

**BRIGHTON LAKES  
COMMUNITY DEVELOPMENT DISTRICT  
JULY 2, 2020**

**AGENDA PACKAGE**



# Brighton Lakes Community Development District

Agenda Page 2

Marcial Rodriguez, Jr. Chairman  
Brenda Jennings, Vice-Chair  
Michelle Incandela, Assistant Secretary  
John Crary, Assistant Secretary  
Mark Peters, Assistant Secretary

Kristen Suit, District Manager  
Tucker Mackie, District Counsel  
Mark Vincutonis, District Engineer  
Ariel Medina, Field Supervisor  
Freddy Blanco, Assistant Field Manager  
Gerry Frawley, CDD Landscaping & Maintenance Liaison

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June 22, 2020

Board of Supervisors  
Brighton Lakes Community Development District

Dear Board Members:

A regular meeting of the Board of Supervisors of the Brighton Lakes Community Development District will be held on Thursday July 2, 2020 at 6:00 pm at the Brighton Lakes Clubhouse, 4250 Brighton Lakes Boulevard, Kissimmee, FL 34746

- 1. PLEDGE OF ALLEGIANCE**
- 2. CALL TO ORDER/ROLL CALL**
- 3. PUBLIC COMMENTS [Limited to 3 Minutes]**
- 4. PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE BUDGET FOR FISCAL YEAR 2021 - *page 4***
  - A. Public Comments
  - B. Consideration of Resolution 2020-07, Adopting the Fiscal Year 2021 Budget - *page 23*
- 5. PUBLIC HEARING TO CONSIDER THE LEVY OF OPERATIONS AND MAINTENANCE ASSESSMENTS FOR FISCAL YEAR 2021**
  - A. Public Comments
  - B. Consideration of Resolution 2020-08, Levying the Assessments - *page 26*
- 6. CDD LANDSCAPE AND MAINTENANCE LIAISON REPORT**
- 7. VENDOR REPORTS**
  - A. Bladerunner
  - B. Magnosec
  - C. Sitex
  - D. Envera
- 8. FIELD MANAGEMENT REPORT - *page 31***
  - A. Camera Proposals – *page 40*
- 9. BUSINESS ADMINISTRATION**
  - A. Consideration of Minutes of the Board of Supervisors Meeting Held on May 7, 2020 – *page 47*
  - B. Consideration of Financial Statement for May 2020 – *page 58*



C. Consideration of Check Register and Invoices for April - May 2020 – *emailed separately*

## **10. BUSINESS ITEMS**

- A. Update on the Inspection of Road Asphalt Damage from Fire and Status of Insurance Claim
- B. Discussion and Consideration of (4) Lots Encroachment Letter and Kariba Court Buffer Easement and Maintenance Guidelines – *page 75*
- C. Discussion of Amenity Reopening Plan
- D. Discussion of Special Meeting on Security Services
  - i. Consideration of Magnosec Contract- *page 77*
- E. Discussion of Email Database

## **11. STAFF REPORTS**

- A. District Engineer
- B. District Counsel
- C. District Manager
  - i. Ratification of Chair Authorizing Expenditures between Meetings - *page 84*

## **12. SUPERVISOR REQUESTS**

- A. Critique of CDD website - *page 86*
- B. Solicitor's in the community
- C. Graffiti in the community
- D. 6-12-2020 Use of Emergency Exit (Car accident closed BLB for three hours)
- E. Access to Pond Margins at night

## **13. ADJOURNMENT**

I look forward to seeing you at the meeting. Please call me if you have any questions.

Sincerely,

Kristen Suit, District Manager



**BRIGHTON LAKES**  
COMMUNITY DEVELOPMENT DISTRICT

***Annual Operating and Debt Service Budget***  
**Fiscal Year 2021**

Approved Tentative Budget  
(Approved on 03/05/20)

Prepared by:





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**BRIGHTON LAKES**  
COMMUNITY DEVELOPMENT DISTRICT

**Operating Budget**  
Fiscal Year 2021



**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2021 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL THRU MAY-2020	PROJECTED JUN- SEP-2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
<b>REVENUES</b>							
Interest - Investments	\$ 15,297	\$ 21,298	\$ 15,000	\$ 10,663	4,337	\$ 15,000	\$ 15,000
Room Rentals	118	240	25	-	25	25	25
Interest - Tax Collector	250	415	350	509	-	509	450
Special Assmnts- Tax Collector	837,624	837,157	962,593	947,289	15,304	962,593	1,186,630
Special Assmnts- Discounts	(30,158)	(30,612)	(38,504)	(35,117)	(3,387)	(38,504)	(47,465)
Other Miscellaneous Revenues	-	-	-	17,230	-	17,230	-
Gate Bar Code/Remotes	2,036	2,577	1,500	1,292	646	1,938	1,500
Access Cards	532	426	500	16	8	24	100
Insurance Reimbursements	-	1,420	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>825,699</b>	<b>832,921</b>	<b>941,464</b>	<b>941,882</b>	<b>16,933</b>	<b>958,815</b>	<b>1,156,240</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
P/R-Board of Supervisors	5,800	9,000	6,000	7,800	1,200	9,000	8,400
FICA Taxes	444	689	459	597	92	689	643
ProfServ-Arbitrage Rebate	-	-	600	-	-	-	600
ProfServ-Dissemination Agent	1,000	-	1,000	-	-	-	-
ProfServ-Engineering	8,523	13,516	7,000	8,115	4,058	12,173	10,000
ProfServ-Legal Services	25,132	58,388	25,000	42,014	21,007	63,021	35,000
ProfServ-Mgmt Consulting Serv	48,313	49,762	51,255	34,170	17,085	51,255	57,255
ProfServ-Property Appraiser	-	-	751	239	-	239	751
ProfServ-Special Assessment	5,483	5,561	5,305	3,537	1,768	5,305	5,305
ProfServ-Trustee Fees	7,177	7,758	8,450	7,758	-	7,758	8,450
Auditing Services	3,800	4,000	4,000	3,400	-	3,400	4,000
Website Compliance	-	-	15,000	2,512	-	2,512	4,000
Communication - Telephone	9,090	3,084	3,300	9,042	4,521	13,563	14,000
Postage and Freight	807	1,854	1,200	661	331	992	1,000
Insurance - General Liability	6,805	9,648	8,060	5,869	2,191	8,060	11,841
Printing and Binding	3,005	4,398	5,832	2,107	1,054	3,161	4,500
Legal Advertising	679	3,370	1,000	706	353	1,059	1,000
Miscellaneous Services	1,263	9,048	2,600	979	490	1,469	2,600
Misc-Assessmnt Collection Cost	11,134	10,710	19,252	18,243	1,009	19,252	23,733
Office Supplies	182	829	800	467	234	701	250
Annual District Filing Fee	175	175	175	175	-	175	175
<b>Total Administrative</b>	<b>138,812</b>	<b>191,790</b>	<b>167,039</b>	<b>148,391</b>	<b>55,391</b>	<b>203,782</b>	<b>193,503</b>
<i>Field</i>							
ProfServ-Field Management	75,900	41,390	41,390	27,593	13,797	41,390	42,632
ProfServ-Field Management - Onsite Staff	-	60,185	60,185	40,123	20,062	60,185	61,991
ProfServ-Field Temp Labor	773	-	-	-	-	-	-
Contracts-Landscape	159,284	185,660	217,850	145,232	72,618	217,850	217,848
Electricity - General	62,895	58,239	63,000	38,276	19,138	57,414	61,375
Utility - Water & Sewer	2,888	4,235	3,000	3,360	1,680	5,040	4,200
R&M-Common Area	36,632	30,974	15,000	17,591	2,500	20,091	15,000
R&M-Irrigation	1,999	18,724	5,200	1,200	-	1,200	5,200
R&M Lake	26,467	25,198	23,400	15,600	7,800	23,400	23,400



**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2021 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL THRU MAY-2020	PROJECTED JUN- SEP-2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
R&M-Tree Trimming	-	-	20,000	25,900	-	25,900	12,000
Misc-Contingency	2,906	1,604	1,000	3,090	710	3,800	3,000
Capital Reserve	-	44,825	-	-	-	-	-
<b>Total Field</b>	<b>369,744</b>	<b>471,034</b>	<b>450,025</b>	<b>317,965</b>	<b>138,305</b>	<b>456,270</b>	<b>446,646</b>
<b>Gatehouse</b>							
Contracts-Security Services	86,376	84,360	89,328	60,441	28,887	89,328	77,168
R&M-Gate	-	-	18,000	1,576	788	2,364	5,000
Miscellaneous Services	14,622	11,624	-	-	-	-	-
<b>Total Gatehouse</b>	<b>100,998</b>	<b>95,984</b>	<b>107,328</b>	<b>62,017</b>	<b>29,675</b>	<b>91,692</b>	<b>82,168</b>
<b>Capital Expenditures &amp; Projects</b>							
Capital Reserve	-	-	148,300	67,870	-	67,870	250,000
<b>Total Capital Expenditures &amp; Projects</b>	<b>-</b>	<b>-</b>	<b>148,300</b>	<b>67,870</b>	<b>-</b>	<b>67,870</b>	<b>250,000</b>
<b>Road and Street Facilities</b>							
R&M-Roads & Alleyways	842	3,142	6,000	3,585	1,793	5,378	45,000
R&M-Sidewalks	-	-	-	-	-	-	20,000
R&M-Signage	4,474	229	1,000	1,370	685	2,055	1,915
<b>Total Road and Street Facilities</b>	<b>5,316</b>	<b>3,371</b>	<b>7,000</b>	<b>4,955</b>	<b>2,478</b>	<b>7,433</b>	<b>66,915</b>
<b>Community Center</b>							
Contracts-Security Services	35,433	34,999	35,000	15,872	19,128	35,000	43,008
R&M-Clubhouse	11,536	18,947	14,752	11,406	5,703	17,109	20,000
R&M-Pools	20,123	23,456	7,020	14,927	7,464	22,391	49,000
Miscellaneous Services	3,532	1,166	5,000	2,170	1,085	3,255	5,000
Capital Reserve	-	48,135	-	-	-	-	-
<b>Total Community Center</b>	<b>70,624</b>	<b>126,703</b>	<b>61,772</b>	<b>44,375</b>	<b>33,380</b>	<b>77,755</b>	<b>117,008</b>
<b>TOTAL EXPENDITURES</b>	<b>685,494</b>	<b>888,882</b>	<b>941,464</b>	<b>645,573</b>	<b>259,228</b>	<b>904,801</b>	<b>1,156,240</b>
Excess (deficiency) of revenues Over (under) expenditures	140,205	(55,961)	-	296,309	(242,295)	54,015	-
Net change in fund balance	140,205	(55,961)	-	296,309	(242,295)	54,015	-
<b>FUND BALANCE, BEGINNING</b>	<b>1,042,534</b>	<b>1,182,739</b>	<b>1,126,778</b>	<b>1,126,778</b>	<b>-</b>	<b>1,126,778</b>	<b>1,180,793</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,182,739</b>	<b>\$ 1,126,778</b>	<b>\$ 1,126,778</b>	<b>\$ 1,423,087</b>	<b>\$ (242,295)</b>	<b>\$ 1,180,793</b>	<b>\$ 1,180,793</b>



**Budget Narrative**  
Fiscal Year 2021**REVENUES****Interest - Investments**

The District earns interest income on their operating and investment accounts.

**Room Rental**

This revenue is from the rental of rooms at the clubhouse/recreation center.

**Special Assessments - Tax Collector**

The District will levy a non-ad valorem assessment on all of the assessable property within the District in order to pay for the operating expenditures during the fiscal year.

**Special Assessments - Discounts**

Per Section 197.162, Florida Statutes, discounts are allowed for early payments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

**Gate Bar code/Remotes**

This revenue is from the sale of controlled access gate decals.

**Access Cards**

Revenue from the clubhouse access keys.

**EXPENDITURES****Administrative****P/R - Board of Supervisors**

The Florida Statutes allow for each Board member to receive \$200 per meeting, not to exceed \$6,000 paid to each Supervisor for the time devoted to District business and meetings. It is anticipated that there will be six meetings per year with all five Supervisors receiving compensation.

**Fica Taxes**

Payroll taxes on Board of Supervisor's compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

**Professional Services - Engineering**

The District's engineer provides general engineering services to the District, i.e. attendance and preparation for board meetings, review of invoices, and other specifically requested assignments.



**BRIGHTON LAKES**

Community Development District

*General Fund***Budget Narrative**  
Fiscal Year 2021**EXPENDITURES – Administrative (continued)****Professional Services - Legal Services**

The District's Attorney provides general legal services to the District, i.e., attendance and preparation for board meetings, review of contracts, review of agreements and resolutions, and other research assigned as directed by the Board of Supervisors and the District Manager.

**Professional Services - Management Consulting Services**

The District has contracted with Inframark - Infrastructure Management Services to provide management, accounting, and recording secretary services. These services include, but are not limited to, advertising, recording and transcribing of Board meetings, administrative services, budget preparation, financial reporting, and assisting with annual audits.

**Professional Services - Property Appraiser**

The Property Appraiser provides the District with a listing of the legal description of each property parcel within the District boundaries, and the names and addresses of the owners of such property. The District reimburses the Property Appraiser for necessary administrative costs incurred to provide this service. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The budget costs are based on \$1 per parcel.

**Professional Services - Special Assessment**

The District has contracted with Inframark - Infrastructure Management Services to prepare the District's Special Assessment Roll.

**Professional Services - Trustee Fees**

The District pays US Bank an annual fee for trustee services on the Series 2015 and 2017 Special Assessment Bonds. The budgeted amount for the fiscal year is based on standard fees charged plus any out-of-pocket expenses.

**Auditing Services**

The District is required by Florida Statutes to have an independent audit of its financial records on an annual basis. The fees are based on contract amount.

**Communication - Telephone**

The District telephone service charges from four Century Link accounts.

**Postage & Freight**

The District incurs charges for mailing Board meeting agenda packages, invoices to third parties, checks for vendors, and other required correspondence.



**Budget Narrative**  
Fiscal Year 2021

<b>EXPENDITURES – Administrative (continued)</b>
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**Insurance - General Liability & Property**

The District's General Liability, Public Officials Liability & Property Insurance policy is with Florida Municipal Insurance Trust (FMIT). FMIT specializes in providing insurance coverage to governmental agencies.

**Printing & Binding**

The District incurs charges for printing and binding agenda packages and printing computerized checks, correspondence, stationery, envelopes, and other printed material.

**Legal Advertising**

Board meetings and other services are required to be advertised, such as public bidding advertisements, assessment resolutions, meeting notices, and any other advertising that may be required.

**Miscellaneous - Services**

Bank charges and any other miscellaneous expenditures that may be incurred during the year.

**Misc - Assessment Collection Costs**

The District reimburses the Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs is based on a maximum of 2% of the anticipated assessment collections.

**Office Supplies**

The District incurs charges for supplies that need to be purchased during the fiscal year, including copier and printer toner cartridges, paper, file folders, binders, pens, paper clips, and other such office supplies.

**Annual District Filling Fee**

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only anticipated expenditure for this category.



**BRIGHTON LAKES**

Community Development District

*General Fund***Budget Narrative**  
Fiscal Year 2021**EXPENDITURES – Field****Professional Services - Field Management**

Includes payroll and overhead costs associated with the services being provided under a management consulting contract with Inframark - Infrastructure Management Services. This includes employees utilized in the field.

**Professional Services - Field Management – Onsite Staff**

Costs for personnel at the Amenity Center.

**Contracts - Landscape**

Annual contract with Blade Runners Landscaping.

**Electricity - General**

Electricity for accounts with Kissimmee Utility Authority for street lighting, front entry features, fountains and irrigation well.

**Utility – Water & Sewer**

Expense for accounts with TOHO for water and sewer.

**R&M - Common Area**

This category is for any items related to maintenance of common areas that are not covered in other field services line items.

**R&M - Irrigation**

This category is for any items related to maintenance of irrigation areas that are not covered in other field services line items.

**R&M - Lake**

Scheduled maintenance consists of monthly inspections and treatment of lakes. Herbiciding will consist of chemical treatments. Algae control will include hand removal and chemical treatments.

**R&M – Tree Trimming**

BladeRunners Landscaping (per agreement) – Bush Hogging \$1,500 per day.

**Misc - Contingency**

This represents any additional unanticipated expenditures that are incurred during the year that may not have been provided for in the other budget categories.



**BRIGHTON LAKES**

Community Development District

*General Fund***Budget Narrative**  
Fiscal Year 2021**EXPENDITURES- Gatehouse****Contracts - Security System**

Annual contract with Envera Security System.

**Miscellaneous Services**

This category is for any items related to maintenance of the gatehouse that are not covered in other budget line items.

**Capital Expenditures & Projects**

Expenses related to new projects within the district.

**EXPENDITURES- Road and Street Facilities****R&M - Roads & Alleyways**

Road repairs and Emergency Exit Gate Project.

**R&M - Sidewalks**

Scheduled maintenance consists of cleaning, repair and replacement. Significant replacements in excess of \$20,000 are funded through the maintenance reserves.

**R&M - Signage**

Scheduled maintenance consists of cleaning, repair and replacement. Significant replacements in excess of \$500 are funded through the maintenance reserves.

**EXPENDITURES- Community Center****Contracts - Security Services**

MagneSec Corp. contract \$16 per hour / 56 hrs. per week.

**R&M - Clubhouse**

Contract with Exercise Systems to maintain fitness equipment, Contract with Bright House Networks for Cable Service and a Contract with Terminix for Termite and Pest Control.

**R&M - Pools**

Pool vendor Bi-Monthly Maintenance, Pool repairs &amp; Pool furniture.

**R&M - Miscellaneous Services**

This category is for any items related to maintenance of the park and recreation area that are not covered in other budget line items.



## Community Development District

**Exhibit "A"**  
Allocation of Fund Balances

**AVAILABLE FUNDS**

	<b><u>Amount</u></b>
Anticipated Beginning Fund Balance - Fiscal Year 2021	\$ 1,180,793
Net Change in Fund Balance - Fiscal Year 2021	-
Reserves - Fiscal Year 2021	250,000
<b>Total Funds Available (Estimated) - 09/30/2021</b>	<b>1,430,793</b>

**ALLOCATION OF AVAILABLE FUNDS*****Assigned Fund Balance***

Operating Reserve - First Quarter Operating Capital	226,560	(1)
Clubhouse	31,865	
Field	91,995	
Landscape	190,967	
Recreation Facilities	101,817	
Roadways	350,094	
Capital Reserve: Reserve Study - FY20	148,300	
Capital Reserve FY21 Proposed	250,000	
Less: FY 2020 Expenditures		
Inframark Fees for Add'l Field Service	(34,538)	
Athletic Court Resurfacing	(11,970)	
Brick Paver Installation	(10,254)	
Sidewalk repairs	(11,108)	(67,870)

<b>Total Allocation of Available Funds</b>	<b>1,323,727</b>
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<b>Total Unassigned (undesigned) Cash</b>	<b>\$ 107,065</b>
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**Notes**

(1) Represents approximately 3 months of operating expenditures.



**BRIGHTON LAKES**  
COMMUNITY DEVELOPMENT DISTRICT

**Debt Service Budgets**  
Fiscal Year 2021



## Summary of Revenues, Expenditures and Changes in Fund Balances

Fiscal Year 2021 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL THRU MAY-2020	PROJECTED JUN- SEP-2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
<b>REVENUES</b>							
Interest - Investments	\$ 2,145	\$ 4,130	\$ 3,000	\$ 1,490	\$ 745	\$ 2,235	\$ 2,500
Special Assmnts- Tax Collector	210,660	210,541	210,541	207,194	3,347	210,541	210,541
Special Assmnts- Discounts	(7,585)	(7,698)	(8,422)	(7,681)	(741)	(8,422)	(8,422)
<b>TOTAL REVENUES</b>	<b>205,220</b>	<b>206,973</b>	<b>205,119</b>	<b>201,003</b>	<b>3,351</b>	<b>204,354</b>	<b>204,619</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	2,534	2,694	4,211	3,990	221	4,211	4,211
<b>Total Administrative</b>	<b>2,534</b>	<b>2,694</b>	<b>4,211</b>	<b>3,990</b>	<b>221</b>	<b>4,211</b>	<b>4,211</b>
<i>Debt Service</i>							
Principal Debt Retirement	95,000	100,000	105,000	105,000	-	105,000	110,000
Interest Expense	101,592	97,739	93,940	93,940	-	93,940	89,425
<b>Total Debt Service</b>	<b>196,592</b>	<b>197,739</b>	<b>198,940</b>	<b>198,940</b>	<b>-</b>	<b>198,940</b>	<b>199,425</b>
<b>TOTAL EXPENDITURES</b>	<b>199,126</b>	<b>200,433</b>	<b>203,151</b>	<b>202,930</b>	<b>221</b>	<b>203,151</b>	<b>203,636</b>
Excess (deficiency) of revenues Over (under) expenditures	6,094	6,540	1,968	(1,927)	3,130	1,203	983
<b>OTHER FINANCING SOURCES (USES)</b>							
Contribution to (Use of) Fund Balance	-	-	1,968	-	-	-	983
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>1,968</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>983</b>
Net change in fund balance	6,094	6,540	1,968	(1,927)	3,130	1,203	983
<b>FUND BALANCE, BEGINNING</b>	<b>186,457</b>	<b>192,551</b>	<b>199,091</b>	<b>199,091</b>	<b>-</b>	<b>199,091</b>	<b>200,294</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 192,551</b>	<b>\$ 199,091</b>	<b>\$ 201,059</b>	<b>\$ 197,164</b>	<b>\$ 3,130</b>	<b>\$ 200,294</b>	<b>\$ 201,277</b>



**AMORTIZATION SCHEDULE**

## SPECIAL ASSESSMENT BONDS

<b>Period Ending</b>	<b>Balance</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Annual Debt Service</b>
11/1/2020	2,205,000			45,080	45,080	
5/1/2021	2,205,000	110,000	4.000%	44,345	154,345	199,425
11/1/2021	2,095,000			42,831	42,831	
5/1/2022	2,095,000	115,000	4.000%	42,133	157,133	199,964
11/1/2022	1,980,000			40,480	40,480	
5/1/2023	1,980,000	120,000	4.000%	39,820	159,820	200,300
11/1/2023	1,860,000			38,027	38,027	
5/1/2024	1,860,000	120,000	4.000%	37,613	157,613	195,640
11/1/2024	1,740,000			35,573	35,573	
5/1/2025	1,740,000	130,000	4.000%	34,993	164,993	200,567
11/1/2025	1,610,000			32,916	32,916	
5/1/2026	1,610,000	135,000	4.000%	32,379	167,379	200,294
11/1/2026	1,475,000			30,156	30,156	
5/1/2027	1,475,000	140,000	4.000%	29,664	169,664	199,819
11/1/2027	1,335,000			27,293	27,293	
5/1/2028	1,335,000	145,000	4.000%	26,997	171,997	199,290
11/1/2028	1,190,000			24,329	24,329	
5/1/2029	1,190,000	150,000	4.000%	23,932	173,932	198,261
11/1/2029	1,040,000			21,262	21,262	
5/1/2030	1,040,000	155,000	4.000%	20,916	175,916	197,178
11/1/2030	885,000			18,093	18,093	
5/1/2031	885,000	165,000	4.000%	17,798	182,798	200,892
11/1/2031	720,000			14,720	14,720	
5/1/2032	720,000	170,000	4.000%	14,560	184,560	199,280
11/1/2032	550,000			11,244	11,244	
5/1/2033	550,000	175,000	4.000%	11,061	186,061	197,306
11/1/2033	375,000			7,667	7,667	
5/1/2034	375,000	185,000	4.000%	7,542	192,542	200,208
11/1/2034	190,000			3,884	3,884	
5/1/2035	190,000	190,000	4.000%	3,821	193,821	197,706
<b>Totals</b>		<b>2,205,000</b>		<b>781,129</b>	<b>2,986,129</b>	<b>2,986,129</b>



**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2021 Approved Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2019	ACTUAL THRU MAY-2020	PROJECTED JUN- SEP-2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
<b>REVENUES</b>							
Interest - Investments	\$ 224	\$ 366	\$ 200	\$ 496	\$ 248	\$ 744	\$ 500
Special Assmnts- Tax Collector	254,990	220,651	220,651	217,143	3,508	220,651	220,651
Special Assmnts- Discounts	(9,182)	(8,069)	(8,826)	(8,050)	(776)	(8,826)	(8,826)
<b>TOTAL REVENUES</b>	<b>246,032</b>	<b>212,948</b>	<b>212,025</b>	<b>209,589</b>	<b>2,980</b>	<b>212,569</b>	<b>212,325</b>
<b>EXPENDITURES</b>							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	3,655	2,822	4,413	4,182	231	4,413	4,413
Debt Retirement Other	-	-	-	7,928	-	7,928	-
<b>Total Administrative</b>	<b>3,655</b>	<b>2,822</b>	<b>4,413</b>	<b>12,110</b>	<b>231</b>	<b>12,341</b>	<b>4,413</b>
<i>Debt Service</i>							
Principal Debt Retirement	133,000	138,000	142,000	142,000	-	142,000	147,000
Debt Retirement Series A	-	32,878	-	-	-	-	-
Interest Expense	48,107	71,305	66,820	66,820	-	66,820	62,205
<b>Total Debt Service</b>	<b>181,107</b>	<b>242,183</b>	<b>208,820</b>	<b>208,820</b>	<b>-</b>	<b>208,820</b>	<b>209,205</b>
<b>TOTAL EXPENDITURES</b>	<b>184,762</b>	<b>245,005</b>	<b>213,233</b>	<b>220,930</b>	<b>231</b>	<b>221,161</b>	<b>213,618</b>
Excess (deficiency) of revenues			-				
Over (under) expenditures	61,270	(32,057)	(1,208)	(11,341)	2,749	(8,592)	(1,293)
<b>OTHER FINANCING SOURCES (USES)</b>							
Interfund Transfer - In			-	-	-	-	-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>(1,208)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,293)</b>
Net change in fund balance	61,270	(32,057)	(1,208)	(11,341)	2,749	(8,592)	(1,293)
<b>FUND BALANCE, BEGINNING</b>	<b>34,321</b>	<b>95,591</b>	<b>63,534</b>	<b>63,534</b>	<b>-</b>	<b>63,534</b>	<b>54,942</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 95,591</b>	<b>\$ 63,534</b>	<b>\$ 62,326</b>	<b>\$ 52,193</b>	<b>\$ 2,749</b>	<b>\$ 54,942</b>	<b>\$ 53,649</b>



**AMORTIZATION SCHEDULE**

**SPECIAL ASSESSMENT BONDS**

<b>Period Ending</b>	<b>Coupon</b>	<b>Principal Balance</b>	<b>Interest</b>	<b>Debt Service</b>	<b>Annual Debt Service</b>
11/1/2020			31,103	31,103	
5/1/2021	3.250%	147,000	31,103	178,103	209,205
11/1/2021			28,714	28,714	
5/1/2022	3.250%	152,000	28,714	180,714	209,428
11/1/2022			26,244	26,244	
5/1/2023	3.250%	157,000	26,244	183,244	209,488
11/1/2023			23,693	23,693	
5/1/2024	3.250%	162,000	23,693	185,693	209,385
11/1/2024			21,060	21,060	
5/1/2025	3.250%	167,000	21,060	188,060	209,120
11/1/2025			18,346	18,346	
5/1/2026	3.250%	173,000	18,346	191,346	209,693
11/1/2026			15,535	15,535	
5/1/2027	3.250%	179,000	15,535	194,535	210,070
11/1/2027			12,626	12,626	
5/1/2028	3.250%	185,000	12,626	197,626	210,253
11/1/2028			9,620	9,620	
5/1/2029	3.250%	191,000	9,620	200,620	210,240
11/1/2029			6,516	6,516	
5/1/2030	3.250%	197,000	6,516	203,516	210,033
11/1/2030			3,315	3,315	
5/1/2031	3.250%	204,000	3,315	207,315	210,630
Totals		1,914,000	393,543	2,307,543	2,307,543



**BRIGHTON LAKES**

Community Development District

*Debt Service Funds*

**Budget Narrative**  
Fiscal Year 2021

**REVENUES**

**Interest - Investments**

The District earns interest income on their accounts trust accounts with US Bank.

**Special Assessment - Tax Collector**

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the debt service expenditures. The District will assess the maximum annual debt service amount.

**Special Assessment - Discounts**

Per Section 197.162, Florida Statutes, discounts are allowed for early payments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

**EXPENDITURES - Administrative**

**Misc. - Assessment Collection Costs**

The District reimburses the Tax Collector for her or his necessary administrative costs. Per the Florida Statutes, administrative costs shall include, but not be limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. The District also compensates the Tax Collector for the actual cost of collection or 2% on the amount of special assessments collected and remitted, whichever is greater. The budget for collection costs is based on a maximum of 2% of the anticipated assessment collections.

**Expenditures- Debt Service**

**Principal Debt Retirement**

The District pays regular principal payments annually in order to pay down/retire the debt.

**Interest Expense**

The District pays interest expense on the debt twice during the year.



**BRIGHTON LAKES**  
COMMUNITY DEVELOPMENT DISTRICT

**Supporting Budget Schedules**  
Fiscal Year 2021



**Comparison of Non-Ad Valorem Assessment Rates  
Fiscal Year 2021 vs. Fiscal Year 2020**

Product	General Fund 001			2015A DS Per Unit			2017A DS Per Unit			Total Assessments per Unit			Units	Bond Units 2015	Bond Units 2017
	FY 2021	FY 2020	Percent Change	FY 2021	FY 2020	Percent Change	FY 2021	FY 2020	Percent Change	FY 2021	FY 2020	Percent Change			
1/3 Acre Lot	\$1,580.07	\$1,281.75	23.3%	\$0.00	\$0.00	n/a	\$976.76	\$976.76	0%	\$2,556.82	\$2,258.51	13%	7	0	6
1/2 Acre Lot	\$1,580.07	\$1,281.75	23.3%	\$0.00	\$0.00	n/a	\$976.76	\$976.76	0%	\$2,556.82	\$2,258.51	13%	4	0	4
65' lot	\$1,580.07	\$1,281.75	23.3%	\$0.00	\$0.00	n/a	\$488.38	\$488.38	0%	\$2,068.44	\$1,770.13	17%	244	0	241
85' lot	\$1,580.07	\$1,281.75	23.3%	\$0.00	\$0.00	n/a	\$586.06	\$586.06	0%	\$2,166.12	\$1,867.81	16%	162	0	159
H - 65' lot	\$1,580.07	\$1,281.75	23.3%	\$ 632.26	\$632.26	0%	\$0.00	\$0.00	n/a	\$2,212.32	\$1,914.01	16%	100	100	0
I - 65' lot	\$1,580.07	\$1,281.75	23.3%	\$ 632.26	\$632.26	0%	\$0.00	\$0.00	n/a	\$2,212.32	\$1,914.01	16%	84	84	0
J - 65' lot	\$1,580.07	\$1,281.75	23.3%	\$ 632.26	\$632.26	0%	\$0.00	\$0.00	n/a	\$2,212.32	\$1,914.01	16%	150	149	0
													<b>751</b>	<b>333</b>	<b>410</b>



## RESOLUTION 2020-07

### THE ANNUAL APPROPRIATION RESOLUTION OF THE BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020, AND ENDING SEPTEMBER 30, 2021; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2020, submitted to the Board of Supervisors (“**Board**”) of the Brighton Lakes Community Development District (“**District**”) proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Fiscal Year 2020/2021**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, at least sixty (60) days prior to the adoption of the Proposed Budget, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), *Florida Statutes*; and

**WHEREAS**, the Board set a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), *Florida Statutes*; and

**WHEREAS**, the District Manager posted the Proposed Budget on the District’s website at least two days before the public hearing; and

**WHEREAS**, Section 190.008(2)(a), *Florida Statutes*, requires that, prior to October 1<sup>st</sup> of each year, the Board, by passage of the Annual Appropriation Resolution, shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

**WHEREAS**, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

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

#### SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.



- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Brighton Lakes Community Development District for the Fiscal Year Ending September 30, 2021.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

## SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2020/2021, the sum of \$ \_\_\_\_\_ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ _____
DEBT SERVICE FUND(S)	\$ _____
TOTAL ALL FUNDS	\$ _____

## SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2020/2021 or within 60 days following the end of the Fiscal Year 2020/2021 may amend its Adopted Budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.



- c. By resolution, the Board may increase any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.
- d. Any other budget amendments shall be adopted by resolution and consistent with Florida law.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this Section 3 and Section 189.016, *Florida Statutes*, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget under subparagraphs c. and d. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

**SECTION 4. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 2<sup>nd</sup> DAY OF JULY, 2020.**

ATTEST:

**BRIGHTON LAKES COMMUNITY  
DEVELOPMENT DISTRICT**

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

By:\_\_\_\_\_

Its:\_\_\_\_\_



**RESOLUTION 2020-08**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2020/2021; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

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

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

**WHEREAS**, the District has constructed or acquired various infrastructure improvements and provides certain services in accordance with the District’s adopted capital improvement plan and Chapter 190, *Florida Statutes*; and

**WHEREAS**, the Board of Supervisors (“**Board**”) of the District hereby determines to undertake various operations and maintenance and other activities described in the District’s budget (“**Adopted Budget**”) for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Fiscal Year 2020/2021**”), attached hereto as **Exhibit “A”** and incorporated by reference herein; and

**WHEREAS**, the District must obtain sufficient funds to provide for the operation and maintenance of the services and facilities provided by the District as described in the Adopted Budget; and

**WHEREAS**, the provision of such services, facilities, and operations is a benefit to lands within the District; and

**WHEREAS**, Chapter 190, *Florida Statutes*, provides that the District may impose special assessments on benefitted lands within the District; and

**WHEREAS**, it is in the best interests of the District to proceed with the imposition of the special assessments for operations and maintenance in the amount set forth in the Adopted Budget; and

**WHEREAS**, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2020/2021; and



**WHEREAS**, Chapter 197, *Florida Statutes*, provides a mechanism pursuant to which such special assessments may be placed on the tax roll and collected by the local tax collector (“**Uniform Method**”), and the District has previously authorized the use of the Uniform Method by, among other things, entering into agreements with the Property Appraiser and Tax Collector of the County for that purpose; and

**WHEREAS**, it is in the best interests of the District to adopt the Assessment Roll of the Brighton Lakes Community Development District (“**Assessment Roll**”) attached to this Resolution as **Exhibit “B”** and incorporated as a material part of this Resolution by this reference, and to certify the Assessment Roll to the County Tax Collector pursuant to the Uniform Method; and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll, certified to the County Tax Collector by this Resolution, as the Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

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

**SECTION 1. BENEFIT & ALLOCATION FINDINGS.** The Board hereby finds and determines that the provision of the services, facilities, and operations as described in **Exhibit “A”** confers a special and peculiar benefit to the lands within the District, which benefit exceeds or equals the cost of the assessments. The allocation of the assessments to the specially benefitted lands, as shown in **Exhibits “A” and “B,”** is hereby found to be fair and reasonable.

**SECTION 2. ASSESSMENT IMPOSITION.** Pursuant to Chapters 190 and 197, *Florida Statutes*, and using the procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefitted lands within the District, and in accordance with **Exhibits “A” and “B.”** The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution. Moreover, pursuant to Section 197.3632(4), *Florida Statutes*, the lien amount shall serve as the “maximum rate” authorized by law for operation and maintenance assessments.

**SECTION 3. COLLECTION.** The collection of the operation and maintenance special assessments and previously levied debt service assessments shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as indicated on **Exhibits “A” and “B.”** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices.

**SECTION 4. ASSESSMENT ROLL.** The Assessment Roll, attached to this Resolution as



**Exhibit “B,”** is hereby certified to the County Tax Collector and shall be collected by the County Tax Collector in the same manner and time as County taxes. The proceeds therefrom shall be paid to the District.

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

**SECTION 6. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**SECTION 7. EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

**PASSED AND ADOPTED** this 2<sup>nd</sup> day of July, 2020.

ATTEST:

**BRIGHTON LAKES COMMUNITY  
DEVELOPMENT DISTRICT**

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

By: \_\_\_\_\_

Its: \_\_\_\_\_

**Exhibit A:** Fiscal Year 2020/2021 Budget  
**Exhibit B:** Assessment Roll



**Exhibit A**  
**Fiscal Year 2020/2021 Budget**



**Exhibit B**  
**Assessment Roll**



# Brighton Lakes CDD Field Management Report

July 2020

Ariel Medina | Field Services Supervisor



313 Campus Street, Celebration, FL 34747  
(O) 407-566-4122 | (M) 281-831-0139 |  
[www.inframarkims.com](http://www.inframarkims.com)

FREDDY BLANCO | Assistant  
Maintenance Manager



313 Campus Street | Celebration, FL 34747  
**Office:** 1.407.566.1935 | **Mobile:**  
1.407.947.2489 | [www.inframarkims.com](http://www.inframarkims.com)





# Content

- General Updates
- Landscape Review
- Field Work Report
- Sitex Report



# General Updates




- Meet with contractors monthly and performed a drive through
- Meet with Gerry Frawley to performed Community Review
- Followed up with vendors on pending items
- Reviewed and processed invoices on a weekly basis
- Returned phone calls
- Solved resident inquires made by phone and email
- Respond to emails and communications as needed
- Performed community light review



# Landscaping Review



**Brighton Lakes Landscape Review Report**

Issue	Location	Date of Drive-thru	Status	Field Manager Comments	Photos
Weed and Disease Control	At Patrician Cir.	5/15/2020	Completed	Weed control service on long bed behind Patrician Cir. And Lowe's fence.	
Irrigation Leak	At Brighton lakes Blvd. near to the Kariba entrance	5/15/2020	Completed	Irrigation leak probably on main line. Provide schedule for repair.	
New plants installation	At Recreation center	5/15/2020	Pending	Provide proposal for new plants installation at small island on from the recreation center. The proposal need to be approved by the board members.	
Palm tree trimming service	Throughout the community	5/15/2020	Completed	Provide schedule to palm tree trimming service.	
New Viburnum irrigation	At Brighton lakes Blvd.	5/15/2020	Completed	new Viburnum are dying. Some are back but others don't look good.	
Sods installation.	At Brighton lakes Blvd.	5/15/2020	Completed	Install sod at the different spot where the dead trees were removed. Only and section is pending. Provide schedule for this job.	



# Work Orders Report

<b>Conservation area Cleaning</b>	<b>Picked up garbage and debris from the conservation areas around the community</b>
<b>PVC Fence cleaning</b>	Cleaned PVC fence at Chapala Dr (behind the PVC fence)
<b>PVC Fence cleaning</b>	Cleaned the PVC fence at Chapala Dr (behind Fox Glen Loop and Heliotrope Loop)
<b>Benches repairs</b>	Pressure washed, repaired, painted and sealed benches
<b>Playground Cleaning</b>	Pressure washed all playgrounds
<b>Playground and Bicycles rack repairs</b>	Replaced old and damaged 4x4 around the playground at Volta Cir. and the bicycles rack as well, replaced old mulch and painted the bicycles racks.
<b>Bench repair and paint job</b>	Repaired bench located at the basketball court and paint basketball poles
<b>Pavers repair</b>	Pavers repaired behind the basketball court near to bus stop
<b>Cleaning storm drain</b>	Cleaning storm drains around all the community
<b>Pressure washer</b>	Pressure washed security guard house and Rec recreation center
<b>Remove graffiti</b>	Removed graffiti throughout the community
<b>Cleaning bubbler storm drain</b>	Cleaned bubbler storm drain behind Chapala Dr. PVC fence
<b>Debris/clean up outflows</b>	Cleaned and remove overgrown vegetation in all ponds outflows structures as per Engineers report
<b>Inlet Repairs</b>	Repaired inlets throughout the community as per Engineers report
<b>Asphalt Repairs</b>	Repaired 5 additional areas of asphalt



## Magnosec Report

No report as Magnosec have not been providing services due to the closing of the Clubhouse



# Sitex Report



**BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT**

**OPERATIONS & MAINTENANCE HIGHLIGHT**

**SITEX AQUATICS MANAGEMENT REPORT**

May 2020



All ponds were treated for shoreline vegetation as needed with a custom grass mix targeted for specific species present.

**POND1**-Grasses and hydrilla treated

**POND2**-Grasses and hydrilla treated

**POND3**- Grasses and Hydrilla treated

**POND4**-Grasses treated

**POND5**-Grasses and Hydrilla treated

**POND6**- Grasses spot treated

**POND7**- Grasses and Hydrilla treated

**POND8**- Shoreline Vegetation treated

**POND9**- Hydrilla treated

**ADDITIONAL NOTES:**

The water levels are beginning to rise from much needed rain fall. Please don't hesitate to reach myself or my staff should you need anything.

Regards

BRIAN FACKLER

Field Operations Manager

Sitex Aquatics Ilc.





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## PREVENTIVE VIDEO SURVEILLANCE SYSTEM MAINTENANCE SERVICE PLAN

### OVERVIEW

In a world where technology quickly becomes more sophisticated and efficient, we tend to ignore the fact that with sophistication and efficiency also becomes a responsibility to maintain proper operating conditions for that technology. As our Video Surveillance devices get smaller and yield more, so they are more sensitive to the negative aspects of our environment. We take for granted the conditions we provide for the operation of our Video Surveillance Systems until buildup over months of neglect manifests itself in system failure and system downtime, resulting in frequently huge drops in productivity and thus losses of revenue which could be entirely avoided with the proper attention to the upkeep and maintenance of sensitive video surveillance systems.

In an effort to mitigate the negative effects of system failure and downtime on the efficiency, performance and productivity of Video Surveillance Systems, **SERVUSAT, LLC** offers a comprehensive Service Plan designed specifically to avoid system failure which results in downtime and loss of revenue. Our recommendation is to implement a practical plan of action to suit your system and budget as well, at the same time, provide the necessary upkeep and maintenance of your Video Surveillance Systems to avoid system failure.





## WHAT AREAS WE ADDRESS IN EACH SESSION

**SERVUSAT, LLC** perform routine preventive maintenance on Video Surveillance Systems in the Following areas for each session:

✓ Physical Cleaning

1. - Internal cleaning
2. - Vacuuming and Blowing
3. - Clean cameras lenses & housings as necessary
4. - Contact Cleaning Product applies as necessary
5. - Exterior cleaning and blowing

✓ Data Integrity Maintenance & Data Backup

- 6.- Verification of Hard Drive Functions
- 7.- Disk cleanup (Removal of temporary files and old videos as necessary)
- 8.- Video Data Backup as necessary
- 9.- Physical Drive Sector Analysis

✓ General Inspection System Infrastructure

10. - Check history of system since last maintenance visit
- 11.- Visually inspect all major components (include cabling & connections where accessible) for signs of deterioration or damage and rectify as necessary





# SERVUSAT

INTEGRATED TECHNOLOGY SOLUTIONS

Automation – Networking Solutions – Audio System – Access Control System  
Video Surveillance System- Cloud Phone System – IT Solution

**P.O.Box #771417 Orlando,**

**Fl. 32877-1417**

**Phones: 407-250-3813 407-729-6819**

[www.Servusat.com](http://www.Servusat.com)




---

12.- Check all control equipment (e.g. monitors, DVRs/NVRs, Etc.) for correct operational and programming. (Include time/date settings)

13.- Check lenses for correct focusing & operation of auto-ins and adjust as necessary

14.- Check lenses for correct field of view and adjust as necessary

15.- Check the satisfactory transmission of images to remote site (where applicable)

16.- Inspect brackets, housings & associated fittings for corrosion or damage

17.- Ensure clamping bolts/brackets are tightened correctly

18.- Repair any minor faults

✓ Software & Security

19.- Inspection of NVR Operating System (Software Updates)

20.- Check Security Vulnerabilities

21.- Analysis of Security (Physical / Cyber)

22.- Inspection of POE Switch Operating System (Software Updates)

✓ Power & Communication

23.- Check POE Switch Power IN/OUT

24.- Check Battery Backup Functionality

25.- Check Battery Backup Unit Life

26.- Check Cable Integrity & Communication





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✓ Documentation & Consulting

27.- General security analysis and recommendations

28.- Documentation of system access credentials available





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## REASONS TO MAINTAIN YOUR VIDEO SURVEILLANCE SYSTEM

### HARDWARE & SOFTWARE

To help in your decision to join in the effort to increase productivity in your Video Surveillance System, the following points are provided for your consideration.

As well planned and implemented Preventive Maintenance Service Plan benefits your company in the following key areas:

- ✓ Reduces need for full time Technician staff expenses
- ✓ Fixed maintenance costs
- ✓ Guaranteed quicker response time to address problems
- ✓ Minimizes downtime due to quicker service and prevention schedule
- ✓ Onsite servicing
- ✓ Discounted excess labor rates
- ✓ Cost savings due to minimized failures in between sessions
- ✓ Overall cost savings due to discounted service rates

**SERVUSAT, LLC** offers the following Preventive Maintenance plans to our clients as partners in an effort to avoid system failure and loss of revenue while at the same time increasing efficiency and productivity, a total solution for your Video Surveillance System needs:





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This proposal is dated on June 10, 2020 created for the Video Surveillance System **(12 IP Cameras, 01 NVR, and 01 Battery Backup)** installed in the Club House's Building. Our proposal price is based on our customer loyalty and equipment's lifetime

## 1 YEAR LOYALTY SPECIAL MAINTENANCE PRICE

### NON-SERVICE CONTRACT:

01 Surveillance Security System Preventive Maintenance **(10% Discounted)** .....**US\$ 675.00**  
**(ONLY One Visit)**

(Payment Terms: 50% in Advance & 50% as soon as the job is finished)

### SERVICE CONTRACT:

01 Surveillance Security System **Bi-Annual** Preventive Maintenance **(12% Discounted)**  
**US\$ 544,00**  
**(Each Visit)**

01 Surveillance Security System **Quarterly** Preventive Maintenance **(15% Discounted)**  
**US\$ 315.00**  
**(Each Visit)**

(Payment Terms: due as soon as the job is finished)

## IMPORTANT NOTES:

If you agree this proposal please send it back signed. Our Administration department will send you the terms and conditions of the Video Surveillance Maintenance Service Agreement





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**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_



# MINUTES OF MEETING

## BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT

The meeting of the Board of Supervisors of the Brighton Lakes Community Development District was held Thursday, May 7, 2020 at 6:00 p.m. teleconference pursuant to Executive Order 20-69 and Section 120.54(5)(b)2, Florida Statutes.

Present and constituting a quorum were:

Marcial Rodriguez, Jr	Chairman
Brenda Jennings	Vice-Chair
Michelle Incandela	Assistant Secretary
John Crary	Assistant Secretary
Mark Peters	Assistant Secretary

Also present were:

Kristen Suit	District Manager
Tucker Mackie	District Attorney
Mark Vincutonis	District Engineer
Ariel Medina	Field Supervisor, Inframark
Gerry Frawley	Landscape & Maintenance CDD Liaison
Lumuel Rivera	Magnosec
Heather Lyons	Envera
Miriam Klocman	Envera
Brian Fackler	Sitex

*The following is a summary of the minutes and actions taken at the May 7, 2020 meeting of the Brighton Lakes CDD.*

### **FIRST ORDER OF BUSINESS** **Pledge of Allegiance**

- The Pledge of Allegiance not recited.

### **SECOND ORDER OF BUSINESS** **Roll Call**

- Ms. Suit called the roll and a quorum was established.

### **THIRD ORDER OF BUSINESS** **Audience Comments**

- Audience comments were received.
  - Requested discussion regarding 11-acre property.
  - Consider what would happen if houses in Brighton Lakes were foreclosed.



**FOURTH ORDER OF BUSINESS****CDD Landscape and Maintenance Liaison  
Report**

- Mr. Frawley provided a report to the Board.
  - Up-lighting on each side of the entrance still illuminates during the day. Mr. Blanco will review this issue.
  - Inframark has walked the ponds and removed trash with a four-wheeler and a trailer. The back side of the berm from Stargrass not the side where the houses are but the other side, there is a section there which never really got cleared. When they did the bush hogs, they cleared half of it, and he is checking to see why this was not finished. Once this is done, they will be able to continue with normal mowing in the area.
- Mr. Frawley mentioned leaking in this area onto the road and further discussion ensued regarding bush hogging.

**FIFTH ORDER OF BUSINESS****Vendors Report****A. Bladerunner**

- No report presented.

**B. Magnosec**

- i. Proposal from Magnosec Security for Additional Days of Coverage
- Ms. Incandela questioned why the security meeting was cancelled. Ms. Suit stated it was due to the Executive Order.
- Mr. Rivera indicated Mr. Medina asked about the possibility of having two more days open and available, so he submitted a new proposal.
- Discussion ensued regarding the communication issues with an officer due to the second complaint regarding her inability to communicate. Mr. Rivera has since removed her from this position.
- Ms. Incandela stated her concern is the issues they had was not communication with residents, but it was the police officer who could not adequately understand this security officer and she sees this as a problem. She thinks it is important to have bilingual officers in the community because they do have some people in their community who only speak Spanish. Mr. Rivera stated they have officers who speak both Spanish and English but not fluently. Ms.



- 75 Incandela indicated her definition of a bilingual individual is someone who can  
76 speak both languages but can be more fluent in one than the other but can  
77 effectively communicate in both languages. Further discussion ensued on this  
78 matter.
- 79 • Discussion ensued regarding holding a workshop to discuss this matter. Ms.  
80 Mackie stated they can hold a workshop virtually as well with respect to any  
81 contract deadlines. Magnosec's contract renews on an annual basis at the end  
82 of the fiscal year September 30, 2020. She knows the proposal is at the request  
83 of the District for potential additional hours beyond the 40 they currently  
84 contracted for. She continued to state the other option was to schedule a  
85 special meeting where this was the only topic so not only could they discuss it  
86 fully, but they could take action, if they wanted to at that meeting. There is no  
87 reason why it must be a workshop.
- 88 • Ms. Incandela asked the Board if they would be interested in having such a  
89 meeting to discuss all the security issues and concerns. Ms. Jennings indicated if  
90 they are having a meeting via Zoom or similar format as she was not comfortable  
91 about meeting in person at this time.
- 92 • Mr. Crary is looking at the Magnosec proposal which was provided within the  
93 agenda package and asked whether they will vote on this at today's meeting or  
94 at some subsequent meeting.
- 95 • Ms. Incandela stated the Board had discussed at some point some additional  
96 hours but does not think it is something which needed to be acted on tonight but  
97 at this point to be considered for information purposes and ultimately at the  
98 meeting to be scheduled.
- 99 • Mr. Medina indicated there were additional items aside from the  
100 communication, the calls, the hours for discussion and agrees about having a  
101 special meeting to discuss these items in more detail.
- 102 • Ms. Incandela stated if everyone was in agreement to have a special meeting just  
103 for the purposes of discussing security issues, concerns and contracts on  
104 consensus it was decided a special meeting will be held for this purpose.



- Mr. Rodriguez stated they are in Phase 1 and most likely the community center will start to reopen and asked if it was okay in keeping the initial security guard until they find something different. The Board agreed with this.
- Ms. Suit indicated they set a date for the special meeting and informed them this meeting had to be noticed and informed the Board, the newspaper is only doing publishing on Thursdays. Discussion ensued regarding the possible meeting date and a meeting location if allowed to meet in person. After discussion, it was decided to have the meeting on June 1, 2020, 5:30 p.m. at the regular meeting location to discuss the security services. Further discussion ensued on this matter.

**C. Sitex**

- Mr. Flacker presented his report to the Board. He discussed several treatments at the entrance pond for Hydrilla. The month before they had dry weather and they did not have much rain, so the ponds were very low and exposed a lot of the Hydrilla. Further discussion ensued regarding the treatment of ponds.
- Mr. Crary asked if Ms. Suit could share the engineers' report with Sitex.

**D. Envera**

- i. Proposals from Envera per Electrical Assessment Summary
- Ms. Suit mentioned the proposal per electrical assessment summary and indicated the Board addressed this at the last meeting and went with Tri-City to do this work.
- At the last meeting, they discussed the gate which had the kiosk loose and leaning. They had a service tech tighten this and it has been completed. They had issues with all the camera lens covers being scratched and all three were replaced in mid-March but then there was an issue with exit camera with the infestation of ants and those were all treated and all the issues were resolved.
- They recommended maintenance go behind those areas and keep an eye to ensure the ants are treated on a regular basis. All the exit cameras are working properly.
- Ms. Jennings asked why are the Volten gates up. She was informed it was installation of new loops which is now completed and there were some wires which needed to be placed along with some cable work and the contractor is



136 coming back tomorrow to complete this work. All Envera's wiring has been  
137 completed.

138 • Mr. Medina stated Envera has been working fast in coordinating all these  
139 replacements.

140 • Mr. Frawley inquired about the location of the ants as he will speak with the  
141 landscaper to this regard and have this maintained. He also mentioned the Envera  
142 sign which has fallen off near the Volten Gate.

143

144 **SIXTH ORDER OF BUSINESS**

**Business Administration**

145 **A. Consideration of Minutes of the Board of Supervisors Meeting Held on**  
146 **March 5, 2020**

147 • Ms. Suit asked if there were any corrections, deletions, or changes to the minutes.  
148 There being none,

149

150 On MOTION by Mr. Crary seconded by Ms. Jennings with all in  
151 favor the Minutes of March 5, 2020 were approved as  
152 presented. 5-0

153

154 **B. Consideration of Financial Statement for March 2020**

155 • Ms. Suit presented the financial statement for March 2020 and asked if there were  
156 any questions or comments. There being none,

157

158 On MOTION by Mr. Crary seconded by Ms. Incandela with all in  
159 favor the financial statement for March 2020 was accepted as  
160 presented. 5-0

161

162 **C. Consideration of Check Register and Invoices for March 2020**

163 • Ms. Suit presented the check register and invoices for March 2020 and she asked  
164 if there were any questions or comments.

165

166 On MOTION by Mr. Crary seconded by Mr. Ms. Incandela with  
167 all in favor the check register and invoices for March 2020 were  
168 approved. 5-0

169

170 **D. Consideration of FY2019 Financial Audit Report by Grau & Associates**

171 • Ms. Suit presented the FY2019 financial audit report from Grau & Associates. She  
172 indicated it was a clean audit. There were no deficiencies and asked if there were  
173 any questions.



- Mr. Crary had a question on page 57 which states how they make their decision on how to elect Board members and from what it states, that information is incorrect and he is worried about this information showing up on such an important report.
- Ms. Suit confirmed the information is correct as the District does use the Osceola County Supervisor of Elections and Ms. Tucker also confirmed the information on the page is correct. However, the wording can be misleading, and Ms. Suit will have this corrected.

On MOTION by Mr. Crary seconded by Ms. Jennings with all in favor the FY2019 Financial Audit Report by Grau & Associates was accepted. 5-0

**E. Consideration of Resolution 2020-06, Confirming the District's Use of the Osceola County Supervisor of Elections to Conduct the District's Election in Conjunction with the General Election**

On MOTION by Mr. Crary seconded by Mr. Rodriguez, Jr with all in favor Resolution 2020-06, confirming the District's Use of the Osceola County Supervisor of Elections to Conduct the District's Election in Conjunction with the General Election was adopted.

**SEVENTH ORDER OF BUSINESS Business Items**

**A. Discussion of Encroachment Tracking Chart**

- Mr. Medina indicated he was asked to have a system in which they can follow-up on what has been done on these properties. They have reviewed the properties and sent the information to Mr. Vincutonis.
- Ms. Mackie stated the Board directed a chart be prepared of all instances throughout the community for the possibility of encroachment which was occurring. The area discussed most recently is the Kariba Court easement area and elsewhere throughout the community.
- Ms. Mackie reviewed and discussed the tracking chart in detail with the Board.

**B. Consideration of Kariba Court Buffer Easement and Maintenance Guidelines**

- The Board reviewed Mr. Crary's proposed buffer easement and maintenance guidelines at the last meeting and District Counsel was asked to review them and



211 make some suggested edits which were discussed at the last meeting. This is the  
212 redline document included in the agenda package. If the Board were to approve  
213 those easements and guidelines at this meeting which would also inform what  
214 they do with respect to some of the orange property which are highlighted in the  
215 section of the chart.

216 • Mr. Crary has looked at the chart and saw the memo from Mr. Vincutonis with  
217 regards to his work to those highlighted in yellow. He thinks the one in the lower  
218 chart regarding the pools should remain in there and stated they are okay to  
219 ensure a historic record is established. When he came on as a new Board member  
220 it is hard to know what went on before but a chart like this would be helpful and  
221 informative.

222 • In terms of the upper chart, he thinks those should be discussed separately and  
223 they decide what they are going to do.

224 • Ms. Mackie stated they can note in the margin that the pool is not located within  
225 the easement area. Also, this helps make the record consistent and the record  
226 not be an ongoing list to the extent that even additional property owners who  
227 complain could be added in the future.

228 • Mr. Crary, he believes they need to decide what the policy is and at that point  
229 make the decision as described by Ms. Mackie.

230 • Ms. Mackie asked if the Board would like to consider the policy first then go back  
231 to the chart. The Board was fine with doing it in this manner. Further discussion  
232 ensued on this matter.

233

234 On MOTION by Mr. Crary seconded by Mr. Rodriguez, Jr with all  
235 in favor the Kariba Court buffer easement and maintenance  
236 guidelines were approved. 5-0

237

238 • Further discussion ensued regarding the policy. Ms. Suit asked Ms. Mackie why  
239 this is not something the HOA is keeping up with and would this not be a violation  
240 to which they have the ability to fine.



- Mr. Crary feels it is important to share this new policy with the HOA only for their information, so they do not approve someone doing something in their backyard which will then be a problem with the CDD.

- Ms. Incandela stated it is her understanding there are new Board members on the HOA and wonders if they can do a workshop or have some sort of invitation for the new Board members to attend one of the CDDs' meetings. She feels it would be better to invite them to attend the CDD meeting so all the information will be on the record and the Board members can all communicate. Further discussion ensued on this matter.

**C. Discussion Regarding FY 2020/2021 Budget and Assessments**

- Ms. Suit indicated at the last meeting the Board approved the FY2021 proposed budget with the increase. The final version was sent to the Board a week after the meeting. There was some discussion before the mailed notice goes out whether the Board wished to stick with the current budget as they have or wanted to reduce assessments. Two things, once they see the annual report from the engineer they will see the amount of funds needed in the future, so the Board needs to keep this in mind as there are a lot of repairs which need to be made. If the Board does so choose to reduce the budget, there are two-line items which they could essentially take away.
- Mr. Crary provided his input on the budget and discussed the emergency exit.

On MOTION by Mr. Crary seconded by Ms. Incandela with all in favor with no changes to the FY2021 proposed budget as presented and approved at the March 5, 2020 meeting, proceeding with sending the mailed notices of increases to the residents and the public hearing on July 2, 2020 was approved.

- Mr. Peters questioned whether Mr. Crary was basing his approval of the budget based on the one project as they need the increase to cover this project. Mr. Rodriguez stated no it is based on the ongoing funds they will need to do ongoing repairs in the future.
- Mr. Peters continued to provide his input on this discussion. Ms. Suit reviewed the budget dollars with the Board. Further discussion ensued.



274

275 **EIGHTH ORDER OF BUSINESS** **Staff Report**

276 **A. Field Manager**

277 i. Follow-up Item Status Update

- 278 • Mr. Medina provided his update report to the Board.

279 ii. Ratification of Electrical Boxes Work Order

- 280 • Mr. Medina provided a proposal for the timers and upgrade the electrical work  
281 which was approved by the Chair.

282

283 On MOTION by Mr. Crary seconded by Ms. Incandela with all in  
284 favor the O & M general services electric boxes proposal in the  
285 amount of \$3,222 executed by the Chair was ratified. 5-0

286

- 287 • Ms. Suit indicated there is a work order proposal from Inframark in the amount  
288 of \$1,950. Mr. Medina stated this work is to be done after the electrical work is  
289 completed.

290

291 On MOTION by Mr. Crary seconded by Ms. Jennings with all in  
292 favor the Inframark work order #0081008 grading and  
293 landscape around the pump in the amount of \$1,950 was  
294 approved. 5-0

295

296 **B. District Engineer**

297 i. Annual Engineer Report

- 298 • Mr. Vincutonis provided a brief overview of the items in the engineer report. He  
299 indicated the items in the letter fall into three or four different categories,  
300 further discussion ensued on this matter.

301

302 On MOTION by Mr. Rodriguez, Jr seconded by Mr. Crary with all  
303 in favor maintenance and repairs of items one to seven, 10, 11  
304 and 13 as per the District Engineers' Annual Report in the  
305 amount not to exceed \$40,000 was approved. 5-0

306

307 **C. District Counsel**

- 308 • Ms. Mackie discussed the opening of the amenity center. She reiterated the  
309 current Executive Order as well as that of the State of Florida, Department of  
310 Health.  
311 • She asked that the Recreational facility and the basketball court be opened with  
312 the Board understanding it is possible to maintain social distancing. Further  
313 discussion ensued on this matter and suggested guidelines provided.



314 **D. District Manager**

- 315 • Ms. Suit presented her report during the budget discussion.

316

317 **NINTH ORDER OF BUSINESS** **Supervisors Request**

- 318 • Supervisor comments were received from Mr. Crary.

319

320 **TENTH ORDER OF BUSINESS** **Adjournment**

321

322 On MOTION by Mr. Rodriguez, Jr seconded by Ms. Jennings  
323 with all in favor the meeting adjourned. 5-0

324

325

326

327

328

329

330 \_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman/Vice-Chair



**9B**



**BRIGHTON LAKES**  
**Community Development District**

*Financial Report*

*May 31, 2020*

Prepared by:





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**BRIGHTON LAKES**  
**Community Development District**

**Financial Statements**

**(Unaudited)**

**May 31, 2020**



## Balance Sheet

May 31, 2020

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2015 DEBT SERVICE FUND	SERIES 2017 DEBT SERVICE FUND	TOTAL
<b>ASSETS</b>				
Cash - Checking Account	\$ 88,549	\$ -	\$ -	\$ 88,549
Interest/Dividend Receivables	205	-	-	205
Due From Other Funds	-	3,620	3,794	7,414
Investments:				
Certificates of Deposit - 12 Months	134,167	-	-	134,167
Money Market Account	1,211,543	-	-	1,211,543
SBA Account	12,792	-	-	12,792
Reserve Fund	-	49,477	20,998	70,475
Revenue Fund	-	144,067	27,401	171,468
<b>TOTAL ASSETS</b>	<b>\$ 1,447,256</b>	<b>\$ 197,164</b>	<b>\$ 52,193</b>	<b>\$ 1,696,613</b>
<b>LIABILITIES</b>				
Accounts Payable	\$ 11,941	\$ -	\$ -	\$ 11,941
Accrued Expenses	4,814	-	-	4,814
Due To Other Funds	7,414	-	-	7,414
<b>TOTAL LIABILITIES</b>	<b>24,169</b>	<b>-</b>	<b>-</b>	<b>24,169</b>
<b>FUND BALANCES</b>				
<b>Restricted for:</b>				
Debt Service	-	197,164	52,193	249,357
<b>Assigned to:</b>				
Operating Reserves	181,888	-	-	181,888
Reserves - Clubhouse	31,865	-	-	31,865
Reserves - Field	91,995	-	-	91,995
Reserves - Landscape	190,967	-	-	190,967
Reserves - Recreation Facilities	101,817	-	-	101,817
Reserves - Roadways	350,049	-	-	350,049
<b>Unassigned:</b>	474,506	-	-	474,506
<b>TOTAL FUND BALANCES</b>	<b>\$ 1,423,087</b>	<b>\$ 197,164</b>	<b>\$ 52,193</b>	<b>\$ 1,672,444</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 1,447,256</b>	<b>\$ 197,164</b>	<b>\$ 52,193</b>	<b>\$ 1,696,613</b>



**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending May 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>REVENUES</b>					
Interest - Investments	\$ 15,000	\$ 10,000	\$ 10,663	\$ 663	71.09%
Room Rentals	25	25	-	(25)	0.00%
Interest - Tax Collector	350	350	509	159	145.43%
Special Assmnts- Tax Collector	962,593	938,761	947,289	8,528	98.41%
Special Assmnts- Discounts	(38,504)	(37,551)	(35,117)	2,434	91.20%
Other Miscellaneous Revenues	-	-	17,230	17,230	0.00%
Gate Bar Code/Remotes	1,500	875	1,292	417	86.13%
Access Cards	500	333	-	(333)	0.00%
Pool Access Key Fee	-	-	16	16	0.00%
<b>TOTAL REVENUES</b>	<b>941,464</b>	<b>912,793</b>	<b>941,882</b>	<b>29,089</b>	<b>100.04%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
P/R-Board of Supervisors	6,000	6,000	7,800	(1,800)	130.00%
FICA Taxes	459	459	597	(138)	130.07%
ProfServ-Arbitrage Rebate	600	-	-	-	0.00%
ProfServ-Dissemination Agent	1,000	1,000	-	1,000	0.00%
ProfServ-Engineering	7,000	4,667	8,115	(3,448)	115.93%
ProfServ-Legal Services	25,000	17,500	42,014	(24,514)	168.06%
ProfServ-Mgmt Consulting Serv	51,255	34,170	34,170	-	66.67%
ProfServ-Property Appraiser	751	751	239	512	31.82%
ProfServ-Special Assessment	5,305	3,537	3,537	-	66.67%
ProfServ-Trustee Fees	8,450	8,450	7,758	692	91.81%
Auditing Services	4,000	4,000	3,400	600	85.00%
Website Compliance	15,000	15,000	2,512	12,488	16.75%
Communication - Telephone	3,300	2,200	9,042	(6,842)	274.00%
Postage and Freight	1,200	800	661	139	55.08%
Insurance - General Liability	8,060	8,060	5,869	2,191	72.82%
Printing and Binding	5,832	3,888	2,107	1,781	36.13%
Legal Advertising	1,000	1,000	706	294	70.60%
Miscellaneous Services	2,600	1,732	979	753	37.65%
Misc-Assessmnt Collection Cost	19,252	18,775	18,243	532	94.76%
Office Supplies	800	533	467	66	58.38%
Annual District Filing Fee	175	175	175	-	100.00%
<b>Total Administration</b>	<b>167,039</b>	<b>132,697</b>	<b>148,391</b>	<b>(15,694)</b>	<b>88.84%</b>



## Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>Field</u></b>					
ProfServ-Field Management	41,390	27,593	27,593	-	66.67%
ProfServ - Field Management Onsite Staff	60,185	40,123	40,123	-	66.67%
Contracts-Landscape	217,850	145,233	145,232	1	66.67%
Electricity - General	63,000	42,000	38,276	3,724	60.76%
Utility - Water & Sewer	3,000	2,000	3,360	(1,360)	112.00%
R&M-Common Area	15,000	10,000	17,591	(7,591)	117.27%
R&M-Irrigation	5,200	3,467	1,200	2,267	23.08%
R&M-Lake	23,400	15,600	15,600	-	66.67%
R&M-Trees and Trimming	20,000	13,333	25,900	(12,567)	129.50%
Misc-Contingency	1,000	667	3,090	(2,423)	309.00%
<b>Total Field</b>	<b>450,025</b>	<b>300,016</b>	<b>317,965</b>	<b>(17,949)</b>	<b>70.65%</b>
<b><u>Gatehouse</u></b>					
Contracts-Security Services	89,328	59,552	60,441	(889)	67.66%
R&M-Gate	18,000	12,000	1,576	10,424	8.76%
<b>Total Gatehouse</b>	<b>107,328</b>	<b>71,552</b>	<b>62,017</b>	<b>9,535</b>	<b>57.78%</b>
<b><u>Capital Expenditures &amp; Projects</u></b>					
Capital Reserve	148,300	-	67,870	(67,870)	45.77%
<b>Total Capital Expenditures &amp; Projects</b>	<b>148,300</b>	<b>-</b>	<b>67,870</b>	<b>(67,870)</b>	<b>45.77%</b>
<b><u>Road and Street Facilities</u></b>					
R&M-Roads & Alleyways	6,000	4,500	3,585	915	59.75%
R&M-Signage	1,000	750	1,370	(620)	137.00%
<b>Total Road and Street Facilities</b>	<b>7,000</b>	<b>5,250</b>	<b>4,955</b>	<b>295</b>	<b>70.79%</b>
<b><u>Community Center</u></b>					
Contracts-Security Services	35,000	23,333	15,872	7,461	45.35%
R&M-Clubhouse	14,752	9,836	11,406	(1,570)	77.32%
R&M-Pools	7,020	4,680	14,927	(10,247)	212.64%
Miscellaneous Services	5,000	3,333	2,170	1,163	43.40%
<b>Total Community Center</b>	<b>61,772</b>	<b>41,182</b>	<b>44,375</b>	<b>(3,193)</b>	<b>71.84%</b>



## Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>TOTAL EXPENDITURES</b>	<b>941,464</b>	<b>550,697</b>	<b>645,573</b>	<b>(94,876)</b>	<b>68.57%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	-	362,096	296,309	(65,787)	0.00%
Net change in fund balance	\$ -	\$ 362,096	\$ 296,309	\$ (65,787)	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2019)</b>	<b>1,126,778</b>	<b>1,126,778</b>	<b>1,126,778</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,126,778</b>	<b>\$ 1,488,874</b>	<b>\$ 1,423,087</b>		



**BRIGHTON LAKES**  
**Community Development District**

**Debt Service Schedules**

**May 31, 2020**



## Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>REVENUES</b>					
Interest - Investments	\$ 3,000	\$ 2,000	\$ 1,490	\$ (510)	49.67%
Special Assmnts- Tax Collector	210,541	205,328	207,194	1,866	98.41%
Special Assmnts- Discounts	(8,422)	(8,214)	(7,681)	533	91.20%
<b>TOTAL REVENUES</b>	<b>205,119</b>	<b>199,114</b>	<b>201,003</b>	<b>1,889</b>	<b>97.99%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
Misc-Assessmnt Collection Cost	4,211	4,107	3,990	117	94.75%
<b>Total Administration</b>	<b>4,211</b>	<b>4,107</b>	<b>3,990</b>	<b>117</b>	<b>94.75%</b>
<b>Debt Service</b>					
Principal Debt Retirement	105,000	105,000	105,000	-	100.00%
Interest Expense	93,940	93,940	93,940	-	100.00%
<b>Total Debt Service</b>	<b>198,940</b>	<b>198,940</b>	<b>198,940</b>	<b>-</b>	<b>100.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>203,151</b>	<b>203,047</b>	<b>202,930</b>	<b>117</b>	<b>99.89%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	1,968	(3,933)	(1,927)	2,006	-97.92%
<b>OTHER FINANCING SOURCES (USES)</b>					
Contribution to (Use of) Fund Balance	1,968	-	-	-	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>1,968</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Net change in fund balance	\$ 1,968	\$ (3,933)	\$ (1,927)	\$ 2,006	-97.92%
<b>FUND BALANCE, BEGINNING (OCT 1, 2019)</b>	<b>199,091</b>	<b>199,091</b>	<b>199,091</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 201,059</b>	<b>\$ 195,158</b>	<b>\$ 197,164</b>		



## Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending May 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>REVENUES</b>					
Interest - Investments	\$ 200	\$ 133	\$ 496	\$ 363	248.00%
Special Assmnts- Tax Collector	220,651	215,188	217,143	1,955	98.41%
Special Assmnts- Discounts	(8,826)	(8,606)	(8,050)	556	91.21%
<b>TOTAL REVENUES</b>	<b>212,025</b>	<b>206,715</b>	<b>209,589</b>	<b>2,874</b>	<b>98.85%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
Misc-Assessmnt Collection Cost	4,413	4,305	4,182	123	94.77%
Debt Retirement - Other	-	-	7,928	(7,928)	0.00%
<b>Total Administration</b>	<b>4,413</b>	<b>4,305</b>	<b>12,110</b>	<b>(7,805)</b>	<b>274.42%</b>
<b>Debt Service</b>					
Principal Debt Retirement	142,000	142,000	142,000	-	100.00%
Interest Expense	66,820	66,820	66,820	-	100.00%
<b>Total Debt Service</b>	<b>208,820</b>	<b>208,820</b>	<b>208,820</b>	<b>-</b>	<b>100.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>213,233</b>	<b>213,125</b>	<b>220,930</b>	<b>(7,805)</b>	<b>103.61%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	(1,208)	(6,410)	(11,341)	(4,931)	938.82%
<b>OTHER FINANCING SOURCES (USES)</b>					
Contribution to (Use of) Fund Balance	(1,208)	-	-	-	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(1,208)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Net change in fund balance	\$ (1,208)	\$ (6,410)	\$ (11,341)	\$ (4,931)	938.82%
<b>FUND BALANCE, BEGINNING (OCT 1, 2019)</b>	<b>63,534</b>	<b>63,534</b>	<b>63,534</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 62,326</b>	<b>\$ 57,124</b>	<b>\$ 52,193</b>		



**Notes to the Financial Statements**

**May 31, 2020**

**General Fund**

► **Assets**

■ **Cash and Investments** - The District has two CD's with varying maturities one Money Market and one Checking account. (See Cash & Investments Report for further details).

■ **Interest/Dividend Receivable** - Year end accruals for CD's as of September 2019.

■ **Due From Other Funds** - Assessment collections due to Debt Service.

► **Liabilities**

■ **Accounts Payable** - Invoices for current month not paid in current month.

■ **Accrued Expenses** - Electricity - General & Water.

► **Fund Balance**

■ **Assigned To** - Reserves approved by board:

Operating Reserve	181,888
Reserves - Clubhouse	31,865
Reserves - Field	91,995
Reserves - Landscape	190,967
Reserves - Recreation Facilities	101,817
Reserves - Roadways	350,049

**TOTAL \$ 948,581**



## Notes to the Financial Statements

**May 31, 2020**

### Financial Overview / Highlights

- ▶ Total Non-Ad valorem special assessments are 98% collected.
- ▶ The General Fund expenditures are at 69% of the YTD Adopted budget higher than the prorated 67%.
- ▶ Other Miscellaneous Revenue - HOA Deposit for Tree Trimming.
- ▶ Significant variances explained below.

### Variance Analysis

Account Name	Annual Budget	YTD Actual	% YTD Budget	Explanation
<b>Expenditures</b>				
<u><b>Administrative</b></u>				
P/R-Board of Supervisors	\$ 6,000	\$ 7,800	130%	Board meetings not budgeted for.
FICA-Taxes	\$ 459	\$ 597	130%	Payroll taxes not budgeted for.
ProfServ-Legal Services	\$ 25,000	\$ 42,014	168%	HOA Litigation & Amenity incident not budgeted for.
ProfServ-Trustee Fees	\$ 8,450	\$ 7,758	92%	Trustee fees paid in full.
Auditing Services	\$ 4,000	\$ 3,400	85%	Grau & Associates fee for FY19 audit paid in full.
Communication - Telephone	\$ 3,300	\$ 9,042	274%	All phone / internet is now coded to Administrative - Finance.
Insurance - General Liab	\$ 8,060	\$ 5,869	73%	3rd installment was Paid in April '20.
Miscellaneous Services	\$ 2,600	\$ 979	38%	Bank fees, Email & Domain renewals.
Annual District Filing Fee	\$ 175	\$ 175	100%	Paid in full.
<u><b>Field</b></u>				
Utility-Water & Sewer	\$ 3,000	\$ 3,360	112%	The water base charge has increased from \$5.82 to \$6.05 in FY20.
R&M-Common Area	\$ 15,000	\$ 29,795	199%	Sod replacement at pool area, new drainage pipe for Tennis court, new Viburnum at Guard House & paver repairs.
R&M-Tress and Trimming	\$ 20,000	\$ 25,900	130%	One time cleanup of wetlands & Removal of 3 dead trees @ Guardhouse
Misc-Contingency	\$ 1,000	\$ 3,090	309%	Refuse removal & reimbursement to Celebration CDD for container use not budgeted for.
<u><b>Road and Street Facilities</b></u>				
R&M-Signage	\$ 1,000	\$ 1,370	137%	14 Vinyl Alligator signs not budgeted for.



**Notes to the Financial Statements**

**May 31, 2020**

Account Name	Annual Budget	YTD Actual	% YTD Budget	Explanation
<b><u>Community Center</u></b>				
R&M - Clubhouse	\$ 14,752	\$ 11,406	77%	Pest control & repairs to Gym equipment & new Treadmill.
R&M - Pools	\$ 7,020	\$ 14,927	213%	Pool Chemicals, new Chemical feeder & new chemical feed pump.

**Debt Service Notes**

► **Revenue**

- **2015 Series DS** - Special Assessments Tax Collector collections are 98% collected.
- **2017 Series DS** - Special Assessments Tax Collector collections are 98% collected.

► **Expenses**

- **2015 Series DS** - Interest and Principal payments were paid in full.
- **2017 Series DS** - Interest and Principal payments were paid in full.



**BRIGHTON LAKES**  
**Community Development District**

**Supporting Schedules**

**May 31, 2020**



**Non-Ad Valorem Special Assessments - Osceola County Tax Collector  
(Monthly Collection Distributions)  
For the Fiscal Year Ending September 30, 2020**

					ALLOCATION BY FUND		
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	General Fund	Series 2015 Debt Service Fund	Series 2017 Debt Service Fund
<b>Assessments Levied FY 2020</b>				\$ 1,393,785	\$ 962,593	\$ 210,541	\$ 220,651
<b>Allocation %</b>				100%	69.06%	15.11%	15.83%
11/12/19	\$ 21,307	\$ 1,205	\$ 435	\$ 22,946	\$ 15,848	\$ 3,466	\$ 3,633
11/22/19	79,156	3,365	1,615	84,137	58,108	12,709	13,320
12/06/19	993,076	42,222	20,267	1,055,565	729,007	159,451	167,107
12/23/19	54,491	2,257	1,112	57,860	39,960	8,740	9,160
01/10/20	24,569	775	501	25,846	17,850	3,904	4,092
01/13/20	11,325	357	231	11,914	8,228	1,800	1,886
02/12/20	25,332	567	517	26,416	18,244	3,990	4,182
02/12/20	1,397	29	28	1,454	1,004	220	230
03/09/20	17,859	203	364	18,426	12,726	2,783	2,917
04/13/20	11,110	-	227	11,336	7,829	1,712	1,795
04/13/20	30,779	37	628	31,444	21,716	4,750	4,978
05/12/20	1,988	-	41	2,029	1,401	306	321
05/12/20	21,976	(171)	448	22,254	15,369	3,362	3,523
<b>TOTAL</b>	<b>\$ 1,294,364</b>	<b>\$ 50,847</b>	<b>\$ 26,416</b>	<b>\$ 1,371,626</b>	<b>\$ 947,289</b>	<b>\$ 207,194</b>	<b>\$ 217,143</b>
<b>% COLLECTED</b>				<b>98%</b>	<b>98%</b>	<b>98%</b>	<b>98%</b>
<b>Total O/S</b>				<b>\$ 22,158</b>	<b>\$ 15,303</b>	<b>\$ 3,347</b>	<b>\$ 3,508</b>



## Cash and Investment Report

**May 31, 2020**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>INVESTMENT TYPE</u>	<u>MATURITY</u>	<u>YIELD</u>	<u>BALANCE</u>
<b><u>GENERAL FUND</u></b>					
Checking Account - Operating	BB&T	Public Funds Checking	N/A	0.01%	\$ 88,549
Certificate of Deposit- 12 Month	BankUnited	CD	2/27/2021	1.88%	\$ 107,691
Certificate of Deposit- 12 Month	BankUnited	CD	6/6/2020	2.42%	\$ 26,476
<b>Subtotal 12 mo CD's</b>					<b>\$ 134,167</b>
Money Market Account	BankUnited	MMA	N/A	0.25%	\$ 1,211,543
Operating Account- Fund A	SBA	Local Gov. Surplus Trust Fund	N/A	0.77%	\$ 12,792
<b>GF Subtotal</b>					<b>\$ 1,447,051</b>
<b><u>DEBT SERVICE FUNDS</u></b>					
Series 2015 Reserve Account	US Bank	Open-Ended CP	N/A	0.02%	\$ 49,477
Series 2017 Reserve Account	US Bank	Open-Ended CP	N/A	0.02%	\$ 20,998
Series 2015 Revenue Account	US Bank	Open-Ended CP	N/A	0.02%	\$ 144,067
Series 2017 Revenue Account	US Bank	Open-Ended CP	N/A	0.02%	\$ 27,401
<b>DS Subtotal</b>					<b>\$ 241,943</b>
<b>Total</b>					<b>\$ 1,688,994</b>



# Brighton Lakes CDD

## Bank Reconciliation

Bank Account No. 8978 BB&T GF Checking  
Statement No. 05-20  
Statement Date 5/31/2020

G/L Balance (LCY)	88,549.18	Statement Balance	112,153.39
G/L Balance	88,549.18	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	112,153.39
Subtotal	88,549.18	Outstanding Checks	23,604.21
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	88,549.18	Ending Balance	88,549.18
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
8/27/2019	Payment	3310	TERMINIX PROCESSING CENTER	60.00	0.00	60.00
5/25/2020	Payment	DD00544	Payment of Invoice 010353	144.97	0.00	144.97
5/28/2020	Payment	3491	HANSON, WALTER & ASSOCIATES	2,760.35	0.00	2,760.35
5/28/2020	Payment	3492	HOME DEPOT	484.94	0.00	484.94
5/28/2020	Payment	3493	BLADE RUNNERS	18,154.00	0.00	18,154.00
5/28/2020	Payment	3494	CHURCHILLS POOLS	49.95	0.00	49.95
5/28/2020	Payment	3495	SITEX AQUATICS, LLC	1,950.00	0.00	1,950.00
Total Outstanding Checks.....				23,604.21		23,604.21



## Maintenance Guidelines: Kariba Court Buffer and Maintenance Easement

Behind homes on the North side of Kariba Court there is a “Buffer and Maintenance Easement” for which the Brighton Lakes CDD is responsible. It is described in both Note 6 on the “Brighton Lakes Replat Phase 1 – Parcel C Replat” [with respect to Lots 13 through 24], which reads:

6. THE 50 FOOT BUFFER AND MAINTENANCE EASEMENT ALONG THE NORTH BOUNDARY IS HEREBY DEDICATED TO AND SHALL BE THE PERPETUAL RESPONSIBILITY OF THE BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT. THE OWNERS OF LOTS 13 THROUGH 24 SHALL NOT BE PERMITTED TO CONSTRUCT ANY IMPROVEMENT INCLUDING FENCES, OR TO REMOVE VEGETATION OR PLANT VEGETATION WITHIN THE BUFFER AND MAINTENANCE EASEMENT.

And Note 6 on the “Brighton Lakes Replat Phase 1 – Parcel C” [with respect to Lots 8 through 12], which reads:

6. THE 50 FOOT BUFFER AND MAINTENANCE EASEMENT ALONG THE NORTH BOUNDARY IS HEREBY DEDICATED TO AND SHALL BE THE PERPETUAL RESPONSIBILITY OF THE BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT.

There are three distinct zones in this easement: The Berm, North of the Berm [bordering Pine Ridge], and South of the Berm behind homes on Kariba Court. The “Buffer and Maintenance Easement” will be maintained by the District as follows.

### **The Berm:**

- 1 The CDD will continue to trim and mulch the palm trees within and along the length of the Berm.
- 2 The CDD will maintain the remaining hedgerow within and along the length of the Berm.
- 3 The CDD will abandon the irrigation system installed within the hedgerow and the above ground portions will be removed.
- 4 All other vegetation and improvements within and along the length of the Berm shall be removed.

### **North of the Berm:**

- 1 The vegetation in this area shall be cleared to the extent required to allow maintenance of the Berm and proper drainage.
- 2 The extent of the clearing will be at the direction of the Board of Supervisors of the District.

### **South of the Berm:**

- 1 All vegetation planted and structures built by homeowners that interfere with the District’s ability to maintain the Berm and proper drainage will be cleared.



- 2 The extent of the clearing required will be at the direction of the Board of Supervisors of the District.

Changes in these guidelines may, from time to time, be changed by majority vote of the Board.





License # B1700193  
600 N Thacker Ave.  
Suite D-35,  
Kissimmee, FL 34741  
888-883-5877

## Proposal

This Proposal deals with the provision of Security Services to:

Brighton Lakes CCD

Accepted by \_\_\_\_\_

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

Signature: \_\_\_\_\_



# Contents

- Company Overview.
- Key Personnel.
- Security Officers.
- Contract Overview.
- Security Undertakings – How Can We Help.
- Remuneration.



## Company Overview

MagnoSec, Corp. is a Licensed High-End Security Company in the State Of Florida, License # B1700193, with full public liability, vehicular and workers compensation insurance.

MagnoSec, Corp. is a BBB Certified Business (A+ Grade).

### **OWNERS/FOUNDERS:**

- **Lemuel Rivera** is the President of MagnoSec, Corp. He is a former International Police Mentor with over 24 years of experience in Security, Law Enforcement, Anti-terrorism, Body Guard, & Investigations.

- **Mark O. Schissler** is the Chairman of MagnoSec. He is a U.S. Air force Lt. General (Three-Star General) retired with over 35 years military experience.

With this team at the helm you will benefit directly from this experience, knowledge and proven skills, which we are more than happy to freely share with our clients, coupled with our pro-active hands on management style and a work ethos based on honesty and integrity.

MagnoSec, Corp. understands that in today's economy value for money coupled with excellent professional customer service is paramount to our clients.

MagnoSec, Corp's structure sets us apart from conventional National and Multi-National companies, who merely provide an Account Manager, who may have little or no practical experiences.

## Key Personnel

As a part of our duties, we recruit, test, screen & hire the best officers for you.

All scheduled security services will be personally managed and directed by Mr. Lemuel Rivera or his Operations Manager, which removes the layers of personnel that can exist between officer and authorized manager.

MagnoSec, Corp. provides all our clients with a toll free telephone number to enable contact with Mr. Lemuel Rivera or a designated member of staff 24 hours per day, 365 days per year.

This provision is also accessible to on-duty officers throughout their deployment.



## Security Officers

All security officers employed by MagnoSec, Corp., are fully trained and maintain a Class D Security License issued by the Florida State Department in accordance with Florida State Statute Chapter #493.

All security officers are further vetted by us, including criminal and credit background checks, and are subject to random drug and alcohol testing programs.

All security officers follow our strict Zero Tolerance to Discrimination Policy.

Officers are professional, courteous, and fully trained to perform their specific duties. Officers will be selected to best suit your requirements to ensure that you, our clients, receive the high level of service you expect.

MagnoSec, Corp's officers will not become engaged in retaliatory or unprofessional language or behavior while on duty.

MagnoSec, Corp's officers will not engage in or display any behavior that may be construed to be derogatory or inflammatory in nature regarding any particular race, color, religion or persuasion of any nature whatsoever.

MagnoSec, Corp's officers will not become confrontational towards residents, employees, owners or guests under any circumstances. **If you don't like the officer's performance, we replace them immediately, until you're 100% satisfied.**

## Contract Overview

MagnoSec, Corp will only provide professional and courteous security officers.

MagnoSec, Corp will install, subject to approval by the appropriate entity, warning signs at the entrances to the community. These signs will also carry the company's logo and toll free telephone number. (Optional)

All security officers will be familiar with the geography and working practices of the community and will assist any resident, staff member, owner or guest to the best of their ability to resolve any issues that may arise.

All personnel will wear a corporate uniform and official patch.



## Security Undertakings – How Can We Help

MagnoSec, Corp's officers will provide security and patrol all streets within the community to deter crime, nuisance and disorder, and ensure a safe and pleasant environment for all of the residents, staff, owners and guests.

MagnoSec, Corp will work with the representatives to ensure that all applicable Federal, State and local By-Laws are upheld in a fair and even manner with any breaches being reported in an appropriate and timely fashion.

MagnoSec, Corp will assist and cooperate with any Law Enforcement or other Emergency Service personnel as necessary, offering our services as a point of contact if required.

Our officers will ensure, if so required, that other contractors attending the community are monitored.

MagnoSec, Corp officers will monitor and inspect the community perimeter and challenge any persons found within the common easement areas, to the rear and sides of properties, especially along the boundary fence lines.

MagnoSec, Corp will assist the Company to enforce a trespass protocol to deter unwelcome persons, according to Florida Statutes 810.09.

Our officers will be very diligent as Fire Watch for any fire alarm, fire sprinkler, or fire suppression system out of order, or if an outage is preplanned for a period to exceed four hours.

MagnoSec, Corp officers will make physical inspections of the communal pool area to enforce policy rules as smoking, alcohol, storms, lighting, pool pass, guests, sounds, minors alone, etc., and maintenance unit ensuring that these areas are being used appropriately and are free from damage.

MagnoSec, Corp can assist you to develop and/or enforce gymnasiums, kids playgrounds, basketball, volleyball & tennis courts policy to ensure that only authorized persons use the facility and that it is used in accordance with written rules and restrictions, particularly, but not limited to, no alcohol policies, etc.

MagnoSec, Corp officers will secure these areas, if so required, as part of the patrol duties, and will use their professional training to respond in different situations as apply.



MagnoSec, Corp will work with the client to ensure that, as requested and appropriate, local deeds and restrictions, such as but not limited to, parking restrictions, vehicle storage, trash issues, pet policies, architectural or maintenance issues, etc. are adhered to and if necessary will gather photographic evidence, advise residents as to appropriate compliance and report such violations to the appropriate representative.

MagnoSec, Corp will also assist, if required, in monitoring and utilizing images gathered by any security camera system and the safe custody thereof.

The on duty security officer will maintain a daily duty log outlining their actions.

The designated representatives of the Company will be furnished with a synopsis of the security officer's daily reports upon request, at a time frame of their choosing, such as daily, weekly, bi-weekly or monthly.

**MagnoSec, Corp will provide a 24/7 Real Time & Online Platform to perform this job with the best quality & cutting-edge technology available.**

Every time our officers write daily & incident reports, MagnoSec managers evaluates and analyzes the data through our advance "Incident Analytics" to determine the best action to minimize non-welcome situations. We also count with a Report Edition Manager to correct and assist with any report that the officers produce, for a better understanding to the client.

Any issues deemed serious will be brought to the immediate attention of the appropriate representative, including urgent maintenance issues such as inoperative streetlights, water leaks, etc. irrespective of the above synopsis time frame. MagnoSec, Corp and its staff will undertake any other lawful requests made by the client within its remit as a private security provider.

MagnoSec, Corp will also provide a personalized phone number at the post, to make sure you will always have access to the officer in an urgent case or as needed.



# Remuneration

MagnoSec, Corp will invoice the Company every 2 weeks, at a rate per trained and licensed unarmed officer per hour contracted at \$16.00 (40-56 hours a week).

## **What else is included for the same price?**

- 24/7 Live Customer Service
- Live Supervisor
- Virtual Supervisor – Checkpoints, GPS & Geo-fence Alert Tracking System
- Online Monitoring
- Real-Time Security Online Platform + Reporting & Set Up + Edition Manager
- Personalized Phone number for the post (Your number is #407-818-0089)
- On the Job Training to our security officers/guards
- Direct contact with the officer (All residents can directly contact security)
- More supervision of the officer through GPS & Geo-fence Alert Tracking System
- Monthly/bi-monthly/quarterly/yearly incidents report
- Peace of Mind with the pricing; no surprise invoices or hidden costs
- \$3,000,000 General Liabilities Insurance (including terrorism acts)
- \$1,000,000 Workers Compensation Insurance
- MagnoSec guarantees the service or you don't pay

Sales Tax not included (If apply). Public Holidays will be invoiced at the rate of 1 1/2 (1 and 1 half) of the regular contracted hourly rate per officer per hour. Invoiced services are to be paid within 15 days of receipt. MagnoSec will represent YOU with the highest standards to bring credibility and prestige to you, while protecting lives and assets.

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**COMMERCIAL LANDSCAPING, INC.**

3851 CENTER LOOP, ORLANDO, FL 32808  
TEL. 407.306.0600 FAX. 407.306.0500

# Estimate

Date	Estimate #
6/10/2020	4468

Name / Address

Brighton Lakes CDD  
CO: Inframark  
313 Campus Street  
Celebration, FL 34747

Project

Description	Qty	Cost	Total
Remove 6 stumps Behind 2726 wingfield			
Remove 6 stumps Behind 2726 wingfield	1	500.00	500.00
		<b>Total</b>	\$500.00
Acceptance of Estimate - The above prices, specifications are satisfactory and are hereby accepted. Blade Runners Commercial Landscaping Inc. is authorized to do the work as specified.		Approval Signature	





**COMMERCIAL LANDSCAPING, INC.**

3851 CENTER LOOP, ORLANDO, FL 32808  
TEL. 407.306.0600 FAX. 407.306.0500

# Estimate

Date	Estimate #
6/10/2020	4469

Name / Address

Brighton Lakes CDD  
CO: Inframark  
313 Campus Street  
Celebration, FL 34747

Project

Description	Qty	Cost	Total
Cut down 5 pine trees and grind stumps behind			
Cut down 5 pine trees and grind stumps behind 2728 wingfield	1	750.00	750.00
		<b>Total</b>	\$750.00
Acceptance of Estimate - The above prices, specifications are satisfactory and are hereby accepted. Blade Runners Commercial Landscaping Inc. is authorized to do the work as specified.		Approval Signature	



To: Kristen Suit, District Manager  
 From: John Crary, Member, CDD Board  
 RE: Critique of the Brighton Lakes CDD Website

### Disclaimer

**This critique reflects only my opinion. It is not a criticism of anyone who participated in building the website or supplying text for it. It is meant only to suggest changes that might make it a more effective communication device. Large portions of the website are not mentioned because I see no need for change. Note: After related issues were raised at the CDD Board's June 1, 2020 meeting, they were fixed the next day.**

The website is located at <https://www.brightonlakescdd.org> and consists of a homepage and five additional sections available across the top of the homepage. They are HOMEPAGE, LINKS, EVENTS, DOCUMENTS, CONTACTS, and INFORMATION

#### **HOMEPAGE Button: (Leads to homepage which appears when you enter the site)**

The text on this page (See Below) is disingenuous by describing the CDD's role as a solution when in fact all residents pay regular taxes as well as our assessment. It seems to be a strange argument for justifying double taxation, at least for the roads.

*"A Community Development District (CDD) provides the "solution" to Florida's need to provide valuable community infrastructure generated by growth, ultimately without overburdening other governments and their taxpaying residents."*

#### **HOME / MORE ABOUT BRIGHTON LAKES Button:**

This button leads to text that seems more appropriate than the text on the home page and substituting this text for the homepage text should be seriously considered.

#### **HOME / MORE ABOUT BRIGHTON LAKES / DISTRICT MAP Button:**

This is an excellent idea so residents would have a better idea of the scope of the CDD's responsibility BUT clicking on the button leads right back to the same page. If you button remains on the website it should link to the appropriate map.

#### **HOME / MORE ABOUT BRIGHTON LAKES / ORDINANCE TO ESTABLISH Button:**

This page is fine but is very esoteric and might better be listed only as the last item under the DOCUMENTS section of the website

#### **HOME / NEWS SECTION**



In my view this may be the most important part of the website as it relates to its communication function. We've discussed an email solution which may be problematic, but using Social Media (Next Door) to drive residents to the website for current information might be a solution without the public information disclosure issues of the email solution.

### **LINKS Button**

There is a list of links for 5 federal and 11 state websites that generally seem useful

### **LINKS / FLORIDADISASTER.ORG Button:**

The link for FLORIDADISASTER.ORG is the only one that seems to lead to a *Not Reachable* message BUT the page and its links work in spite of that so I assume the problem is with the target website.

### **LINKS / ABOUT THE CDD Button**

Repetition of text found under the HOME Button. This repetition here may well be a good idea as this description of the CDD and its role needs to be emphasized.

### **LINKS / FINANCES Button**

This leads to text regarding our finances and embedded in that text is a link to the DOCUMENTS section of the website where you are told you can see the annuals budgets. When you get to the Documents page here is no section entitled budgets BUT there is one that is entitled Financial Documents and if you click on the button you can choose the budget for the year you want. There is nothing else in that area.

I think it would be easier to just change the name of that button from "Financial Documents" to "Budgets" so that it would be more obvious, especially for novices.

Also embedded in the text is a link to the "Florida Department of Financial Services" website where you are told you can see Brighton Lakes Annual Financial Report.

This link works fine and is a good idea but good luck to anyone that tries to make any sense out of that web site. I tried and it was an epic fail. But that's a state problem and not ours. Listed below the text on this page is a list entitled "Financial Documents" which are just the budgets for each year listed. This is a duplication of the embedded link that links to the DOCUMENTS page but a much more direct route to the budget documents. Having both routes is fine but, in both cases, they should be renamed "Budget(s)" to be more descriptive of what they actually contain.

### **LINKS / MEETINGS Button**

Excellent page. The agendas of all past meetings are posted. In these agendas are the minutes from the previous meeting for approval. I believe it would be much more functional for



residents and Board members if the minutes of each meeting were also listed in a separate listing of just minutes so they didn't have to hunt through agendas to find the minutes.

## LINKS / QUESTIONS Button

Excellent intent and can be very informative for residents.

As I read the sections I believe the text introduces unnecessary ambiguity. For example: In the section titled "Relationship with Homeowner's Associations" the first sentence is fine but should be followed by a clear succinct description of how the functions in Brighton Lakes are distributed between the CDD and HOA. The remainder of the current text just confuses the reader especially by the use of the word *may* in many sentences.

The text under the "Benefits to Residents" section exposes readers to suspect and unnecessarily ambiguous information. Here are two excerpts from that text that I think illustrate my point:

*Third, CDD landowners and electors choose the Board of Supervisors, which is able to determine the type, quality and expense of CDD facilities and services.*

*Residents and property owners in a CDD set the standards of quality, which are then managed by the CDD. The CDD provides perpetual maintenance of the environmental conservation areas. This consistent and quality-controlled method of management helps protect the long term property values in a community.*

Simply put; I doubt these statements are accurate.

The text under the "What are the advantages of using Special Districts?" engenders more questions than it provides answers.

## DOCUMENTS / BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT.pdf button

This text is basically current information that should be readily available to residents and which it is already on the homepage and I applaud that. I'm not sure it serves any purpose in the *Documents* list, especially since its title is non-specific and doesn't refer to the nature of the contents.

## INFORMATION button

This whole section is repetitive and I recommend it be deleted.

CDD/CDD Website Critique – June 2020