

**BUCKHEAD TRAILS
COMMUNITY DEVELOPMENT
DISTRICT**

JANUARY 24, 2024

AGENDA PACKAGE



2005 PAN AM CIRCLE, SUITE 300
TAMPA. FL 33067

Buckhead Trails I Community Development District

Board of Supervisors

Carlos de la Ossa, Chair
Nicholas Dister, Vice-Chairman
Austin Berns, Assistant Secretary
Ryan Motko, Assistant Secretary
Alberto Viera, Assistant Secretary

District Staff

Brian Lamb, District Secretary
Angie Grunwald, District Manager
John Vericker, District Counsel
Tonja Stewart, District Engineer

Regular Meeting Agenda

Wednesday, January 24, 2024, at 1:00 p.m.

The Regular Meeting of Buckhead Trails I Community Development District will be held on **January 24, 2024, at 1:00 p.m. at the Harrison Ranch Clubhouse located at 5755 Harrison Ranch Blvd, Parrish, Florida 34219.** For those who intend to call in below is the Zoom link information. Please let us know at least 24 hours in advance if you are planning to call into the meeting.

Zoom Meeting

<https://zoom.us/j/91295341135?pwd=VElvVi9pYVBOQ050ZEpVbi9CMElYvUT09>

Meeting ID: 912 9534 1135 Passcode: 992287

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

REGULAR MEETINGS OF THE BOARD OF SUPERVISORS

1. **CALL TO ORDER/ROLL CALL**
2. **PUBLIC COMMENTS ON AGENDA ITEMS** (*Each individual has the opportunity to comment and is limited to three (3) minutes for such comment*)
3. **BUSINESS ITEMS**
 - A. General Matters of the District
4. **CONSENT AGENDA**
 - A. Approval of Minutes of the January 03, 2024, Special Meeting
 - B. Consideration of Operation and Maintenance Expenditures December 2023
 - C. Acceptance of the Financials and Approval of the Check Register for December 2023
5. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
6. **BOARD OF SUPERVISORS REQUESTS AND COMMENTS**
7. **ADJOURNMENT**

*The next regularly scheduled meeting is February 28, 2024, at 1:00 p.m

District Office

Inframark
2005 Pan Am Circle
Tampa, Florida 33607

Meeting Location:

Harrison Ranch Clubhouse
5755 Harrison Ranch Blvd
Parrish, Florida 34219

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

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2
3 The regular Meeting of the Board of Supervisors of Buckhead Trails I Community
4 Development District was held on Wednesday, January 3, 2024, and called to order at 1:10 p.m.
5 at the Harrison Ranch Clubhouse located at 5755 Harrison Ranch Blvd, Parrish, Florida 34219.

6
7 Present and constituting a quorum were:

8
9 Carlos de la Ossa Chairperson
10 Nicholas Dister Vice Chairperson
11 Austin Berns Assistant Secretary
12 Ryan Motko Assistant Secretary
13 Alberto Viera Assistant Secretary
14

15 Also present were:

16
17 Angie Grunwald District Manager
18 John Vericker District Counsel
19

20 *The following is a summary of the discussions and actions taken.*

21
22 **FIRST ORDER OF BUSINESS** **Call to Order/Roll Call**

23 Ms. Grunwald called the meeting to order, and a quorum was established.
24

25 **SECOND ORDER OF BUSINESS** **Public Comments on Agenda Items**

26 There being no public comments, the next order of business followed.
27

28 **THIRD ORDER OF BUSINESS** **Business Items**

29 **A. Acceptance of Temporary Non-Exclusive and Conditional Access Easement –**
30 **Oakfield Lakes**

31 **B. Acceptance of Financial Report FY Ending September 30, 2022**
32

33 On MOTION by Mr. Viera seconded by Mr. de la Ossa, with all in 34 favor, the Temporary Non-Exclusive and Conditional Access 35 Easement of Oakfield Lakes and the Financial Report for Fiscal 36 Year Ending September 30, 2022, were accepted. 5-0

37
38 **C. Discussion of Website Requirements**

39 Ms. Grunwald discussed this item with the Board.

40 **D. General Matters of the District.**

41 There being none, the next order of business followed.
42

43 **FOURTH ORDER OF BUSINESS** **Consent Agenda**

44 **A. Approval of Minutes of the September 27, 2023, Regular Meeting**

January 3, 2024

BUCKHEAD TRAILS I CDD

- 45 **B. Consideration of Operation and Maintenance Expenditures September-November**
- 46 **2023**
- 47 **C. Acceptance of the Financials and Approval of the Check Register for November**
- 48 **2023**

50 On MOTION by Mr. de la Ossa seconded by Mr. Viera, with all in
 51 favor, Consent Agenda, was approved. 5-0

52
53 **FIFTH ORDER OF BUSINESS**

Staff Reports

- 54 **A. District Counsel**
- 55 **B. District Engineer**
- 56 **C. District Manager**

57 There being no reports, the next order of business followed.

58
59 **SIXTH ORDER OF BUSINESS**

**Board of Supervisors' Requests and
Comments**

60
61 There being none, the next order of business followed.

62
63 **SEVENTH ORDER OF BUSINESS**

Adjournment

64 There being no further business,

65
66 On MOTION by Mr. de la Ossa seconded by Mr. Viera, with all in
67 favor, the meeting was adjourned. 5-0

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73 _____
74 Angie Grunwald
75 District Manager

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Chairperson/Vice Chairperson

BUCKHEAD TRAILS CDD Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
INFRAMARK LLC	105809	\$2.52		DISRICT SERVICES NOVEMBER 2023
Monthly Contract Subtotal		\$2.52		
Variable Contract				
Variable Contract Subtotal		\$0.00		
Utilities				
Utilities Subtotal		\$0.00		
Regular Services				
GRAU AND ASSOCIATES	24876	\$4,000.00		AUDIT FYE 09/30/2022
STRALEY ROBIN VERICKER	23997	\$1,818.95		GENERAL CONSULTING - PROFESSIONAL SERVICES THRU - 12/08/23
Regular Services Subtotal		\$5,818.95		
Additional Services				
Additional Services Subtotal		\$0.00		
TOTAL		\$5,821.47		

Approved (with any necessary revisions noted):

Signature:

Title (Check one):

Chariman Vice Chariman Assistant Secretary



INVOICE

2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE#

#105809

DATE

11/30/2023

CUSTOMER ID

C2412

NET TERMS

Net 30

BILL TO

Buckhead Trails CDD
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

PO#**DUE DATE**

12/30/2023

Services provided for the Month of: **November 2023**

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Postage	4	Ea	0.63		2.52
Subtotal					2.52

Subtotal	\$2.52
Tax	\$0.00
Total Due	\$2.52

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:

Account Name: INFRAMARK, LLC

ACH - Bank Routing Number: 111000614 / Account Number: 912593196

Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.

Grau and Associates

951 W. Yamato Road, Suite 280
Boca Raton, FL 33431-
www.graucpa.com

Phone: 561-994-9299

Fax: 561-994-5823

*Buckhead Trails Community Development District
2005 Pan Am Circle Ste 300
Tampa, FL 33607*

Invoice No. 24876
Date 12/01/2023

SERVICE	AMOUNT
Audit FYE 09/30/2022	\$ <u>4,000.00</u>
Current Amount Due	\$ <u>4,000.00</u>

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
4,000.00	0.00	0.00	0.00	0.00	4,000.00

Payment due upon receipt.

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400

Federal Tax Id. - 20-1778458

Buckhead Trails Community Development District
2005 Pan Am Circle
Suite 300
Tampa, FL 33607

December 20, 2023
Client: 001586
Matter: 000001
Invoice #: 23997

Page: 1

RE: General

For Professional Services Rendered Through December 08, 2023

SERVICES

Date	Person	Description of Services	Hours	Amount
10/21/2023	JMV	PREPARE DISTRICT COUNSEL QUARTERLY DISCLOSURE REPORT FOR BOND DISSEMINATION AGENT.	0.3	\$112.50
10/23/2023	JMV	PREPARE MEMO FROM B. RADCLIFF RE: STATUTORY REQUIREMENTS FOR CDD WEBSITES; TELEPHONE CALL WITH B. RADCLIFF.	0.4	\$150.00
10/23/2023	LB	FINALIZE QUARTERLY REPORT TO DISSEMINATION AGENT; PREPARE CORRESPONDENCE TO DISSEMINATION AGENT RE QUARTERLY REPORT FOR PERIOD ENDED SEPTEMBER 30, 2023.	0.3	\$52.50
11/22/2023	JMV	REVIEW CDD AUDIT REQUEST; PREPARE DISTRICT COUNSEL RESPONSE.	1.3	\$487.50
11/29/2023	JMV	REVIEW COMMUNICATION FROM R. PEREZ; REVIEW COMMUNICATION FROM C. DE LA OSSA; REVIEW EASEMENT.	1.3	\$487.50
11/29/2023	WAS	COMMUNICATIONS WITH CHAIR REGARDING EASEMENT TO STARLIGHT; REVIEW TEMPORARY EASEMENT TO STARLIGHT.	1.0	\$325.00
11/29/2023	WAS	PREPARATION OF STATE MANDATED ETHICS TRAINING FOR BOARD OF SUPERVISORS.	0.5	\$162.50
Total Professional Services			5.1	\$1,777.50

DISBURSEMENTS

Date	Description of Disbursements	Amount
1/5/1986	Simplefile E-Recording- Filing Fee- Filing fees	\$41.45

DISBURSEMENTS

Date	Description of Disbursements	Amount
	Total Disbursements	\$41.45
	Total Services	\$1,777.50
	Total Disbursements	\$41.45
	Total Current Charges	\$1,818.95
	Previous Balance	\$2,180.00
	<i>Less Payments</i>	<i>(\$2,180.00)</i>
	PAY THIS AMOUNT	\$1,818.95

Please Include Invoice Number on all Correspondence

Buckhead Trails Community Development District

Financial Statements
(Unaudited)

Period Ending
December 31, 2023

Prepared by:



2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607
Phone (813) 873-7300 ~ Fax (813) 873-7070

BUCKHEAD TRAILS COMMUNITY DEVELOPMENT DISTRICT

Balance Sheet

As of December 31, 2023

(In Whole Numbers)

ACCOUNT DESCRIPTION	SERIES 2022					TOTAL
	GENERAL FUND	SERIES 2022 DEBT SERVICE FUND	CAPITAL PROJECTS FUND	GENERAL FIXED ASSETS FUND	GENERAL LONG-TERM DEBT FUND	
ASSETS						
Cash - Operating Account	\$ 36,060	\$ -	\$ -	\$ -	\$ -	\$ 36,060
Due From Other Funds	499,357	-	-	-	-	499,357
Investments:						
Acq. & Construction - Amenity	-	-	1,212,600	-	-	1,212,600
Acquisition & Construction Account	-	-	1,313,410	-	-	1,313,410
Interest Account	-	1	-	-	-	1
Reserve Fund	-	871,128	-	-	-	871,128
Revenue Fund	-	52,019	-	-	-	52,019
Sinking fund	-	65	-	-	-	65
Fixed Assets						
Construction Work In Process	-	-	-	1,500	-	1,500
Amount To Be Provided	-	-	-	-	12,530,000	12,530,000
TOTAL ASSETS	\$ 535,417	\$ 923,213	\$ 2,526,010	\$ 1,500	\$ 12,530,000	\$ 16,516,140
LIABILITIES						
Accounts Payable	\$ 2,004	\$ -	\$ -	\$ -	\$ -	\$ 2,004
Bonds Payable	-	-	-	-	12,530,000	12,530,000
Due To Other Funds	-	495,458	3,899	-	-	499,357
TOTAL LIABILITIES	2,004	495,458	3,899	-	12,530,000	13,031,361

BUCKHEAD TRAILS COMMUNITY DEVELOPMENT DISTRICT

Balance Sheet

As of December 31, 2023

(In Whole Numbers)

ACCOUNT DESCRIPTION	SERIES 2022					TOTAL
	GENERAL FUND	SERIES 2022 DEBT SERVICE FUND	CAPITAL PROJECTS FUND	GENERAL FIXED ASSETS FUND	GENERAL LONG-TERM DEBT FUND	
FUND BALANCES						
Restricted for:						
Debt Service	-	427,755	-	-	-	427,755
Capital Projects	-	-	2,522,111	-	-	2,522,111
Unassigned:	533,413	-	-	1,500	-	534,913
TOTAL FUND BALANCES	533,413	427,755	2,522,111	1,500	-	3,484,779
TOTAL LIABILITIES & FUND BALANCES	\$ 535,417	\$ 923,213	\$ 2,526,010	\$ 1,500	\$ 12,530,000	\$ 16,516,140

BUCKHEAD TRAILS COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2023
General Fund (001)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Special Assmnts- CDD Collected	\$ 201,125	\$ 293,852	\$ 92,727	146.10%
Developer Contribution	-	21,245	21,245	0.00%
TOTAL REVENUES	201,125	315,097	113,972	156.67%
<u>EXPENDITURES</u>				
<u>Administration</u>				
Supervisor Fees	3,000	-	3,000	0.00%
ProfServ-Administrative	4,500	750	3,750	16.67%
ProfServ-Construction	9,000	-	9,000	0.00%
ProfServ-Dissemination Agent	4,200	-	4,200	0.00%
ProfServ-Info Technology	600	-	600	0.00%
ProfServ-Recording Secretary	2,400	400	2,000	16.67%
ProfServ-Trustee Fees	6,500	-	6,500	0.00%
District Counsel	15,000	2,799	12,201	18.66%
District Engineer	9,500	-	9,500	0.00%
District Manager	25,000	5,100	19,900	20.40%
Accounting Services	9,000	5,700	3,300	63.33%
Auditing Services	6,000	-	6,000	0.00%
Website Compliance	1,800	-	1,800	0.00%
Postage	500	8	492	1.60%
Rentals & Leases	600	-	600	0.00%
Public Officials Insurance	5,000	2,340	2,660	46.80%
Legal Advertising	3,500	199	3,301	5.69%
Miscellaneous Services	250	-	250	0.00%
Bank Fees	200	-	200	0.00%
Financial & Revenue Collections	1,200	-	1,200	0.00%
Meeting Expense	4,000	-	4,000	0.00%
Website Administration	1,200	300	900	25.00%
Office Supplies	100	-	100	0.00%
Dues, Licenses, Subscriptions	175	301	(126)	172.00%
Total Administration	113,225	17,897	95,328	15.81%
<u>Other Physical Environment</u>				
ProfServ-Wildlife Management Service	6,400	-	6,400	0.00%
Contracts-Aquatic Control	38,000	-	38,000	0.00%
Contracts-Pond Maintenance	25,000	-	25,000	0.00%
Contracts-Trash & Debris Removal	9,000	-	9,000	0.00%
Insurance - General Liability	5,000	2,860	2,140	57.20%
Total Other Physical Environment	83,400	2,860	80,540	3.43%

BUCKHEAD TRAILS COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2023
General Fund (001)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>Contingency</u>				
Misc-Contingency	4,500	-	4,500	0.00%
Total Contingency	4,500	-	4,500	0.00%
TOTAL EXPENDITURES	201,125	20,757	180,368	10.32%
Excess (deficiency) of revenues				
Over (under) expenditures	-	294,340	294,340	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		239,073		
FUND BALANCE, ENDING		\$ 533,413		

BUCKHEAD TRAILS COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2023
Series 2022 Debt Service Fund (200)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 11,178	\$ 11,178	0.00%
Special Assmnts- Tax Collector	867,563	-	(867,563)	0.00%
Special Assmnts- CDD Collected	-	118,184	118,184	0.00%
TOTAL REVENUES	867,563	129,362	(738,201)	14.91%
<u>EXPENDITURES</u>				
<u>Debt Service</u>				
Principal Debt Retirement	180,000	-	180,000	0.00%
Interest Expense	687,563	345,919	341,644	50.31%
Total Debt Service	867,563	345,919	521,644	39.87%
TOTAL EXPENDITURES	867,563	345,919	521,644	39.87%
Excess (deficiency) of revenues Over (under) expenditures	-	(216,557)	(216,557)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		644,312		
FUND BALANCE, ENDING		\$ 427,755		

BUCKHEAD TRAILS COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2023
Series 2022 Capital Projects Fund (300)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 49,708	\$ 49,708	0.00%
TOTAL REVENUES	-	49,708	49,708	0.00%
<u>EXPENDITURES</u>				
<u>Construction In Progress</u>				
Construction in Progress	-	2,143,146	(2,143,146)	0.00%
Total Construction In Progress	-	2,143,146	(2,143,146)	0.00%
TOTAL EXPENDITURES	-	2,143,146	(2,143,146)	0.00%
Excess (deficiency) of revenues				
Over (under) expenditures	-	(2,093,438)	(2,093,438)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		4,615,549		
FUND BALANCE, ENDING		<u>\$ 2,522,111</u>		

BUCKHEAD TRAILS COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2023
General Fixed Assets Fund (900)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
TOTAL REVENUES	-	-	-	0.00%
<u>EXPENDITURES</u>				
TOTAL EXPENDITURES	-	-	-	0.00%
Excess (deficiency) of revenues Over (under) expenditures	-	-	-	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		1,500		
FUND BALANCE, ENDING		<u>\$ 1,500</u>		

BUCKHEAD TRAILS CDD

Bank Reconciliation

Bank Account No. 2256 TRUIST - GF Operating
Statement No. 12-23
Statement Date 12/31/2023

G/L Balance (LCY)	36,060.02	Statement Balance	40,060.02
G/L Balance	36,060.02	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	40,060.02
Subtotal	36,060.02	Outstanding Checks	4,000.00
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	36,060.02	Ending Balance	36,060.02
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Checks						
10/24/2023	Payment	1066	RYAN MOTKO	200	200.00	0.00
11/21/2023	Payment	1068	INFRAMARK LLC	4130.67	4,130.67	0.00
12/14/2023	Payment	1070	BUSINESS OBSERVER	70	70.00	0.00
12/14/2023	Payment	1071	INFRAMARK LLC	4127.52	4,127.52	0.00
Total Checks				8,528.19	8,528.19	0.00
Outstanding Checks						
12/21/2023	Payment	1073	GRAU AND ASSOCIATES	4,000.00	0.00	4,000.00
Total Outstanding Checks				4,000.00		4,000.00