

**CARLTON LAKES  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
REGULAR MEETING  
MAY 3, 2018**

**CARLTON LAKES**  
**COMMUNITY DEVELOPMENT DISTRICT AGENDA**  
**MAY 3, 2018 2:00 p.m.**  
**REGULAR MEETING**

Meritus

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

<b>District Board of Supervisors</b>	Chairman	Jeffery Hills
	Vice Chairman	Ryan Motko
	Supervisor	Vacant
	Supervisor	Nicholas Dister
	Supervisor	Vacant
<b>District Manager</b>	Meritus Districts	Brian Lamb
<b>District Attorney</b>	Straley Robin Vericker	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 six different sections:**

The meeting will begin at **2:00 p.m.** Following the **Call to Order**, the public has the opportunity to comment on posted agenda items during the third section called **Audience Questions and Comments on Agenda Items**. Each individual is limited to **three (3) minutes** for such comment. The Board is not required to take action at this time, but will consider the comments presented as the agenda progresses. The fourth section is called **Business Items**. This section contains items for approval by the District Board of Supervisors that may require discussion, motions, and votes on an item-by-item basis.

The fifth 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 the District's needs. The final section is called **Audience Questions, Comments and Discussion Forum**. This portion of the agenda is where individuals may comment on matters that concern the District. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted.

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.

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.

Board of Supervisors  
**Carlton Lakes Community Development District**

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Carlton Lakes Community Development District will be held on **Thursday, May 3, 2018 at 2:00 p.m.** at the offices of Meritus located at 2005 Pan Am Circle, Suite 120, Tampa, FL 33607.

**1. CALL TO ORDER/ROLL CALL**

**2. PUBLIC COMMENT ON AGENDA ITEMS**

**3. VENDOR/STAFF REPORTS**

- A. District Counsel
- B. District Engineer

**4. BUSINESS ITEMS**

- A. Acceptance of Board Resignation – Brady Lefere.....Tab 01
- B. Appointment of Board Supervisor, Seat 4
- C. Consideration of Resolution 2018-08; Re-Designating Officers.....Tab 02
- D. Consideration of Resolution 2018-09; Approving Fiscal Year 2019 Proposed Budget  
& Setting Public Hearing .....Tab 03
- E. Annual Disclosure of Qualified Electors .....Tab 04
- F. Announcement of Landowners Election in November 2018.....Tab 05
  - a. Sample Ballot & Proxy
- G. Consideration of Resolution 2018-10; Landowners Election.....Tab 06
- H. General Matters of the District

**5. CONSENT AGENDA**

- A. Consideration of Minutes of the Public Hearing and Regular Meeting August 03, 2017 .....Tab 07
- B. Consideration of Minutes of the Continued Meeting August 11, 2017 .....Tab 08
- C. Consideration of Minutes of the Special Meeting December 04, 2017 .....Tab 09
- D. Consideration of Minutes of the Special Meeting February 23, 2018 .....Tab 10
- E. Consideration of Minutes of the Continued Meeting March 8, 2018 .....Tab 11
- F. Consideration of Minutes of the Public Hearing and Regular Meeting March 28, 2018 .....Tab 12
- G. Consideration of Operations and Maintenance Expenditures August 2017 – September 2017 ..Tab 13
- H. Consideration of Operations and Maintenance Expenditures Oct. 2017 – March 2018.....Tab 14
- I. Review of Financial Statements through March 31, 2018.....Tab 15

**6. SUPERVISORS REQUESTS**

**7. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

**8. ADJOURNMENT/CONTINUATION**

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

**RESIGNATION**

I, Brady Lefere, hereby resign from Carlton Lakes CDD, effective April 24, 2018.



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Brady Lefere

**RESOLUTION 2018-08**

**A RESOLUTION OF THE BOARD OF SUPERVISORS  
DESIGNATING THE OFFICERS OF CARLTON LAKES  
COMMUNITY DEVELOPMENT DISTRICT AND  
PROVIDING FOR AN EFFECTIVE DATE.**

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

**WHEREAS**, the initial supervisors have taken and subscribed to the oath of office per F.S. 190.006(4); and

**WHEREAS**, the Board of Supervisors (hereinafter the “Board”) now desires to organize by designating the Officers of the District per F.S. 190.006(6).

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

1. The following persons are elected to the offices shown, to wit:

_____	Chairman
_____	Vice-Chairman
<u>Brian Lamb</u>	Secretary
<u>Eric Davidson</u>	Treasurer
<u>Brian Howell</u>	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

2. This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 3<sup>rd</sup> DAY OF MAY, 2018.**

**ATTEST:**

**CARLTON LAKES COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chairman

## RESOLUTION 2018-09

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CARLTON LAKES COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2018/2019; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the District Manager prepared and submitted to the Board of Supervisors (“Board”) of the Carlton Lakes Community Development District (“District”) prior to June 15, 2018, a proposed operations and maintenance budget for Fiscal Year 2018/2019; and

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

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

1. **BUDGET APPROVED.** The operating budget proposed by the District Manager for Fiscal Year 2018/2019 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said budget.

2. **SETTING A PUBLIC HEARING.** The public hearing on said approved budget is hereby declared and set for the following date, hour and location:

DATE: August 2, 2018  
HOUR: 2:00 p.m.  
LOCATION: Meritus  
2005 Pan Am Circle, Suite 120  
Tampa, Florida 33607

3. **TRANSMITTAL OF BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the proposed budget to Hillsborough County, Florida at least 60 days prior to the hearing date set above.

4. **POSTING OF BUDGETS.** In accordance with Section 189.016, Florida Statutes, the District's Secretary is further directed to post the approved proposed budget on the District's website at least two days before the budget hearing date as set forth in section 2.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed by Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 3RD DAY OF MAY, 2018.**

ATTEST:

**CARLTON LAKES COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

Title:

- ☐ Secretary
- ☐ Assistant Secretary

Title:

- ☐ Chair of the Board of Supervisors
- ☐ Vice Chair of the Board of Supervisors

**Exhibit A:** Proposed FY 2018/2019 Budget

2019



# CARLTON LAKES

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2019  
PROPOSED ANNUAL OPERATING BUDGET

MAY 3, 2018





# CARLTON LAKES

## COMMUNITY DEVELOPMENT DISTRICT

### FISCAL YEAR 2019 PROPOSED ANNUAL OPERATING BUDGET

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MAY 3, 2018

# 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 2019, which begins on October 1, 2018. 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
300	Debt Service Fund	Collection of Special Assessments for Debt Service on the Series 2017 Special Assessment Revenue Bonds
400	Debt Service Fund	Collection of Special Assessments for Debt Service on the Series 2018 Special Assessment 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 2018 Final Operating Budget	Current Period Actuals 10/1/17 - 3/31/18	Projected Revenues & Expenditures 4/1/18 to 9/30/18	Total Actuals and Projections Through 9/30/18	Over/(Under) Budget Through 9/30/18
<b>REVENUES</b>					
<b>SPECIAL ASSESSMENTS - SERVICE CHARGES</b>					
Operations & Maintenance Assmts-Tax Roll	171,494.67	188,429.49	100,593.10	289,022.59	117,527.92
Operations & Maintenance Assmts-Off Roll	0.00	50,752.00	9,880.00	60,632.00	60,632.00
<b>TOTAL SPECIAL ASSESSMENTS - SERVICE CHARGES</b>	<b>\$171,494.67</b>	<b>\$239,181.49</b>	<b>\$110,473.10</b>	<b>\$349,654.59</b>	<b>\$178,159.92</b>
<b>INTEREST EARNINGS</b>					
Interest Earnings	0.00	29.50	0.00	29.50	29.50
<b>TOTAL INTEREST EARNINGS</b>	<b>\$0.00</b>	<b>\$29.50</b>	<b>\$0.00</b>	<b>\$29.50</b>	<b>\$29.50</b>
<b>CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>					
Developer Contributions	53,105.33	0.00	16,889.42	16,889.42	(36,215.91)
<b>TOTAL CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>	<b>\$53,105.33</b>	<b>\$0.00</b>	<b>\$16,889.42</b>	<b>\$16,889.42</b>	<b>(\$36,215.91)</b>
<b>TOTAL REVENUES</b>	<b>\$224,600.00</b>	<b>\$239,210.99</b>	<b>\$127,362.52</b>	<b>\$366,573.51</b>	<b>\$141,973.51</b>
<b>EXPENDITURES</b>					
<b>FINANCIAL &amp; ADMINISTRATIVE</b>					
District Manager	33,750.00	16,875.00	16,875.00	33,750.00	0.00
District Engineer	7,500.00	462.50	500.00	962.50	(6,537.50)
Disclosure Report	5,000.00	0.00	6,700.00	6,700.00	1,700.00
Trustees Fees	5,500.00	4,040.63	3,450.00	7,490.63	1,990.63
Accounting Services	0.00	0.00	6,000.00	6,000.00	6,000.00
Auditing Services	5,000.00	523.00	5,500.00	6,023.00	1,023.00
Postage, Phone, Faxes, Copies	1,000.00	47.40	50.00	97.40	(902.60)
Public Officials Insurance	1,900.00	1,794.00	0.00	1,794.00	(106.00)
Legal Advertising	1,000.00	7,184.00	300.00	7,484.00	6,484.00
Bank Fees	250.00	174.05	174.05	348.10	98.10
Dues, Licenses & Fees	175.00	175.00	0.00	175.00	0.00
Office Supplies	250.00	99.61	0.00	99.61	(150.39)
<b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>\$61,325.00</b>	<b>\$31,375.19</b>	<b>\$39,549.05</b>	<b>\$70,924.24</b>	<b>\$9,599.24</b>
<b>LEGAL COUNSEL</b>					
District Counsel	10,000.00	3,089.79	1,800.00	4,889.79	(5,110.21)
<b>TOTAL LEGAL COUNSEL</b>	<b>\$10,000.00</b>	<b>\$3,089.79</b>	<b>\$1,800.00</b>	<b>\$4,889.79</b>	<b>(\$5,110.21)</b>
<b>ELECTRIC UTILITY SERVICES</b>					
Electric Utility Services	30,000.00	43,035.67	42,000.00	85,035.67	55,035.67
Decorative Light Maintenance	5,000.00	0.00	2,000.00	2,000.00	(3,000.00)
<b>TOTAL ELECTRIC UTILITY SERVICES</b>	<b>\$35,000.00</b>	<b>\$43,035.67</b>	<b>\$44,000.00</b>	<b>\$87,035.67</b>	<b>\$52,035.67</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	145.00	1,000.00	1,145.00	(1,355.00)
<b>TOTAL WATER-SEWER COMBINATION SERVICES</b>	<b>\$2,500.00</b>	<b>\$145.00</b>	<b>\$1,000.00</b>	<b>\$1,145.00</b>	<b>(\$1,355.00)</b>
<b>OTHER PHYSICAL ENVIRONMENT</b>					
Waterway Management Program	7,750.00	3,141.00	4,609.00	7,750.00	0.00
Property & Casualty Insurance	7,000.00	2,535.00	0.00	2,535.00	(4,465.00)
Club Facility Maintenance	7,500.00	0.00	5,000.00	5,000.00	(2,500.00)
Landscape Maintenance - Contract	53,025.00	90,268.81	85,200.00	175,468.81	122,443.81
Landscape Maintenance - Other	10,000.00	125.00	4,000.00	4,125.00	(5,875.00)
Plant Replacement Program	5,000.00	0.00	2,000.00	2,000.00	(3,000.00)
Irrigation Maintenance	10,000.00	0.00	2,500.00	2,500.00	(7,500.00)
Pool Maintenance	15,000.00	0.00	3,200.00	3,200.00	(11,800.00)
<b>TOTAL OTHER PHYSICAL ENVIRONMENT</b>	<b>\$115,275.00</b>	<b>\$96,069.81</b>	<b>\$106,509.00</b>	<b>\$202,578.81</b>	<b>\$87,303.81</b>
<b>TOTAL EXPENDITURES</b>	<b>\$224,600.00</b>	<b>\$173,715.46</b>	<b>\$192,858.05</b>	<b>\$366,573.51</b>	<b>\$141,973.51</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$0.00</b>	<b>\$65,495.53</b>	<b>(\$65,495.53)</b>	<b>\$0.00</b>	<b>\$0.00</b>

## FISCAL YEAR 2018 BUDGET ANALYSIS

# CARLTON LAKES

## COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2018 Final Operating Budget	Total Actuals and Projections Through 9/30/18	Over/(Under) Budget Through 9/30/18	Fiscal Year 2019 Proposed Operating Budget	Increase / (Decrease) from FY 2018 to FY 2019
<b>REVENUES</b>					
<b>SPECIAL ASSESSMENTS - SERVICE CHARGES</b>					
Operations & Maintenance Assmts-Tax Roll	171,494.67	289,022.59	117,527.92	352,299.78	180,805.11
Operations & Maintenance Assmts-Off Roll	0.00	60,632.00	60,632.00	41,125.22	41,125.22
<b>TOTAL SPECIAL ASSESSMENTS - SERVICE CHARGES</b>	<b>\$171,494.67</b>	<b>\$349,654.59</b>	<b>\$178,159.92</b>	<b>\$393,425.00</b>	<b>\$221,930.33</b>
<b>INTEREST EARNINGS</b>					
Interest Earnings	0.00	29.50	29.50	0.00	0.00
<b>TOTAL INTEREST EARNINGS</b>	<b>\$0.00</b>	<b>\$29.50</b>	<b>\$29.50</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>					
Developer Contributions	53,105.33	16,889.42	(36,215.91)	0.00	(53,105.33)
<b>TOTAL CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>	<b>\$53,105.33</b>	<b>\$16,889.42</b>	<b>(\$36,215.91)</b>	<b>\$0.00</b>	<b>(\$53,105.33)</b>
<b>TOTAL REVENUES</b>	<b>\$224,600.00</b>	<b>\$366,573.51</b>	<b>\$141,973.51</b>	<b>\$393,425.00</b>	<b>\$168,825.00</b>
<b>EXPENDITURES</b>					
<b>FINANCIAL &amp; ADMINISTRATIVE</b>					
District Manager	33,750.00	33,750.00	0.00	44,000.00	10,250.00
District Engineer	7,500.00	962.50	(6,537.50)	7,500.00	0.00
Disclosure Report	5,000.00	6,700.00	1,700.00	10,900.00	5,900.00
Trustees Fees	5,500.00	7,490.63	1,990.63	12,000.00	6,500.00
Accounting Services	0.00	6,000.00	6,000.00	0.00	0.00
Auditing Services	5,000.00	6,023.00	1,023.00	6,500.00	1,500.00
Postage, Phone, Faxes, Copies	1,000.00	97.40	(902.60)	1,000.00	0.00
Public Officials Insurance	1,900.00	1,794.00	(106.00)	2,100.00	200.00
Legal Advertising	1,000.00	7,484.00	6,484.00	1,000.00	0.00
Bank Fees	250.00	348.10	98.10	250.00	0.00
Dues, Licenses & Fees	175.00	175.00	0.00	175.00	0.00
Office Supplies	250.00	99.61	(150.39)	250.00	0.00
<b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>\$61,325.00</b>	<b>\$70,924.24</b>	<b>\$9,599.24</b>	<b>\$85,675.00</b>	<b>\$24,350.00</b>
<b>LEGAL COUNSEL</b>					
District Counsel	10,000.00	4,889.79	(5,110.21)	10,000.00	0.00
<b>TOTAL LEGAL COUNSEL</b>	<b>\$10,000.00</b>	<b>\$4,889.79</b>	<b>(\$5,110.21)</b>	<b>\$10,000.00</b>	<b>\$0.00</b>
<b>ELECTRIC UTILITY SERVICES</b>					
Electric Utility Services	30,000.00	85,035.67	55,035.67	50,000.00	20,000.00
Decorative Light Maintenance	5,000.00	2,000.00	(3,000.00)	5,000.00	0.00
<b>TOTAL ELECTRIC UTILITY SERVICES</b>	<b>\$35,000.00</b>	<b>\$87,035.67</b>	<b>\$52,035.67</b>	<b>\$55,000.00</b>	<b>\$20,000.00</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	1,145.00	(1,355.00)	2,500.00	0.00
<b>TOTAL WATER-SEWER COMBINATION SERVICES</b>	<b>\$2,500.00</b>	<b>\$1,145.00</b>	<b>(\$1,355.00)</b>	<b>\$2,500.00</b>	<b>\$0.00</b>
<b>OTHER PHYSICAL ENVIRONMENT</b>					
Waterway Management Program	7,750.00	7,750.00	0.00	7,750.00	0.00
Property & Casualty Insurance	7,000.00	2,535.00	(4,465.00)	7,000.00	0.00
Club Facility Maintenance	7,500.00	5,000.00	(2,500.00)	15,000.00	7,500.00
Landscape Maintenance - Contract	53,025.00	175,468.81	122,443.81	170,000.00	116,975.00
Landscape Maintenance - Other	10,000.00	4,125.00	(5,875.00)	10,000.00	0.00
Plant Replacement Program	5,000.00	2,000.00	(3,000.00)	5,000.00	0.00
Irrigation Maintenance	10,000.00	2,500.00	(7,500.00)	10,000.00	0.00
Pool Maintenance	15,000.00	3,200.00	(11,800.00)	15,000.00	0.00
<b>TOTAL OTHER PHYSICAL ENVIRONMENT</b>	<b>\$115,275.00</b>	<b>\$202,578.81</b>	<b>\$87,303.81</b>	<b>\$239,750.00</b>	<b>\$124,475.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$224,600.00</b>	<b>\$366,573.51</b>	<b>\$141,973.51</b>	<b>\$393,425.00</b>	<b>\$168,825.00</b>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**FISCAL YEAR 2019**  
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

## SERIES 2015

#### REVENUES

CDD Debt Service Assessments	\$	559,594
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>559,594</b>

#### EXPENDITURES

Series 2015 May Bond Interest Payment	\$	219,797
Series 2015 November Bond Principal Payment	\$	120,000
Series 2015 November Bond Interest Payment	\$	219,797
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>559,594</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$</b>	<b>-</b>

#### ANALYSIS OF BONDS OUTSTANDING

Bonds Outstanding - Period Ending 11/1/2018	\$	7,905,000
Principal Payment Applied Toward Series 2015 Bonds	\$	120,000
<b>Bonds Outstanding - Period Ending 11/1/2019</b>	<b>\$</b>	<b>7,785,000</b>



# CARLTON LAKES

## COMMUNITY DEVELOPMENT DISTRICT

### DEBT SERVICE FUND

## SERIES 2017

#### REVENUES

CDD Debt Service Assessments	\$	255,113
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>255,113</b>

#### EXPENDITURES

Series 2017 May Bond Interest Payment	\$	95,056
Series 2017 November Bond Principal Payment	\$	65,000
Series 2017 November Bond Interest Payment	\$	95,056
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>255,113</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$</b>	<b>-</b>

#### ANALYSIS OF BONDS OUTSTANDING

Bonds Outstanding - Period Ending 11/1/2018	\$	3,875,000
Principal Payment Applied Toward Series 2017 Bonds	\$	65,000
<b>Bonds Outstanding - Period Ending 11/1/2019</b>	<b>\$</b>	<b>3,810,000</b>

# CARLTON LAKES

## COMMUNITY DEVELOPMENT DISTRICT

### DEBT SERVICE FUND

## SERIES 2018

#### REVENUES

CDD Debt Service Assessments	\$	215,344
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>215,344</b>

#### EXPENDITURES

Series 2018 May Bond Principal Payment	\$	-
Series 2018 May Bond Interest Payment - CAPI	\$	107,672
Series 2018 November Bond Interest Payment	\$	107,672
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>215,344</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$</b>	<b>-</b>

#### ANALYSIS OF BONDS OUTSTANDING

Bonds Outstanding - Period Ending 11/1/2018	\$	4,255,000
Principal Payment Applied Toward Series 2018 Bonds	\$	-
<b>Bonds Outstanding - Period Ending 11/1/2019</b>	<b>\$</b>	<b>4,255,000</b>

# CARLTON LAKES

## COMMUNITY DEVELOPMENT DISTRICT

### SCHEDULE OF ANNUAL ASSESSMENTS

Lot Size	EBU Value	Unit Count	Debt Service Per Unit <sup>(1)</sup>	O&M Per Unit	FY 2019 Total Assessment <sup>(2)</sup>	FY 2018 Total Assessment	Total Increase / (Decrease) in Annual Assmt
<b>SERIES 2015 BONDS</b>							
Single Family 40'	1.00	80	\$1,041.67	\$520.00	<b>\$1,561.67</b>	<b>\$1,561.67</b>	\$0
Single Family 50'	1.25	230	\$1,302.08	\$572.00	<b>\$1,874.08</b>	<b>\$1,874.08</b>	\$0
Single Family 60'	1.50	114	\$1,562.50	\$623.00	<b>\$2,185.50</b>	<b>\$2,185.50</b>	\$0
<b>SERIES 2017 BONDS</b>							
Single Family 40'	1.00	169	\$1,041.67	\$520.00	<b>\$1,561.67</b>	<b>\$1,561.67</b>	\$0
Single Family 50'	1.25	54	\$1,302.08	\$572.00	<b>\$1,874.08</b>	<b>\$1,874.08</b>	\$0
Single Family 60'	1.50	19	\$1,562.50	\$623.00	<b>\$2,185.50</b>	<b>\$2,185.50</b>	\$0
<b>SERIES 2018 BONDS</b>							
Single Family 40'	1.00	96	\$1,224.94	\$520.00	<b>\$1,744.94</b>	<b>\$0.00</b>	\$1,744.94
Single Family 50'	1.25	69	\$1,531.18	\$572.00	<b>\$2,103.18</b>	<b>\$0.00</b>	\$2,103.18
Single Family 60'	1.50	38	\$1,837.41	\$623.00	<b>\$2,460.41</b>	<b>\$0.00</b>	\$2,460.41
<b>TOTAL COUNT</b>		869					

**Notations:**

<sup>(1)</sup> Debt Service assessments shown assume prepayment of the Developer's Partial Paydown.

<sup>(2)</sup> Annual assessments are adjusted for the County collection costs and Statutory early payment discount.

**FISCAL YEAR 2019**  
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, 2018

Brian Lamb  
2005 Pan Am Circle, Suite 120  
Tampa, FL 33607

Dear Brian Lamb,

As per F.S. 190.006, you'll find the number of qualified registered electors for your Community Development District as of April 15, 2018, listed below.

Community Development District	Number of Registered Electors
Carlton lakes CDD	93

We ask that you respond to our office with a current list of CDD office holders by **June 1, 2018**, and that you update us throughout the year if there are changes. This will enable us to provide accurate information to potential candidates during filing and qualifying periods.

Please note it is the responsibility of each district to keep our office updated with current district information. If you have any questions, please do not hesitate to contact me at (813) 384-3944 or [ewhite@hcsoc.org](mailto:ewhite@hcsoc.org).

Respectfully,

Enjoli White  
Candidate Services Liaison

**CARLTON LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

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District Office ♦ 2005 Pan Am Circle ♦ Suite 120 ♦ Tampa, Florida 33607 ♦ (813) 397-5120 ♦ Fax (813) 873-7070

**To: Board of Supervisors**  
**From: Brian Lamb**  
**Re: Landowner Election November 2018**  
**Date: May 3, 2018**

A Landowner's Election will be held on November 1, 2018. The seats that are expiring November 2018 are Seats 3,4, and 5.

Seat 3 is held by Nicholas Dister.

Seat 4 is currently vacant.

Seat 5 is currently vacant.

Thank you.

**LANDOWNER PROXY**

**CARLTON LAKES COMMUNITY DEVELOPMENT DISTRICT  
HILLSBOROUGH COUNTY, FLORIDA  
LANDOWNERS' MEETING – November 1, 2018 at 2:00 p.m.**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints \_\_\_\_\_ (“**Proxy Holder**”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Carlton Lakes Community Development District to be held at the offices of Meritus, located at 2005 Pan Am Circle Suite 120, Tampa, FL 33607, on November 1, 2018 at 2:00 p.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners’ meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners’ meeting prior to the Proxy Holder’s exercising the voting rights conferred herein.

\_\_\_\_\_  
Printed Name of Legal Owner

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

**Parcel Description**

**Acreage**

**Authorized Votes**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

**Total Number of Authorized Votes:**

\_\_\_\_\_

NOTES: Pursuant to Section 190.006(2)(b), *Florida Statutes* (2017), a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

**OFFICIAL BALLOT**  
**CARLTON LAKES COMMUNITY DEVELOPMENT DISTRICT**  
**HILLSBOROUGH COUNTY, FLORIDA**  
**LANDOWNERS' MEETING - NOVEMBER 1, 2018**

**For Election (3 Supervisors):** The candidates receiving the highest number of votes will receive a four (4) year term, with the term of office for the successful candidate commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Carlton Lakes Community Development District and described as follows:

<u>Description</u>	<u>Acreage</u>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

**Attach Proxy.**

I, \_\_\_\_\_, as Landowner, or as the proxy holder of \_\_\_\_\_ (Landowner) pursuant to the Landowner's Proxy attached hereto, do cast my votes as follows:

SEAT #	NAME OF CANDIDATE	NUMBER OF VOTES
3		
4		
5		

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

## RESOLUTION 2018-10

### A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CARLTON LAKES COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A DATE, TIME AND LOCATION FOR A LANDOWNERS' MEETING AND ELECTION; PROVIDING FOR PUBLICATION; ESTABLISHING FORMS FOR THE LANDOWNER ELECTION; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

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

**WHEREAS**, pursuant to Section 190.006(1), *Florida Statutes*, the District's Board of Supervisors ("**Board**") "shall exercise the powers granted to the district pursuant to [Chapter 190, *Florida Statutes*]," and the Board shall consist of five members; and

**WHEREAS**, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing Board Supervisors for the District on a date in November established by the Board, which shall be noticed pursuant to Section 190.006(2), *Florida Statutes*.

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

1. **EXISTING BOARD SUPERVISORS; SEATS SUBJECT TO ELECTIONS.** The Board is currently made up of the following individuals:

<u>Seat Number</u>	<u>Supervisor</u>	<u>Term Expiration Date</u>
1	Jeffery Hills	2020
2	Ryan Motko	2020
3	Nicholas Dister	2018
4	Kelly Evans	2018
5	Vacant	2018

This year, Seat 3, currently held by Nicholas Dister, Seat 4, currently held by Kelly Evans and Seat 5, currently vacant are subject to a landowner election. The term of office for the successful landowner candidates shall commence upon election and shall be for a four-year period.

2. **LANDOWNER'S ELECTION.** In accordance with Section 190.006(2), *Florida Statutes*, the meeting of the landowners to elect Board Supervisor(s) of the District shall be held on the 1<sup>st</sup> day of November, 2018, at 2:00 p.m., and located at the offices of Meritus, located at 2005 Pan Am Circle Suite 120, Tampa, FL 33607.

3. **PUBLICATION.** The District's Secretary is hereby directed to publish notice of the landowners' meeting and election in accordance with the requirements of Section 190.006(2), *Florida Statutes*.

4. **FORMS.** Pursuant to Section 190.006(2)(b), *Florida Statutes*, the landowners' meeting and election have been announced by the Board at its August 2, 2018 meeting. A sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and



are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the District's Local Records Office, located at, Meritus, 2005 Pan Am Circle Drive, Suite 120, Tampa, Florida 33607, Ph: (813) 397-5120.

5. **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.

6. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

**PASSED AND ADOPTED THIS 3<sup>rd</sup> DAY OF MAY, 2018.**

**CARLTON LAKES COMMUNITY  
DEVELOPMENT DISTRICT**

**ATTEST:**

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

\_\_\_\_\_  
**SECRETARY / ASST. SECRETARY**

**INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF  
CARLTON LAKES COMMUNITY DEVELOPMENT DISTRICT  
FOR THE ELECTION OF SUPERVISORS**

**DATE OF LANDOWNERS' MEETING: 1<sup>st</sup> day, November 2018**

**TIME: 2:00 P.M.**

**LOCATION: The offices of Meritus, located at 2005 Pan Am Circle Suite 120, Tampa, FL 33607**

Pursuant to Chapter 190, *Florida Statutes*, and after a Community Development District (“**District**”) has been established and the landowners have held their initial election, there shall be a subsequent landowners’ meeting for the purpose of electing members of the Board of Supervisors (“**Board**”) every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), *Florida Statutes*.

A landowner may vote in person at the landowners’ meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. For purposes of determining voting interests, platted lots shall be counted individually and rounded up to the nearest whole acre. Moreover, please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners’ meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, three (3) seats on the Board will be up for election in a landowner seat for a four-year period. The term of office for the successful landowner candidates shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

CARLTON LAKES  
COMMUNITY DEVELOPMENT DISTRICT

August 3, 2017 Minutes of Audit Committee Meeting,  
Regular Meeting, and Public Hearing

Minutes of the Audit Committee Meeting, Regular Meeting, and Public Hearing

The Audit Committee Meeting, Regular Meeting, and Public Hearing of the Board of Supervisors of the Carlton Lakes Community Development District was held on Thursday, August 3, 2017 at 2:00 p.m. at Meritus located at 2005 Pan Am Circle Suite 120, Tampa, FL 33607.

**1. CALL TO ORDER/ROLL CALL**

Mr. Lamb called the Audit Committee Meeting, Regular Meeting, and Public Hearing of the Board of Supervisors of Carlton Lakes Community Development District to order on Thursday, August 3, 2017 at 2:00 p.m. and identified the Supervisors present constituting a quorum.

Supervisors Present:

Ryan Motko                      Supervisor

Staff Members Present:

Brian Lamb                      District Manager

There were no members of the general public in attendance.

**2. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**

There were no audience members present. Mr. Lamb announced that he had the certificate of advertisement in hand showing that the meetings had been duly advertised. He also announced that there was not a quorum of the Board present and the meeting will need to be continued to a time and date when it is certain that quorum will be achieved.

**3. AUDIT COMMITTEE MEETING**

**A. Appoint Chairman**

**B. Selection of Criteria for Evaluation of Proposals**

**C. Determine Date, Time and Location; RFP Required; Consider Notice of Requests for Proposals for Annual Audit Services**

**D. Consider Sending RFP to Interested Firms**

**E. Determine Date of Next Committee Meeting**

**4. PUBLIC HEARING ON PROPOSED FISCAL YEAR 2018 BUDGET**

**A. Open Public Hearing on Adopting Fiscal Year 2018 Budget**

**B. Staff Presentations**

**C. Public Comments**

**D. Close Public Hearing on Adopting Fiscal Year 2018 Budget**

E. Consideration of Resolution 2017-10; Adopting Fiscal Year 2018 Budget

5. BUSINESS ITEMS

- A. Consideration of Resolution 2017-11; Assessment Resolution
- B. Acceptance of Fiscal Year Ended September 2016 Financial Review
- C. Consideration of Resolution 2017-12; Setting Fiscal Year 2018 Meeting Schedule
- D. General Matters of the District

6. CONSENT AGENDA

- A. Consideration of Board of Supervisors Meeting Minutes May 4, 2017
- B. Consideration of Board of Supervisors Meeting Minutes May 22, 2017
- C. Consideration of Operations and Maintenance Expenditures July 2017
- D. Review of Financial Statements Month Ending July 31, 2017

7. STAFF REPORTS

- A. District Counsel
- B. District Engineer
- C. District Manager

8. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS

There were no supervisor requests or audience comments.

9. ADJOURNMENT

MOTION TO:	Continue the meeting until Friday, August 11, 2017 at 2:00 p.m. at the Meritus facilities, at which time it is certain that quorum can be established.
MADE BY:	Supervisor Motko
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 1/0 – Motion Passed Unanimously

**\*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

\_\_\_\_\_  
Printed Name

Title:

☐ Chair

☐ Vice Chair

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title:

☐ Secretary

☐ Assistant Secretary

Recorded by Records Administrator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Official District Seal

CARLTON LAKES  
COMMUNITY DEVELOPMENT DISTRICT

August 11, 2017 Minutes of Continued Audit Committee Meeting,  
Regular Meeting, and Public Hearing

Minutes of the Continued Audit Committee Meeting, Regular Meeting, and Public Hearing

The Continued Audit Committee Meeting, Regular Meeting, and Public Hearing of the Board of Supervisors of the Carlton Lakes Community Development District was held on Friday, August 11, 2017 at 2:00 p.m. at Meritus located at 2005 Pan Am Circle Suite 120, Tampa, FL 33607.

**1. CALL TO ORDER/ROLL CALL**

Mr. Lamb called the Continued Audit Committee Meeting, Regular Meeting, and Public Hearing of the Board of Supervisors of Carlton Lakes Community Development District to order on Friday, August 11, 2017 at 2:00 p.m. and identified the Supervisors present constituting a quorum.

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

Jeff Hills	Chairman
Ryan Motko	Supervisor
Rhonda Nelson	Supervisor
Brady Lefere	Supervisor

Staff Members Present:

Brian Lamb	District Manager, Meritus
Vivek Babbar	District Counsel <i>via conference call</i>

There were no members of the general public in attendance.

**2. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**

There were no audience questions or comments on agenda items.

**3. AUDIT COMMITTEE MEETING**

**A. Appoint Chairman**

Mr. Lamb will continue as the Chairman of the meeting.

**B. Selection of Criteria for Evaluation of Proposals**

Mr. Lamb recommended that the categories of criteria for evaluating the proposals are experience, speed, and cost, with each weighted evenly at 33.3%.

**C. Determine Date, Time and Location; RFP Required; Consider Notice of Requests for Proposals for Annual Audit Services**

**D. Consider Sending RFP to Interested Firms**

**E. Determine Date of Next Committee Meeting**

Mr. Lamb stated that the next Audit Committee meeting will be held within the next 60 days and will likely coincide with the next scheduled regular meeting.

MOTION TO:	Authorize staff to send the RFP consistent with the weighted requirements consisting of the three categories of experience, speed, and cost, with those categories being weighted equally.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously

**4. PUBLIC HEARING ON PROPOSED FISCAL YEAR 2018 BUDGET**

**A. Open Public Hearing on Adopting Fiscal Year 2018 Budget**

MOTION TO:	Open the public hearing.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously

**B. Staff Presentations**

Mr. Lamb went over the budget line items and said the budget shows anticipated areas of growth in the District. There are multiple sources of revenue to fund the operating budget.

**C. Public Comments**

There were no public comments.

**D. Consideration of Resolution 2017-10; Adopting Fiscal Year 2018 Budget**

The Board reviewed the resolution.

MOTION TO: Approve Resolution 2017-10.  
MADE BY: Supervisor Hills  
SECONDED BY: Supervisor Motko  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
4/0 - Motion passed unanimously

E. Close Public Hearing on Adopting Fiscal Year 2018 Budget

MOTION TO: Close the public hearing.  
MADE BY: Supervisor Lefere  
SECONDED BY: Supervisor Hills  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
4/0 - Motion passed unanimously

5. BUSINESS ITEMS

A. Consideration of Resolution 2017-11; Assessment Resolution

The Board reviewed the resolution.

MOTION TO: Approve Resolution 2017-11.  
MADE BY: Supervisor Hills  
SECONDED BY: Supervisor Lefere  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
4/0 - Motion passed unanimously

B. Acceptance of Fiscal Year Ended September 2016 Financial Review

The Board went over the financial review.

MOTION TO: Approve the Fiscal Year Ended September 2016  
Financial Review.  
MADE BY: Supervisor Hills  
SECONDED BY: Supervisor Motko  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
4/0 - Motion passed unanimously



C. Consideration of Resolution 2017-12; Setting Fiscal Year 2018 Meeting Schedule

Mr. Lamb and the Board discussed the resolution and meeting schedule.

MOTION TO:	Approve Resolution 2017-12 subject to including a monthly meeting schedule as Exhibit A.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Lefere
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously

D. General Matters of the District

**6. CONSENT AGENDA**

**A. Consideration of Board of Supervisors Meeting Minutes May 4, 2017**

**B. Consideration of Board of Supervisors Meeting Minutes May 22, 2017**

**C. Consideration of Operations and Maintenance Expenditures July 2017**

**D. Review of Financial Statements Month Ending July 31, 2017**

The Board went over the Consent Agenda items.

MOTION TO:	Approve the Consent Agenda.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Motko
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion Passed Unanimously

**7. STAFF REPORTS**

**A. District Counsel**

**B. District Engineer**

**C. District Manager**

**8. SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**

There were no supervisor requests or audience comments.

**9. ADJOURNMENT**

MOTION TO:	Adjourn.
MADE BY:	Supervisor Lefere
SECONDED BY:	Supervisor Hills
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion Passed Unanimously

**\*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

December 4, 2017 Minutes of the Special Meeting

Minutes of the Special Meeting

The Special Meeting of the Board of Supervisors of the Carlton Lakes Community Development District was held on Monday, December 4, 2017 at 2:00 p.m. at Meritus located at 2005 Pan Am Circle Suite 120, Tampa, FL 33607.

**2. CALL TO ORDER/ROLL CALL**

Mr. Brian Lamb called the Special Meeting of the Board of Supervisors of Carlton Lakes Community Development District to order on Monday, December 4, 2017 at 2:00 p.m. and identified the Supervisors present constituting a quorum.

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

Jeff Hills	Chairman
Ryan Motko	Supervisor
Rhonda Nelson	Supervisor
Brady Lefere	Supervisor

Staff Members Present:

Brian Lamb	Meritus
Nicole Chamberlain	Meritus

Vivek Babbar	District Counsel	<i>via conference call</i>
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There were no members of the general public in attendance.

**3. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**

There were no audience questions or comments on agenda items.

**4. BUSINESS ITEMS**

A. Consideration of Resolution 2018-01; Authorizing the Expansion and Ratifying the Submittal of a Petition to Expand

Mr. Lamb reviewed the resolution with the Board. Resolution 2018-01 which will authorize expansion of the Carlton Lakes Community Development District and ratify the submittal of the petition to expand the district to the Board of County Commissioners of Hillsborough County, Florida under §190.046 for the statute is requested by the consent of land owners.

One of the items within this form of this resolution we may look to strike, that's basically the whereas with a referenced Exhibit, which would be Exhibit A (Funding Agreement), we will strike that. It will be known that the consenting land owner will provide the funds necessary for the

petition, administrative fees, or any other fees associated with the expansion thereof. The Exhibit A will now reflect within the fourth WHEREAS column, the legal description of that land looking to be included in the district, which is prepared by Hamilton and located behind resolution and the agenda package.

MOTION TO:	Approve Resolution 2018-01; Authorizing the Expansion and Ratifying the Submittal of a Petition to Expand.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion passed unanimously

#### **B. Discussion on Matters Related to Financing**

#### **C. General Matters of the District**

There is a meeting scheduled with the county tomorrow. We will be going over this request and a few others looking to expedite for a hearing in January depending their schedule and comments regarding the petition and the required exhibits.

### **5. SUPERVISOR REQUESTS**

### **6. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

There were no supervisor requests or audience comments.

### **7. ADJOURNMENT**

MOTION TO:	Adjourn.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Motko
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4 /0 – Motion Passed Unanimously

**\*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

\_\_\_\_\_  
Printed Name

Title:

☐ Chair

☐ Vice Chair

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title:

☐ Secretary

☐ Assistant Secretary

Recorded by Records Administrator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Official District Seal

CARLTON LAKES  
COMMUNITY DEVELOPMENT DISTRICT

February 23, 2018 Minutes of the Special Meeting

**Minutes of the Board of Supervisors Special Meeting**

The Special Meeting of the Board of Supervisors of the Carlton Lakes Community Development District was held on Friday, February 23, 2018 at 11:30 a.m. at Meritus located at 2005 Pan Am Circle Suite 120, Tampa, FL 33607.

**2. CALL TO ORDER/ROLL CALL**

Mr. Lamb called the Special Meeting of the Board of Supervisors of Carlton Lakes Community Development District to order on Friday, February 23, 2018 at 11:50 a.m. and identified the Supervisors present constituting a quorum.

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

Jeff Hills	Chairman
Ryan Motko	Supervisor
Brady Lefere	Supervisor

**Staff Members Present:**

Brian Lamb	District Manager, Meritus
John Vericker	District Counsel

There were no members of the general public in attendance.

**3. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**

There were no audience questions or comments on agenda items.

**4. BUSINESS ITEMS**

**A. Consideration of Engineer's Report- Third Area Assessment**

Brian Lamb reviewed the amended engineer's report with the Board.

MOTION TO:	Approve Amended Master Engineer's Report- Third Area Assessment
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

**B. Consideration of Master Assessment Methodology Report – Third Area Assessment**

Mr. Lamb reviewed the Amended Master Assessment Methodology Report with the Board. This report is amended to include items indicated by the District Engineer for cost associated with the Amenity Center and Phase 3 Subdivision cost.

MOTION TO:	Approve the Amended Master Assessment Methodology Report – Third Area Assessment
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

**C. Consideration of Resolution 2018-02 Declaring Special Assessments**

Mr. Lamb discussed the resolution with the Board.

MOTION TO:	Approve Resolution 2018-02 Declaring Special Assessments
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

**D. Consideration of Resolution 2018-03; Set Public Hearing for Declaring Special Assessments**

Mr. Lamb discussed the resolution with the Board.

MOTION TO:	Approve Resolution 2018-03; Set Public Hearing for Declaring Special Assessments date scheduled for March 28, 2018 at 10:00am.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

Mr. Lamb hand delivered the 30-day notification of special assessments to Supervisor Hills as a representative for Macaluso, LLC.

**E. Consideration of Resolution 2018-04; Approving Amended Notice of Establishment**

Mr. Lamb discussed the resolution with the Board.

MOTION TO:	Approve 2018-04; Approving Amended Notice of Establishment
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously

**F. Acceptance of Assignment Area Contracts - Amenity Site & Amenity Park Area**

**G. Acceptance of Claim Deed – Eisenhower Property Group and South Fork Lakes Phase 2B**

**H. Acceptance of Claim Deed – Lennar Phase 1 and 2A**

MOTION TO:	Acceptance of Items 4G & 4H subject to review by the owners
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Lefere
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously

**I. Consideration of Assignment of Site Development Contract**

MOTION TO:	Accept Assignment of Site Development Contract
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Hills
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously

**J. Consideration of Board Resignation – Rhonda Nelson**

MOTION TO:	Accept Board Resignation – Rhonda Nelson
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Lefere
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously



**K. Consideration of Appointment to Open Board Seat**

MOTION TO:	Appoint Nicholas Dister to Open Board Seat
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

**L. General Matters of the District**

**5. SUPERVISOR REQUESTS**

There were no supervisor requests.

**6. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

There were no audience comments.

**7. ADJOURNMENT/CONTINUATION**

MOTION TO:	Continue meeting to March 08, 2018 at 1:00pm. at the offices of Meritus located at 2005 Pan Am Circle, Suite 120, Tampa, FL 33607.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Motko
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	3/0 – Motion Passed Unanimously

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title:

☐ Chair

☐ Vice Chair

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title:

☐ Secretary

☐ Assistant Secretary

Recorded by Records Administrator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Official District Seal

CARLTON LAKES  
COMMUNITY DEVELOPMENT DISTRICT

March 8, 2018 Minutes of the Continued Meeting

**Minutes of the Board of Supervisors Continued Meeting**

The Continued Meeting of the Board of Supervisors of the Carlton Lakes Community Development District was held on Thursday, March 8, 2018 at 1:00 p.m. at Meritus located at 2005 Pan Am Circle Suite 120, Tampa, FL 33607.

**2. CALL TO ORDER/ROLL CALL**

Mr. Lamb called the Continued Meeting of the Board of Supervisors of Carlton Lakes Community Development District to order on Thursday, March 8, 2018 at 1:00 p.m. and identified the Supervisors present constituting a quorum.

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

Jeff Hills	Chairman
Ryan Motko	Supervisor
Brady Lefere	Supervisor
Nicholas Dister	Supervisor

**Staff Members Present:**

Brian Lamb	District Manager, Meritus
Brian Howell	District Manager, Meritus
Vivek Babbar	District Counsel, Straley Robin Vericker

There were no members of the general public in attendance.

**3. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**

There were no audience questions or comments on agenda items.

**4. BUSINESS ITEMS**

**A. Consideration of the Engineer's Report – Series 2018**

Brian Lamb reviewed the engineer's report with the Board. This project consists of an area to include the expansion area recently added to the district along with parcels 1C & 1E in total in plan 203 units.

MOTION TO:	Approve Engineer's Report – Series 2018
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion passed unanimously

**B. Consideration of the Supplemental Assessment Methodology Report – Series 2018**  
Mr. Lamb reviewed the Third Supplemental Assessment Methodology Report with the Board.

MOTION TO:	Approve the Third Supplemental Assessment Methodology Report
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion passed unanimously

**C. Consideration of Resolution 2018-05; Supplementing Resolutions 2015-22, 2015-27 & 2015-03 & Delegated Bond Award**

- i. Third Supplemental Trust Indenture**
- ii. Bond Purchase Contract**
- iii. Preliminary Limited Offering Memorandum**
- iv. Continuing Disclosure Agreement**

Vivek Babbar review the resolution with the Board. This resolution authorizes the district to issue the bonds and authorizes chairman and vice-chair to execute any and all documents to close on the 2018 bonds.

MOTION TO:	Approve Resolution 2018-05; Supplementing Resolutions 2015-22, 2015-27 & 2015-03 & Delegated Bond Award
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion passed unanimously

**D. General Matters of the District**

**5. SUPERVISOR REQUESTS**

There were no supervisor requests.

**6. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

There were no audience comments.

**7. ADJOURNMENT**

MOTION TO:	Adjourn.
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Hills
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion Passed Unanimously

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

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title:

☐ Chair

☐ Vice Chair

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title:

☐ Secretary

☐ Assistant Secretary

Recorded by Records Administrator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Official District Seal

CARLTON LAKES  
COMMUNITY DEVELOPMENT DISTRICT

March 28, 2018 Minutes of the Public Hearing and Regular Meeting

**Minutes of the Board of Supervisors Public Hearing and Regular Meeting**

The Public Hearing and Regular Meeting of the Board of Supervisors of the Carlton Lakes Community Development District was held on Thursday, March 28, 2018 at 10:00 a.m. at Meritus located at 2005 Pan Am Circle Suite 120, Tampa, FL 33607.

**1. CALL TO ORDER/ROLL CALL**

Mr. Lamb called the Public Hearing and Regular Meeting of the Board of Supervisors of Carlton Lakes Community Development District to order on Thursday, March 28, 2018 at 10:00 a.m. and identified the Supervisors present constituting a quorum.

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

Jeff Hills	Chairman
Ryan Motko	Supervisor
Nicholas Dister	Supervisor

**Staff Members Present:**

Brian Lamb	Meritus	
Nicole Chamberlain	Meritus	
Shannon Kenneston	Meritus	
Vivek Babbar	District Counsel	<i>via conference call</i>

There were no members of the general public in attendance.

**2. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**

There were no audience questions or comments on agenda items.

**3. PUBLIC HEARING ON LEVYING EXPANSION AREA SPECIAL ASSESSMENTS**

**A. Open the Public Hearing on Levying Special Assessments for the Expansion Area**

MOTION TO:	Open the public hearing.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

**B. Staff Presentations**

- i. **Consideration of First Amendment Master Assessment Methodology Report**
- ii. **Consideration of District Engineer's Report**

Mr. Lamb briefly reviewed the reports with the Board.

**C. Public Comments**

There were no public comments.

**D. Close the Public Hearing on Levying Special Assessments**

MOTION TO:	Close the public hearing.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

**E. Consideration of Resolution 2018-06; Levying Special Assessments**

Mr. Lamb and Mr. Babbar went over the resolution with the Board.

MOTION TO:	Approve Resolution 2018-06.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Hills
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	3/0 - Motion passed unanimously

**4. BUSINESS ITEMS**

**A. Consideration of Resolution 2018-07; Supplemental Assessment Resolution Adopting Final Terms of the 2018 Bonds**

- i. **Consideration of Third Supplemental Methodology Report**

Mr. Lamb explained the resolution to the Board.

MOTION TO:	Approve Resolution 2018-07 in substantial form and authorize the Chair and District Manager to attach any associated final exhibits.
MADE BY:	Supervisor Dister
SECONDED BY:	Supervisor Motko
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously

**B. General Matters of the District**

**5. CONSENT AGENDA**

- A. Consideration of Board of Supervisors Public Hearing and Regular Minutes Aug. 3, 2017**
- B. Consideration of Board of Supervisors Continued Meeting Minutes Aug. 11, 2017**
- C. Consideration of Board of Supervisors Special Meeting Minutes Dec. 4, 2017**
- D. Consideration of Board of Supervisors Special Meeting Minutes Feb. 23, 2018**
- E. Consideration of Board of Supervisors Special Meeting Minutes Mar. 8, 2018**
- F. Consideration of Operations and Maintenance Expenditures February 2018**
- G. Review of Financial Statements Month Ending February 28, 2018**

The Board reviewed the Consent Agenda items.

MOTION TO:	Approve the Consent Agenda items.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion passed unanimously

**6. SUPERVISOR REQUESTS**

There were no supervisor requests.

**7. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

There were no audience comments.



8. ADJOURNMENT

MOTION TO:	Continue the meeting until Wednesday, April 4, 2018 at 10:30 a.m. with mandatory adjournment at 11:00 a.m.
MADE BY:	Supervisor Hills
SECONDED BY:	Supervisor Dister
DISCUSSION:	None Further
RESULT:	Called to Vote: Motion PASSED
	3/0 – Motion Passed Unanimously

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

Title:

☐ Chair

☐ Vice Chair

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

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>				
Aquatic Weed Management	16728	\$ 421.00		Waterway Service - July
Meritus Districts	7987	2,818.94		Management Service - August
<b>Monthly Contract Sub-Total</b>		<b>\$ 3,239.94</b>		
<b>Variable Contract</b>				
Stantec	1095171	\$ 108.00		Professional Services thru 08/26/16 General
Straley Robin Vericker	14697	944.90		Professional Services - thru 08/15/17
<b>Variable Contract Sub-Total</b>		<b>\$ 1,052.90</b>		
<b>Utilities</b>				
Tampa Electric	211005443372 072117	\$ -1,310.28		Electric Service - thru 07/18/17
Tampa Electric	221000723645 042117	792.13		Electric Service - thru 04/17/17
Tampa Electric	221000723645 052217	336.53		Electric Service - thru 05/15/17
Tampa Electric	221000723645 062117	331.56		Electric Service - thru 06/15/17
Tampa Electric	221000723645 072117	331.56	<b>\$ 481.50</b>	Electric Service - thru 07/17/17
<b>Utilities Sub-Total</b>		<b>\$ 481.50</b>		
<b>Regular Services</b>				
<b>Regular Services Sub-Total</b>		<b>\$ 0.00</b>		
<b>Additional Services</b>				
Cornerstone Solutions Group	10 74563	\$ 3,677.73		Lawn Maintenance - Mow, Weed, Trim
Tampa Bay Times	479193 072617	1,357.60		Notice of Special Meeting - 08/03/17
<b>Additional Services Sub-Total</b>		<b>\$ 5,035.33</b>		
<b>TOTAL:</b>		<b>\$ 9,809.67</b>		

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

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
--------	---------------------------	--------	-----------------	----------------------

Approved (with any necessary revisions noted):

Signature

Printed Name

**Title (check one):**

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary



2005 Pan Am Circle  
Suite 120  
Tampa, FL 33607



**Meritus**  
Districts  
Solutions for Better Communities.

Invoice Number: 7987  
Invoice Date: Aug 1, 2017  
Page: 1

Voice: 813-397-5121  
Fax: 813-873-7070

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

<b>Ship to:</b>	

<b>Customer ID</b>	<b>Customer PO</b>	<b>Payment Terms</b>	
Carlton Lakes CDD		Net Due	
<b>Sales Rep ID</b>	<b>Shipping Method</b>	<b>Ship Date</b>	<b>Due Date</b>
	Best Way		8/1/17

Quantity	Item	Description	Unit Price	Amount
	DMS	District Management Services - August		2,812.50
	Postage	Postage - June		6.44

Subtotal	2,818.94
Sales Tax	
Total Invoice Amount	2,818.94
Payment/Credit Applied	
<b>TOTAL</b>	<b>2,818.94</b>

Check/Credit Memo No:

**INVOICE**

Page 1 of 1

Invoice Number	1095171
Invoice Date	September 2, 2016
Purchase Order	215612637
Customer Number	132831
Project Number	215612637

**Bill To**

Carlton Lakes CDD  
Brian Lamb  
c/o Meritus Districts  
2005 Pan Am Circle Drive Suite 120  
Tampa FL 33607  
United States

**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	<b>August 26, 2016</b>
	Current Invoice Total (USD)	108.00		

Process requisitions

**Top Task**                      **216**                      **2016 Fiscal Year General Consulting****Professional Services**

<b>Billing Level</b>		<b>Current Hours</b>	<b>Rate</b>	<b>Current Amount</b>
Level 05	Nurse, Vanessa M	1.50	72.00	108.00
	<b>Subtotal Professional Services</b>	<u>1.50</u>		<u>108.00</u>

Top Task Subtotal	2016 Fiscal Year General Consulting	108.00
-------------------	-------------------------------------	--------

<b>Total Fees &amp; Disbursements</b>	108.00
<b>INVOICE TOTAL (USD)</b>	<u><b>108.00</b></u>

**Due on Receipt**

# Straley Robin Vericker

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  
2005 PAN AM CIRCLE, SUITE 120  
TAMPA, FL 33607

August 21, 2017

Client: 001463

Matter: 000001

Invoice #: 14697

Page: 1

RE: General

For Professional Services Rendered Through August 15, 2017

## SERVICES

Date	Person	Description of Services	Hours
7/17/2017	VKB	REVIEW AND REVISE PLAT; REVIEW AND REPLY TO EMAILS RE: SAME; TELEPHONE CALL TO T. STEWART RE: SAME.	0.8
7/18/2017	VKB	TELECONFERENCE WITH E. HYATT RE: DRAFT PLAT; REVIEW AND REPLY TO EMAILS RE: SAME.	0.5
7/18/2017	LB	PREPARE QUARTERLY REPORT TO DISSEMINATION AGENT FOR PERIOD ENDED JUNE 30, 2017.	0.2
7/28/2017	JMV	REVIEW EMAILS; TELEPHONE CALLS.	0.8
7/30/2017	JMV	PREPARE QUARTERLY CDD BOND DISTRICT COUNSEL REPORT.	0.3
8/2/2017	JMV	REVIEW AGENDA AND PREPARE FOR CDD BOARD MEETING.	0.3
8/5/2017	JMV	REVIEW EMAIL FROM J. JOHNS.	0.1
8/11/2017	VKB	PREPARE FOR AND ATTEND AUDIT COMMITTEE MEETING AND BOARD MEETING VIA TELEPHONE.	0.4
8/14/2017	LB	FINALIZE QUARTERLY REPORT TO DISSEMINATION AGENT FOR PERIOD ENDED JUNE 30, 2017; PREPARE EMAIL TO DISSEMINATION AGENT TRANSMITTING SAME.	0.2
Total Professional Services			3.6
			\$942.50

August 21, 2017

Client: 001463

Matter: 000001

Invoice #: 14697

Page: 2

#### PERSON RECAP

Person	Hours	Amount
JMV John M. Vericker	1.5	\$457.50
VKB Vivek K. Babbar	1.7	\$425.00
LB Lynn Butler	0.4	\$60.00

#### DISBURSEMENTS

Date	Description of Disbursements	Amount
7/15/2017	Photocopies (16 @ \$0.15)	\$2.40
	Total Disbursements	\$2.40

Total Services	\$942.50
Total Disbursements	\$2.40
Total Current Charges	\$944.90

**PAY THIS AMOUNT**

**\$944.90**

*Please Include Invoice Number on all Correspondence*



Statement Date: 07/21/2017

Account: 211005443372

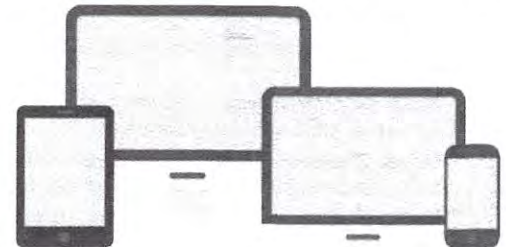
CARLTON LAKES CDD  
C/O ROBERT RIOS  
14003 1/7 CLEMENT PRIDE BL  
RIVERVIEW, FL 33579-0000

**Current month's charges:** \$37.14  
**Total amount due:** -\$1,310.28  
**Current month's charges due:** DO NOT PAY

**Your Account Summary**

Previous Amount Due	- \$1,347.42
Payment(s) Received Since Last Statement	\$0.00
Interest on Deposit	-\$0.16
<b>Current Month's Charges Due By 07/21/2017</b>	<b>\$37.30</b>
<b>Total Amount Due</b>	<b>- \$1,310.28</b>

**Access your account anytime,  
anywhere from any device**



Log in to **tecoaccount.com**  
to view and pay your bill, manage  
your account and more!

Amount not paid by due date may be assessed a late payment charge and an additional deposit.



**Safety tip: ask for identification**

Please remember, if someone visits your home or business  
and claims to be an employee of TECO, ask to see his or her  
company badge.

To ensure prompt credit, please return stub portion of this bill with your payment. Make checks payable to TECO.



**WAYS TO PAY YOUR BILL**



See reverse side for more information

Account: 211005443372

**Current month's charges:** \$37.14  
**Total amount due:** -\$1,310.28  
**Current month's charges due:** DO NOT PAY  
**Amount Enclosed** \$

600000038779

00007185 01 AB 0.40 33607 FTECO108021723134110 00000 04 01000000 002 06 29163 002



CARLTON LAKES CDD  
C/O ROBERT RIOS  
2005 PAN AM CIR, STE 120  
TAMPA, FL 33607-2529

MAIL PAYMENT TO:  
TECO  
P.O. BOX 31318  
TAMPA, FL 33631-3318

AUG 07 2017

6000000387792110054433720000001310284

**Account:** 211005443372  
**Statement Date:** 07/21/2017  
**Current month's charges due** DO NOT PAY

**Details of Charges – Service from 06/17/2017 to 07/18/2017**

Service for: 14003 1/7 CLEMENT PRIDE BL, RIVERVIEW, FL 33579-0000

**Rate Schedule: General Service - Non Demand**

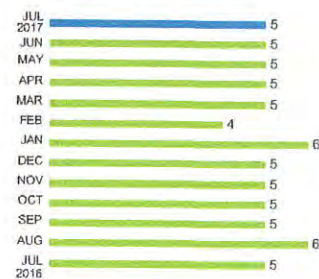
Meter Location: PUMP/LIFT STATION

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
C27376	07/18/2017	2,442		2,292		150 kWh	1	32 Days

Basic Service Charge		\$19.94
Energy Charge	150 kWh @ \$0.06216/kWh	\$9.32
Fuel Charge	150 kWh @ \$0.02956/kWh	\$4.43
Florida Gross Receipt Tax		\$0.86
<b>Electric Service Cost</b>		<b>\$34.55</b>
State Tax		\$2.75
<b>Total Electric Cost, Local Fees and Taxes</b>		<b>\$37.30</b>
<b>Other Fees and Charges</b>		
Interest for Cash Security Deposit		-\$0.16
<b>Total Other Fees and Charges</b>		<b>-\$0.16</b>
<b>Total Current Month's Charges</b>		<b>\$37.14</b>

**Tampa Electric Usage History**

Kilowatt-Hours Per Day  
(Average)



00007185-0014716-Page 3 of 4





## ACCOUNT STATEMENT

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Statement Date: 04/21/2017  
Account: 221000723645 042117

CARLTON LAKES CDD  
CARLTON LKS, PH 1D1  
RIVERVIEW, FL 33579-0000

Current month's charges:	\$792.13
Total amount due:	\$792.13
Current month's charges due:	05/12/2017

### Your Account Summary

Previous Amount Due	\$0.00
Payment(s) Received Since Last Statement	\$0.00
Current Month's Charges Due By 05/12/2017	\$792.13
<b>Total Amount Due</b>	<b>\$792.13</b>

### Go Green with renewable energy

When you participate in our Renewable Energy<sup>SM</sup> program, you're joining others who support the use of cleaner renewable sources like the sun and biomass (plant materials) to produce electricity.



Visit [TampaElectric.com/Renewable](http://TampaElectric.com/Renewable) to learn more and sign up.

Amount not paid by due date may be assessed a late payment charge and an additional deposit.



**Know what's below.  
Call before you dig.**

### Help us avoid service interruptions

Call 811 two full business days before your project to have utility lines marked for free. Utility lines can easily be damaged by planting trees, installing fences, etc. Avoid potential service interruptions for you and your neighbors. Digging on Saturday? Call 811 by Thursday. Visit [sunshine811.com](http://sunshine811.com) or [tampaelectric.com/callbeforeyoudig](http://tampaelectric.com/callbeforeyoudig).

To ensure prompt credit, please return stub portion of this bill with your payment. Make checks payable to TECO.



#### WAYS TO PAY YOUR BILL



See reverse side for more information

Account: 221000723645

Current month's charges:	\$792.13
Total amount due:	\$792.13
Current month's charges due:	05/12/2017

Amount Enclosed \$ 685950662791

CARLTON LAKES CDD  
CARLTON LKS, PH 1D2  
RIVERVIEW, FL 33579-0000

MAIL PAYMENT TO:  
TECO  
P.O. BOX 31318  
TAMPA, FL 33631-3318

## ACCOUNT STATEMENT

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**Account:** 221000723645  
**Statement Date:** 04/21/2017  
**Current month's charges due** 05/12/2017

### Details of Charges – Service from 03/28/2017 to 04/17/2017

Service for: CARLTON LKS, PH 1D1, RIVERVIEW, FL 33579-0000

**Rate Schedule: Lighting Service**

#### Lighting Service Items LS-1 (Bright Choices) for 21 days

Lighting Energy Charge	118 kWh @ \$0.03224/kWh	\$3.80
Fixture & Maintenance Charge	7 Fixtures	\$103.93
Lighting Pole / Wire	7 Poles	\$105.50
Lighting Fuel Charge	118 kWh @ \$0.02916/kWh	\$3.44
Florida Gross Receipt Tax		\$0.19
State Tax		\$15.27
<b>Lighting Charges</b>		<b>\$232.13</b>
<b>Other Fees and Charges</b>		
Electric Security Deposit		\$560.00
<b>Total Other Fees and Charges</b>		<b>\$560.00</b>
<b>Total Current Month's Charges</b>		<b>\$792.13</b>

### Important Messages

#### Welcome to Tampa Electric!

Please visit [tampaelectric.com/rates](http://tampaelectric.com/rates) for information about your electric rates and charges.





## ACCOUNT STATEMENT

tampaelectric.com |      

CARLTON LAKES CDD  
CARLTON LKS, PH 1D1  
RIVERVIEW, FL 33579-0000

Statement Date: 05/22/2017  
Account: 221000723645 052217

**Past Due – Pay Immediately** **\$792.13**

<b>Current month's charges:</b>	<b>\$336.56</b>
<b>Total amount due:</b>	<b>\$1,128.69</b>
<b>Current month's charges due:</b>	<b>06/12/2017</b>

### Your Account Summary

Previous Amount Due	\$792.13
Payment(s) Received Since Last Statement	\$0.00
<b>Past Due Unpaid Balance – Pay Immediately</b>	<b>\$792.13</b>
<b>Current Month's Charges Due By 06/12/2017</b>	<b>\$336.56</b>
<b>Total Amount Due</b>	<b>\$1,128.69</b>

### Get updates on your service

Sign up for our free Power Updates service to report outages and receive updates about your electric service – right to your mobile device. Learn more at [tampaelectric.com/powerupdates](http://tampaelectric.com/powerupdates).



Amount not paid by due date may be assessed a late payment charge and an additional deposit.

### Follow us and we'll keep you posted



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[facebook.com/tampaelectric](https://facebook.com/tampaelectric)



[youtube.com/tecoenergyinc](https://youtube.com/tecoenergyinc)

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#### WAYS TO PAY YOUR BILL



See reverse side for more information

Account: 221000723645

**Past Due – Pay Immediately** **\$792.13**

<b>Current month's charges:</b>	<b>\$336.56</b>
<b>Total amount due:</b>	<b>\$1,128.69</b>
<b>Current month's charges due:</b>	<b>06/12/2017</b>

**Amount Enclosed** \$ \_\_\_\_\_  
605703782533

CARLTON LAKES CDD  
CARLTON LKS, PH 1D2  
RIVERVIEW, FL 33579-0000

MAIL PAYMENT TO:  
TECO  
P.O. BOX 31318  
TAMPA, FL 33631-3318

6057037825332210007236450000001128696

## ACCOUNT STATEMENT

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**Account:** 221000723645  
**Statement Date:** 05/22/2017  
**Current month's charges due** 06/12/2017

### Details of Charges – Service from 04/18/2017 to 05/16/2017

Service for: CARLTON LKS, PH 1D1, RIVERVIEW, FL 33579-0000

**Rate Schedule: Lighting Service**

#### Lighting Service Items LS-1 (Bright Choices) for 29 days

Lighting Energy Charge	168 kWh @ \$0.03224/kWh	\$5.42	
Fixture & Maintenance Charge	7 Fixtures	\$148.47	
Lighting Pole / Wire	7 Poles	\$150.71	
Lighting Fuel Charge	168 kWh @ \$0.02916/kWh	\$4.90	
Florida Gross Receipt Tax		\$0.26	
State Tax		\$21.80	
<b>Lighting Charges</b>			<b>\$331.56</b>
<b>Other Fees and Charges</b>			
Electric Late Payment Fee		\$5.00	
<b>Total Other Fees and Charges</b>			<b>\$5.00</b>
<b>Total Current Month's Charges</b>			<b>\$336.56</b>



## ACCOUNT STATEMENT

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CARLTON LAKES CDD  
CARLTON LKS, PH 1D1  
RIVERVIEW, FL 33579-0000

Statement Date: 06/21/2017  
Account: 221000723645 062117

**Past Due – Pay Immediately** **\$1,128.69**

**Current month's charges:** **\$331.56**

**Total amount due:** **\$1,460.25**

**Current month's charges due:** **07/12/2017**

### Your Account Summary

Previous Amount Due	\$1,128.69
Payment(s) Received Since Last Statement	\$0.00
<b>Past Due Unpaid Balance – Pay Immediately</b>	<b>\$1,128.69</b>
<b>Current Month's Charges Due By 07/12/2017</b>	<b>\$331.56</b>
<b>Total Amount Due</b>	<b>\$1,460.25</b>



A TAMPA ELECTRIC PROGRAM

Advanced surge protection  
for your home and business.

**877 SURGE 22 (877-787-4322)**

Amount not paid by due date may be assessed a late payment charge and an additional deposit.



### Billing and payments made easy!

We offer many convenient and free ways to receive and pay your natural gas bill, such as e-Bill and Direct Debit. For more on our convenient options, log into [tecoaccount.com](#) or visit [tampaelectric.com/business](#) and select *Pay Your Bill*.

To ensure prompt credit, please return stub portion of this bill with your payment. Make checks payable to TECO.



#### WAYS TO PAY YOUR BILL



See reverse side for more information

Account: 221000723645

**Past Due – Pay Immediately** **\$1,128.69**

**Current month's charges:** **\$331.56**

**Total amount due:** **\$1,460.25**

**Current month's charges due:** **07/12/2017**

**Amount Enclosed** \$

620518603524

CARLTON LAKES CDD  
CARLTON LKS, PH 1D2  
RIVERVIEW, FL 33579-0000

MAIL PAYMENT TO:  
TECO  
P.O. BOX 31318  
TAMPA, FL 33631-3318

## ACCOUNT STATEMENT

tampaelectric.com



**Account:** 221000723645  
**Statement Date:** 06/21/2017  
**Current month's charges due** 07/12/2017

### Details of Charges – Service from 05/17/2017 to 06/15/2017

Service for: CARLTON LKS, PH 1D1, RIVERVIEW, FL 33579-0000

**Rate Schedule: Lighting Service**

#### Lighting Service Items LS-1 (Bright Choices) for 30 days

Lighting Energy Charge	168 kWh @ \$0.03224/kWh	\$5.42
Fixture & Maintenance Charge	7 Fixtures	\$148.47
Lighting Pole / Wire	7 Poles	\$150.71
Lighting Fuel Charge	168 kWh @ \$0.02916/kWh	\$4.90
Florida Gross Receipt Tax		\$0.26
State Tax		\$21.80
<b>Lighting Charges</b>		<b>\$331.56</b>

#### Total Current Month's Charges

**\$331.56**

### Important Messages

The billing periods of the individual meters of a multi-metered account may differ from the dates displayed. All the meters on such an account may not have been read on the same date due to their location on the property.

#### Fuel sources We Use to Serve You

For the 12-month period ending March 2017, the percentage of fuel type used by Tampa Electric to provide electricity to its customers was:

-Natural Gas & Oil\* 47%  
-Coal 41%  
-Purchased Power 12%  
\*Oil makes up less than 1%.



## ACCOUNT STATEMENT

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CARLTON LAKES CDD  
CARLTON LKS, PH 1D1  
RIVERVIEW, FL 33579-0000

Statement Date: 07/21/2017  
Account: 221000723645 072117

**Past Due – Pay Immediately** **\$1,460.25**

**Current month's charges:** **\$331.56**

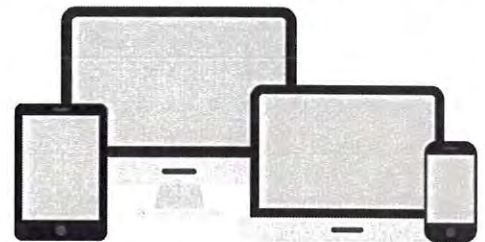
**Total amount due:** **\$1,791.81**

**Current month's charges due:** **08/11/2017**

### Your Account Summary

Previous Amount Due	\$1,460.25
Payment(s) Received Since Last Statement	\$0.00
<b>Past Due Unpaid Balance – Pay Immediately</b>	<b>\$1,460.25</b>
<b>Current Month's Charges Due By 08/11/2017</b>	<b>\$331.56</b>
<b>Total Amount Due</b>	<b>\$1,791.81</b>

**Access your account anytime,  
anywhere from any device**



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your account and more!

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#### WAYS TO PAY YOUR BILL



See reverse side for more information

Account: 221000723645

**Past Due – Pay Immediately** **\$1,460.25**

**Current month's charges:** **\$331.56**

**Total amount due:** **\$1,791.81**

**Current month's charges due:** **08/11/2017**

**Amount Enclosed** **\$**

647679102810

CARLTON LAKES CDD  
CARLTON LKS, PH 1D2  
RIVERVIEW, FL 33579-0000

MAIL PAYMENT TO:  
TECO  
P.O. BOX 31318  
TAMPA, FL 33631-3318

## ACCOUNT STATEMENT

tampaelectric.com



Account: 221000723645  
Statement Date: 07/21/2017  
Current month's charges due 08/11/2017

### Details of Charges – Service from 06/16/2017 to 07/17/2017

Service for: CARLTON LKS, PH 1D1, RIVERVIEW, FL 33579-0000

Rate Schedule: Lighting Service

#### Lighting Service Items LS-1 (Bright Choices) for 32 days

Lighting Energy Charge	168 kWh @ \$0.03224/kWh	\$5.42
Fixture & Maintenance Charge	7 Fixtures	\$148.47
Lighting Pole / Wire	7 Poles	\$150.71
Lighting Fuel Charge	168 kWh @ \$0.02916/kWh	\$4.90
Florida Gross Receipt Tax		\$0.26
State Tax		\$21.80

#### Lighting Charges

\$331.56

#### Total Current Month's Charges

\$331.56





## Tree Farm 2, Inc.

### DBA Cornerstone Solutions Group

14620 Bellamy Brothers Blvd Dade City, FL 33525

Phone 866-617-2235 Fax 866-929-6998

AR@CornerstoneSolutionsGroup.com

Tax ID: 61-1632592

www.CornerstoneSolutionsGroup.com

## Invoice

Date	Invoice #
7/31/2017	10-74563

Invoice Created By

kmcleod

#### Bill To

Meritus Communities  
2005 Pan Am Circle Drive  
Suite 120  
Tampa, FL 33607

AUG 14 2017

#### Field Mgr/Super:

#### Ship To

Carlton Lakes

P.O. No.	W.O. No.	Account #	Cost Code	Terms	Project	
				Net 30	MER2579 - Carlton Lakes Maint Cont, #M...	
Quantity	Description		U/M	Rate	Serviced Date	Amount
1	Lawn Maintenance - Mow, edge, weed eat, trim bushes, and pull weeds pro-rated for the end of the month of July			3,677.73	7/31/2017	3,677.73

Cornerstone

Accounts over 60 days past due will be subject to credit hold and services may be suspended. All past due amounts are subject to interest at 1.5% per month plus costs of collection including attorney fees if incurred.

<b>Total</b>	\$3,677.73
Payments/Credits	\$0.00
<b>Balance Due</b>	\$3,677.73





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

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
<b>Monthly Contract</b>				
Aquatic Weed Management	18308	\$ 421.00		Waterway Service - August
Meritus Districts	8015	2,817.33		Management Service - September
<b>Monthly Contract Sub-Total</b>		<b>\$ 3,238.33</b>		

<b>Variable Contract</b>				
Straley Robin Vericker	14817	\$ 1,036.00		Professional Services - thru 09/15/17
<b>Variable Contract Sub-Total</b>		<b>\$ 1,036.00</b>		

<b>Utilities</b>				
Tampa Electric	211005443372 082117	\$ -1,274.30		Electric Service - thru 08/15/17
Tampa Electric	211005443505 082117	2,083.99		Electric Service - thru 08/15/17
Tampa Electric	211005443505 092117	2,083.99		Electric Service - thru 09/15/17
Tampa Electric	211005443687 082117	1,536.98		Electric Service - thru 08/15/17
Tampa Electric	211005443687 092117	1,536.98		Electric Service - thru 09/15/17
Tampa Electric	211005443919 082117	2,320.80		Electric Service - thru 08/15/17
Tampa Electric	211005443919 092117	2,320.80		Electric Service - thru 09/15/17
Tampa Electric	221000718207 082117	236.83		Electric Service - thru 08/15/17
Tampa Electric	221000718207 092117	236.83		Electric Service - thru 09/15/17
Tampa Electric	221000723645 082117	331.56		Electric Service - thru 08/15/17
Tampa Electric	221000723645 092117	331.56		Electric Service - thru 09/15/17
Tampa Electric	221000778375 082117	112.36		Electric Service - thru 08/15/17
Tampa Electric	221000778375 092117	249.45		Electric Service - thru 09/16/17
Tampa Electric	221000778391 082117	189.24		Electric Service - thru 08/15/17
Tampa Electric	221000778391 092117	247.42	<b>\$ 12,544.49</b>	Electric Service - thru 09/16/17
<b>Utilities Sub-Total</b>		<b>\$ 12,544.49</b>		

<b>Regular Services</b>				
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## Carlton Lakes Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
<b>Regular Services Sub-Total</b>		<b>\$ 0.00</b>		
<b>Additional Services</b>				
Cornerstone Solutions Group	10 76265	\$ 3,677.73		Lawn Maintenance - Mow, Weed, Trim
Meritus Districts	8051	8,400.00		Dissemination Agent/Disclosure Reporting FY 2016 & 2017
Meritus Districts	8060	7,500.00	<b>\$ 15,900.00</b>	Construction Accounting FY 2016 & 2017
<b>Additional Services Sub-Total</b>		<b>\$ 19,577.73</b>		
<b>TOTAL:</b>		<b>\$ 36,396.55</b>		

**Approved (with any necessary revisions noted):**

Signature

Printed Name

**Title (check one):**

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary