	Supervisor	Ryan Motko
	Supervisor	Vacant
	Supervisor	Vacant
<b>District Manager</b>	Meritus	Brian Lamb
		Brian Howell
<b>District Attorney</b>	Straley & Robin	John Vericker
<b>District Engineer</b>	Stantec (Interim)	Tonja Stewart

*All cellular phones and pagers must be turned off while in the meeting room*

## **The District Agenda is comprised of four different sections:**

The meeting will begin at **2:30 p.m.** with the seventh section 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. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. Agendas can be reviewed by contacting the Manager's office at (813) 397-5120 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 ninth section is called **Administrative Matters**. The Administrative Matters section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The tenth section is called **Staff Reports**. This section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The final sections are called **Board Members Comments and Public Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs. 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 ADMINSTRATOR OUTSIDE THE CONTEXT OF THIS MEETING.

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) 397-5120, 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.

May 5, 2016  
Board of Supervisors  
**Carlton Lakes Community Development District**

Dear Board Members:

The Regular Meeting of Carlton Lakes Community Development District will be held on May 5, 2016 **at 2:30 p.m.** at the Offices of Meritus located at 2005 Pan Am Circle Suite 120, Tampa, FL 33607. Following is the Agenda for the Meeting:

**Call In Number: 1-866-906-9330**

**Access Code: 4863181**

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT ON AGENDA ITEMS**
- 3. BUSINESS ITEMS**
  - A. Consideration of Resolution 2016-05; Approving Proposed Fiscal Year 2017 Budget & Setting Public Hearing ..... Tab 01
  - B. Annual Disclosure of Qualified Electors ..... Tab 02
- 4. CONSENT AGENDA**
  - A. Consideration of Board of Supervisors Meeting Minutes December 14, 2015 ..... Tab 03
  - B. Consideration of Operations and Maintenance Expenditures May 2016..... Tab 04
  - C. Review of Financial Statements Month Ending March 31, 2016 ..... Tab 05
  - D. General Matters of the District
- 5. STAFF REPORTS**
  - A. District Counsel
    - i. 2016 Legislative Update Memorandum ..... Tab 06
  - B. District Engineer
  - C. District Manager
- 6. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 397-5120.

Sincerely,



Brian Lamb  
District Manager

## RESOLUTION 2016-05

### A RESOLUTION OF THE BOARD OF SUPERVISORS APPROVING A PROPOSED BUDGET FOR THE CARLTON LAKES COMMUNITY DEVELOPMENT DISTRICT FOR FISCAL YEAR 2017, SETTING A HEARING FOR PUBLIC CONSIDERATION OF THE SAME

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

WHEREAS, the District now believes it appropriate to make reasonable provision with respect to the manner in which the District's Board of Supervisors (hereinafter the "Board") will incur expenses and provide revenues necessary for its operation and any proposed improvement; and

WHEREAS, the District Manager has heretofore prepared and submitted to the District's Board, a proposed operating budget for Fiscal Year 2017; and

WHEREAS, the Board has considered the proposed budget and now desires to set the required public hearing thereon.

### NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF CARLTON LAKES COMMUNITY DEVELOPMENT DISTRICT:

Section 1. The **Proposed Budget** for the Carlton Lakes Community Development District for Fiscal Year 2017, attached hereto as **Exhibit "A"** is hereby approved as the basis for conducting a public hearing to adopt the same.

Section 2. A Public Hearing on the proposed budget as approved by the District's Board is hereby declared and set for **August 04, 2016 at 2:30 PM at the offices of Meritus located at 2005 Pan Am Circle Suite 120, Tampa, FL 33607.**

Section 3. Notice of this Public Hearing shall be published in accordance with Section 190.008(2)(a), Florida Statutes.

Section 4. The District's Secretary is directed to submit the proposed budget to Hillsborough County not less than sixty (60) days prior to its scheduled final adoption (Public Hearing).

Section 5. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 5<sup>TH</sup> DAY OF MAY, 2016.**

ATTEST:

CARLTON LAKES COMMUNITY  
DEVELOPMENT DISTRICT

\_\_\_\_\_  
SECRETARY/ASSISTANT SECRETARY

\_\_\_\_\_  
CHAIRMAN/VICE CHAIRMAN

2017



# CARLTON LAKES

COMMUNITY DEVELOPMENT DISTRICT

## FISCAL YEAR 2017

PROPOSED ANNUAL OPERATING BUDGET

MAY 5, 2016



# CARLTON LAKES

## COMMUNITY DEVELOPMENT DISTRICT

### FISCAL YEAR 2017

#### PROPOSED ANNUAL OPERATING BUDGET

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MAY 5, 2016

# CARLTON LAKES

## COMMUNITY DEVELOPMENT DISTRICT

### BUDGET INTRODUCTION

#### **Background Information**

The Carlton Lakes Community Development District is a local special purpose government authorized by Chapter 190, Florida Statutes, as amended. The Community Development District (CDD) is an alternative method for planning, financing, acquiring, operating and maintaining community-wide infrastructure in master planned **communities. The CDD also is a mechanism that provides a “solution” to the State’s needs** for delivery of capital infrastructure to service projected growth without overburdening other governments and their taxpayers. CDDs **represent a major advancement in Florida’s** effort to manage its growth effectively and efficiently. This allows the community to set a higher standard for construction along with providing a long-term solution to the operation and maintenance of community facilities.

The following report represents the District budget for Fiscal Year 2017, which begins on October 1, 2016. The District budget is organized by fund to segregate financial resources and ensure that the segregated resources are used for their intended purpose, and the District has established the following funds.

<b><u>Fund Number</u></b>	<b><u>Fund Name</u></b>	<b><u>Services Provided</u></b>
001	General Fund	Operations and Maintenance of Community Facilities Financed by Non-Ad Valorem Assessments
200	Debt Service Fund	Collection of Special Assessments for Debt Service on the Series 2015 Capital Improvement Revenue Bonds

#### **Facilities of the District**

The District’s **existing facilities include storm-**water management (lake and water control structures), wetland preserve areas, street lighting, landscaping, entry signage, entry features, irrigation distribution facilities, recreational center, parks, pool facility, tennis courts and other related public improvements.

#### **Maintenance of the Facilities**

In order to maintain the facilities, the District conducts hearings to adopt an operating budget each year. This budget includes a detailed description of the maintenance program along with an estimate of the cost of the program. The funding of the maintenance budget is levied as a non-ad valorem assessment on your property by the District Board of Supervisors.

# CARLTON LAKES

## COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2016 Operating Budget	Current Period Actuals 10/1/2015 - 3/31/16	Projected Revenues & Expenditures 04/01/16 to 9/30/16	Total Actuals and Projections Through 09/30/16	Over/(Under) Budget Through 09/30/16
<b>REVENUES</b>					
<b>CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>					
Developer Contributions	170,075.00	3,957.52	118,406.02	122,363.54	(47,711.46)
<b>TOTAL CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>	<b>\$170,075.00</b>	<b>\$3,957.52</b>	<b>\$118,406.02</b>	<b>\$122,363.54</b>	<b>(\$47,711.46)</b>
<b>TOTAL REVENUES</b>	<b>\$170,075.00</b>	<b>\$3,957.52</b>	<b>\$118,406.02</b>	<b>\$122,363.54</b>	<b>(\$47,711.46)</b>
<b>EXPENDITURES</b>					
<b>FINANCIAL &amp; ADMINISTRATIVE</b>					
District Manager	33,750.00	11,437.50	22,312.50	33,750.00	0.00
District Engineer	7,500.00	0.00	2,500.00	2,500.00	(5,000.00)
Disclosure Report	5,000.00	0.00	5,000.00	5,000.00	0.00
Trustees Fees	5,500.00	0.00	5,500.00	5,500.00	0.00
Auditing Services	5,000.00	0.00	5,000.00	5,000.00	0.00
Postage, Phone, Faxes, Copies	1,000.00	17.45	50.00	67.45	(932.55)
Public Officials Insurance	1,900.00	0.00	1,900.00	1,900.00	0.00
Legal Advertising	1,000.00	3,079.13	1,500.00	4,579.13	3,579.13
Bank Fees	250.00	141.51	150.00	291.51	41.51
Dues, Licenses & Fees	175.00	225.00	0.00	225.00	50.00
Office Supplies	250.00	0.00	75.00	75.00	(175.00)
Website Administration	0.00	946.00	0.00	946.00	946.00
<b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>\$61,325.00</b>	<b>\$15,846.59</b>	<b>\$43,987.50</b>	<b>\$59,834.09</b>	<b>(\$1,490.91)</b>
<b>LEGAL COUNSEL</b>					
District Counsel	10,000.00	15,529.45	7,500.00	23,029.45	13,029.45
<b>TOTAL LEGAL COUNSEL</b>	<b>\$10,000.00</b>	<b>\$15,529.45</b>	<b>\$7,500.00</b>	<b>\$23,029.45</b>	<b>\$13,029.45</b>
<b>ELECTRIC UTILITY SERVICES</b>					
Electric Utility Services	25,000.00	0.00	10,000.00	10,000.00	(15,000.00)
<b>TOTAL ELECTRIC UTILITY SERVICES</b>	<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>(\$15,000.00)</b>
<b>GARBAGE/SOLID WASTE CONTROL SERVICES</b>					
Garbage Collection	500.00	0.00	0.00	0.00	(500.00)
<b>TOTAL GARBAGE/SOLID WASTE CONTROL SERVICES</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$500.00)</b>
<b>WATER-SEWER COMBINATION SERVICES</b>					
Water Utility Services	2,500.00	0.00	1,000.00	1,000.00	(1,500.00)
<b>TOTAL WATER-SEWER COMBINATION SERVICES</b>	<b>\$2,500.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>(\$1,500.00)</b>
<b>OTHER PHYSICAL ENVIRONMENT</b>					
Waterway Management Program	7,750.00	0.00	2,500.00	2,500.00	(5,250.00)
Property & Casualty Insurance	7,000.00	0.00	7,000.00	7,000.00	0.00
Club Facility Maintenance	7,500.00	0.00	2,500.00	2,500.00	(5,000.00)
Landscape Maintenance - Contract	25,000.00	0.00	10,000.00	10,000.00	(15,000.00)
Landscape Maintenance - Other	7,500.00	0.00	3,500.00	3,500.00	(4,000.00)
Plant Replacement Program	2,500.00	0.00	500.00	500.00	(2,000.00)
Irrigation Maintenance	3,500.00	0.00	2,500.00	2,500.00	(1,000.00)
Pool Maintenance	10,000.00	0.00	0.00	0.00	(10,000.00)
<b>TOTAL OTHER PHYSICAL ENVIRONMENT</b>	<b>\$70,750.00</b>	<b>\$0.00</b>	<b>\$28,500.00</b>	<b>\$28,500.00</b>	<b>(\$42,250.00)</b>
<b>TOTAL EXPENDITURES</b>	<b>\$170,075.00</b>	<b>\$31,376.04</b>	<b>\$90,987.50</b>	<b>\$122,363.54</b>	<b>(\$47,711.46)</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$0.00</b>	<b>(\$27,418.52)</b>	<b>\$27,418.52</b>	<b>\$0.00</b>	<b>\$0.00</b>

# FISCAL YEAR 2016 BUDGET ANALYSIS



# CARLTON LAKES

## COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2016 Operating Budget	Total Actuals and Projections Through 09/30/16	Over/(Under) Budget Through 09/30/16	Fiscal Year 2017 Proposed Operating Budget	Increase / (Decrease) from FY 2016 to FY 2017
<b>REVENUES</b>					
<b>CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>					
Developer Contributions	170,075.00	122,363.54	(47,711.46)	224,600.00	54,525.00
<b>TOTAL CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>	<b>\$170,075.00</b>	<b>\$122,363.54</b>	<b>(\$47,711.46)</b>	<b>\$224,600.00</b>	<b>\$54,525.00</b>
<b>TOTAL REVENUES</b>	<b>\$170,075.00</b>	<b>\$122,363.54</b>	<b>(\$47,711.46)</b>	<b>\$224,600.00</b>	<b>\$54,525.00</b>
<b>EXPENDITURES</b>					
<b>FINANCIAL &amp; ADMINISTRATIVE</b>					
District Manager	33,750.00	33,750.00	0.00	33,750.00	0.00
District Engineer	7,500.00	2,500.00	(5,000.00)	7,500.00	0.00
Disclosure Report	5,000.00	5,000.00	0.00	5,000.00	0.00
Trustees Fees	5,500.00	5,500.00	0.00	5,500.00	0.00
Auditing Services	5,000.00	5,000.00	0.00	5,000.00	0.00
Postage, Phone, Faxes, Copies	1,000.00	67.45	(932.55)	1,000.00	0.00
Public Officials Insurance	1,900.00	1,900.00	0.00	1,900.00	0.00
Legal Advertising	1,000.00	4,579.13	3,579.13	1,000.00	0.00
Bank Fees	250.00	291.51	41.51	250.00	0.00
Dues, Licenses & Fees	175.00	225.00	50.00	175.00	0.00
Office Supplies	250.00	75.00	(175.00)	250.00	0.00
Website Administration	0.00	946.00	946.00	0.00	0.00
<b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>\$61,325.00</b>	<b>\$59,834.09</b>	<b>(\$1,490.91)</b>	<b>\$61,325.00</b>	<b>\$0.00</b>
<b>LEGAL COUNSEL</b>					
District Counsel	10,000.00	22,189.45	12,189.45	20,000.00	10,000.00
<b>TOTAL LEGAL COUNSEL</b>	<b>\$10,000.00</b>	<b>\$22,189.45</b>	<b>\$12,189.45</b>	<b>\$20,000.00</b>	<b>\$10,000.00</b>
<b>ELECTRIC UTILITY SERVICES</b>					
Electric Utility Services	25,000.00	10,000.00	(15,000.00)	25,000.00	0.00
<b>TOTAL ELECTRIC UTILITY SERVICES</b>	<b>\$25,000.00</b>	<b>\$10,000.00</b>	<b>(\$15,000.00)</b>	<b>\$25,000.00</b>	<b>\$0.00</b>
<b>GARBAGE/SOLID WASTE CONTROL SERVICES</b>					
Garbage Collection	500.00	0.00	(500.00)	500.00	0.00
<b>TOTAL GARBAGE/SOLID WASTE CONTROL SERVICES</b>	<b>\$500.00</b>	<b>\$0.00</b>	<b>(\$500.00)</b>	<b>\$500.00</b>	<b>\$0.00</b>
<b>WATER-SEWER COMBINATION SERVICES</b>					
Water Utility Services	2,500.00	1,000.00	(1,500.00)	2,500.00	0.00
<b>TOTAL WATER-SEWER COMBINATION SERVICES</b>	<b>\$2,500.00</b>	<b>\$1,000.00</b>	<b>(\$1,500.00)</b>	<b>\$2,500.00</b>	<b>\$0.00</b>
<b>OTHER PHYSICAL ENVIRONMENT</b>					
Waterway Management Program	7,750.00	2,500.00	(5,250.00)	7,750.00	0.00
Property & Casualty Insurance	7,000.00	7,000.00	0.00	7,000.00	0.00
Club Facility Maintenance	7,500.00	2,500.00	(5,000.00)	7,500.00	0.00
Landscape Maintenance - Contract	25,000.00	10,000.00	(15,000.00)	53,025.00	28,025.00
Landscape Maintenance - Other	7,500.00	3,500.00	(4,000.00)	10,000.00	2,500.00
Plant Replacement Program	2,500.00	500.00	(2,000.00)	5,000.00	2,500.00
Irrigation Maintenance	3,500.00	2,500.00	(1,000.00)	10,000.00	6,500.00
Pool Maintenance	10,000.00	0.00	(10,000.00)	15,000.00	5,000.00
<b>TOTAL OTHER PHYSICAL ENVIRONMENT</b>	<b>\$70,750.00</b>	<b>\$28,500.00</b>	<b>(\$42,250.00)</b>	<b>\$115,275.00</b>	<b>\$44,525.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$170,075.00</b>	<b>\$121,523.54</b>	<b>(\$48,551.46)</b>	<b>\$224,600.00</b>	<b>\$54,525.00</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$0.00</b>	<b>\$840.00</b>	<b>\$840.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**FISCAL YEAR 2017**  
PROPOSED ANNUAL OPERATING BUDGET

# CARLTON LAKES

## COMMUNITY DEVELOPMENT DISTRICT

### GENERAL FUND 001

#### **Financial & Administrative**

##### **District Manager**

The District retains the services of a consulting manager, who is responsible for the daily administration of the District's business, including any and all financial work related to the Bond Funds and Operating Funds of the District, and preparation of the minutes of the Board of Supervisors. In addition, the District Manager prepares the Annual Budget(s), implements all policies of the Board of Supervisors, and attends all meetings of the Board of Supervisors.

##### **District Engineer**

Consists of attendance at scheduled meetings of the Board of Supervisors, offering advice and consultation on all matters related to the works of the District, such as bids for yearly contracts, operating policy, compliance with regulatory permits, etc.

##### **Disclosure Reporting**

On a quarterly and annual basis, disclosure of relevant district information is provided to the Muni Council, as required within the bond indentures.

##### **Trustees Fees**

This item relates to the fee assessed for the annual administration of bonds outstanding, as required within the bond indentures.

##### **Auditing Services**

The District is required to annually undertake an independent examination of its books, records and accounting procedures. This audit is conducted pursuant to State Law and the Rules of the Auditor General.

##### **Postage, Phone, Fax, Copies**

This item refers to the cost of materials and service to produce agendas and conduct day-to-day business of the District.

##### **Miscellaneous Administration**

This is required of the District to store its official records.

##### **Public Officials Insurance**

The District carries Public Officials Liability in the amount of \$1,000,000.

##### **Legal Advertising**

This is required to conduct the official business of the District in accordance with the Sunshine Law and other advertisement requirements as indicated by the Florida Statutes.

##### **Bank Fees**

The District operates a checking account for expenditures and receipts.

##### **Dues, Licenses & Fees**

The District is required to file with the County and State each year.

# CARLTON LAKES COMMUNITY DEVELOPMENT DISTRICT

## GENERAL FUND 001

### **Miscellaneous Fees**

To provide for unbudgeted administrative expenses.

### **Investment Reporting Fees**

This is to provide an investment report to the District on a quarterly basis.

### **Office Supplies**

Cost of daily supplies required by the District to facilitate operations.

### **Technology Services**

This is to upgrade and keep current the operating components to comply with new governmental accounting standards along with basic website maintenance.

### **Website Administration**

This is for maintenance and administration of the District's official website.

### **Capital Outlay**

This is to purchase new equipment as required.

## **Legal Counsel**

### **District Counsel**

Requirements for legal services are estimated at an annual expenditures on an as needed and also cover such items as attendance at scheduled meetings of the Board of Supervisor's, Contract preparation and review, etc.

## **Electric Utility Services**

### **Electric Utility Services**

This item is for street lights, pool, recreation facility and other common element electricity

## **Garbage/Solid Waste Control Services**

### **Garbage Collection**

This item is for pick up at the recreation facility and parks as needed.

## **Water-Sewer Combination Services**

### **Water Utility Services**

This item is for the potable and non-potable water used for irrigation.

## **Other Physical Environment**

### **Waterway Management System**

This item is for maintaining the multiple waterways that compose the District's waterway management system and aids in controlling nuisance vegetation that may otherwise restrict the flow of water.

### **Property & Casualty Insurance**

The District carries \$1,000,000 in general liability and also has sovereign immunity.

### **Entry & Walls Maintenance**

This item is for maintaining the main entry feature and other common area walls.

# CARLTON LAKES

## COMMUNITY DEVELOPMENT DISTRICT

### GENERAL FUND 001

#### **Landscape Maintenance**

The District contracts with a professional landscape firm to provide service through a public bid process. This fee does not include replacement material or irrigation repairs.

#### **Miscellaneous Landscape**

This item is for any unforeseen circumstances that may effect the appearance of the landscape program.

#### **Plant Replacement Program**

This item is for landscape items that may need to be replaced during the year.

#### **Property Taxes**

This item is for property taxes assessed to lands within the District.

#### **Irrigation Maintenance**

Repairs necessary for everyday operation of the irrigation system to ensure its effectiveness.

#### **Pool Maintenance**

This item is necessary to contract with a vendor to maintain the pool within state guidelines for public use.

#### **Clubhouse Maintenance**

This item provides for operations, maintenance, and supplies to the District's Amenity Center.

# CARLTON LAKES

## COMMUNITY DEVELOPMENT DISTRICT

### DEBT SERVICE FUND

#### REVENUES

CDD Capitalized Interest	\$	482,963
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<b>TOTAL REVENUES</b>	<b>\$</b>	<b>482,963</b>
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#### EXPENDITURES

Series 2015 November Bond Principal Payment	\$	-
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Series 2015 May Bond Interest Payment	\$	241,481
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Series 2015 November Bond Interest Payment	\$	241,481
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<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>482,963</b>
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<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$</b>	<b>-</b>
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#### ANALYSIS OF BONDS OUTSTANDING

Bonds Outstanding - Period Ending 11/1/2016	\$	8,715,000
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Principal Payment Applied Toward Series 2015 Bonds	\$	-
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<b>Bonds Outstanding - Period Ending 11/1/2017</b>	<b>\$</b>	<b>8,715,000</b>
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# CARLTON LAKES

## COMMUNITY DEVELOPMENT DISTRICT

### SCHEDULE OF ANNUAL ASSESSMENTS

Lot Size	EBU Value	Unit Count	Debt Service Per Unit	O&M Per Unit	FY 2017 Total Assessment	Total Increase / (Decrease) in Annual Assmt
<b>SERIES 2015 BONDS</b>						
<b>Single Family 40'</b>	1.00	80	\$1,216	\$520	<b>\$1,736</b>	\$0
<b>Single Family 50'</b>	1.25	230	\$1,521	\$572	<b>\$2,092</b>	\$0
<b>Single Family 60'</b>	1.50	114	\$1,825	\$623	<b>\$2,448</b>	\$0

**FISCAL YEAR 2017**  
PROPOSED ANNUAL OPERATING BUDGET



*Craig Latimer*  
**Supervisor of Elections**

Our Vision: To be the best place in America to vote

GOVERNOR'S  
STERLING  
AWARD  
RECIPIENT

April 20, 2016

Brian Lamb  
Meritus  
2005 Pan Am Cir. Suite 120  
Tampa, FL 33607

Dear Brian Lamb,

As per F.S. 190.006, below is the number of qualified registered electors for the listed Community Development District as of April 15, 2016.

Community Development District	Number of Registered Electors
Carlton Lakes CDD	0

If you have any questions, please do not hesitate to contact me at (813) 384-3944 or [ccampbell@hcsoe.org](mailto:ccampbell@hcsoe.org).

Sincerely,

Chelsea Campbell  
Candidate Services Liaison  
Representing Craig Latimer, Hillsborough County Supervisor of Elections  
Governor's Sterling Award Recipient

# CARLTON LAKES COMMUNITY DEVELOPMENT DISTRICT

December 14, 2015 Minutes of Special Meeting

## Minutes of Special Meeting

The Special Meeting of the Carlton Lakes Community Development District was held on **Monday, December 14, 2015 at 2:30 p.m.** at Meritus, 5680 W. Cypress Street Suite A, Tampa, FL 33607.

Supervisors Present and Constituting a Quorum at the onset of the meeting:

Jeff Hills	Chairman
Ryan Motko	Vice Chairman
Gary Jernigan	Supervisor

Staff Members Present:

Brian Lamb	Meritus
Brian Howell	Meritus
John Vericker	District Counsel
Vivek Babbar	District Counsel
Tonja Stewart	District Engineer ( <i>via speakerphone</i> )
Janice Entsminger	US Bank
Stacey Johnson	US Bank
Jennifer LaRocco	Gray-Robinson
Mike Williams	Akerman

### 1. CALL TO ORDER/ROLL CALL

Mr. Lamb called the Special Meeting of the Carlton Lakes Community Development District to order on **Monday, December 14, 2015 at approximately 2:30 p.m.** and identified the Supervisors present constituting a quorum.

### 2. PUBLIC COMMENT ON AGENDA ITEMS

None

### 3. BUSINESS ITEMS

#### A. Other Matters Relating to Financing

Mr. Lamb stated that Counsel has prepared several documents along with Resolution 2016-04.

#### i. Consideration of Resolution 2016-04; Supplemental Assessment Resolution

Mr. Vericker went over Resolution 2016-04 with the Board.



MOTION TO:	Approve Resolution 2016-04; Supplemental Assessment Resolution.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Motko
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

#### 4. BUSINESS ADMINISTRATIVE

- A. Consideration of Board of Supervisors Meeting Minutes October 30, 2015
- B. Consideration of Board of Supervisors Meeting Minutes November 5, 2015
- C. Consideration of Operations and Maintenance Expenditures December 2015
- D. Review of Financial Statements Month Ending October 31, 2015
- E. General Matters of the District

MOTION TO:	Approve Consent Agenda Items A – D.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

#### 5. STAFF REPORTS

##### A. District Counsel

District Counsel went over the assignments and assumptions for eleven (11) agreements between the two development groups. They did state that they were subject to review by Tonja Stewart.

MOTION TO:	Approve various agreements as provided by Counsel.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

##### B. District Engineer

##### C. District Manager

Mr. Lamb said he had a few agreements from Tampa Electric. He went over the overall cost of the street lighting per lot. Mr. Lamb explained this to the Board.

MOTION TO:	Authorize Chair or Management Company to engage TECO for those services.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Motko
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

6. SUPERVISORS REQUESTS AND AUDIENCE COMMENTS

7. ADJOURNMENT

MOTION TO:	Recess with a mandatory adjournment of 4:00 pm.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Jernigan
DISCUSSION:	None Further
RESULT:	3/0 Called to Vote: motion PASSED

*\*Please note the entire meeting is available on disc.*

*\*These minutes were done in a summary format.*

*\*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:**

☐ Chair

☐ Vice Chair

**Title:**

☐ Secretary

☐ Assistant Secretary

*Recorded by Records Administrator*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Official District Seal

## Carlton Lakes Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
<b>Monthly Contract</b>				
Meritus Districts	7207	\$ 1,000.00		Management Services - January
Meritus Districts	7253	1,002.51		Management Services - February
Meritus Districts	7329	3,652.00		Adjusted Management Fee - January & February
Meritus Districts	7296	1,012.90		Management Services - March
Meritus Districts	7330	1,812.50		Adjusted Management Fee - March
Meritus Districts	7334	2,824.90	<b>\$ 11,304.81</b>	Management Services - April
Patricia A. Morris	103	49.00		Website Maintenance - October
Patricia A. Morris	129	49.00		Website Maintenance - November
Patricia A. Morris	154	49.00		Website Maintenance - December
Patricia A. Morris	179	49.00	<b>\$ 196.00</b>	Website Maintenance - January
<b>Monthly Contract Sub-Total</b>		<b>\$ 11,500.81</b>		
<b>Variable Contract</b>				
Stantec Consulting Services, Inc.	1030334	\$ 840.00		Professional Services - FY16 - General
Straley & Robin	12946	3,691.23		Professional Services - thru 01/15/16 - General
Straley & Robin	13011	225.00	<b>\$ 3,916.23</b>	Professional Services - thru 02/15/16 - General
<b>Variable Contract Sub-Total</b>		<b>\$ 4,756.23</b>		
<b>Utilities</b>				
<b>Utilities Sub-Total</b>		<b>\$ 0.00</b>		
<b>Regular Services</b>				
Department of Economic Opportunity	34447	\$ 25.00		Special District Late Fee - 2015
Department of Economic Opportunity	34586	25.00	<b>\$ 50.00</b>	Special District Late Fee - 2015

# **Carlton Lakes Community Development District Summary of Operations and Maintenance Invoices**

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Times Publishing Company	CL031016	1,523.01		Finance Charge - 02/29/16
<b>Regular Services Sub-Total</b>		<b>\$ 1,573.01</b>		
<b>Additional Services</b>				
Patricia A. Morris	64	\$ 750.00		Website Domain - Annual Fee
<b>Additional Services Sub-Total</b>		<b>\$ 750.00</b>		
<b>TOTAL:</b>		<b>\$ 18,580.05</b>		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

# Meritus Districts

5680 W. Cypress St.  
Suite A  
Tampa, FL 33607



# INVOICE

Invoice Number: 7207  
Invoice Date: Jan 1, 2016  
Page: 1

Voice: 813-873-7300  
Fax: 813-873-7070

**Bill To:**

Carlton Lakes CDD  
5680 W. Cypress St.  
Suite A  
Tampa, FL 33607

**Ship to:**

Customer ID	Customer PO	Payment Terms	
Carlton Lakes CDD		Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Best Way		1/1/16

Quantity	Item	Description	Unit Price	Amount
	DMS	District Management Services - January		1,000.00
		NS		

Subtotal	1,000.00
Sales Tax	
Total Invoice Amount	1,000.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>1,000.00</b>

Check/Credit Memo No:

Approved 12/28/2015 by wxavier

# Meritus Districts

5680 W. Cypress St.  
Suite A  
Tampa, FL 33607



Voice: 813-873-7300  
Fax: 813-873-7070

## INVOICE

Invoice Number: 7253  
Invoice Date: Feb 1, 2016  
Page: 1

### Bill To:

Carlton Lakes CDD  
5680 W. Cypress St.  
Suite A  
Tampa, FL 33607

### Ship to:

Customer ID	Customer PO	Payment Terms	
Carlton Lakes CDD		Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Best Way		2/1/16

Quantity	Item	Description	Unit Price	Amount
	DMS	District Management Services - February		1,000.00
	Postage	Postage - December		2.51
		BS4		

Subtotal	1,002.51
Sales Tax	
Total Invoice Amount	1,002.51
Payment/Credit Applied	
<b>TOTAL</b>	<b>1,002.51</b>

Check/Credit Memo No:

Approved 1/21/2016 by wxavier

# Meritus Districts

5680 W. Cypress St.  
Suite A  
Tampa, FL 33607



# INVOICE

Invoice Number: 7329  
Invoice Date: Feb 26, 2016  
Page: 1

Voice: 813-873-7300  
Fax: 813-873-7070

<b>Bill To:</b>
Carlton Lakes CDD 2005 Pan Am Circle Suite 120 Tampa, FL 33607

<b>Ship to:</b>

Customer ID	Customer PO	Payment Terms	
Carlton Lakes CDD		Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Best Way		2/26/16

Quantity	Item	Description	Unit Price	Amount
		Adjust Management Fee for underbilling Jan - Feb: Billed \$1,000/mo, should have been \$2,812.50 at operational state 1/1/16. 2 * (2,812.50 - 1,000.00)		3,625.00
Subtotal				3,625.00
Sales Tax				
Total Invoice Amount				3,625.00
Payment/Credit Applied				
TOTAL				3,625.00

Check/Credit Memo No:

Approved 3/17/2016 by wxavier

# Meritus Districts

5680 W. Cypress St.  
Suite A  
Tampa, FL 33607



# INVOICE

Invoice Number: 7296  
Invoice Date: Mar 1, 2016  
Page: 1

Voice: 813-873-7300  
Fax: 813-873-7070

**Bill To:**

Carlton Lakes CDD  
2005 Pan Am Circle  
Suite 120  
Tampa, FL 33607

**Ship to:**

Customer ID	Customer PO	Payment Terms	
Carlton Lakes CDD		Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Best Way		3/1/16

Quantity	Item	Description	Unit Price	Amount
	DMS	District Management Services - March		1,000.00
	Postage	Postage - January		12.90
		<i>OK</i>		

Subtotal	1,012.90
Sales Tax	
Total Invoice Amount	1,012.90
Payment/Credit Applied	
<b>TOTAL</b>	<b>1,012.90</b>

Check/Credit Memo No:

Approved 2/25/2016 by wxavier



# Meritus Districts

5680 W. Cypress St.  
Suite A  
Tampa, FL 33607



# INVOICE

Invoice Number: 7330  
Invoice Date: Mar 1, 2016  
Page: 1

Voice: 813-873-7300  
Fax: 813-873-7070

Bill To:
Carlton Lakes CDD 2005 Pan Am Circle Suite 120 Tampa, FL 33607

Ship to:

Customer ID	Customer PO	Payment Terms	
Carlton Lakes CDD		Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Best Way		3/1/16

Quantity	Item	Description	Unit Price	Amount
		Adjust Management Fee for underbilling March: Billed \$1,000, should have been \$2,812.50 at operational state beginning 1/1/16.		1,812.50
Subtotal				1,812.50
Sales Tax				
Total Invoice Amount				1,812.50
Payment/Credit Applied				
TOTAL				1,812.50

Check/Credit Memo No:

Approved 3/17/2016 by wxavier

# Meritus Districts

5680 W. Cypress St.  
Suite A  
Tampa, FL 33607

Voice: 813-873-7300  
Fax: 813-873-7070



# INVOICE

Invoice Number: 7334  
Invoice Date: Apr 1, 2016  
Page: 1

**Bill To:**

Carlton Lakes CDD  
2005 Pan Am Circle  
Suite 120  
Tampa, FL 33607

**Ship to:**

Customer ID	Customer PO	Payment Terms	
Carlton Lakes CDD		Net Due	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Best Way		4/1/16

Quantity	Item	Description	Unit Price	Amount
	DMS	District Management Services - April		2,812.50
	Postage	Postage - February		12.40
Subtotal				2,824.90
Sales Tax				
Total Invoice Amount				2,824.90
Payment/Credit Applied				
<b>TOTAL</b>				<b>2,824.90</b>

Check/Credit Memo No:

Approved 4/7/2016 by wxavier

**INVOICE**

Make checks payable to Patricia Morris


**The InfoScouter**  
Virtual Assistant
**The InfoScouter Virtual Business Solutions**
 31046 Creekridge Dr  
Wesley Chapel, FL 33543  
United States

 8134732692  
www.theinfoscouter.com

**BILL TO**  
**Carlton Lakes CDD**  
 c/o Meritus Corp.  
 5680 W Cypress St, Suite A  
 ATTN: District Invoicing  
 Tampa, Florida 33607  
 United States

 813-397-5120  
 districtinvoices@merituscorp.com

**Invoice Number:** 103  
**Invoice Date:** October 31, 2015  
**Payment Due:** November 7, 2015  
**Amount Due:** \$49.00

Service	Quantity	Price	Amount
<b>Maintenance</b>	1	\$49.00	\$49.00
Monthly hosting, security, & maintenance			

**Total:** \$49.00

**Amount Due :** \$49.00
**Notes**

Thank you for doing business with The InfoScouter! Referrals appreciated.

Approved 1/27/2016 by wxavier

# INVOICE

Make checks payable to Patricia Morris

**The InfoScouter**  
Virtual Assistant**The InfoScouter Virtual Business Solutions**31046 Creekridge Dr  
Wesley Chapel, FL 33543  
United States8134732692  
www.theinfoscouter.com**BILL TO**  
**Carlton Lakes CDD**  
c/o Meritus Corp.  
5680 W Cypress St, Suite A  
ATTN: District Invoicing  
Tampa, Florida 33607  
United States813-397-5120  
districtinvoices@merituscorp.com**Invoice Number:** 129  
**Invoice Date:** November 30, 2015  
**Payment Due:** December 7, 2015  
**Amount Due:** \$49.00

Service	Quantity	Price	Amount
<b>Maintenance</b> Monthly hosting, security, & maintenance	1	\$49.00	\$49.00

**Total:** \$49.00**Amount Due :** \$49.00**Notes**

Thank you for doing business with The InfoScouter! Referrals appreciated.

Approved 1/27/2016 by wxavier

# INVOICE

Make checks payable to Patricia Morris

**The InfoScouter**  
Virtual Assistant**The InfoScouter Virtual Business Solutions**31046 Creekridge Dr  
Wesley Chapel, FL 33543  
United States8134732692  
www.theinfoscouter.com**BILL TO**  
**Carlton Lakes CDD**  
c/o Meritus Corp.  
5680 W Cypress St, Suite A  
ATTN: District Invoicing  
Tampa, Florida 33607  
United States813-397-5120  
districtinvoices@merituscorp.com**Invoice Number:** 154  
**Invoice Date:** December 31, 2015  
**Payment Due:** January 7, 2016  
**Amount Due:** \$49.00

Service	Quantity	Price	Amount
<b>Maintenance</b> Monthly hosting, security, & maintenance	1	\$49.00	\$49.00

**Total:** \$49.00**Amount Due :** \$49.00**Notes**

Thank you for doing business with The InfoScouter! Referrals appreciated.

Approved 1/27/2016 by wxavier

**STATEMENT OF ACCOUNT**

(Generated on Mar 23, 2016)

**The InfoScouter Virtual Business Solutions**

31046 Creekridge Dr  
Wesley Chapel, Florida  
33543

**Bill to:****Carlton Lakes CDD**

c/o Meritus Corp.  
5680 W Cypress St, Suite  
A  
Tampa, Florida  
33607  
districtinvoices@merituscorp.com

**Account Summary**

Not yet due:	\$0.00
1-30 days overdue:	\$0.00
31-60 days overdue:	\$49.00
61-90 days overdue:	\$49.00
>90 days overdue:	\$848.00
<b>Total due:</b>	<b>\$946.00</b>

SHOWING ALL OUTSTANDING INVOICES BETWEEN SEP 01, 2015 AND FEB 09, 2016

Date	Due date	Details	Amount	Total Paid	Amount due
Jan 31, 2016	Feb 07, 2016	Invoice #179	\$49.00	\$0.00	\$49.00
Dec 31, 2015	Jan 07, 2016	Invoice #154	\$49.00	\$0.00	\$49.00
Nov 30, 2015	Dec 07, 2015	Invoice #129	\$49.00	\$0.00	\$49.00
Oct 31, 2015	Nov 07, 2015	Invoice #103	\$49.00	\$0.00	\$49.00



## INVOICE

Page 1 of 1

Invoice Number	1030334
Invoice Date	March 31, 2016
Purchase Order	215612637
Customer Number	132831
Project Number	215612637

**Bill To**

Carlton Lakes CDD  
 Brian Lamb  
 c/o Meritus Districts  
 5680 West Cypress Street, Suite A  
 Tampa FL 33607  
 United States

APR 15 2016

**Please Remit To**

Stantec Consulting Services Inc. (SCSI)  
 13980 Collections Center Drive  
 Chicago IL 60693  
 United States

<b>Project</b>	<b>Carlton Lakes CDD</b>		
	Project Manager	Stewart, Tonja L	For Period Ending
	Current Invoice Total (USD)	840.00	<b>March 18, 2016</b>

process requisitions

<b>Top Task</b>	<b>216</b>	<b>2016 Fiscal Year General Consulting</b>
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Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Nurse, Vanessa M	5.00	72.00	360.00
Stewart, Tonja L	3.00	160.00	480.00
<b>Subtotal Professional Services</b>	<b>8.00</b>		<b>840.00</b>

Top Task Subtotal	2016 Fiscal Year General Consulting	840.00
<b>Total Fees &amp; Disbursements</b>		<b>840.00</b>
<b>INVOICE TOTAL (USD)</b>		<b>840.00</b>

Due on Receipt



**Straley & Robin**  
1510 W. Cleveland Street  
Tampa, FL 33606  
Telephone (813) 223-9400 \* Facsimile (813) 223-5043  
Federal Tax Id. - 20-1778458

CARLTON LAKES COMMUNITY DEVELOPMENT DISTRICT  
5680 W. CYPRESS STREET, SUITE A  
TAMPA, FL 33607

January 25, 2016  
Client: 001463  
Matter: 000001  
Invoice #: 12946

Page: 1

RE: General

For Professional Services Rendered Through January 15, 2016

**SERVICES**

Date	Person	Description of Services	Hours
11/17/2015	JMV	PREPARE DEED FOR RECORDING.	0.2
11/17/2015	VKB	REVIEW LEGALS FOR ROADWAYS; DRAFT EMAIL TO R. MOTKO RE: DEED RE: SAME; REVIEW EMAIL RE: PLATTING UPDATE.	0.4
11/17/2015	BW	ARRANGE FOR RECORDING OF SPECIAL WARRANTY DEED BETWEEN DISTRICT AND CARLTON DEVELOPMENT, LLC. EMAIL RECORDED DEED TO B. LAMB, R. MOTKO AND J. HILLS.	0.3
11/19/2015	JMV	RESEARCH AND REVIEW CONSTRUCTION ISSUES; DRAFT EMAIL TO J. HILLS.	0.4
11/30/2015	VKB	REVIEW AND REVISE PLAT; TELECONFERENCE WITH T. STEWART RE: SAME; REVIEW AND REPLY TO EMAILS RE: SAME.	0.7
12/1/2015	VKB	REVIEW EMAILS RE: PLATTING FOR PHASE 1.	0.2
12/14/2015	VKB	PREPARE FOR AND ATTEND BOARD MEETING.	0.3
12/16/2015	JMV	DRAFT EMAIL TO A. VIERA; REVIEW EMAIL FROM A. VIERA; PREPARE IMPACT FEE ALLOCATION AGREEMENT.	0.7
12/16/2015	VKB	DRAFT TRANSPORTATION IMPACT FEE CREDIT ALLOCATION AGREEMENT.	2.1
12/17/2015	JMV	PREPARE IMPACT FEE ALLOCATION AGREEMENT; DRAFT EMAIL TO J. HILLS.	0.8

Approved 2/3/2016 by phowell



January 25, 2016

Client: 001463

Matter: 000001

Invoice #: 12946

Page: 2

**SERVICES**

Date	Person	Description of Services	Hours	
12/17/2015	VKB	REVIEW HILLSBOROUGH COUNTY ORDINANCE RE: IMPACT FEES; REVIEW AND REVISE TRANSPORTATION IMPACT FEE CREDIT ALLOCATION AGREEMENT.	1.9	
12/21/2015	VKB	REVIEW AND REVISE DRAFT PLAT; TELECONFERENCE WITH T. STEWART RE: SAME.	0.7	
12/22/2015	VKB	DRAFT SPECIAL WARRANTY DEED FOR PARCEL OF PARK IN PHASE 1C; REVIEW AND REVISE DRAFT PLAT; TELECONFERENCE WITH T. STEWART RE: SAME.	1.6	
12/23/2015	JMV	REVISE PROPOSED PLAT LANGUAGE.	0.4	
12/23/2015	VKB	REVIEW T. STEWART'S COMMENTS ON REVISED PLAT; REVIEW AND REVISE PLAT; REVIEW AND REPLY TO EMAILS RE: SAME.	1.1	
1/8/2016	VKB	REVIEW EMAIL FROM G. BAKSIS RE: FINAL PLAT; REVIEW FINAL PLAT.	0.2	
Total Professional Services			12.0	\$3,092.50

**PERSON RECAP**

Person		Hours	Amount
JMV	John M. Vericker	2.5	\$762.50
VKB	Vivek K. Babbar	9.2	\$2,300.00
BW	Barbara Williams	0.3	\$30.00

**DISBURSEMENTS**

Date	Description of Disbursements	Amount
11/17/2015	Clerk, Circuit Court, Hillsborough County- Recording Fees- Recording Fees; Carlton Lakes SWD	\$53.20
11/30/2015	ANTHEM REPORTING- Court Reporter Charges- Anthem Reporting for Second Bond Validation Hearing	\$85.00
12/8/2015	Clerk, Circuit Court, Hillsborough County- Clerk of Court- Certified Copy of Final Judgment from Second Validation	\$8.00
12/8/2015	XPRESS DELIVERIES, LLC- Courier Service- Courier Service	\$28.50
12/15/2015	FEDEX- Federal Express-	\$14.78

January 25, 2016  
 Client: 001463  
 Matter: 000001  
 Invoice #: 12946

Page: 3

**DISBURSEMENTS**

Date	Description of Disbursements	Amount
12/16/2015	Clerk, Circuit Court, Hillsborough County- Recording Fees- Recording Fees for Bond Documents	\$305.00
12/16/2015	XPRESS DELIVERIES, LLC- Courier Service- Courier Services	\$21.00
12/22/2015	Clerk, Circuit Court, Hillsborough County- Recording Fees- Recording Fees and Documentary Stamps	\$44.70
12/23/2015	XPRESS DELIVERIES, LLC- Courier Service- Courier Service	\$21.00
1/15/2016	Photocopies (117 @ \$0.15)	\$17.55
	Total Disbursements	\$598.73
	Total Services	\$3,092.50
	Total Disbursements	\$598.73
	Total Current Charges	\$3,691.23

**PAY THIS AMOUNT** **\$3,691.23**

*Please Include Invoice Number on all Correspondence*

**Straley & Robin**  
1510 W. Cleveland Street  
Tampa, FL 33606  
Telephone (813) 223-9400 \* Facsimile (813) 223-5043  
Federal Tax Id. - 20-1778458

CARLTON LAKES COMMUNITY DEVELOPMENT DISTRICT  
5680 W. CYPRESS STREET, SUITE A  
TAMPA, FL 33607

February 18, 2016  
Client: 001463  
Matter: 000001  
Invoice #: 13011

Page: 1

RE: General

For Professional Services Rendered Through February 15, 2016

51400 3107

**SERVICES**

Date	Person	Description of Services	Hours	
1/20/2016	VKB	REVIEW REVISED PLAT WITH COUNTY'S CHANGES; TELECONFERENCE WITH T. STEWART RE: SAME.	0.3	
1/21/2016	VKB	REVIEW EMAILS RE: REVISED PLAT.	0.2	
1/22/2016	VKB	REVIEW AND REPLY TO EMAILS RE: REVISED PLAT DEDICATION LANGUAGE.	0.2	
1/29/2016	VKB	REVIEW EMAIL FROM T. STEWART RE: REQUISITION APPLICATIONS FOR CONTRACTS ASSIGNED TO THE DISTRICT.	0.2	
Total Professional Services			0.9	\$225.00

**PERSON RECAP**

Person	Hours	Amount
VKB Vivek K. Babbar	0.9	\$225.00

Approved 3/10/2016 by wxavier

Instructions: In accordance with Sections 189.064 and 189.018, F.S., and Chapter 73C-24, F.A.C., please remit the fee due payable to the Department of Economic Opportunity OR complete the Zero Annual Fee Certification Section, as appropriate. In addition, review the information below about the district and update as necessary. Provide backup documentation if the district's name or status has changed. By the postmarked due date, mail the payment and this signed form to the Department of Economic Opportunity, Office of Financial Mgmt., 107 E. Madison Street, MSC 120, Tallahassee, Florida 32399-4124. Direct questions to (850) 717-8430.

ANNUAL FEE: \$175.00	LATE FEE: \$25.00	RECEIVED: \$0.00	FEE DUE, POSTMARKED BY 01/12/2016: <del>\$200.00</del>
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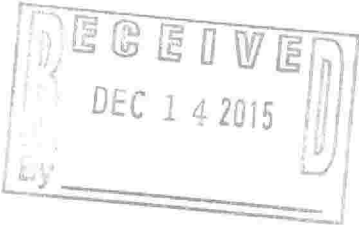
District's Name, Registered Agent & Office\*:

25

<b>Carlton Lakes Community Development District</b> <b>Mr. Brian K. Lamb</b> <b>5680 West Cypress Street Suite A</b> <b>Tampa, FL 33607</b>	<b>Telephone:</b> (813) 873-7300 <b>Fax:</b> (813) 873-7070 <b>Status*:</b> Independent <b>Creation Document:</b> On File <b>Map:</b> On File <b>Last Update:</b> 09/30/2015
--	---

**Website:** carltonlakescdd.org  
**E-mail:** Robert.Rios@merituscorp.com

**County(ies):** Hillsborough  
**Local Governing Authority\*:** Hillsborough County  
**Function(s)\*:** Community Development  
**Date Established:** 03/25/2015  
**Creation Documents\*:** County Ordinance 15-6  
**Statutory Authority\*:** Chapter 190, Florida Statutes  
**Board Selection\*:** Elected  
**Authority to Issue Bonds\*:** Yes  
**Revenue Source\*:** Assessments



\*Explanations

**Registered Agent:** The person designated by the special district to accept due process on behalf of the special district  
**Status:** Independent or Dependent - see Section 189.012, F.S.  
**Local Governing Authority:** The governing body of a unit of local general-purpose government  
**Functions:** The function/purpose of the special district  
**Creation Documents:** Ordinance, Resolution, Statute, Special Act, Court Decree, Interlocal Agreement, etc.  
**Statutory Authority:** The Florida Statute governing the function of the special district  
**Board Selection:** Appointed, Appointed/Elected, Elected, Governor Appoints, Local Governing Authority Appoints, Same as Local Governing Authority, Similar to Local Governing Authority, Other  
**Authority to Issue Bonds:** Yes or No  
**Revenue Sources:** Ad Valorem, Agreement, Assessments, Bond Issuer Fees, Co., Donations, Fed, Fees, Other, Investments, Grants, Municipality, Non-Ad Valorem, Priv. Enterprise, Sales Surtax, Sales/Leases, State, TIF, Tolls, None

**CERTIFICATION:** I, the undersigned registered agent, do hereby certify that the information above is accurate and complete as of this date. It does \_\_\_\_\_ or does not \_\_\_\_\_ need to be changed.

Registered Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ZERO ANNUAL FEE CERTIFICATION SECTION** - If eligible, the special district may request a zero annual fee instead of making a payment by having the registered agent certify to the following:

1. This special district is not a component unit of a general purpose local government as defined in the Governmental Accounting Standards Board's Statement No. 14, issued in June 1991 effective after December 15, 1992, as amended.
2. This special district is in compliance with the reporting requirements of the Department of Financial Services.
3. This special district reported \$3,000.00 or less in annual revenues to the Department of Financial Services on its Annual Financial Report for Fiscal Year 2013/2014 (special districts created after that fiscal year must attach a current income statement verifying \$3,000.00 or less in revenues for the current fiscal year).
4. This certification will be returned to the Department at the address above postmarked by 01/12/2016 and,
5. This special district understands that if the Department determines any of these items to be inaccurate, this special district must pay the appropriate fee when invoiced. The Department will verify these statements within 30 days of receiving this form.

I, the undersigned registered agent, do hereby certify that to the best of my knowledge and belief, ALL of the above statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be investigated and verified with the Department of Financial Services and the Auditor General.

**SIGN ONLY IF ELIGIBLE FOR AND REQUESTING A ZERO ANNUAL FEE:**

Registered Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Use Only: \_\_\_\_\_ Verified and Approved \_\_\_\_\_ Denied - Reason(s): \_\_\_\_\_

DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT.      DEO-SDAP-001 Effective 05/15/2014  
DETACH AND KEEP THIS PORTION FOR YOUR RECORDS.

FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY FY 2015/2016 SPECIAL DISTRICT FEE INVOICE AND UPDATE FORM RECEIPT	Invoice No.: 34447	Date Invoiced: 10/01/2015	Postmarked Due Date: 01/12/2016	
Carlton Lakes Community Development District	ANNUAL FEE \$175.00	LATE FEE \$25.00	RECEIVED \$0.00	FEE DUE \$200.00

Approved 12/28/2015 by wxavier

FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY  
FY 2015/2016 SPECIAL DISTRICT FEE INVOICE AND UPDATE FORM

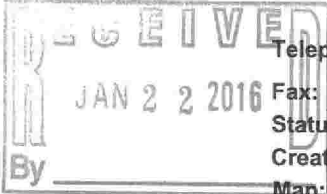
Invoice No.: 34586      Date Invoiced: 10/01/2015  
Special District Accountability Program

**Instructions:** In accordance with Sections 189.064 and 189.018, F.S., and Chapter 73C-24, F.A.C., please remit the fee due payable to the Department of Economic Opportunity OR complete the Zero Annual Fee Certification Section, as appropriate. In addition, review the information below about the district and update as necessary. Provide backup documentation if the district's name or status has changed. By the postmarked due date, mail the payment and this signed form to the Department of Economic Opportunity, Office of Financial Mgmt., 107 E. Madison Street, MSC 120, Tallahassee, Florida 32399-4124. Direct questions to (850) 717-8430.

ANNUAL FEE: \$175.00	LATE FEE: \$25.00	RECEIVED: \$175.00	FEE DUE, POSTMARKED BY 02/19/2016: \$25.00
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District's Name, Registered Agent & Office\*:

Carlton Lakes Community Development District  
Mr. Brian K. Lamb  
5680 West Cypress Street Suite A  
Tampa, FL 33607



Telephone: (813) 873-7300  
Fax: (813) 873-7070  
Status\*: Independent  
Creation Document: On File  
Map: On File  
Last Update: 12/30/2015

Website: carltonlakescdd.org  
E-mail: Robert.Rios@merituscorp.com

County(ies): Hillsborough  
Local Governing Authority\*: Hillsborough County  
Function(s)\*: Community Development  
Date Established: 03/25/2015  
Creation Documents\*: County Ordinance 15-6  
Statutory Authority\*: Chapter 190, Florida Statutes  
Board Selection\*: Elected  
Authority to Issue Bonds\*: Yes  
Revenue Source\*: Assessments

\*Explanations

Registered Agent: The person designated by the special district to accept due process on behalf of the special district  
Status: Independent or Dependent - see Section 189.012, F.S.  
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Creation Documents: Ordinance, Resolution, Statute, Special Act, Court Decree, Interlocal Agreement, etc.  
Statutory Authority: The Florida Statute governing the function of the special district  
Board Selection: Appointed, Appointed/Elected, Elected, Governor Appoints, Local Governing Authority Appoints, Same as Local Governing Authority, Similar to Local Governing Authority, Other  
Authority to Issue Bonds: Yes or No  
Revenue Sources: Ad Valorem, Agreement, Assessments, Bond Issuer Fees, Co., Donations, Fed, Fees, Other, Investments, Grants, Municipality, Non-Ad Valorem, Priv. Enterprise, Sales Surtax, Sales/Leases, State, TIF, Tolls, None

**CERTIFICATION:** I, the undersigned registered agent, do hereby certify that the information above is accurate and complete as of this date. It does \_\_\_\_\_ or does not \_\_\_\_\_ need to be changed.

Registered Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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5. This special district understands that if the Department determines any of these items to be inaccurate, this special district must pay the appropriate fee when invoiced. The Department will verify these statements within 30 days of receiving this form.

I, the undersigned registered agent, do hereby certify that to the best of my knowledge and belief, ALL of the above statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be investigated and verified with the Department of Financial Services and the Auditor General.

**SIGN ONLY IF ELIGIBLE FOR AND REQUESTING A ZERO ANNUAL FEE:**

Registered Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Use Only: \_\_\_\_\_ Verified and Approved \_\_\_\_\_ Denied - Reason(s): \_\_\_\_\_

DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT.

DEO-SDAP-001 Effective 05/15/2014

DETACH AND KEEP THIS PORTION FOR YOUR RECORDS.

FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY FY 2015/2016 SPECIAL DISTRICT FEE INVOICE AND UPDATE FORM RECEIPT		Invoice No.: 34586      Date Invoiced: 10/01/2015 Postmarked Due Date: 02/19/2016	
Carlton Lakes Community Development District	ANNUAL FEE \$175.00	LATE FEE \$25.00	FEE DUE \$25.00

Approved 1/27/2016 by wxavier



**Tampa Bay Times**  
tampabay.com

Account Rep:  
Credit Rep: 727-893-8282  
Fed Tax ID: 59-0482470

PAGE 1

BILLING PERIOD  
02/01/16 - 02/29/16

AMOUNT DUE:  
\$1,523.01

CUSTOMER SUMMARY FOR  
CARLTON LAKES CDD

ACCOUNT NAME  
CARLTON LAKES CDD  
5680 W. CYPRESS STREET, SUI  
TAMPA FL 33607

PERIOD ENDING	02/29/16
PREVIOUS BALANCE	\$1,500.50
CURRENT CHARGES	\$22.51
ADJUSTMENTS	\$0.00
PAYMENTS	\$0.00
<b>BALANCE DUE</b>	<b>\$1,523.01</b>

Sales Rep: Unassigned

**ADVERTISING STATEMENT AND INVOICE**

**Terms of Payment:** Net 30

Start	Stop	Ad Number	Zone	Class	Description PO Number	Insertions	Size	Net Amount
					BALANCE FORWARD			\$1,500.50
	02/29/16				FINANCE CHARGE			\$22.51

61073 022916 by wxavier

**Tampa Bay Times**  
tampabay.com

Amount due: \$1,523.01

Due Date: 3/30/2016 Amount Paid:

<b>Billing Date</b>		Due Date:		3/30/2016	Amount Paid:	
2/29/2016						
<b>Billing Period</b>	<b>Advertiser Name</b>	<b>Account Number</b>	<b>Agency Name</b>	<b>Agency Number</b>	<b>Prepaid*</b>	
02/01/16 - 02/29/16	CARLTON LAKES CDD	61073				
<b>Total Amount Due</b>	<b>Current Period</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90 Days</b>	<b>120 Days</b>	
\$1,523.01	(\$1.70)	\$22.53	\$0.00	\$41.78	\$1,460.40	

CARLTON LAKES CDD  
5680 W. CYPRESS STREET, SUITE A  
TAMPA FL 33607

REMIT TO:  
TAMPA BAY TIMES  
DEPT 3396  
P O BOX 123396  
DALLAS, TX 75312-3396

200061073000000000000000002902CR0000170000002253000000000000000417800146040000000006

031016

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**INVOICE**

Make checks payable to Patricia Morris


**The InfoScouter**  
Virtual Assistant
**The InfoScouter Virtual Business Solutions**
 31046 Creekridge Dr  
Wesley Chapel, FL 33543  
United States

 8134732692  
www.theinfoscouter.com

**BILL TO**  
**Carlton Lakes CDD**  
c/o Meritus Corp.  
5680 W Cypress St, Suite A  
ATTN: District Invoicing  
Tampa, Florida 33607  
United States

 813-397-5120  
districtinvoicing@merituscorp.com
**Invoice Number:** 64**Invoice Date:** September 13, 2015**Payment Due:** September 18, 2015**Amount Due:** \$750.00

Service	Quantity	Price	Amount
<b>Website Design &amp; Development</b> + domain name 1st year	1	\$750.00	\$750.00

**Total:** \$750.00

**Amount Due :** \$750.00
**Notes**

Thank you for doing business with The InfoScouter! Referrals appreciated.

Approved 1/27/2016 by bhowell

# Carlton Lakes Community Development District

Financial Statements  
(Unaudited)

Period Ending  
March 31, 2016



Meritus Districts  
5680 West Cypress Street ~ Suite A ~ Tampa, Florida 33607  
Phone (813) 873-7300 ~ Fax (813) 873-7070



# Carlton Lakes Community Development District

## Balance Sheet

As of 3/31/2016

(In Whole Numbers)

	General Fund	Debt Service - Series 2015	Capital Projects- Series 2015	General Fixed Assets Account Group	General Long-Term Debt
<b>Assets</b>					
Cash-Operating Account	43	0	0	0	0
Investments-Revenue Account 2015	0	102	0	0	0
Investments-Reserve 2015	0	611,988	0	0	0
Investments-Interest 2015	0	905,705	0	0	0
Investments-Subacco... of Construction 2015	0	0	112,803	0	0
Investments-Cost of Issuance 2015	0	0	0	0	0
Construction Work In Progress	0	0	0	6,566,035	0
Amount Available-Debt Service	0	0	0	0	1,517,542
Amount To Be Provided-Debt Service	0	0	0	0	7,044,903
<b>Total Assets</b>	<b>43</b>	<b>1,517,794</b>	<b>112,803</b>	<b>6,566,035</b>	<b>8,562,445</b>
<b>Liabilities</b>					
Accounts Payable	27,638	0	0	0	0
Revenue Bonds Payable-Series 2015	0	0	0	0	8,562,445
<b>Total Liabilities</b>	<b>27,638</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,562,445</b>

# Carlton Lakes Community Development District

## Balance Sheet

As of 3/31/2016

(In Whole Numbers)

	General Fund	Debt Service - Series 2015	Capital Projects- Series 2015	General Fixed Assets Account Group	General Long-Term Debt
Fund Equity & Other Credits					
Fund Balance-Unreserved	(1,017)	0	0	0	0
Investment In General Fixed Assets	0	0	0	6,566,035	0
Other	(26,579)	1,517,794	112,803	0	0
Total Fund Equity & Other Credits	(27,595)	1,517,794	112,803	6,566,035	0
Total Liabilities & Fund Equity	43	1,517,794	112,803	6,566,035	8,562,445

# Carlton Lakes Community Development District

## Statement of Revenues and Expenditures

001 - General Fund

From 10/1/2015 Through 3/31/2016

(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
<hr/>				
Revenues				
Contributions & Donations From Private Sources				
Developer Contributions	170,075	3,958	(166,117)	(98)%
Total Revenues	<hr/> 170,075	<hr/> 3,958	<hr/> (166,117)	<hr/> (98)%
<hr/>				
Expenditures				
Financial & Administrative				
District Manager	33,750	11,438	22,313	66 %
District Engineer	7,500	0	7,500	100 %
Disclosure Report	5,000	0	5,000	100 %
Trustees Fees	5,500	0	5,500	100 %
Auditing Services	5,000	0	5,000	100 %
Postage, Phone, Faxes, Copies	1,000	17	983	98 %
Public Officials Insurance	1,900	0	1,900	100 %
Legal Advertising	1,000	3,079	(2,079)	(208)%
Bank Fees	250	142	108	43 %
Dues, Licenses & Fees	175	225	(50)	(29)%
Office Supplies	250	0	250	100 %
Website Administration	0	946	(946)	0 %
Legal Counsel				
District Counsel	10,000	14,689	(4,689)	(47)%
Electric Utility Services				
Electric Utility Services	25,000	0	25,000	100 %
Garbage/Solid Waste Control Services				
Garbage Collection	500	0	500	100 %
Water-Sewer Combination Services				
Water Utility Services	2,500	0	2,500	100 %

# Carlton Lakes Community Development District

## Statement of Revenues and Expenditures

001 - General Fund

From 10/1/2015 Through 3/31/2016

(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Other Physical Environment				
Waterway Management Program	7,750	0	7,750	100 %
Property & Casualty Insurance	7,000	0	7,000	100 %
Club Facility Maintenance	7,500	0	7,500	100 %
Landscape Maintenance - Contract	25,000	0	25,000	100 %
Landscape Maintenance - Other	7,500	0	7,500	100 %
Plant Replacement Program	2,500	0	2,500	100 %
Irrigation Maintenance	3,500	0	3,500	100 %
Pool Maintenance	10,000	0	10,000	100 %
Total Expenditures	170,075	30,536	139,539	82 %
Excess Of Revenues Over (Under) Expenditures	0	(26,579)	(26,579)	0 %

# Carlton Lakes Community Development District

## Statement of Revenues and Expenditures

200 - Debt Service - Series 2015

From 10/1/2015 Through 3/31/2016

(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Interest Earnings				
Interest Earnings	0	252	252	0 %
Total Revenues	0	252	252	0 %
Other Financing Sources				
Debt Proceeds				
Bond Proceeds	0	1,517,542	1,517,542	0 %
Total Other Financing Sources	0	1,517,542	1,517,542	0 %
Excess Of Revenues Over (Under) Expenditures	0	1,517,794	1,517,794	0 %

# Carlton Lakes Community Development District

## Statement of Revenues and Expenditures

300 - Capital Projects- Series 2015

From 10/1/2015 Through 3/31/2016

(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Interest Earnings				
Interest Earnings	0	151	151	0 %
Total Revenues	0	151	151	0 %
Expenditures				
Financial & Administrative				
District Manager	0	33,500	(33,500)	0 %
District Engineer	0	10,000	(10,000)	0 %
Trustees Fees	0	11,241	(11,241)	0 %
Underwriter	0	40,000	(40,000)	0 %
Miscellaneous Fees	0	1,250	(1,250)	0 %
Legal Counsel				
District Counsel	0	35,000	(35,000)	0 %
Bond Counsel	0	51,000	(51,000)	0 %
Other Physical Environment				
Improvements Other Than Buildings	0	6,566,035	(6,566,035)	0 %
Total Expenditures	0	6,748,026	(6,748,026)	0 %
Other Financing Sources				
Debt Proceeds				
Bond Proceeds	0	6,860,678	6,860,678	0 %
Total Other Financing Sources	0	6,860,678	6,860,678	0 %
Excess Of Revenues Over (Under) Expenditures	0	112,803	112,803	0 %

Carlton Lakes Community Development District  
Reconcile Cash Accounts

Summary

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 033116

Reconciliation Date: 3/31/2016

Status: Locked

Bank Balance	1,565.55
Less Outstanding Checks/Vouchers	1,523.01
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	42.54 ✓
Balance Per Books	<u>42.54</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

Carlton Lakes Community Development District  
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account  
Reconciliation ID: 033116  
Reconciliation Date: 3/31/2016  
Status: Locked

Outstanding Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
1020	3/2/2016	System Generated Check/Voucher	41.78	Times Publishing Company
1021	3/28/2016	System Generated Check/Voucher	1,460.40	Times Publishing Company
1022	3/29/2016	System Generated Check/Voucher	20.83	Times Publishing Company
Outstanding Checks/Vouchers			1,523.01	



SUNTRUST BANK  
PO BOX 305183  
NASHVILLE TN 37230-5183



Page 1 of 2  
44/F00/0175/0 /42

03/31/2016  
0000

## Account Statement



CARLTON LAKES CDD  
5680 W CYPRESS ST STE A  
TAMPA FL 33607-1775

Questions? Please call  
1-800-786-8787

HOW CAN WE HELP YOU MAKE THE RIGHT FINANCIAL CHOICES FOR TODAY AND TOMORROW?  
WITH OUR VARIETY OF SOLUTIONS AND FINANCIAL GUIDANCE.  
WE VALUE YOU AS A CLIENT AND WANT TO HELP YOU BANK THE WAY THAT FITS YOUR LIFE.  
LEARN MORE AT [SUNTRUST.COM](http://SUNTRUST.COM).

Account Summary	Account Type	Account Number	Statement Period
	ANALYZED BUSINESS CHECKING		03/01/2016 - 03/31/2016

Description	Amount	Description	Amount
Beginning Balance	\$90.53	Average Balance	\$224.41
Deposits/Credits	\$1,500.00	Average Collected Balance	\$224.41
Checks	\$0.00	Number of Days in Statement Period	31
Withdrawals/Debits	\$24.98		
Ending Balance	\$1,565.55		

Deposits/ Credits	Date	Amount	Serial #	DEPOSIT	Date	Amount	Serial #
	03/29	1,500.00					
Deposits/Credits: 1				Total Items Deposited: 1			

Withdrawals/ Debits	Date Paid	Amount	Serial #	Description
	03/18	24.98		ACCOUNT ANALYSIS FEE
Withdrawals/Debits: 1				

Balance Activity History	Date	Balance	Collected Balance	Date	Balance	Collected Balance
	03/01	90.53	90.53	03/29	1,565.55	1,565.55
	03/18	65.55	65.55			

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**STRALEY & ROBIN**

1510 W. Cleveland Street

Tampa, FL 33606

Phone: 813-223-9400

Fax: 813-223-5043

Website: [www.srwlegal.com](http://www.srwlegal.com)

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**MEMORANDUM**

**TO:** Community Development District Supervisors and District Managers  
**FROM:** Vivek K. Babbar  
**DATE:** March 14, 2016  
**RE:** 2016 Legislative Update

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The 2016 Florida Legislature concluded its session on March 11, 2016. We monitored several bills that impact community development districts (“CDDs”) and prepared this memo to focus on a few bills that became law and some bills that are awaiting the Governor’s signature; the Governor signed House Bill 479 and House Bill 273, and House Bill 971 and Senate Bill 1004 have been presented to the Governor for his signature. These laws and bills, which take effect July 1, 2016, impact all CDDs in Florida. Copies of any bill can be viewed at the Legislature’s website: [www.leg.state.fl.us](http://www.leg.state.fl.us).

**House Bill 479 (Website Requirements)**

This new law revises the Uniform Special District Accountability Act of 1989, Chapter 189, Florida Statutes. The revisions require CDDs, to post the following information on the official website:

1. The tentative budget, which must be posted at least 2 days prior to the public hearing on the budget and remain on the website for at least 45 days
2. The final adopted budget, which must be posted within 30 days after adoption and remain on the website for at least 2 years
3. A listing of its regularly scheduled public meetings for the upcoming fiscal year
4. The most recent copy of the CDD’s public facilities report
5. A link to the Department of Financial Services’ website for access to the CDD’s annual financial audit on file (<https://apps.fldfs.com/localgov/reports/>)
6. The agenda of meetings and workshops, along with any meeting materials available in an electronic format, at least 7 days before each meeting or workshop. The information must remain on the website for at least 1 year after the meeting or workshop

**House Bill 273 (Public Records Custodian)**

This new law revises Section 119.0707, Florida Statutes. The revisions require CDDs to include specific language in agreements entered into after July 1 with vendors and contractors of the CDD informing them of the name of the public record custodian of the CDD (the District

Manager), as well as their contact information, including a telephone number, email address, and mailing address. It also requires that any public records request be made directly to the public record custodian, rather than directly to a CDD vendor or contractor.

### **House Bill 971 (Formation and Operation of CDDs)**

This bill amends Section 190, Florida Statutes. If signed by the Governor, this bill's revisions modify the formation and merging of CDDs and clarifies that CDDs may authorize towing for CDD owned property. The revisions include:

1. Authorizing a county or municipality to form CDDs in size up to 2,500 acres (the current threshold is 1,000 acres)
2. Requiring two publications prior to a county or municipality public hearing on the petition to form a CDD (the current requirement is four publications)
3. Clarifying that the exclusion of police powers does not prohibit CDDs from contracting with a towing operator to remove vehicles or vessels from CDD property
4. Permitting a county or municipality to merge up to 5 CDDs pursuant to certain procedures without regard to the acreage of the CDDs

### **Senate Bill 1004 (Clarification for Public Records Exemption for Security System Plan)**

This bill amends Section 119.071, Florida Statutes. If signed by the Governor, this would permit the CDD, at its option, to disclose records relating to a "security system plan" (i) to a property owner, (ii) to another local, state, or federal agency, (iii) or upon a court order. The term "security system plan" includes security camera footage.

### **Recommendations**

The Board of Supervisors will need to update its website by July 1, 2016, to comply with the website requirements as well as ensure that updates are timely uploaded to the website by the website vendor.

We have attached a summary of the bills we monitored during this session. If you have any questions about the new legislation, please contact us at your convenience.

Thank you,

**Straley & Robin**

## 2016 Florida Legislation Summary:

Bills that modify the same existing laws have been grouped together

<b>Proposed Bills That Passed</b>		
Yellow highlight indicates the Bill that passed both the Senate and the House		
Signed by Governor	SB 516 SB 956 <b>HB 479</b> HB 745	Revises 189 (Website related provisions) <ul style="list-style-type: none"> <li>Requires additional postings of certain items to be uploaded by certain time and available for set periods</li> <li>Requires Department of Economic Opportunity (DEO) to remove certain inactive districts</li> </ul>
Signed by Governor	SB 390 <b>HB 273</b>	Revises 119 (Public Records) <ul style="list-style-type: none"> <li>Clarifies responsibilities of contractors doing business with Government</li> </ul>
Presented to Governor	SB 1156 <b>HB 971</b>	Revises Formation Provisions: <ul style="list-style-type: none"> <li>Amends acreage threshold (1,000 to 2,500)</li> <li>Revises notice requirements for local government hearing (from 4 to 2)</li> </ul> <p>Clarifies that CDDs may engage towing operators</p> <p>Authorizes certain number of districts to merge (five), and merger details</p>
Presented to Governor	<b>SB 1004</b> HB 869	Clarifies public record exemption for security system plans
Signed by Governor Signed by Governor	<b>SB 1040</b> <b>SB 1038</b> HB 7049	Clean up Bill removing several old provisions and references

<b>Proposed Bills That Failed:</b>	
SB 406	Playground Safety Act, adopts federal standards for new playgrounds and applies retroactively starting in 2022
SB 582	Clarifies definitions and penalties for public corruption
SB 593 SB 686	Revises 112 <ul style="list-style-type: none"> <li>• Additional financial disclosure of public officials- (only municipalities)</li> </ul> Revises 189 <ul style="list-style-type: none"> <li>• Certain budget documents on website</li> </ul> Revises 218 (audits) <ul style="list-style-type: none"> <li>• Revises audit committee membership requirements</li> <li>• Requires affidavit of audit committee chair</li> <li>• Requires explanation of any recommendations by auditor at public meeting and Board's discussion of if it will take corrective action</li> </ul>
SB 724 HB 857	Public Record: Custodian of record can be personally liable if they withhold public record or assert non-applicable exception
HB 1143	Includes e-cigarettes in Florida's Clean Indoor Air Act (prohibit in buildings and preempt regulation of smoking)
SB 1220 HB 1021	Public Record Attorney's Fees – Judge reviews facts to determine if award under the circumstances. Currently: award when local government is found to be in violation
SB 1482	Revises 286.011. Requires agendas be posted on website 2 business days in advance of meeting
SB 1554 HB 4063	Repeals preemption of smoking regulation
HB 7001	Requires DEO to remove inactive districts from official list