

**BRIGHTON LAKES
COMMUNITY DEVELOPMENT DISTRICT**

AGENDA PACKAGE

JANUARY 5, 2023 – 6:00 p.m.

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[646-838-1601, 679937019](tel:646-838-1601,679937019)



313 CAMPUS STREET
CELEBRATION, FLORIDA 34747

Brighton Lakes Community Development District

Board Members

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

Staff

Gabriel Mena, District Manager
 Tucker Mackie, District Counsel
 Mark Vincutonis/Peter Glasscock, District Engineer
 Freddy Blanco, Field Manager
 Dennis Hisler, CDD Landscaping & Maint. Liaison

Meeting Agenda

Thursday, January 5, 2023, at 6:00 p.m.

-
1. **CALL TO ORDER and ROLL CALL**
 2. **PLEDGE OF ALLEGIANCE**
 3. **PUBLIC COMMENTS [Limited to 3 Minutes]**
 4. **ADMINISTRATIVE MATTERS**
 - A. Administer Oath of Office to Newly Elected Board Members
 - B. Consideration of Resolution 2023-02, Designating Officers of the District
 - C. Acceptance of the Minutes from November 3, 2022 Meeting
 - D. Acceptance of Financial Statements – October 2022
 - E. Approval of Check Register and Invoices
 5. **VENDOR REPORT**
 - A. Bladerunner
 - B. Envera
 - C. Sitex
 - D. Magnosec
 6. **CDD LIASION**
 7. **FIELD MANAGEMENT REPORTS**
 - A. Field Report
 - B. Weekly Updates
 - C. Proposals
 8. **PUBLIC HEARING to ADOPT RULES RELATING TO DISTRICT FACILITIES**
 - A. Rules Relating to District Facilities
 - B. Public Comments
 - C. Consideration of Resolution 2023-03, Adopting Rules Relating to District Facilities
 9. **BUSINESS MATTERS**
 - A. Motion to Assign Fiscal Year 2022 Fund Balance
 - B. Consideration of Resolution 2023-04, Fiscal Year 2023 Budget Amendment
 - C. Consideration of Easement Request from Toho Water Authority
 - D. Discussion Regarding 2437 Maracaibo Drive
 10. **STAFF REPORTS**
 - A. District Engineer
 - B. District Counsel
 - C. District Manager
 11. **SUPERVISOR REQUESTS**
 12. **ADJOURNMENT**

The next scheduled workshop is on February 9, 2023, at 6:00 p.m.

The next scheduled meeting is on March 2 , 2023, at 6:00 p.m.

District Office:

313 Campus Street
 Celebration, FL 34747
 407-566-1935

Meeting Location:

Brighton Lakes Clubhouse
 4250 Brighton Lakes Boulevard, Kissimmee, FL 34746
 Call In: 646-838-1601, 679937019#

Section 4

Administrative Matters

Subsection 4B

Resolution 2023-02

RESOLUTION 2023-02

**A RESOLUTION DESIGNATING OFFICERS OF THE
COUNTRY GREENS COMMUNITY DEVELOPMENT
DISTRICT**

WHEREAS, the Board of Supervisors of the Brighton Lakes Community Development District at a regular business meeting following the General Election held on November 8, 2022, desires to appoint the below recited persons to the offices specified.

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

1. The following persons were appointed to the offices shown, to wit:

_____	Chairman
_____	Vice Chairman
<u>Gabriel Mena</u>	Secretary
<u>Stephen Bloom</u>	Treasurer
<u>Gabriel Mena</u>	Assistant Treasurer
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

PASSED AND ADOPTED THIS, 5TH DAY OF JANUARY, 2023.

Chairman

Secretary

Subsection 4C

Minutes

November 3, 2022

Brighton Lakes CDD

47 Discussion ensued regarding property located at 2437 Maracaibo. A new fence has been
 48 erected. Staff was directed to contact the HOA to verify if permission was given to erect the
 49 fence and to verify if the fence is on District property.

50 Discussion ensued regarding property 4157 Vanern Way regarding tree limb removal. It was
 51 stated that the property owner does not want to remove the tree and only wants it to be trimmed.
 52 Ms. Mackie explained the Resident has the right to remove the tree limb at his property line.
 53 Staff was directed to inform the property owner he is only given permission to trim the tree to
 54 his property line, at his expense.

55 Bladerunner Proposal #340 was introduced to the Board. It was stated the trees would need
 56 to be removed and debris picked up from Hurricane Ian at a total cost of \$1,300.00.

57
 58 On MOTION by Mr. Crary, seconded by Mr. Rodriguez, with all in
 59 favor, unanimous approval was given to Bladerunner proposal # 340
 60 to remove trees and debris clean up in the amount of \$1,300.00.

61
 62 Bladerunner Proposal #341 was introduced to the Board. This is sod replacement damaged
 63 by vehicles. Mr. Crary stated he would like to wait until the pavement was complete to replace
 64 the sod. Mr. Peters stated that any damage the pavers do to the sod, they would be responsible
 65 to repair. This was verified with Mr. Vincutonis.

66
 67 On MOTION by Mr. Rodriguez, seconded by Mr. Peters, with all in
 68 favor, unanimous approval was given to Bladerunner proposal #341
 69 to replace the sod in the amount of \$9,510.00.

70
 71 Bladerunner Proposal #343 was introduced to the Board. Removal of two large trees.
 72 Mr. Crary asked why the tree is being removed. Mr. Blanco stated damage to property was made
 73 by the trees from the other development falling into the fence on Brighton Lakes CDD property.

74
 75 On MOTION by Mr. Rodriguez, seconded by Mr. Crary, with all in
 76 favor, unanimous approval was given to Bladerunner proposal #343
 77 to remove trees in the amount of \$1,800.00.

78
 79 Blade Runner Proposal #344 was introduced to the Board. This proposal is for tree removal.
 80 This proposal was tabled.

81 **B. Envera**

82 Mr. Quinn gave an update regarding several work orders due in this month. Stated there were
 83 two technicians on site this week to correct the Kariba gate; will need to replace arm and
 84 pendulum leg. It has not been scheduled as of this time. On November 2, message repeater

November 3, 2022

Brighton Lakes CDD

85 upgrades were done. The kiosk signage has been received and scheduled for install on November
 86 10, 2022. Discussion ensued regarding the signage at the kiosks. Mr. Crary had questions
 87 pertaining to the signs at the kiosk. He stated nonresidents get stuck at the gate because the
 88 buttons are not correct. He also stated that this has been going on for over six months.

89 Mr. Mena questioned if there is a guard available for the gate entrance. Mr. Quinn stated that
 90 there is an alert sent out to the guards. He stated they are not on site. Mr. Crary stated the signs
 91 are confusing regarding the guard message. Mr. Quinn stated he will provide an email to update
 92 the change of signage. Mr. Mena will follow up with Envera.

93 **C. Sitex**

94 Mr. Mena stated that Mr. Smith was not present, but will notify him of any questions or
 95 concerns. Mr. Crary asked if the gauge report on the ponds was ready, as he would like the report
 96 as soon as it is available.

97 Discussion ensued regarding the light bulb on the fountain at Huron Court being out.

98 Mr. Hisler would like to use a meat hook to pick up a trampoline in the pond on Sweetspire
 99 Court. Mr. Mena stated that Mr. Blanco will handle the removal of the trampoline.

100 Ms. Singh questioned if any plans were in place for Sweetspire Court pond. Would like to
 101 have the pond edges cleaned up, including the Star Grass Circle pond. Mr. Hisler will consult Mr.
 102 Smith. Discussion ensued regarding dying of the pond and the overgrowth of Hydrilla. A
 103 discussion then ensued on water drainage. Mr. Crary stated he has more questions, but will wait
 104 until the engineer’s section of the agenda.

105 **D. Magnosec**

106 Mr. Mena asked if there were any issues or concerns with security. With none, the next order
 107 of business followed.

108
 109 **FIFTH ORDER OF BUSINESS** **HOA Liaison**

110 Mr. Hisler is concerned with the flooding in the streets. Mr. Crary stated he would like to see
 111 new drainage structure. A discussion ensued on water drainage solutions.

112 Mr. Crary thanked Mr. Hisler for his thorough report.

113
 114 **SIXTH ORDER OF BUSINESS** **Field Management Reports**

115 **A. Field Report**

116 Mr. Blanco reviewed a few items in the field report. Twenty-five sidewalk panels at the
 117 entrance need replaced, and Mr. Blanco stated that it will cost about \$40,000 to replace these.
 118 There was storm damage to the basketball court, tennis court and the tarp to the canopy.

119 Mr. Rodriguez asked if a vendor had been found to sweep up the sand. Mr. Blanco stated it
 120 is being done little by little.

November 3, 2022

Brighton Lakes CDD

121 Mr. Crary asked if anyone if looking at the spikes holding down the playground spikes
 122 regularly. Mr. Blanco stated yes.

123 **B. Weekly Updates**

124 **C. Proposals**

125 **i. Sitex Aquatic Agreement**

126 Mr. Mena reviewed the annual Sitex Aquatic Agreement briefly. A discussion ensued
 127 regarding this agreement. Ms. Mackie stated she will send the updated agreement with the final
 128 pricing.

129 On MOTION by Mr. Crary, seconded by Mr. Rodriguez, with all in
 130 favor, unanimous approval was given to accept the proposal for the
 131 2023 annual Sitex Aquatic Agreement.

132
 133 **ii. Sitex Dye Agreement**

134 Discussion ensued regarding the ponds. Mr. Hisler stated there is still some work to be
 135 done to the ponds, but a resident thanked him already. Mr. Crary stated he did not want to
 136 decide until two months pass to see the real results. The Board decided to table this proposal
 137 until the January meeting.

138 **iii. Exercise Systems Proposals**

139 Mr. Blanco stated some exercise equipment in the gym needed repair. Discussion ensued
 140 regarding where the money is pulled from to cover the cost of the proposals. The old machines
 141 will be removed off the premises.

142
 143 On MOTION by Mr. Peters, seconded by Mr. Rodriguez, with all in
 144 favor, unanimous approval was given to accept proposal #051311,
 145 for repair of the treadmill and the bicep/tricep machine, in the
 146 amount of \$682.50.

147
 148 On MOTION by Mr. Rodriguez, seconded by Mr. Peters, with all in
 149 favor, unanimous approval was given to accept proposal #051303
 150 for a new elliptical machine, in the amount of \$3,225.00.

151
 152 On MOTION by Mr. Rodriguez, seconded by Mr. Peters, with all in
 153 favor, unanimous approval was given to accept proposal #051316,
 154 for a new weight bench, in the amount of \$540.00.

155
 156 **SEVENTH ORDER OF BUSINESS Business Administration**

157 **A. Acceptance of Minutes of the Board of Supervisors Meeting September 1, 2022.**

158 The minutes of the September 1, 2022 meeting, were announced by Mr. Mena. Changes
 159 were given to Mr. Mena.

November 3, 2022

Brighton Lakes CDD

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On MOTION by Mr. Crary, seconded by Mr. Rodriguez, with all in favor, unanimous approval was given to accept the September 1, 2022, meeting minutes, as amended.

B. Acceptance of Financial Statements for September 2022

Mr. Mena presented the financial statements to the Board.

On MOTION by Mr. Rodriguez, seconded by Ms. Singh, with all in favor, unanimous approval was given to accept the financials for September 2022.

Approval of Check Register and Invoices

Mr. Crary and Ms. Singh did not receive the invoices email for review. Mr. Mena stated he will make sure they receive the emails and, in the future, be added to the email list.

On MOTION by Mr. Rodriguez, seconded by Ms. Incandela, with Mr. Crary and Ms. Singh abstaining, approval was given to approve the check register and invoices with 3-2.

EIGHTH ORDER OF BUSINESS Business Matters

A. Consideration of Hanson, Walter & Associates, Inc. Letter of Agreement for Paving

Mr. Vincutonis explained the letter of agreement for paving. Ms. Mackie explained where the information was originally presented through the engineer’s report. Mr. Crary asked about the full-time inspection.

On MOTION by Mr. Crary, seconded by Mr. Rodriguez, with all in favor, unanimous approval was given to the Hanson, Walter, & Associates, Inc. letter of agreement for paving.

B. Presentation of Proposed Rules Relating to District Facilities

Ms. Mackie covered some changes presented in the new draft of rules and the entire process.

Mr. Crary asked about the sound limits for music during events. Ms. Mackie explained it is not determined by a decibel reader, but a reasonable volume, and if asked by a Board or staff to reduce the volume, it needs to be followed.

Discussion ensued regarding the closing time of the facilities. Mr. Peters stated that he would like to close the entire facility at 9:30 p.m. so that the security can leave at 10:00 p.m. Mr. Bermudez questioned what the closing time for the pool is. There is a new rule for the pool and community room will be from dawn to dusk. In the Summer, dusk will be later.

Discussion ensued regarding the fitness room. The opening time for the fitness room is 5am and changing the time for the gate to 5am is needed.

November 3, 2022

Brighton Lakes CDD

200 Discussion ensued regarding rental fees and duration of the facilities. It was stated that a six-
 201 hour time limit would be enough time for a reservation. Ms. Incandela stated that she would like
 202 to make sure the residents or members are aware of the rules.

203 Mr. Mena stated that all signage will be updated.

204 Other items were discussed regarding the rules.

205 **i. Consideration of Resolution 2023-01, Designating the Date, Time and Place of a**
 206 **Public Hearing for the Purpose of Adopting Rules Relating to District Facilities**
 207 **and Rates**

208 Mr. Mena read Resolution 2023-01 into the record by title.

209
 210 On MOTION by Mr. Rodriguez, seconded by Ms. Incandela, with
 211 all in favor, unanimous approval was given to Resolution 2023-01,
 212 designating the date, time, and place of the public hearing for the
 213 purpose of adopting rules relating to district facilities and rates,
 214 being January 5, 2022, at 6:00 p.m., at the Brighton Lake Clubhouse.

215
 216 **C. Ratification of Grau and Associates Fiscal Year 2022 Audit Engagement Letter**
 217 **Motion to Assign Fund Balance**

218
 219 On MOTION by Mr. Crary, seconded by Mr. Rodriguez, with all in
 220 favor, unanimous approval was given to ratify.

221
 222 **D. Motion to Assign Fund Balance**

223 This motion is being added to the January 5, 2023 agenda, due to inadvertently passing over
 224 in the November meeting.

225

226 **NINTH ORDER OF BUSINESS** **Staff Reports**

227 **A. District Engineer**

228 Mr. Vincutonis stated he has been working with Middlesex Paving & District Counsel to
 229 finalize the contract. Looking to start pre-construction work in December 2022. January 2, 2023
 230 is anticipated start date for construction work. Counsel advised completion date would be 175
 231 days from January 2, 2023, rather than the 112 in the proposal. Mr. Peters took issue with this
 232 lengthy extension. Mr. Vincutonis explained the increase is due to the additional work granted.

233 Discussion ensued regarding Chapala Drive swale. Mr. Vincutonis stated that some changes
 234 could be made. Mr. Crary would like more information on Chapala Drive. Mr. Mena stated he
 235 will be sending an email out.

236 Discussion ensued regarding the September minutes and Bladerunner. Should they be
 237 maintaining behind Kariba Court? Mr. Mena stated that he will follow up with Mr. Vincutonis.

238 **B. District Counsel**

239 There being no report, the next item followed.

November 3, 2022

Brighton Lakes CDD

240 **C. District Manager**

241 Discussion ensued regarding iguana removal. Mr. Crary asked what we could do to remove
242 the iguana, it was answered yes. Mr. Mena discussed the iguana removal at a not to exceed
243 amount of \$300.00.

244 Discussion ensued regarding tree removal at Pleasant Hill. Ms. Incandela would like to reach
245 out regarding why this has not been corrected.

246

247 On MOTION by Mr. Crary, seconded by Mr. Peters with all in
248 favor, unanimous approval was given to remove the iguana not to
249 exceed \$300.

250

251 **TENTH ORDER OF BUSINESS Supervisors' Requests**

252 Discussion ensued regarding raised sidewalks at 2415 and 2417 Huron Circle.

253 Discussion ensued regarding signage for reflective signs by next meeting.

254

255 **ELEVENTH ORDER OF BUSINESS Adjournment**

256

257 The meeting was adjourned at 9:18 p.m.

258

259

260

261

262

Secretary

Chairman / Vice Chairman

Subsection 4D

Financials

BRIGHTON LAKES
Community Development District

Financial Report

November 30, 2022

Prepared by:



BRIGHTON LAKES
Community Development District

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BRIGHTON LAKES
Community Development District

Financial Statements

(Unaudited)

November 30, 2022

Balance Sheet
November 30, 2022

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>SERIES 2017 DEBT SERVICE FUND</u>	<u>SERIES 2022-1 DEBT SERVICE FUND</u>	<u>SERIES 2022-2 DEBT SERVICE FUND</u>	<u>SERIES 2022-1 CAPITAL PROJECTS FUND</u>	<u>TOTAL</u>
<u>ASSETS</u>						
Cash - Checking Account	\$ 394,858	\$ -	\$ -	\$ -	\$ -	\$ 394,858
Due From Other Funds	-	18,417	25,181	15,206	1	58,805
Investments:						
Money Market Account	1,283,114	-	-	-	-	1,283,114
SBA Account	13,016	-	-	-	-	13,016
Construction Fund	-	-	-	-	3,754,021	3,754,021
Interest Account	-	-	328	155	-	483
Reserve Fund	-	21,001	-	-	-	21,001
Revenue Fund	-	8,796	12,732	2,074	-	23,602
Prepaid Items	508	-	-	-	-	508
TOTAL ASSETS	\$ 1,691,496	\$ 48,214	\$ 38,241	\$ 17,435	\$ 3,754,022	\$ 5,549,408
<u>LIABILITIES</u>						
Accounts Payable	\$ 65,354	\$ -	\$ -	\$ -	\$ -	\$ 65,354
Accrued Expenses	18,854	-	-	-	-	18,854
Due To Other Funds	58,805	-	-	-	-	58,805
TOTAL LIABILITIES	143,013	-	-	-	-	143,013

BRIGHTON LAKES

Community Development District

Governmental Funds

Balance Sheet
November 30, 2022

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>SERIES 2017 DEBT SERVICE FUND</u>	<u>SERIES 2022-1 DEBT SERVICE FUND</u>	<u>SERIES 2022-2 DEBT SERVICE FUND</u>	<u>SERIES 2022-1 CAPITAL PROJECTS FUND</u>	<u>TOTAL</u>
FUND BALANCES						
Nonspendable:						
Prepaid Items	508	-	-	-	-	508
Restricted for:						
Debt Service	-	48,214	38,241	17,435	-	103,890
Capital Projects	-	-	-	-	3,754,022	3,754,022
Assigned to:						
Operating Reserves	240,549	-	-	-	-	240,549
Reserves - Capital Projects	480,951	-	-	-	-	480,951
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	350,094	-	-	-	-	350,094
Unassigned:	59,737	-	-	-	-	59,737
TOTAL FUND BALANCES	\$ 1,548,483	\$ 48,214	\$ 38,241	\$ 17,435	\$ 3,754,022	\$ 5,406,395
TOTAL LIABILITIES & FUND BALANCES	\$ 1,691,496	\$ 48,214	\$ 38,241	\$ 17,435	\$ 3,754,022	\$ 5,549,408

BRIGHTON LAKES

Community Development District

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2022

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Interest - Investments	\$ 1,700	\$ 283	\$ 4,766	\$ 4,483	280.35%
Room Rentals	50	8	-	(8)	0.00%
Interest - Tax Collector	52	17	32	15	61.54%
Special Assmnts- Tax Collector	1,207,552	103,667	97,640	(6,027)	8.09%
Special Assmnts- Discounts	(48,302)	(4,147)	(4,108)	39	8.50%
Gate Bar Code/Remotes	1,500	250	190	(60)	12.67%
Access Cards	100	25	-	(25)	0.00%
TOTAL REVENUES	1,162,652	100,103	98,520	(1,583)	8.47%
EXPENDITURES					
Administration					
P/R-Board of Supervisors	14,400	2,400	2,400	-	16.67%
FICA Taxes	1,102	184	184	-	16.70%
ProfServ-Arbitrage Rebate	600	-	-	-	0.00%
ProfServ-Engineering	13,200	2,200	1,606	594	12.17%
ProfServ-Legal Services	35,000	5,833	3,290	2,543	9.40%
ProfServ-Mgmt Consulting	57,255	9,543	9,543	-	16.67%
ProfServ-Property Appraiser	751	-	-	-	0.00%
ProfServ-Special Assessment	5,305	884	884	-	16.66%
ProfServ-Trustee Fees	7,758	4,041	-	4,041	0.00%
Auditing Services	3,600	-	-	-	0.00%
Website Compliance	2,000	333	388	(55)	19.40%
Communication - Telephone	14,000	2,333	2,346	(13)	16.76%
Postage and Freight	1,500	250	82	168	5.47%
Insurance - General Liability	15,630	3,908	3,413	495	21.84%
Printing and Binding	2,500	417	17	400	0.68%
Legal Advertising	2,500	417	231	186	9.24%
Miscellaneous Services	2,000	333	18	315	0.90%
Misc-Assessment Collection Cost	24,151	2,074	1,871	203	7.75%
Office Supplies	250	42	-	42	0.00%
Annual District Filing Fee	175	175	175	-	100.00%
Total Administration	203,677	35,367	26,448	8,919	12.99%
Field					
ProfServ-Field Management	42,632	7,105	7,105	-	16.67%
ProfServ - Field Management Onsite Staff	61,991	10,332	10,332	-	16.67%
Contracts-Landscape	217,848	36,308	36,308	-	16.67%
Electricity - General	63,000	10,500	11,827	(1,327)	18.77%
Utility - Water & Sewer	7,500	1,250	1,037	213	13.83%
R&M-Common Area	60,000	10,000	54,278	(44,278)	90.46%
R&M-Irrigation	11,000	1,833	1,517	316	13.79%

BRIGHTON LAKES

Community Development District

General Fund

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2022

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
R&M-Lake	23,400	3,900	4,200	(300)	17.95%
R&M-Trees and Trimming	6,000	-	-	-	0.00%
R&M-Emergency & Disaster Relief	-	-	4,300	(4,300)	0.00%
R&M-Bush Hogging	12,000	2,000	3,000	(1,000)	25.00%
Misc-Contingency	1,000	167	372	(205)	37.20%
Total Field	506,371	83,395	134,276	(50,881)	26.52%
Gatehouse					
Contracts-Security Services	77,168	12,861	12,429	432	16.11%
R&M-Gate	3,000	500	-	500	0.00%
Total Gatehouse	80,168	13,361	12,429	932	15.50%
Capital Expenditures & Projects					
Capital Reserve	263,100	-	-	-	0.00%
Total Capital Expenditures & Projects	263,100	-	-	-	0.00%
Road and Street Facilities					
R&M-Roads & Alleyways	20,000	6,667	-	6,667	0.00%
R&M-Sidewalks	8,000	2,000	-	2,000	0.00%
R&M-Signage	2,000	500	-	500	0.00%
Total Road and Street Facilities	30,000	9,167	-	9,167	0.00%
Community Center					
Contracts-Security Services	55,480	9,247	8,455	792	15.24%
R&M-Clubhouse	10,000	1,667	4,228	(2,561)	42.28%
R&M-Pools	33,000	5,500	2,339	3,161	7.09%
Miscellaneous Services	3,500	583	482	101	13.77%
Capital Projects	40,000	-	-	-	0.00%
Total Community Center	141,980	16,997	15,504	1,493	10.92%
TOTAL EXPENDITURES	1,225,296	158,287	188,657	(30,370)	15.40%
Excess (deficiency) of revenues Over (under) expenditures	(62,644)	(58,184)	(90,137)	(31,953)	143.89%
OTHER FINANCING SOURCES (USES)					
Contribution to (Use of) Fund Balance	(62,644)	-	-	-	0.00%
TOTAL FINANCING SOURCES (USES)	(62,644)	-	-	-	0.00%
Net change in fund balance	\$ (62,644)	\$ (58,184)	\$ (90,137)	\$ (31,953)	143.89%
FUND BALANCE, BEGINNING (OCT 1, 2022)	1,638,622	1,638,622	1,638,622		
FUND BALANCE, ENDING	\$ 1,575,978	\$ 1,580,438	\$ 1,548,485		

BRIGHTON LAKES
Community Development District

Debt Service Schedules

November 30, 2022

BRIGHTON LAKES

Community Development District

Series 2017 Debt Service Fund

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2022

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<u>REVENUES</u>					
Interest - Investments	\$ 500	\$ 83	\$ -	\$ (83)	0.00%
Special Assmnts- Tax Collector	220,651	18,942	17,841	(1,101)	8.09%
Special Assmnts- Discounts	(8,826)	(787)	(751)	36	8.51%
TOTAL REVENUES	212,325	18,238	17,090	(1,148)	8.05%
<u>EXPENDITURES</u>					
<u>Administration</u>					
Misc-Assessment Collection Cost	4,413	379	342	37	7.75%
Total Administration	4,413	379	342	37	7.75%
<u>Debt Service</u>					
Principal Debt Retirement	157,000	-	-	-	0.00%
Interest Expense	52,488	26,244	26,244	-	50.00%
Total Debt Service	209,488	26,244	26,244	-	12.53%
TOTAL EXPENDITURES	213,901	26,623	26,586	37	12.43%
Excess (deficiency) of revenues Over (under) expenditures	(1,576)	(8,385)	(9,496)	(1,111)	602.54%
<u>OTHER FINANCING SOURCES (USES)</u>					
Contribution to (Use of) Fund Balance	(1,576)	-	-	-	0.00%
TOTAL FINANCING SOURCES (USES)	(1,576)	-	-	-	0.00%
Net change in fund balance	\$ (1,576)	\$ (8,385)	\$ (9,496)	\$ (1,111)	602.54%
FUND BALANCE, BEGINNING (OCT 1, 2022)	57,710	57,708	57,710		
FUND BALANCE, ENDING	\$ 56,134	\$ 49,323	\$ 48,214		

BRIGHTON LAKES

Community Development District

Series 2022-1 Debt Service Fund

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2022

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<u>REVENUES</u>					
Interest - Investments	\$ -	\$ -	\$ 227	\$ 227	0.00%
Special Assmnts- Tax Collector	331,754	28,480	26,825	(1,655)	8.09%
Special Assmnts- Discounts	(13,270)	(1,139)	(1,129)	10	8.51%
TOTAL REVENUES	318,484	27,341	25,923	(1,418)	8.14%
<u>EXPENDITURES</u>					
<u>Administration</u>					
Misc-Assessment Collection Cost	6,635	570	514	56	7.75%
Total Administration	6,635	570	514	56	7.75%
<u>Debt Service</u>					
Principal Debt Retirement	125,000	-	-	-	0.00%
Interest Expense	44,251	22,126	46,904	(24,778)	106.00%
Total Debt Service	169,251	22,126	46,904	(24,778)	27.71%
TOTAL EXPENDITURES	175,886	22,696	47,418	(24,722)	26.96%
Excess (deficiency) of revenues Over (under) expenditures	142,598	4,645	(21,495)	(26,140)	-15.07%
<u>OTHER FINANCING SOURCES (USES)</u>					
Contribution to (Use of) Fund Balance	142,598	-	-	-	0.00%
TOTAL FINANCING SOURCES (USES)	142,598	-	-	-	0.00%
Net change in fund balance	\$ 142,598	\$ 4,645	\$ (21,495)	\$ (26,140)	-15.07%
FUND BALANCE, BEGINNING (OCT 1, 2022)	59,736	59,736	59,736		
FUND BALANCE, ENDING	\$ 202,334	\$ 64,381	\$ 38,241		

BRIGHTON LAKES

Community Development District

Series 2022-2 Debt Service Fund

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2022

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<u>REVENUES</u>					
Interest - Investments	\$ -	\$ -	\$ 93	\$ 93	0.00%
Special Assmnts- Tax Collector	179,405	15,401	14,506	(895)	8.09%
Special Assmnts- Discounts	(7,176)	(616)	(610)	6	8.50%
TOTAL REVENUES	172,229	14,785	13,989	(796)	8.12%
<u>EXPENDITURES</u>					
<u>Administration</u>					
Misc-Assessment Collection Cost	3,588	308	278	30	7.75%
Total Administration	3,588	308	278	30	7.75%
<u>Debt Service</u>					
Principal Debt Retirement	220,000	-	-	-	0.00%
Interest Expense	93,808	46,904	22,125	24,779	23.59%
Total Debt Service	313,808	46,904	22,125	24,779	7.05%
TOTAL EXPENDITURES	317,396	47,212	22,403	24,809	7.06%
Excess (deficiency) of revenues Over (under) expenditures	(145,167)	(32,427)	(8,414)	24,013	5.80%
<u>OTHER FINANCING SOURCES (USES)</u>					
Contribution to (Use of) Fund Balance	(145,167)	-	-	-	0.00%
TOTAL FINANCING SOURCES (USES)	(145,167)	-	-	-	0.00%
Net change in fund balance	\$ (145,167)	\$ (32,427)	\$ (8,414)	\$ 24,013	5.80%
FUND BALANCE, BEGINNING (OCT 1, 2022)	25,849	25,849	25,849		
FUND BALANCE, ENDING	\$ (119,318)	\$ (6,578)	\$ 17,435		

BRIGHTON LAKES

Community Development District

Series 2022-1 Capital Projects Fund

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2022

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Interest - Investments	\$ -	\$ -	\$ 14,239	\$ 14,239	0.00%
TOTAL REVENUES	-	-	14,239	14,239	0.00%
EXPENDITURES					
TOTAL EXPENDITURES	-	-	-	-	0.00%
Excess (deficiency) of revenues Over (under) expenditures	-	-	14,239	14,239	0.00%
Net change in fund balance	\$ -	\$ -	\$ 14,239	\$ 14,239	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2022)	-	-	3,739,783		
FUND BALANCE, ENDING	\$ -	\$ -	\$ 3,754,022		

Notes to the Financial Statements

November 30, 2022

General Fund

▶ **Assets**

- **Cash and Investments** - The District has one Money Market and Checking account with Bank United (See Cash & Investments Report for further details).
- **Due From Other Funds** - Assessment collections due to Debt Service to be paid in December.
- **Prepaid Items** - Pest Control & Gate Security.

▶ **Liabilities**

- **Accounts Payable** - Invoices for current month not paid in current month.
- **Accrued Expenses** - Management Fees & Security.
- **Due To Other Funds** - DS portion of assessments collected by tax collector. Payments to US Bank in December.

▶ **Fund Balance**

- **Assigned To** - Reserves approved by board -11/03/22:

Operating Reserve	240,549	FY23 Operating Reserves - Sch. A
Reserves - Capital Projects	480,951	
Reserves - Clubhouse	31,865	
Reserves - Field	91,995	
Reserves - Landscape	190,967	
Reserves - Recreation Facilities	101,817	
Reserves - Roadways	350,094	
TOTAL	<u><u>\$ 1,488,238</u></u>	

Notes to the Financial Statements
November 30, 2022

Financial Overview / Highlights

- ▶ Total Non-Ad valorem special assessments are 8% collected.
- ▶ General Fund expenditures are 15% of the Adopted budget below the prorated 17%.
- ▶ Significant variances explained below.

Variance Analysis

Account Name	Annual Budget	YTD Actual	% YTD Budget	Explanation
Expenditures				
<i>Administrative</i>				
Website Compliance	\$ 2,000	\$ 388	19%	Website ADA compliance fees through November.
Insurance - General Liability	\$ 15,630	\$ 3,413	22%	First installment paid in October.
Annual District Filing Fee	\$ 175	\$ 175	100%	Filing fees paid in full.
<i>Field</i>				
Electricity - General	\$ 63,000	\$ 11,827	19%	Electricity usage higher than prior year.
R&M-Common Area	\$ 60,000	\$ 54,278	90%	Improvements to Star Glass Circle.
R&M-Lake	\$ 23,400	\$ 4,200	18%	Monthly waterway services plus fountain maintenance.
R&M-Bush Hogging	\$ 12,000	\$ 3,000	25%	Bush hogging fees for October.
Misc-Contingency	\$ 1,000	\$ 372	37%	Various Cleaning supplies.

Debt Service Notes

- **2022-1 Series DS** - The budgeted amount for principal / interest payments will need a budget amendment.
- **2022-2 Series DS** - The budgeted amount for principal / interest payments will need a budget amendment.

When the FY22-23 budget was prepared the amortization schedules for the 2022-1 & 2 DS were transposed.

BRIGHTON LAKES
Community Development District

Supporting Schedules

November 30, 2022

BRIGHTON LAKES
Community Development District

**Non-Ad Valorem Special Assessments - Osceola County Tax Collector
(Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2023**

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	ALLOCATION BY FUND			
					General Fund	Series 2017 Debt Service Fund	Series 2022-1 Debt Service Fund	Series 2022-2 Debt Service Fund
Assessments Levied FY 2023				\$ 1,939,362	\$ 1,207,552	\$ 220,651	\$ 331,754	\$ 179,405
Allocation %				100%	62.27%	11.38%	17.11%	9.25%
11/18/22	\$ 29,157	\$ 1,578	\$ 595	\$ 31,330	\$ 19,507	\$ 3,565	\$ 5,359	\$ 2,898
11/22/22	118,054	5,019	2,409	125,482	78,132	14,277	21,465	11,608
TOTAL	\$ 147,211	\$ 6,597	\$ 3,004	\$ 156,812	\$ 97,640	\$ 17,841	\$ 26,825	\$ 14,506
% COLLECTED				8%	8%	8%	8%	8%
Total O/S				\$ 1,782,550	\$ 1,109,912	\$ 202,810	\$ 304,929	\$ 164,899

Cash and Investment Report

November 30, 2022

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>INVESTMENT TYPE</u>	<u>MATURITY</u>	<u>YIELD</u>	<u>BALANCE</u>
<u>GENERAL FUND</u>					
Checking Account - Operating	BankUnited	Public Funds Checking	N/A	0.00%	\$ 394,858
Money Market Account	BankUnited	MMA	N/A	3.00%	\$ 1,283,114
Operating Account- Fund A	SBA	Local Gov. Surplus Trust Fund	N/A	3.94%	\$ 13,016
				GF Subtotal	\$ 1,690,988
<u>DEBT SERVICE FUNDS</u>					
Series 2017 Reserve Account	US Bank	Open-Ended CP	N/A	0.01%	\$ 21,001
Series 2017 Revenue Account	US Bank	Open-Ended CP	N/A	0.01%	\$ 8,796
Series 2022-1 Interest Account	US Bank	Open-Ended CP	N/A	0.01%	\$ 328
Series 2022-1 Revenue Fund	US Bank	Open-Ended CP	N/A	0.01%	\$ 12,732
Series 2022-2 Interest Fund	US Bank	Open-Ended CP	N/A	0.01%	\$ 155
Series 2022-2 Revenue Fund	US Bank	Open-Ended CP	N/A	0.01%	\$ 2,074
				DS Subtotal	\$ 45,086
<u>CAPITAL PROJECTS FUNDS</u>					
Series 2022-1 Construction Fund	US Bank	Open-Ended CP	N/A	0.01%	\$ 3,754,021
				CP Subtotal	\$ 3,754,021
				Total	\$ 5,490,095

Brighton Lakes CDD

Bank Reconciliation

Bank Account No. 9878 Bank United GF
 Statement No. 11-22
 Statement Date 11/30/2022

G/L Balance (LCY)	394,857.39	Statement Balance	398,045.93
G/L Balance	394,857.39	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>		
Subtotal	394,857.39	Subtotal	398,045.93
Negative Adjustments	0.00	Outstanding Checks	3,188.54
	<hr/>	Differences	0.00
Ending G/L Balance	394,857.39	Ending Balance	394,857.39
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
11/30/2022	Payment	803	CHURCHILLS POOLS	984.79	0.00	984.79
11/30/2022	Payment	804	HOME DEPOT	274.06	0.00	274.06
11/30/2022	Payment	805	MAGNOSEC CORP	1,786.00	0.00	1,786.00
11/30/2022	Payment	806	TERMINIX PROCESSING CENTER	76.69	0.00	76.69
11/30/2022	Payment	807	TERMINIX PROCESSING CENTER	67.00	0.00	67.00
Total Outstanding Checks.....				3,188.54		3,188.54

Subsection 4E

Check Register and Invoices

BRIGHTON LAKES
Community Development District

Check Register and Invoices

October to December 2022

BRIGHTON LAKES
Community Development District

Payment Register by Fund
For the Period from 10/01/22 to 11/30/22
(Sorted by Payee)

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
GENERAL FUND - 001								
CHECK # 768								
001	10/03/22	BLADE RUNNERS COMMERCIAL	457817	REMOVAL OF PALM TREE @ ENTRANCE	R&M Trees and Trimming	546099-53901	\$1,000.00	
							Check Total	<u>\$1,000.00</u>
CHECK # 775								
001	10/12/22	BLADE RUNNERS COMMERCIAL	457821	IRR INSPECTION SEP 2022	R&M-Irrigation	546041-53901	\$634.20	
001	10/12/22	BLADE RUNNERS COMMERCIAL	457826	#24 VIRBURNUMS 7G & SWEETSPIRE CIRCLE	R&M-Common Area	546016-53901	\$816.00	
001	10/12/22	BLADE RUNNERS COMMERCIAL	457825	INSTALLATION #10 DEAD VO. 7G KARIBA CT.	R&M-Common Area	546016-53901	\$340.00	
001	10/12/22	BLADE RUNNERS COMMERCIAL	457827	#1 PALLET OF SOD - VOLTA CIRCLE	R&M-Common Area	546016-53901	\$450.00	
001	10/12/22	BLADE RUNNERS COMMERCIAL	457824	REPALCE 22 DEAD CROTTONS BY GUARD HOUSE	R&M-Common Area	546016-53901	\$352.00	
							Check Total	<u>\$2,592.20</u>
CHECK # 781								
001	10/13/22	BLADE RUNNERS COMMERCIAL	457846	OCT LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$18,154.00	
							Check Total	<u>\$18,154.00</u>
CHECK # 785								
001	10/24/22	BLADE RUNNERS COMMERCIAL	457892	REPLACE DAMAGED SPRAYS AND ROTORS	R&M-Irrigation	546041-53901	\$997.09	
							Check Total	<u>\$997.09</u>
CHECK # 793								
001	11/07/22	BLADE RUNNERS COMMERCIAL	457920	NOV 2022 LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$18,154.00	
							Check Total	<u>\$18,154.00</u>
CHECK # 797								
001	11/11/22	BLADE RUNNERS COMMERCIAL	457893	HURRICANE IAN CLEAN-UP	R&M-Emergency & Disaster Relief	546172-53901	\$1,200.00	
001	11/11/22	BLADE RUNNERS COMMERCIAL	457958	BUSH HOGGING	R&M-Bush Hogging	546212-53901	\$3,000.00	
001	11/11/22	BLADE RUNNERS COMMERCIAL	457957	IRR INSPECTIONS & REPAIRS	R&M-Irrigation	546041-53901	\$520.40	
							Check Total	<u>\$4,720.40</u>
CHECK # 776								
001	10/12/22	CHURCHILLS POOLS	31140	OCT 2022 POOL MAINT	R&M-Pools	546074-57204	\$677.20	
001	10/12/22	CHURCHILLS POOLS	31186	CHEMICALS	R&M-Pools	546074-57204	\$695.58	
							Check Total	<u>\$1,372.78</u>
CHECK # 794								
001	11/07/22	CHURCHILLS POOLS	31209	NOV 2022 POOL MAINT	R&M-Pools	546074-57204	\$677.20	
							Check Total	<u>\$677.20</u>
CHECK # 803								
001	11/30/22	CHURCHILLS POOLS	31256	POOL CHEMICAL DELIVERY	R&M-Pools	546074-57204	\$984.79	
							Check Total	<u>\$984.79</u>
CHECK # 786								
001	10/24/22	DEPARTMENT OF ECONOMIC OPPORTUNIT 85773		FY 2022/2023 SPECIAL DISTRICT FEE	Annual District Filing Fee	554007-51301	\$175.00	
							Check Total	<u>\$175.00</u>
CHECK # 769								
001	10/03/22	ENVERA SYSTEMS LLC	718900	GATE ACCESS OCT 2022	Contracts-Security Services	534037-53904	\$6,184.15	
							Check Total	<u>\$6,184.15</u>

BRIGHTON LAKES
Community Development District

Payment Register by Fund
For the Period from 10/01/22 to 11/30/22
(Sorted by Payee)

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
CHECK # 791								
001	11/01/22	ENVERA SYSTEMS LLC	720056	GATE ACCESS - NOV 2022	Contracts-Security Services	534037-53904	\$6,184.15	
							Check Total	\$6,184.15
CHECK # 795								
001	11/07/22	EXERCISE SYSTEMS INC	25298	BI MONTHLY PREVENTIVE MAINT 10/17/22	R&M-Clubhouse	546015-57204	\$230.00	
							Check Total	\$230.00
CHECK # 798								
001	11/11/22	FEDEX	7-932-46796	OCT POSTAGE	Postage and Freight	541006-51301	\$55.41	
							Check Total	\$55.41
CHECK # 770								
001	10/03/22	HANSON, WALTER & ASSOCIATES	5284674	ENGG SVCS THRU AUG 2022	ROADWAY REPAVING	531013-51501	\$575.00	
							Check Total	\$575.00
CHECK # 792								
001	11/03/22	HANSON, WALTER & ASSOCIATES	5284897	ENGG SVCS THRU SEPT 2022	ROADWAY REPAVING	531013-51501	\$1,462.50	
							Check Total	\$1,462.50
CHECK # 771								
001	10/03/22	HOME DEPOT	090522-7008	PLUG INS/SOAP REFILLS/VARIOUS SUPPLIES	FEBREZE PLUGINS	549001-57204	\$53.86	
001	10/03/22	HOME DEPOT	090522-7008	PLUG INS/SOAP REFILLS/VARIOUS SUPPLIES	SOFT SOAP REFILLS	549001-57204	\$24.85	
001	10/03/22	HOME DEPOT	090522-7008	PLUG INS/SOAP REFILLS/VARIOUS SUPPLIES	CONCRETE / SCREWS	546016-53901	\$33.64	
001	10/03/22	HOME DEPOT	090522-7008	PLUG INS/SOAP REFILLS/VARIOUS SUPPLIES	SCREWS	546016-53901	\$80.24	
001	10/03/22	HOME DEPOT	090522-7008	PLUG INS/SOAP REFILLS/VARIOUS SUPPLIES	SELF ADHESIVE	546016-53901	\$7.12	
							Check Total	\$199.71
CHECK # 799								
001	11/11/22	HOME DEPOT	100522-7008	CLEANING SUPPLIES	Misc-Contingency	549900-53901	\$97.82	
							Check Total	\$97.82
CHECK # 804								
001	11/30/22	HOME DEPOT	110422-7008	VARIOUS CLEANING SUPPLIES	CLEANING SUPPLIES	549900-53901	\$274.06	
							Check Total	\$274.06
CHECK # 782								
001	10/13/22	INFRAMARK, LLC	83049	SEPT 2022 MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,771.25	
001	10/13/22	INFRAMARK, LLC	83049	SEPT 2022 MGMT FEES	ProfServ-Field Management	531016-53901	\$3,552.67	
001	10/13/22	INFRAMARK, LLC	83049	SEPT 2022 MGMT FEES	ProfServ - Field Management Onsite Staff	531106-53901	\$5,165.92	
001	10/13/22	INFRAMARK, LLC	83049	SEPT 2022 MGMT FEES	Postage and Freight	541006-51301	\$16.53	
001	10/13/22	INFRAMARK, LLC	83049	SEPT 2022 MGMT FEES	ProfServ-Special Assessment	531038-51301	\$442.08	
001	10/13/22	INFRAMARK, LLC	83049	SEPT 2022 MGMT FEES	EMAIL/ARCHIVING RENEWAL	534397-51301	\$757.62	
001	10/13/22	INFRAMARK, LLC	83049	SEPT 2022 MGMT FEES	BAY STATE ALARM	549001-57204	\$481.62	
001	10/13/22	INFRAMARK, LLC	83049	SEPT 2022 MGMT FEES	SWING SET FOR PLAY GROUND	546016-53901	\$123.60	
							Check Total	\$15,311.29

BRIGHTON LAKES
Community Development District

Payment Register by Fund
For the Period from 10/01/22 to 11/30/22
(Sorted by Payee)

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
CHECK # 800							
001	11/11/22	INFRAMARK, LLC	84604	OCT 2022 MGMT SVCS	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,771.25
001	11/11/22	INFRAMARK, LLC	84604	OCT 2022 MGMT SVCS	ProfServ-Field Management	531016-53901	\$3,552.67
001	11/11/22	INFRAMARK, LLC	84604	OCT 2022 MGMT SVCS	ProfServ - Field Management Onsite Staff	531106-53901	\$5,165.92
001	11/11/22	INFRAMARK, LLC	84604	OCT 2022 MGMT SVCS	Postage and Freight	541006-51301	\$11.40
001	11/11/22	INFRAMARK, LLC	84604	OCT 2022 MGMT SVCS	ProfServ-Special Assessment	531038-51301	\$442.08
001	11/11/22	INFRAMARK, LLC	84604	OCT 2022 MGMT SVCS	GO DADDY	549001-51301	\$1.66
001	11/11/22	INFRAMARK, LLC	84604	OCT 2022 MGMT SVCS	Printing and Binding	547001-51301	\$1.80
Check Total							<u>\$13,946.78</u>
CHECK # 777							
001	10/12/22	INNERSYNC STUDIO, LTD	20780	WEBSITE HOSTING/ADA COMPLIANCE	Website Compliance	534397-51301	\$388.13
Check Total							<u>\$388.13</u>
CHECK # 778							
001	10/12/22	KUTAK ROCK LLP	3111032	GEN COUNSEL THRU AUG 2022	ProfServ-Legal Services	531023-51401	\$2,900.00
001	10/12/22	KUTAK ROCK LLP	3111033	ROADWAY RESURFACING PRJ THRU AUG 2022	ProfServ-Legal Services	531023-51401	\$1,305.00
Check Total							<u>\$4,205.00</u>
CHECK # 787							
001	10/24/22	KUTAK ROCK LLP	3124712	GEN COUNSEL THRU SEPT 2022	ProfServ-Legal Services	531023-51401	\$2,204.41
001	10/24/22	KUTAK ROCK LLP	3124713	GEN COUNSEL THRU SEPT 2022	ProfServ-Legal Services	531023-51401	\$1,790.00
Check Total							<u>\$3,994.41</u>
CHECK # 779							
001	10/12/22	MAGNOSEC CORP	941	SEC SVCS 9/5-9/19/2022	Contracts-Security Services	534037-57204	\$2,204.00
Check Total							<u>\$2,204.00</u>
CHECK # 783							
001	10/13/22	MAGNOSEC CORP	956	SEC SVCS 9/19-10/2/22	Contracts-Security Services	534037-57204	\$1,377.50
Check Total							<u>\$1,377.50</u>
CHECK # 788							
001	10/24/22	MAGNOSEC CORP	971	SEC SVCS 10/3-10/16/22	Contracts-Security Services	534037-57204	\$2,128.00
Check Total							<u>\$2,128.00</u>
CHECK # 801							
001	11/11/22	MAGNOSEC CORP	986	SEC SVCS 10/17-10/30/22	Contracts-Security Services	534037-57204	\$2,337.00
Check Total							<u>\$2,337.00</u>
CHECK # 805							
001	11/30/22	MAGNOSEC CORP	999	SEC SVCS 10/31-11/13/22	Contracts-Security Services	534037-57204	\$1,786.00
Check Total							<u>\$1,786.00</u>
CHECK # DD552							
001	10/15/22	CHARTER COMMUNICATIONS	059031701092222	BILL PRD 9/21-10/20/22 OFFICE	Communication - Telephone	541003-51301	\$39.99
Check Total							<u>\$39.99</u>
CHECK # DD551							
001	10/15/22	CENTURYLINK-ACH	092222-2871 ACH	BILL PRD 9/22-10/21/22	Communication - Telephone	541003-51301	\$334.29
Check Total							<u>\$334.29</u>
CHECK # DD562							
001	10/26/22	TOHO WATER AUTHORITY - ACH	092322 ACH	BILL PRD 8/23-9/23/22	Utility - Water & Sewer	543021-53901	\$332.76
Check Total							<u>\$332.76</u>

BRIGHTON LAKES
Community Development District

Payment Register by Fund
For the Period from 10/01/22 to 11/30/22
(Sorted by Payee)

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
CHECK # DD561								
001	10/26/22	KUA - ACH	100522 ACH	BILL PRD 10/4-10/23/22	Electricity - General	543006-53901	\$5,788.14	
							Check Total	<u>\$5,788.14</u>
CHECK # DD559								
001	10/26/22	CHARTER COMMUNICATIONS	071055501101022 ACH	BILL PRD 10/9-11/8/22 GTHS	Communication - Telephone	541003-51301	\$159.97	
							Check Total	<u>\$159.97</u>
CHECK # DD558								
001	10/26/22	CENTURYLINK-ACH	100122-8906 ACH	BILL PRD 10/1-10/31/22	Communication - Telephone	541003-51301	\$218.02	
							Check Total	<u>\$218.02</u>
CHECK # DD560								
001	10/26/22	CHARTER COMMUNICATIONS	071021501100922	BILL PRD 10/8-11/7/22	Communication - Telephone	541003-51301	\$149.97	
							Check Total	<u>\$149.97</u>
CHECK # DD564								
001	11/01/22	CHARTER COMMUNICATIONS	025014901101522	BILL PRD 10/14-11/13/22	Communication - Telephone	541003-51301	\$274.68	
							Check Total	<u>\$274.68</u>
CHECK # DD563								
001	10/01/22	CHARTER COMMUNICATIONS	025014901091522	BILL PRD 9/14-10/13/22	Communication - Telephone	541003-51301	\$274.68	
							Check Total	<u>\$274.68</u>
CHECK # DD565								
001	11/01/22	CHARTER COMMUNICATIONS	059031701102222	BILL PRD 10/21-11/20/22 OFFICE	Communication - Telephone	541003-51301	\$39.99	
							Check Total	<u>\$39.99</u>
CHECK # DD566								
001	11/14/22	CENTURYLINK-ACH	102222-2871	BILL PRD 10/22-11/21/22 407-847-7412	Communication - Telephone	541003-51301	\$333.50	
							Check Total	<u>\$333.50</u>
CHECK # DD572								
001	11/21/22	KUA - ACH	110322 ACH	BILL PRD 9/22-10/23/22	Electricity - General	543006-53901	\$6,038.47	
							Check Total	<u>\$6,038.47</u>
CHECK # DD573								
001	11/21/22	TOHO WATER AUTHORITY - ACH	102322 ACH	BILL PRD 9/23-10/23/22	Utility - Water & Sewer	543021-53901	\$297.60	
							Check Total	<u>\$297.60</u>
CHECK # DD574								
001	11/25/22	CENTURYLINK-ACH	110122-8906 ACH	11/01 - 11/30/22 SERVICE 407-846-2556	Communication - Telephone	541003-51301	\$216.10	
							Check Total	<u>\$216.10</u>
CHECK # DD575								
001	11/25/22	CHARTER COMMUNICATIONS	071021501110922 ACH	BILL PRD 11/8-12/7/22 KARIBA GATE	Communication - Telephone	541003-51301	\$149.97	
							Check Total	<u>\$149.97</u>
CHECK # DD576								
001	11/26/22	CHARTER COMMUNICATIONS	071055501111022	BILL PRD 11/9-12/8/22 VOLTA GATE	Communication - Telephone	541003-51301	\$159.97	
							Check Total	<u>\$159.97</u>
CHECK # 772								
001	10/03/22	REXEL USA INC.	S134515030.001	32 LED LIGHTS - 500K	R&M-Common Area	546016-53901	\$153.74	
							Check Total	<u>\$153.74</u>

BRIGHTON LAKES
Community Development District

Payment Register by Fund
For the Period from 10/01/22 to 11/30/22
(Sorted by Payee)

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
CHECK # 773								
001	10/03/22	SERVUSAT, LLC	4244	VIDEO SURVEILLANCE TROUBLESHOOTING.	Miscellaneous Services	549001-57204	\$120.00	
							Check Total	\$120.00
CHECK # 780								
001	10/12/22	SITEX AQUATICS, LLC	6715B	LAKE MAINT 9 WATERWAY OCT 2022	R&M-Lake	546042-53901	\$1,950.00	
001	10/12/22	SITEX AQUATICS, LLC	6697B	FOUTAIN MAINT 3RD QTR	R&M-Lake	546042-53901	\$300.00	
							Check Total	\$2,250.00
CHECK # 802								
001	11/11/22	SITEX AQUATICS, LLC	6827B	NOV 2022 LAKE MAINT	R&M-Lake	546042-53901	\$1,950.00	
							Check Total	\$1,950.00
CHECK # 774								
001	10/03/22	TERMINIX PROCESSING CENTER	424438083	9/2/22 PEST CONTROL - CLUBHOUSE	R&M-Clubhouse	546015-57204	\$67.00	
							Check Total	\$67.00
CHECK # 789								
001	10/24/22	TERMINIX PROCESSING CENTER	425615507	PEST CONTROL 10/05	R&M-Clubhouse	546015-57204	\$67.00	
							Check Total	\$67.00
CHECK # 790								
001	10/24/22	TERMINIX PROCESSING CENTER	425614607	PEST CONTROL 10/5/22	R&M-Clubhouse	546015-57204	\$76.69	
							Check Total	\$76.69
CHECK # 806								
001	11/30/22	TERMINIX PROCESSING CENTER	426695917	PEST CONTROL 11/3/22	R&M-Clubhouse	546015-57204	\$76.69	
							Check Total	\$76.69
CHECK # 807								
001	11/30/22	TERMINIX PROCESSING CENTER	426694084	PEST CONTROL 11/3/22	R&M-Clubhouse	546015-57204	\$67.00	
							Check Total	\$67.00
CHECK # DD555								
001	10/19/22	DENNIS J. HISLER	PAYROLL	October 19, 2022 Payroll Posting			\$184.70	
							Check Total	\$184.70
CHECK # DD569								
001	11/08/22	DENNIS J. HISLER	PAYROLL	November 08, 2022 Payroll Posting			\$184.70	
							Check Total	\$184.70
CHECK # DD553								
001	10/19/22	JOHN M. CRARY	PAYROLL	October 19, 2022 Payroll Posting			\$84.70	
							Check Total	\$84.70
CHECK # DD567								
001	11/08/22	JOHN M. CRARY	PAYROLL	November 08, 2022 Payroll Posting			\$84.70	
							Check Total	\$84.70
CHECK # 784								
001	10/19/22	MARCIAL RODRIGUEZ	PAYROLL	October 19, 2022 Payroll Posting			\$184.70	
							Check Total	\$184.70

BRIGHTON LAKES
Community Development District

Payment Register by Fund
For the Period from 10/01/22 to 11/30/22
(Sorted by Payee)

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
CHECK # 796							
001	11/08/22	MARCIAL RODRIGUEZ	PAYROLL	November 08, 2022 Payroll Posting			\$184.70
						Check Total	<u>\$184.70</u>
CHECK # DD554							
001	10/19/22	MARK A. PETERS	PAYROLL	October 19, 2022 Payroll Posting			\$184.70
						Check Total	<u>\$184.70</u>
CHECK # DD568							
001	11/08/22	MARK A. PETERS	PAYROLL	November 08, 2022 Payroll Posting			\$184.70
						Check Total	<u>\$184.70</u>
CHECK # DD557							
001	10/19/22	MICHELLE INCANDELA	PAYROLL	October 19, 2022 Payroll Posting			\$184.70
						Check Total	<u>\$184.70</u>
CHECK # DD571							
001	11/08/22	MICHELLE INCANDELA	PAYROLL	November 08, 2022 Payroll Posting			\$184.70
						Check Total	<u>\$184.70</u>
CHECK # DD556							
001	10/19/22	NADINE N. SINGH	PAYROLL	October 19, 2022 Payroll Posting			\$184.70
						Check Total	<u>\$184.70</u>
CHECK # DD570							
001	11/08/22	NADINE N. SINGH	PAYROLL	November 08, 2022 Payroll Posting			\$184.70
						Check Total	<u>\$184.70</u>
						Fund Total	<u><u>\$133,420.99</u></u>

Total Checks Paid	\$133,420.99
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Section 6

CDD Liasion

CDD Monthly Board Report January 5, 20223

The following is a result of inspection as of 12/16/2022

Completed Projects

- Light cover at main gate entrance replaced
- Christmas lights at entrance installed for the holidays
- 2 bushes removed on Brighton Lakes wall on Pleasant Hill South Side
- Green buttons corrected on all Kiosks
- 2475 Heron dumping in wetlands has been cleaned up by homeowner
- Stargrass circles storm drain construction and road work complete
- 3635 Kariba in rear at buffer brush cleaned up and trees trimmed as per homeowner complaint
- Met with engineers about flooding at Chapala Park and will speak about it
- Also confirmed with engineers Sweetspire pond is not a natural pond at all it was a low-lying ground that the builder put a circle around and fed into it with storm drains historicalaerials.com verified this pre building this should not restrict us to any treatment as we have always thought it was natural which would limit to chemical used to treat. Thank you Mr. Crary for discovering this

Pending Projects

- Ground spotlight at bridge plaque needs replacing
- Electrical box covers at main gate and volta gate need to be replaced
- Brighton Lakes Blvd bridge north side plants still need to be planted
- Mulch still incomplete around Community center
- 1 sconce lightbulb out at Brighton Lakes wall south side left light bulb needs replacing
- Ballast still need to be installed blocking all kiosks from getting hit again as the cost \$12,000 needs protection
- 2 existing ballast at Volta entrance need fresh bright yellow paint and reflectors as they are in the sidewalk and to prevent anyone from running in to them with their bike
- Pond 1 through 6 showing great improvement with treatment
- Sweetspire Circle rear of 2849 trampoline still in pond needs to be removed, I tried to throw my winch out there but could not reach it. Need assistance getting to it.
- Brighton Lakes Blvd landscape still needs to be redone after hurricane Ian and drivers that made ruts, waiting on Juan to start.
- Brighton Lakes entrance along Pleasant Hill rd where Team Fishel damaged our sidewalks mark out has begun and expecting crews to begin once mark out complete

- Brighton Lakes Blvd entrance top of wall under the flag small palms still need to be lifted and fronds cleaned up
- MaraCaibo rear of 2407 found large limbs down from Ian Juan is going to remove but waiting on proposal. These are in the buffer zone
- Bridge fountains both sides light bulbs are getting obsolete, purchased 2 for \$250 each for Heron side, cables feeding the fountains showing age starting to break down, may be time for the board to consider newest technology installed before we get “\$500 dollared’ to death with repairs and outages see proposal from Sitex for new lighting and feed.
- MaraCaibo 2437 rear in buffer homeowner installed new 6 foot fence that we thought was on our property Gabe sent us surveys to confirm its homeowners property, but their dumping has not yet been cleaned up from tree removal and it’s blocking the buffer and or brush hogging. House is in awful condition 2435 homeowner stopped me and asked for help in getting the place cleaned up. Dried out tarps and sandbags all over the roof, tarp is blowing in to 2435 property and she is very upset because she must clean up continuously and thinks something should have been done about this a long time ago.
- Heron Circle 2485 rear in buffer zone still has 2 x 4 bracing his privacy fence up and blocking buffer zone needs letter sent to remove asap.
- Beil Court at the end fence is down again between Brighton Lakes and Pine Ridge
- Main gate orange lane dividers all broken need replacement Freddie informed me he ordered 12 waiting on that.
- Dead tree near emergency exit still needs to be removed.
- Met with Middlesex paving at Community Center they were going over prints and procedures, told me they will be tapping into hydrants for water for their machinery. They assured me they have means of tapping into with a metered device and Toho will bill them not us, much like our pressure washing company. Also noted me they will begin project January 2, 2023.
- Many trip hazards in community that we need to address.

Happy Holidays to Everyone!!

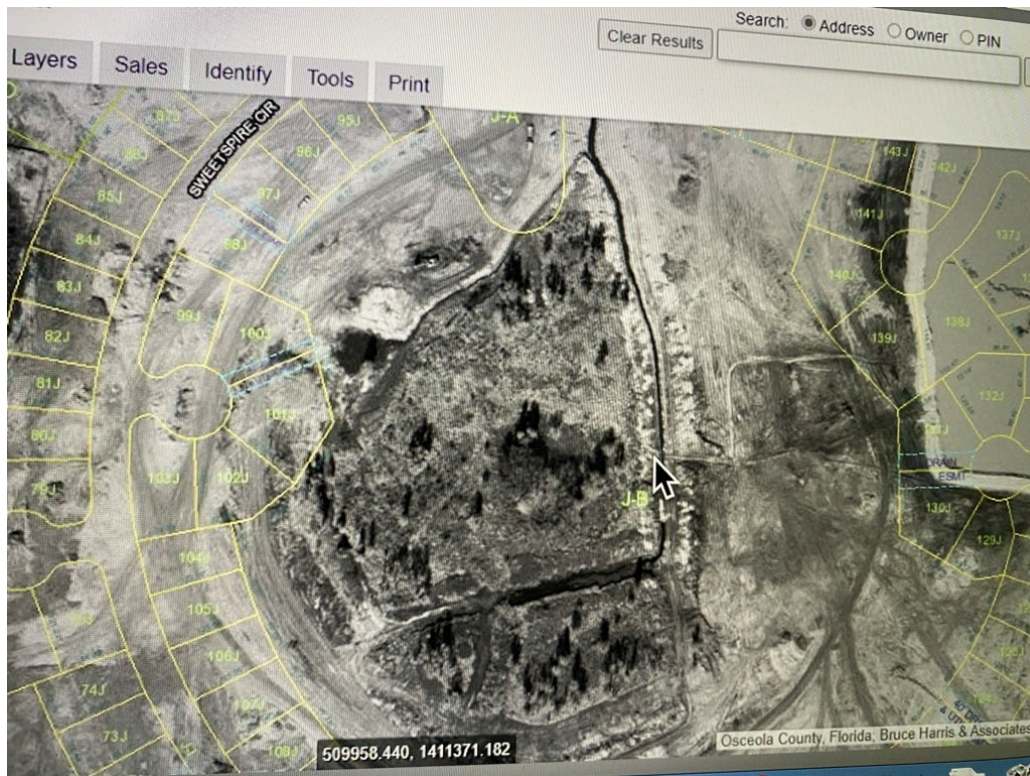
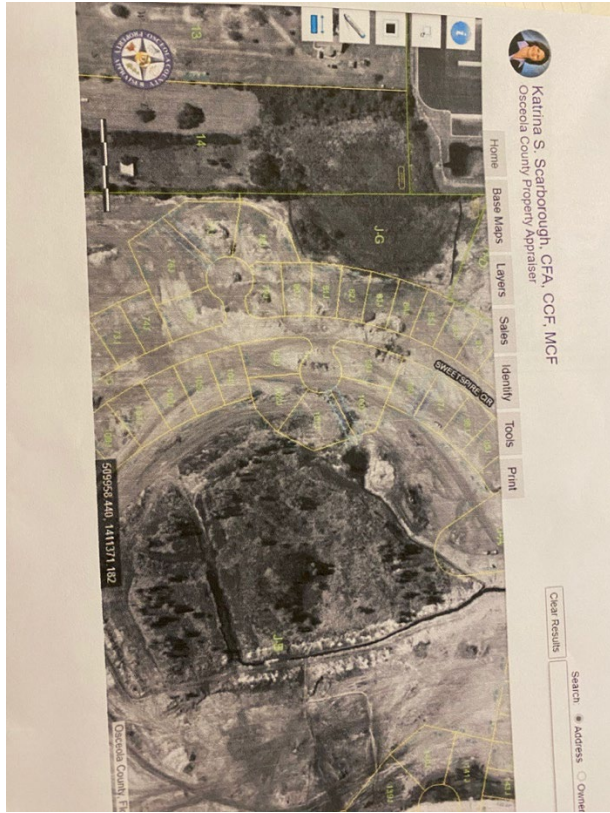
Denny Hisler^L_{SEP}

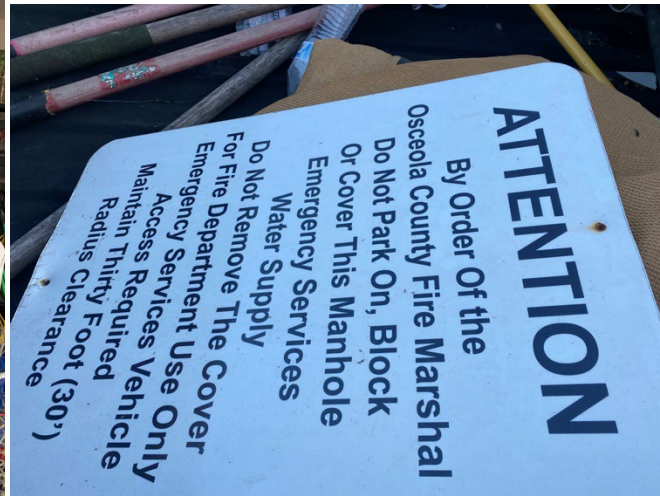
CDD Landscaping and Maintenance Liaison

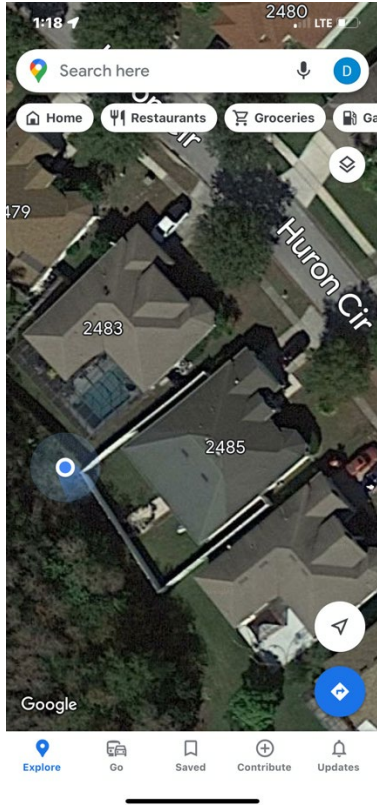
CDD Board, Do Not Reply to All

















Section 7

Field Management Reports

Subsection 7A

Field Report

DECEMBER 2022 FIELD INSPECTION

Brighton Lakes CDD

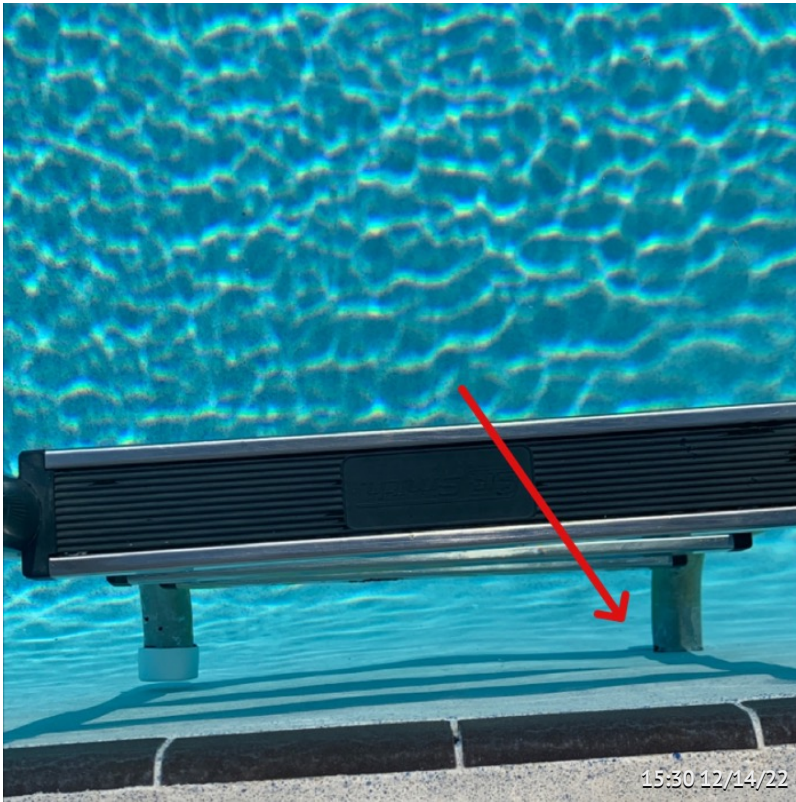
Wednesday, December 14, 2022

Prepared For Board Of Supervisors

19 Item Identified

Freddy Blanco Field
Manager
Inframark





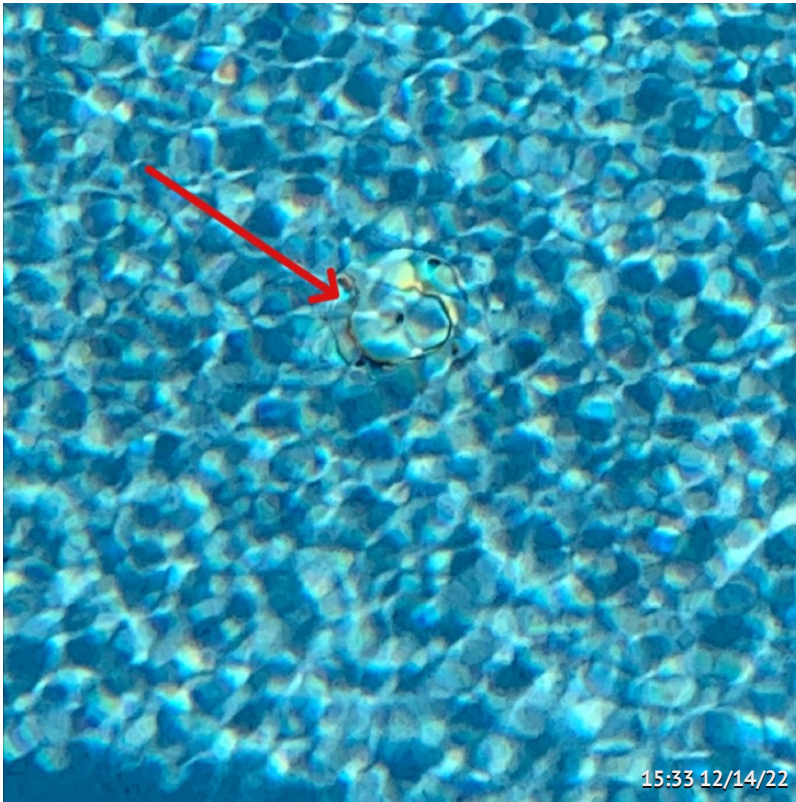
Item 1

Assigned To Churchill Pools
Provide Proposal for install missing plastic caps to the pool access ladder



Item 2

Assigned To Churchill Pools
Provide cleaning service to all the pool access ladders



Item 3

Assigned To Churchill Pools

Provide schedule for installation of broken caps in the pool



Item 4

Assigned To Bladerunner

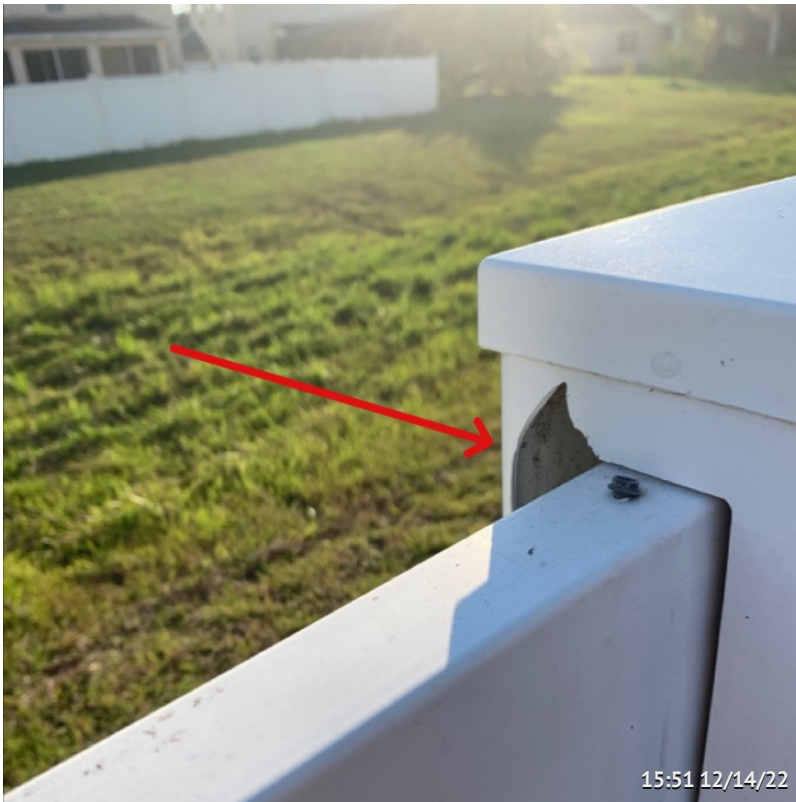
Landscaping

Excessive weeds is growing up in the beds around the pool areas



Item 5

Assigned To Inframark
Provide schedule for clean up
service of storm drain located
behind the kids pool area



Item 6

Assigned To Inframark
Provide schedule for PVC fence
repair at StarGrass Cir.



Item 7

Assigned To Bladerunner
Landscaping

Include in the next service the removal of the the weed growing in the bottom of the PVC fence



Item 8

Assigned To Bladerunner
Landscaping

Provide Proposal for remove dead trees and branches located in the beds behind homes backyard at Patrician Cir



Item 9

Assigned To Bladerunner
Landscaping

Provide Proposal for remove dead trees and branches located in the beds behind homes backyard at Patrician Cir



Item 10

Assigned To Sitex

Hydrilla is still visible at the pond # 7



Item 11

Assigned To Inframark
Provide schedule for installation
service of information sign at Milano
Pl



Item 12

Assigned To Inframark
Install a new floor light on the
bridge at Brighton Lakes Blvd



Item 13

Assigned To Sitex

Fountain lights is not working properly. Provide inspection and troubleshooting report



Item 14

Assigned To Bladerunner

Landscaping

Mowing service in easements across the security guard house area is completed according to the schedule



Item 15

Assigned To Sitex

Hydrilla is still visible in the end o
the pond # 1



Item 16

Assigned To Bladerunner

Landscaping

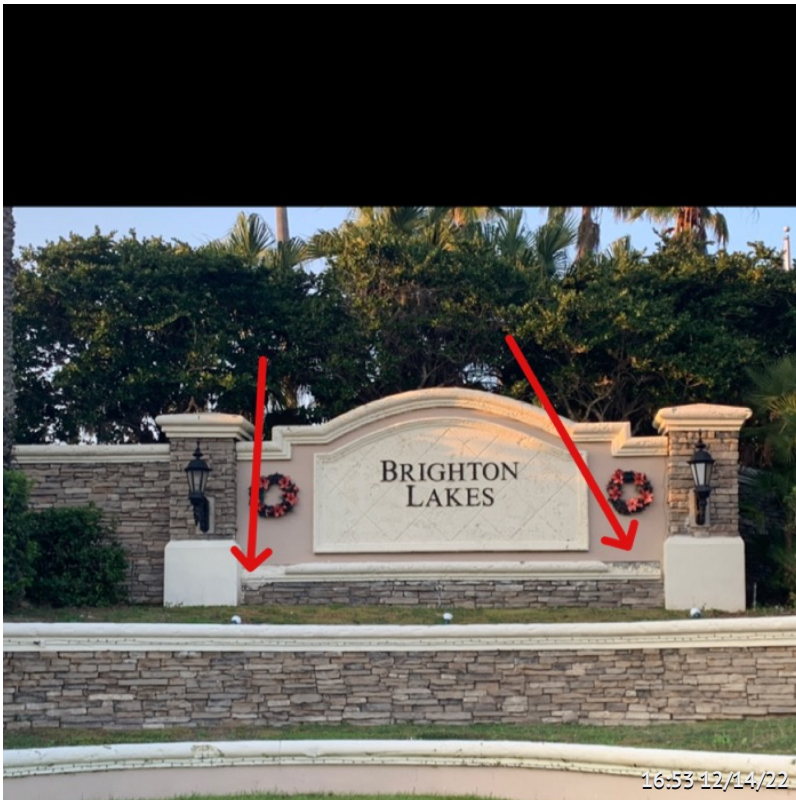
Few viburnums is still pending for
installation at Volta Cir



Item 17

Assigned To Inframark

Create a work order for remove rust stains in the stone wall located in the community entrance



Item 18

Assigned To Inframark

Provide work order for monument walls repair at the Community entrance

Field Report Follow Up

Assigned To Board Of Supervisors

Item 1 viburnums installation at Volta Cir is still pending.

Item 2 Weeds control in beds located around the recreation center is ongoing.

Item 5 Bush hogging service behind the PVC fence at StarGrass Cir is completed.

Item 6 Dead Pine Tree removal service is still pending for schedule.

Item 9 sidewalk inspection scheduled for January 2023.

Item 10 Fence repair at Biel Ct is scheduled for January 2023.

Item 11 Dead tree removal service at Biel Ct is completed.

Item 12 Small Dead tree removal service located behind the recreation center is completed.

Item 13 Broken caps in the pool is still pending for schedule.

Item 14 New Handicap chair cover installation is still pending for schedule.

Item 15 cleaning service of the tiles in the pool is still pending for schedule.

Section 8

Public Hearing

Subsection 8A

Rules

BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT

RULES RELATING TO DISTRICT FACILITIES

In accordance with Chapters 190 and 120 of the Florida Statutes, and on January 5, 2023, at a duly noticed public hearing, the Board of Supervisors (“Board”) of the Brighton Lakes Community Development District (“District”) adopted the following rules to govern its recreational facilities (“District Facilities”), which consist of the Recreation Center (Fitness Room and Pool), Community Room, Playgrounds, and Basketball and Tennis Courts. This rule repeals and supersedes all prior rules governing the same subject matter.

The District has adopted these Rules (“Rules”) for the safety and security of the District and its residents and their guests. The Board may modify these rules from time to time as needed.

<h3>GENERAL POLICIES</h3>

In the event of an emergency, please call 911. After contacting 911, all emergencies and injuries occurring on the District Facilities must be reported to District Management.

If a resident observes or suspects unusual activity on the grounds, please report it to the police first and then to District Management. If a resident would like to report damage or hazards on District Facilities or a violation of the Rules, the resident may report it to District Management. District Management contact information:

Field Manager: Freddy Blanco.....407-947-2489
District Manager: Gabriel Mena.....754-399-8440
District Management Office.....407-566-1935

GOOD NEIGHBOR POLICY

We want everyone who lives in our community to enjoy a carefree lifestyle. In order to allow everyone the opportunity to enjoy the District Facilities, all residents and their guests are expected to maintain an appropriate level of decorum in dress and behavior. Residents and/or guests who do not abide by the policies stated herein, maintain the appropriate level of decorum, or are abusive to other patrons or District staff may be asked to leave the premises or be removed by appropriate means. Continued like behavior may result in action by the Board of Supervisors of the District including, but not limited to, a suspension or termination of the resident’s use of the District Facilities. Notice of the District Board’s intent to consider such action during a public meeting shall be provided to the resident against whom such action will be considered.

IN AN ATTEMPT TO PRESERVE OUR RESIDENTS’ PRIVACY, WE DO NOT PERMIT SOLICITATIONS OF ANY KIND AT THE DISTRICT FACILITIES.

ANNUAL USER FEE

The Annual User Fee for any non-resident user is \$1,200.00. This fee will permit the use of all District Facilities for one (1) full year from the date of receipt of payment by the District. Each subsequent renewal shall be paid in full on the anniversary date of application for use of the District Facilities by such non-resident user. Such fee may be increased, by action of the Board, to reflect increased costs of operation of the District Facilities; such increase may not exceed ten percent (10%) per year. The use of the District Facilities is not available for commercial purposes.

ACCESS CARDS

- (1) Residents can use their Access Cards to gain access to the District Facilities. Upon arrival, residents will scan their Access Cards in the card reader located outside of the main entrance doors in order to unlock the doors. Under no circumstance should a resident provide an Access Card to another person to allow him or her to use the District Facilities in violation of these Rules.
- (2) Each resident household will receive two (2) Access Cards per home upon registration with the District.
- (3) Access Cards are the property of the District and are non-transferable except in accordance with these Rules.
- (4) All lost or stolen cards need to be reported immediately to the District. Replacement cards are available for a fee of \$10. Residents with the lost or stolen Access Card will be financially responsible for damages resulting from unreported loss or theft of the access card.

GUESTS

All guests must be accompanied by a Brighton Lakes resident over the age of eighteen (18) when using the District Facilities at all times unless otherwise noted in these Rules.

Each Brighton Lakes family unit is limited to four (4) guests at any one time at the District Facilities. Residents may request an exception to this limit for additional guests that are non-resident family members by applying in writing to District Management. District Management may grant such permission, in its sole discretion, if District Management determines that it does not conflict with the health, safety and welfare of residents. In determining whether to grant permission, District Management may take into consideration, among other things, the amount of people currently using District Facilities based on the calendar of events, holidays, reservation schedules, and other resident applications for additional guest exceptions. The resident's application shall list the name, age, relationship to the resident, and expected length of stay in the District for all of their guests. The application shall be signed by the resident and shall be kept on record in the District Management office. District Management may prepare a form of the application and may require residents to use the form. Babysitters must provide a notarized

written statement from the child's or children's parents or guardians authorizing custodial rights and proof of proper identification listing an emergency contact.

Guests must strictly adhere to all rules and regulations of the Brighton Lakes recreation center. Any violation of these rules will result in the revocation of the guest's privileges.

Brighton Lakes residents remain fully responsible for the behavior of their guests. Any damages and/or loss of equipment will be the responsibility of the resident.

RENTER'S PRIVILEGES

- (1) Property owners who rent out or lease out their residential unit(s) in the District shall have the right to designate the renter of their residential unit(s) as the beneficial users of the property owners' District Facilities privileges. All such designations must be in writing and contain an affirmative statement of the renter's rights for the use and enjoyment of the District Facilities. A copy of the written designation must be provided to the District Manager before the renter will be permitted to use the District Facilities.
- (2) A renter who is designated as the beneficial user of the property owner's privileges shall be entitled to the same rights and privileges to use the District Facilities as the property owner and shall assume all liabilities associated with the assignment of such rights and privileges.
- (3) During the period when a renter is designated as the beneficial user of the property owner's privilege to use the District Facilities, the property owner shall not be entitled to use the District Facilities with respect to that property.
- (4) Property owners shall be responsible for all charges incurred by their renters which remain unpaid after the customary billing and collection procedure established by the District. Property owners are responsible for the deportment of their respective renters.
- (5) Renters shall be subject to such other rules and regulations as the Board may adopt from time to time.

FACILITY HOURS

FITNESS ROOM

Open 6:00 a.m. to 9:30 p.m.

POOL AND COMMUNITY ROOM

Open dawn to dusk

PLAYGROUND

Open dawn to dusk

BASKETBALL AND TENNIS COURTS

Open 6:00 a.m. to 9:30 p.m.

POOL POLICIES

GENERAL RULES

In addition to the following pool rules, the State or local municipality has rules governing public pool use. For the safety of our residents and Management's desire to comply with governing regulations, Brighton Lakes will enforce whichever rule is more restrictive.

The pool facilities may be used during designated operating hours. The pool facilities are used at the resident's own risk and with the utmost of care. All residents and guests will use the pool facilities at their own risk and will comply with the written and posted rules and regulations of the pool. All rules and regulations will be strictly enforced at all times.

For their safety, all residents under the age of eighteen (18) must have an adult resident over the age of eighteen (18) with them when using the pool facilities.

Residents swim at their own risk; there is no lifeguard on duty. **NO DIVING, RUNNING OR HORSEPLAY** is allowed around the pool.

For our residents' safety, no glass or other breakable objects are allowed in the pool area.

All users must shower before entering the pool.

No chewing gum is permitted in the pool or pool deck area.

Swimmers are required to wear footwear and cover-up over their bathing suits when in the recreation center.

Swimmers must dry off before entering the recreation center.

Proper swim attire must be worn in the pool and at the recreation center and on the pool deck area. Thong, t-back or Brazilian-cut bathing suits worn by either men or women are not considered proper swimming attire. **FOR PROPER POOL MAINTENANCE, NO CUT-OFFS, STREET CLOTHES, OR DIAPERS ARE TO BE WORN IN THE POOL!**

Please be considerate to neighbors by monitoring the noise level in and around the pool area. Running, rough-housing, loud music, and obscene language will not be tolerated. Residents and/or guests will be asked to leave the pool area immediately if this policy is violated.

Playing with emergency equipment (life ring, hook, etc.) is not allowed. Residents found tampering with these items will be subject to termination of pool privileges.

For safety reasons, no electrical cords can be run in the pool areas. All musical devices must be run by battery. Headphones are preferred for the enjoyment of everyone at the pool.

Reasonable inflatable toys and mattresses may be used. Boogie boards, kick boards and other similar objects are not allowed in the pool.

No alcoholic beverages are permitted in or around the pool area unless previously approved by the Board of Supervisors of the District.

For the comfort of others, changing of diapers, clothes, etc. is not allowed at the poolside. Please use the restroom facilities. Breast-feeding is permitted in accordance with Florida Law.

No one shall pollute the pool. Anyone who does so is liable for any costs incurred in treating or correcting the problem.

Infants and toddlers must wear swim diapers. Regular disposable and cloth diapers are not permitted in the pool.

Pool entrances must be kept clear at all times.

Smoking is not permitted at any time.

No animals are allowed in the pool or pool deck area unless as permitted by law for sight-impaired persons.

No roller blades, skateboards, or bicycles are permitted in the pool deck area.

No swinging on the ladders or railings is allowed.

Snapping of towels is not permitted.

Pool furniture may not be removed from the pool deck area.

Loud and abusive language is not allowed.

Unless otherwise authorized pursuant to Florida law, firearms or any other weapons are not permitted at District Facilities.

This community prides itself on the attractive appearance of our pool area. Please make use of the garbage cans.

Any person swimming when the facility is closed may be suspended from using the facility.

Management reserves the right to refuse anyone utilization of the pool facilities.

All residents must have their access cards with them at all times when using the facilities.

The maximum occupancy of the main pool is 112. Maximum occupancy of the kiddie pool is 24.

BRIGHTON LAKES DISTRICT MANAGEMENT ASSUMES NO RESPONSIBILITY FOR ACCIDENTS AND/OR INJURIES ASSOCIATED WITH ACTIVITIES RELATED TO POOL USE.

THUNDERSTORM POLICY

If lightning is sighted, regardless of location, the pool will be closed for 30 minutes. If lightning is sighted again during any 30-minute window when the pool is closed, the 30-minute window will be reset and the pool will be closed for an additional 30 minutes. If lightning is not observed after a full 30-minute window, the pool will reopen. In case of a thunderstorm (with thunder only) in the immediate area, the pool will be closed for 15 minutes. If no thunder is heard during this period, the pool will be reopened. Similar to lightning, the 15-minute window will be reset each time thunder is heard.

FECES POLICY

If contamination occurs, the pool will be closed for a minimum of 12 hours up to a maximum of 24 hours, and the water will be shocked with chlorine to kill the bacteria. Parents should take their children to the bathroom before entering the pool. If a child is not completely potty trained, they must wear a swim diaper at all times in the pool area.

HEAVY RAIN POLICY

If at any time it rains so hard that swimmers cannot see the bottom of the pool, the pool will be closed.

FITNESS ROOM POLICIES

The fitness room facilities may be used during designated operating hours. The fitness room facilities are used at the resident's own risk and with the utmost of care. Everyone is urged to contact a physician before starting an exercise workout routine. All residents and guests will use the facilities at their own risk and will comply with the written and posted rules and regulations. All rules and regulations will be strictly enforced at all times.

Proper fitness attire and footwear must be worn in the fitness room facilities. Bathing suits worn by either men or women are not considered proper fitness attire. Footwear that does not cover the entire foot is not considered proper footwear.

Young adults ages sixteen (16) and older may use the fitness room facilities without adult supervision.

Youths thirteen (13) to fifteen (15) years old may use the fitness room facilities when accompanied by an adult eighteen (18) or older. However, the District Office must have on file a parental release of liability, which lists the adults who will accompany the minor to the fitness room facilities.

Children under the age of thirteen (13) are not permitted to use the fitness room facilities under any circumstances. Children under the age of thirteen (13) may be present in the fitness room facilities as long as the child remains in the designated children's play area of the fitness room facilities and the child is accompanied by an adult at least eighteen (18) years of age.

No skateboards, skates, or other wheeled toys are permitted in the fitness room.

No horseplay is allowed. Persons acting in such a manner will be asked to leave the fitness room.

No loud music is permitted and musical devices must be battery operated. Headphones are preferred and suggested for use in the fitness room.

No loitering is permitted in the fitness room. Anyone loitering in the fitness room will be asked to leave the area.

No pets are permitted in the fitness room at any time unless as permitted by law for sight-impaired persons.

There is to be no misuse of equipment or furnishings in the fitness room. Persons damaging any District facilities will be held financially responsible for the costs of repairs and may lose access privileges to the fitness room facilities.

PLAYGROUND POLICIES

The playground shall be available for use from dawn until dusk.

Children under the age of eight (8) must be accompanied by someone at least sixteen (16) years of age.

Alcoholic beverages, glass containers, and other breakable items are prohibited.

The use of profanity or disruptive behavior is prohibited.

No roughhousing on the playground.

Persons using the playground must clean up all food, beverages, and miscellaneous trash brought to the playground.

No pets (other than Service Animals) are permitted on the playground.

Absolutely NO SMOKING is permitted on the playground.

BASKETBALL AND TENNIS COURT POLICIES

Basketball and tennis courts may be used during designated operating hours. All residents and guests using the courts are expected to conduct themselves in a responsible, courteous and safe manner in compliance with all policies and rules. Disregard for or violation of the District's policies and rules and misuse or destruction of equipment may result in the suspension or termination of court privileges.

The courts are available on a first-come, first-served basis. The use of the basketball court is limited to one-half of the basketball court when others are waiting, to allow two (2) groups to use a court at a time. The use of the tennis courts is limited to one hour per use when others are waiting. If no one is waiting, use of the courts may continue.

Notwithstanding anything contained herein, residents and guests thirteen (13) years of age and older are permitted to use the courts. Children who are under thirteen (13) years of age must be accompanied by a resident at least eighteen (18) years of age.

Proper athletic shoes and attire are required at all times.

Proper etiquette shall be adhered to at all times. The use of profanity or disruptive behavior is prohibited.

Pets, roller blades, bikes, skates, skateboards, and scooters are prohibited.

Beverages are permitted if contained in non-breakable containers with screw top or sealed lids. No alcoholic beverages, glass or other breakable items are permitted on the courts.

The courts must be left clean after use.

COMMUNITY ROOM AND POOL FACILITY USE FOR PRIVATE AND/OR COMMUNITY FUNCTIONS

Only District residents or paid users may use the community, including the community room and pool facility, for private events. Residents or paid users interested in reserving space in the community for a private event should call the District Manager at 407-566-1935 to obtain a rental request form. Each rental is limited to 6 hours per event.

The community room may be used during designated operating hours, and any event reserving space in the community room must adhere to such operating hours in addition to the 6-hour rental term.

Current pool regulations and recreation center policies apply in all circumstances.

A complete list of those invited to an event must be provided to the District office seven (7) days in advance of the event.

An exclusive area will be designated for the event; however, residents and paid users will continue to have access to the pool facility during the private event.

No glass containers are allowed in the pool or on the pool deck area. All eating is confined to the community room. Drinks in plastic bottles and aluminum cans are permitted on the pool deck. Alcoholic beverages are not permitted unless approved by the Board of Supervisors of the District. Residents and paid users are required to clean up after use of the community room and pool facilities, which includes, but is not limited to:

- Ensure that all garbage is removed and placed in the dumpster.
- Remove all displays, favors or remnants of the event.
- Restore the furniture and other items to their original position.
- Wipe off counters, table tops and sink area.
- Replace garbage liner.
- Clean out and wipe down the refrigerator, and all cabinets and appliances used.
- Clean any windows and doors in the rented area.
- Ensure that no damage has occurred to District property in the area of the event.

The volume of live or recorded music must not violate applicable Osceola County noise ordinances, or unreasonably interfere with residents' enjoyment of their homes or the District's Facilities. Failure to comply with District staff's request to turn down volume will result in cancellation of the event.

No pets (other than Service Animals) are permitted in the community room or the pool facility.

A deposit of \$300 will be required at least 14 days in advance of the event. Provided there are no damages or cleanup costs after the event, the deposit is fully refundable unless the event is cancelled with less than 24 hours' notice. The deposit is fully refundable if the event is cancelled due to inclement weather.

These Rules apply to any event on District Facilities, including resident events, events of a private party, or Homeowners Association sponsored events.

FEES

DEPOSIT: **\$300**
 Per event (*refundable if no repairs or cleanup is required after the event*)

USER FEES: **\$100**
 Per event (*non-refundable*)

NO MORE THAN 40 GUESTS ARE PERMITTED AT ANY TIME

THESE FEES DO NOT APPLY TO RESIDENTS FALLING WITHIN THE RULES OF FOUR GUESTS PER FAMILY UNIT.

THESE FEES ARE DESIGNED FOR RESIDENTS DESIRING TO BRING IN LARGER GROUPS TO USE THE DISTRICT FACILITIES.

RULES RELATING TO SUSPENSION AND TERMINATION OF PRIVILEGES

RELATING TO THE HEALTH, SAFETY AND WELFARE OF THE PERSONS AND DAMAGE TO DISTRICT FACILITIES:

Notwithstanding anything contained herein, District Management may, at any time, restrict, suspend or terminate any person's privileges to use any or all of the District Facilities when such action is necessary to protect the health, safety and welfare of residents and their guests or to protect the District Facilities from damage. Such restriction or suspension shall be for a maximum period of thirty (30) days or until the date of the next Board of Supervisors meeting, whichever occurs first. Such infraction and suspension shall be documented by District Management. The Board of Supervisors shall be notified to review this action at the next Board of Supervisors meeting.

Termination of a person's privileges to use District Facilities shall only be considered and implemented by the Board in situations that pose a long term or continuing threat to the health, safety and/or welfare of the District, its staff, contractors, representatives, residents, landowners, or guests. The Board, in its sole discretion and upon motion of any Board member, may vote to rescind a termination of Facility access.

RELATING TO DISTRICT POLICES AND FEES FOR ALL DISTRICT FACILITIES:

A person's privileges at any or all Districts Facilities may be subject to various lengths of suspension or termination by the Board of Supervisors for any of the following acts (each, a "Violation"):

- (1) Fails to abide by these Rules or the terms of facility applications.
- (2) Submits false information on facility applications.
- (3) Permits unauthorized use of an Access Card or otherwise facilitates or allows unauthorized use of the Facilities.
- (4) Exhibits inappropriate behavior, deportment or appearance.
- (5) Fails to pay amounts owed to the District in a proper and timely manner (with the exception of special assessments).
- (6) Treats District supervisors, staff, facility management, contractors or other representatives or other residents in an unreasonable or abusive manner.
- (7) Engages in conduct that is improper or likely to endanger the health, welfare, safety, harmony or reputation of the District or its supervisors, staff, facility management, contractors, other representatives or other residents.
- (8) Damages, destroys or renders inoperable or interferes with the operation of District property, or other property located on District property.

(9) Commits or is alleged, in good faith, to have committed a crime on or off District property that leads the District to reasonably believe the health, safety or welfare of the District, its staff, contractors, representatives, residents, landowners, or guests is likely endangered.

(10) Engages in another Violation after a verbal warning has been given by staff (which verbal warning is not required).

(11) Such person’s guest or a member of their household commits any of the above Violations.

ADMINISTRATIVE REIMBURSEMENT:

The Board may in its discretion require payment of an administrative reimbursement of up to Five Hundred Dollars (\$500) in order to offset the legal and/or administrative expenses incurred by the District as a result of a Violation (“Administrative Reimbursement”). Such Administrative Reimbursement shall be in addition to any suspension or termination of Facility access, any applicable legal action warranted by the circumstances, and/or any Property Damage Reimbursement (defined below).

PROPERTY DAMAGE REIMBURSEMENT:

If damage to District property occurred in connection with a Violation, the person or persons who caused the damage, or the person whose guest caused the damage, or the person who has charge of a minor that caused the damage, shall reimburse the District for the costs of cleaning, repairing, and/or replacing the property (“Property Damage Reimbursement”). Such Property Damage Reimbursement shall be in addition to any suspension or termination of Facility access, any applicable legal action warranted by the circumstances, and/or any Administrative Reimbursement.

DISTRICT SUSPENSION AND TERMINATION PROCESS:

Removal Authority

District Management or its designee, such as onsite staff or onsite security personnel under contract with the District, if any, has the independent ability to remove any person from the Facilities if a Violation occurs, or if in his or her discretion, it is in the District’s best interest to do so.

Process

In response to any Violation of the rules, regulations, policies and procedures specified herein, including, but not limited to, those set forth in the preceding paragraph, the District shall follow the process outlined below with regard to suspension or termination of a person’s privileges:

- (1) Initial Suspension from Facilities. The District Manager or his or her designee may at any time restrict or suspend for cause or causes, including but not limited to a Violation, any person's access to the Facilities until a date not later than the next regularly scheduled meeting date of the Board that is scheduled to occur at least twenty-one (21) days after the date of initial suspension. In the event of such a suspension, the District Manager or his or her designee shall mail a letter to the person suspended referencing the conduct at issue, the sections of the District's rules and policies violated, the time, date, and location of the next regular Board meeting where the person's suspension will be presented to the Board, and a statement that the person has a right to appear before the Board and offer testimony and evidence why the suspension should be lifted. If the person is a minor, the letter shall be sent to the minor's parent or guardian's address.
- (2) Hearing by the Board; Administrative Reimbursement; Property Damage Reimbursement.
 - a. At the Board meeting referenced in the letter sent under Section (1) above, or as soon thereafter as a Board meeting is held if the meeting referenced in the letter is canceled, a hearing shall be held at which both District staff and the person subject to the suspension shall be given the opportunity to appear, present testimony and evidence, cross examine witnesses present, and make arguments. The Board may also ask questions of District staff, the person subject to the suspension, and witnesses present. All persons are entitled to be represented by a licensed Florida attorney at such hearing.
 - b. After the presentations by District staff and the person subject to the suspension, the Board shall consider the facts and circumstances and determine whether to lift or extend the suspension or impose a termination. In determining the length of any suspension, or a termination, the Board shall consider the nature of the conduct, the circumstances of the conduct, the number of rules or policies violated, the person's escalation or de-escalation of the situation, and any prior Violations and/or suspensions.
 - c. The Board shall also determine whether an Administrative Reimbursement is warranted and, if so, set the amount of such Administrative Reimbursement.
 - d. The Board shall also determine whether a Property Damage Reimbursement is warranted and, if so, set the amount of such Property Damage Reimbursement. If the cost to clean, repair and/or replace the property is not yet available, the Property Damage Reimbursement shall be fixed at the next regularly scheduled Board meeting after the cost to clean, repair, and/or replace the property is known.
 - e. After the conclusion of the hearing, the District Manager shall mail a letter to the person suspended identifying the Board's determination at such hearing.
- (3) Suspension by the Board. The Board on its own initiative acting at a noticed public meeting may elect to consider a suspension of a person's access for committing any of the Violations outlined herein. In such circumstance, a letter shall be sent to the person suspended which contains all the information required by Section (1) above, and the hearing shall be conducted in accordance with Section (2) above.

- (4) Automatic Extension of Suspension for Non-Payment. Unless there is an affirmative vote of the Board otherwise, no suspension or termination will be lifted or expire until all Administrative Reimbursements and Property Damage Reimbursements have been paid to the District. If an Administrative Reimbursement or Property Damage Reimbursement is not paid by its due date, the District reserves the right to request surrender of, or deactivate, all access cards or key fobs associated with an address within the District until such time as the outstanding amounts are paid.
- (5) Appeal of Board Suspension. After the hearing held by the Board required by Section (2) above, a person subject to a suspension or termination may appeal the suspension or termination, or the assessment or amount of an Administrative Reimbursement or Property Damage Reimbursement, to the Board by filing a written request for an appeal (“Appeal Request”). The filing of an Appeal Request shall not result in the stay of the suspension or termination. The Appeal Request shall be filed within thirty (30) calendar days after mailing of the notice of the Board’s determination as required by Section (2)(e), above. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file an Appeal Request shall constitute a waiver of all rights to protest the District’s suspension or termination and shall constitute a failure to exhaust administrative remedies. The District shall consider the appeal at a Board meeting and shall provide reasonable notice to the person of the Board meeting where the appeal will be considered. At the appeal stage, no new evidence shall be offered or considered; instead, the appeal is an opportunity for the person subject to the suspension or termination to argue, based on the evidence elicited at the hearing, why the suspension or termination should be reduced or vacated. The Board may take any action deemed by it in its sole discretion to be appropriate under the circumstances, including affirming, overturning, or otherwise modifying the suspension or termination. The Board’s decision on appeal shall be final.
- (6) Legal Action; Criminal Prosecution; Trespass. If any person is found to have committed a Violation, such person may additionally be subject to arrest for trespassing or other applicable legal action, civil or criminal in nature. If a person subject to a suspension or termination is found at a District Facility, such Person will be subject to arrest for trespassing. If a trespass warrant is issued to a person by a law enforcement agency, the District has no obligation to seek a withdrawal or termination of the trespass warrant even though the issuance of the trespass warrant may effectively prevent a person from using the District’s Facilities after expiration of a suspension imposed by the District.
- (7) Severability. If any section, paragraph, clause or provision of this rule shall be held to be invalid or ineffective for any reason, the remainder of this rule shall continue in full force and effect, it being expressly hereby found and declared that the remainder of this rule would have been adopted despite the invalidity or ineffectiveness of such section.

<p>IMPORTANT PHONE NUMBERS</p>

EMERGENCY	911
Kissimmee Police (non-emergency)	407-846-3333
Kissimmee Fire Department (non-emergency)	407-847-7111
Osceola County Fire Rescue (non-emergency)	407-932-5338
Osceola County Sheriff's Office (non-emergency).....	407-348-2222
Florida Poison Information Center	1-800-282-3171
Brighton Lakes Community Development District.....	407-566-1935
Brighton Lakes Community Association	281-870-0585

NOTE: These policies and rules are subject to change on a periodic basis.

Subsection 8C

Resolution 2023-03

RESOLUTION 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT ADOPTING REVISED RULES RELATING TO DISTRICT FACILITIES AND RATES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, Chapters 190 and 120, *Florida Statutes*, authorize the District to adopt rules, rates, charges and fees to govern the administration of the District and defray costs of operation and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, the Board of Supervisors (“**Board**”), after providing notice pursuant to Florida law and holding a public hearing thereon, previously adopted Rules Relating to District Facilities, governing the use of the District Facilities and establishing certain rates and fees relating to the use thereof; and

WHEREAS, after holding a public hearing on January 5, 2023, the Board finds that it is in the best interests of the District to adopt revised rules and rates, attached hereto as **Exhibit A** and incorporated herein by this reference (“**Revised Facility Rules**”), for immediate use and application; and

WHEREAS, the Board finds that the imposition of the Revised Facility Rules in accordance with Exhibit A for utilization of the recreation facilities and services is necessary in order to provide for the expenses associated with the operation and maintenance of the recreation facilities and is in the best interest of the District.

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

SECTION 1. The above stated recitals are true and correct and are hereby incorporated herein by reference.

SECTION 2. The Revised Facility Rules attached hereto as **Exhibit A** are hereby adopted pursuant to this resolution as necessary for the efficient use and operation of the District’s Facilities. These Revised Facility Rules shall stay in full force and effect until such time as the Board of Supervisors may amend these Revised Facility Rules. The Board of Supervisors reserves the right to approve such amendments by motion.

SECTION 3. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 4. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

[remainder left intentionally blank]

PASSED AND ADOPTED this 5th day of January, 2023.

ATTEST:

**BRIGHTON LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

Chairperson, Board of Supervisors

Exhibit A: Revised Facility Rules, dated January 5, 2023

Section 9

Business Matters

Subsection 9A

Motion to Assign Fiscal Year 2022 Fund Balance

**BRIGHTON LAKES
COMMUNITY DEVELOPMENT DISTRICT**

Motion: Assigning Fund Balance as of 09/30/22

The Board hereby assigns the FY 2022 Reserves as follows:

	<u>FY2022</u>
Operating Reserves	\$ 225,300
Reserves - Capital Projects	480,951
Reserves - Clubhouse	31,865
Reserves - Field	91,995
Reserves - Landscape	190,967
Reserves - Recreation Facilities	101,817
Reserves - Roadways	350,094
Total Assigned Reserves	<u>\$ 1,472,989</u>

Subsection 9B

Resolution 2023-04

RESOLUTION 2023-04

**A RESOLUTION AMENDING THE BRIGHTON LAKES
COMMUNITY DEVELOPMENT DISTRICT DEBT SERVICE
FUND BUDGET FOR FISCAL YEAR 2022-23**

WHEREAS, the Board of Supervisors, hereinafter referred to as the "Board", of Brighton Lakes Community Development District, hereinafter referred to as "District", adopted a Debt Service Fund Budget for Fiscal Year 2022-23, and

WHEREAS, the Board desires to reallocate funds budgeted to reappropriate Revenues and Expenses approved during the Fiscal Year.

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

1. The Debt Service Fund Budget is hereby amended in accordance with Exhibit "A" attached.
2. This resolution shall become effective the 5th day of January, 2023 and be reflected in the monthly and Fiscal Year End 11/30/2022 Financial Statements and Audit Report of the District.

**Brighton Lakes Community
Development District**

Attest:

By: _____
Secretary

By: _____
Chairman

Proposed Budget Amendment
For the Period Ending November 30, 2022

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES					
Interest - Investments	\$ -	\$ -	\$ -	\$ 227	\$ 227
Special Assmnts- Tax Collector	331,754	-	331,754	26,825	(304,929)
Special Assmnts- Discounts	(13,270)	-	(13,270)	(1,129)	12,141
TOTAL REVENUES	318,484	-	318,484	25,923	(292,561)
EXPENDITURES					
Administration					
Misc-Assessment Collection Cost	6,635	-	6,635	514	6,121
Total Administration	6,635	-	6,635	514	6,121
Debt Service					
Principal Debt Retirement	125,000	95,000	220,000	-	220,000
Interest Expense	44,251	49,557	93,808	46,904	46,904
Total Debt Service	169,251	144,557	313,808	46,904	266,904
TOTAL EXPENDITURES	175,886	144,557	320,443	47,418	273,025
Excess (deficiency) of revenues Over (under) expenditures	142,598	(144,557)	(1,959)	(21,495)	(19,536)
Net change in fund balance	142,598	(144,557)	(1,959)	(21,495)	(19,536)
FUND BALANCE, BEGINNING (OCT 1, 2022)	59,736	-	59,736	59,736	-
FUND BALANCE, ENDING	\$ 202,334	\$ (144,557)	\$ 57,777	\$ 38,241	\$ (19,536)

BRIGHTON LAKES

Community Development District

Series 2022-1 Debt Service Fund

AMORTIZATION SCHEDULE

Special Assessment Refunding Bond, Series 2022-1

Period Ending	Balance	Principal	Coupon	Interest	Debt Service	Annual Debt Service
11/1/2022	3,925,000			46,903.75	46,903.75	
5/1/2023	3,925,000	220,000	2.390%	46,903.75	266,903.75	313,807.50
11/1/2023	3,705,000			44,274.75	44,274.75	
5/1/2024	3,705,000	226,000	2.390%	44,274.75	270,274.75	314,549.50
11/1/2024	3,479,000			41,574.05	41,574.05	
5/1/2025	3,479,000	231,000	2.390%	41,574.05	272,574.05	314,148.10
11/1/2025	3,248,000			38,813.60	38,813.60	
5/1/2026	3,248,000	237,000	2.390%	38,813.60	275,813.60	314,627.20
11/1/2026	3,011,000			35,981.45	35,981.45	
5/1/2027	3,011,000	242,000	2.390%	35,981.45	277,981.45	313,962.90
11/1/2027	2,769,000			33,089.55	33,089.55	
5/1/2028	2,769,000	248,000	2.390%	33,089.55	281,089.55	314,179.10
11/1/2028	2,521,000			30,125.95	30,125.95	
5/1/2029	2,521,000	254,000	2.390%	30,125.95	284,125.95	314,251.90
11/1/2029	2,267,000			27,090.65	27,090.65	
5/1/2030	2,267,000	260,000	2.390%	27,090.65	287,090.65	314,181.30
11/1/2030	2,007,000			23,983.65	23,983.65	
5/1/2031	2,007,000	267,000	2.390%	23,983.65	290,983.65	314,967.30
11/1/2031	1,740,000			20,793.00	20,793.00	
5/1/2032	1,740,000	273,000	2.390%	20,793.00	293,793.00	314,586.00
11/1/2032	1,467,000			17,530.65	17,530.65	
5/1/2033	1,467,000	280,000	2.390%	17,530.65	297,530.65	315,061.30
11/1/2033	1,187,000			14,184.65	14,184.65	
5/1/2034	1,187,000	286,000	2.390%	14,184.65	300,184.65	314,369.30
11/1/2034	901,000			10,766.95	10,766.95	
5/1/2035	901,000	293,000	2.390%	10,766.95	303,766.95	314,533.90
11/1/2035	608,000			7,265.60	7,265.60	
5/1/2036	608,000	300,000	2.390%	7,265.60	307,265.60	314,531.20
11/1/2036	308,000			3,680.60	3,680.60	
5/1/2037	308,000	308,000	2.390%	3,680.60	311,680.60	315,361.20
Totals		3,925,000		792,118	4,717,118	4,717,118

Exhibit "A"

Proposed Budget Amendment
For the Period Ending November 30, 2022

ACCOUNT DESCRIPTION	CURRENT BUDGET	PROPOSED AMENDMENT	FINAL BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
REVENUES					
Interest - Investments	\$ -	\$ -	\$ -	\$ 93	\$ 93
Special Assmnts- Tax Collector	179,405	-	179,405	14,506	(164,899)
Special Assmnts- Discounts	(7,176)	-	(7,176)	(610)	6,566
TOTAL REVENUES	172,229	-	172,229	13,989	(158,240)
EXPENDITURES					
Administration					
Misc-Assessment Collection Cost	3,588	-	3,588	278	3,310
Total Administration	3,588	-	3,588	278	3,310
Debt Service					
Principal Debt Retirement	220,000	(95,000)	125,000	-	125,000
Interest Expense	93,808	(49,557)	44,251	22,125	22,126
Total Debt Service	313,808	(144,557)	169,251	22,125	147,126
TOTAL EXPENDITURES	317,396	(144,557)	172,839	22,403	150,436
Excess (deficiency) of revenues Over (under) expenditures	(145,167)	144,557	(610)	(8,414)	(7,804)
Net change in fund balance	(145,167)	144,557	(610)	(8,414)	(7,804)
FUND BALANCE, BEGINNING (OCT 1, 2022)	25,849	-	25,849	25,849	-
FUND BALANCE, ENDING	\$ (119,318)	\$ 144,557	\$ 25,239	\$ 17,435	\$ (7,804)

Exhibit "A"

BRIGHTON LAKES

Community Development District

Series 2022-2 Debt Service Fund

AMORTIZATION SCHEDULE

Special Assessment Bond, Series 2022-2 (Roadway Resurfacing Project)

Period Ending	Balance	Principal	Coupon	Interest	Debt Service	Annual Debt Service
11/1/2022	1,883,000			22,125.25	22,125.25	
5/1/2023	1,883,000	125,000	2.350%	22,125.25	147,125.25	169,250.50
11/1/2023	1,758,000			20,656.50	20,656.50	
5/1/2024	1,758,000	128,000	2.350%	20,656.50	148,656.50	169,313.00
11/1/2024	1,630,000			19,152.50	19,152.50	
5/1/2025	1,630,000	131,000	2.350%	19,152.50	150,152.50	169,305.00
11/1/2025	1,499,000			17,613.25	17,613.25	
5/1/2026	1,499,000	135,000	2.350%	17,613.25	152,613.25	170,226.50
11/1/2026	1,364,000			16,027.00	16,027.00	
5/1/2027	1,364,000	138,000	2.350%	16,027.00	154,027.00	170,054.00
11/1/2027	1,226,000			14,405.50	14,405.50	
5/1/2028	1,226,000	141,000	2.350%	14,405.50	155,405.50	169,811.00
11/1/2028	1,085,000			12,748.75	12,748.75	
5/1/2029	1,085,000	144,000	2.350%	12,748.75	156,748.75	169,497.50
11/1/2029	941,000			11,056.75	11,056.75	
5/1/2030	941,000	148,000	2.350%	11,056.75	159,056.75	170,113.50
11/1/2030	793,000			9,317.75	9,317.75	
5/1/2031	793,000	151,000	2.350%	9,317.75	160,317.75	169,635.50
11/1/2031	642,000			7,543.50	7,543.50	
5/1/2032	642,000	155,000	2.350%	7,543.50	162,543.50	170,087.00
11/1/2032	487,000			5,722.25	5,722.25	
5/1/2033	487,000	159,000	2.350%	5,722.25	164,722.25	170,444.50
11/1/2033	328,000			3,854.00	3,854.00	
5/1/2034	328,000	162,000	2.350%	3,854.00	165,854.00	169,708.00
11/1/2034	166,000			1,950.50	1,950.50	
5/1/2035	166,000	166,000	2.350%	1,950.50	167,950.50	169,901.00
Totals		1,883,000		324,347	2,207,347	2,207,347

Exhibit "A"

Subsection 9C

TOHO Easement Request

From: Morris, Jay (P.E.) <jmorris@cphcorp.com>
Sent: Friday, October 21, 2022 1:47:04 PM
To: McRoberts, Renea <Renea.McRoberts@inframark.com>
Cc: Edwards, William <jedwards@cphcorp.com>
Subject: Toho Water Authority Easement Request

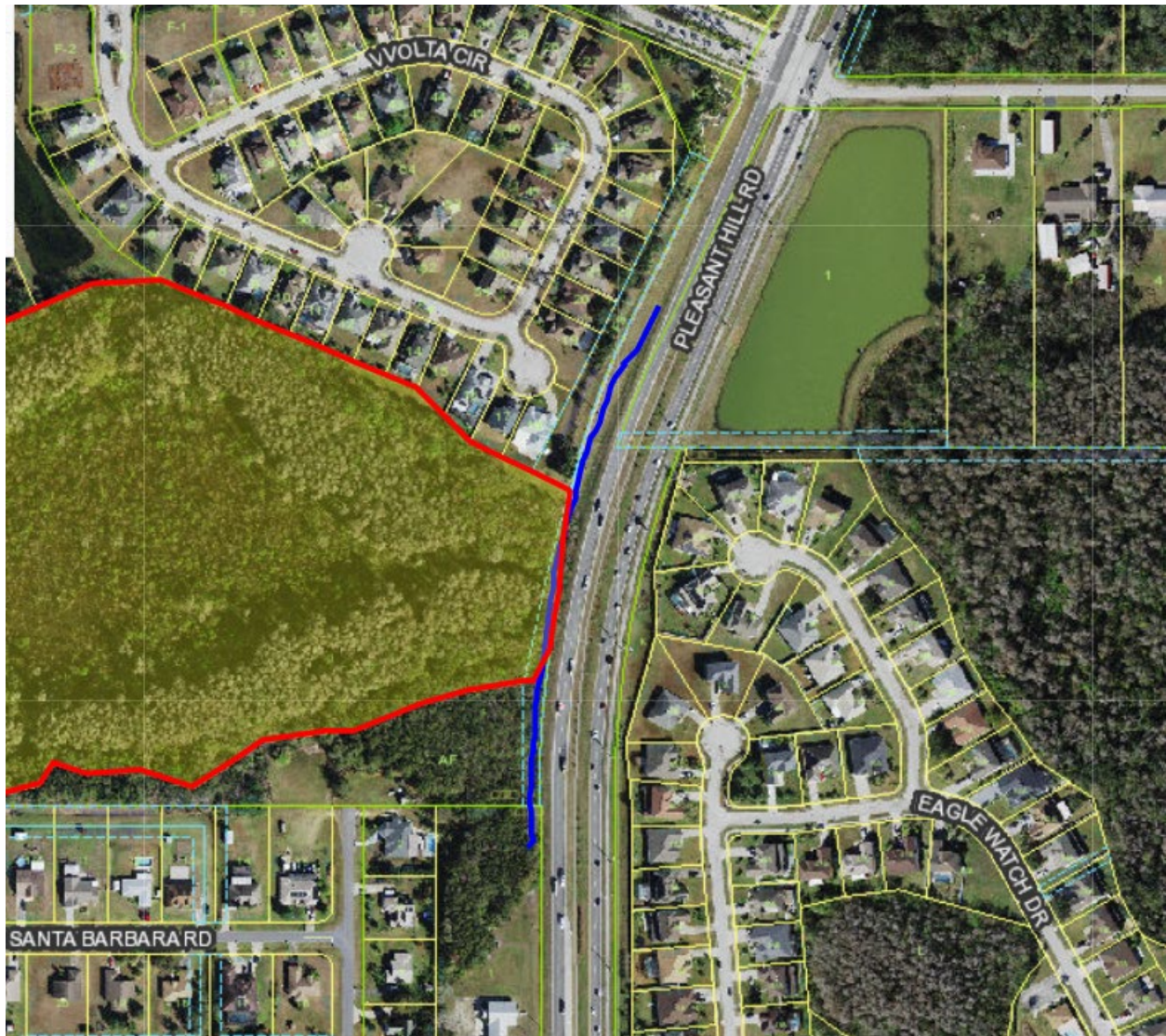
Good afternoon Renea,

I received your contact information from the Brighton Lakes CDD office. I am an In-house Consultant for the Toho Water Authority and I am reaching to discuss two possible utility easements on properties owned by Brighton Lakes. Toho is currently evaluating options for the installation of a new 16" water main that would run north to south on Pleasant Hill Road. One possible location is the west side of the road as shown in the image below. Toho would be looking at installing this main by horizontal directional drill so there would be no construction impacts to the property. The alignment of the water main would stay within the County's existing Drainage and Slope easement as identified on the Property Appraiser's website. We would also be looking at obtaining a utility easement from the property owner to the south who has expressed a willingness to participate. Our project timeline would be start of construction in early spring. Please let us know what other information you would need to be able to see if this an option for both parties.

Thank you for your assistance.

[18-26-29-2622-0001-OAH0](#)

[18-26-29-2622-0001-OAF0](#)



Regards,

Jay Morris, P.E.

Toho In-house Consultant

o 407.425.0452 (Ext.2021)

c 407.797.6211

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