

**BRIGHTON LAKES  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MARCH 7, 2019**

**REGULAR BOARD MEETING**

**AGENDA PACKAGE**

## Brighton Lakes Community Development District

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Nestor Olmo, Chairman  
Michelle Incandela, Vice-Chair  
Marcial Rodriguez, Jr  
Brenda Jennings  
VACANT

Robert Koncar, District Manager  
Kristen Suit, District Manager  
Tucker Mackie, District Counsel  
Mark Vincutonis, District Engineer  
Russell Simmons, Field Manager  
Freddy Blanco, Field Manager  
Ariel Medina, Project Coordinator

Gerry Frawley, CDD Landscaping & Maintenance Liaison

**PLEASE NOTE: MAY 2, 2019 MEETING IS THE PRESENTATION OF THE FY2020  
TENTATIVE BUDGET**

February 25, 2019

Board of Supervisors  
Brighton Lakes Community Development District

Dear Board Members:

A regular meeting of the Board of Supervisors of the Brighton Lakes Community Development District will be held on **Thursday, March 7, 2019 at 6:00 P.M.** at the Brighton Lakes Recreation Center, 4250 Brighton Lakes Boulevard, Kissimmee, Florida.

1. Pledge of Allegiance
2. Roll Call
3. Organizational Matters
  - A. Consideration of Appointment to Vacant Seat #4
  - B. Oath of Office
  - C. Resolution 2019-03, Designation of Officers
4. Approval of Minutes
  - A. Minutes of January 3, 2019 Meeting
  - B. Minutes of February 7, 2019 Meeting
5. Audience Comments (Limited to 3 minutes)
6. Vendor Reports
7. Business Items
  - A. Continued Discussion Regarding Reserve Study and Reserve Funding
  - B. Request for Proposals for Auditing Services Beginning FY 2019
    - i. Appointment of Audit Review Committee
  - C. Review of Draft Parking Policy and Intent to Initiate Rulemaking
8. Engineer's Report
  - A. Brighton Lakes Boulevard Repair Proposals

February 25, 2019

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9. District Manager's Report
  - A. Financial Statements
  - B. Check Register and Invoices
  - C. Update Regarding Brightview Payment Withheld
10. Staff Report
  - A. Attorney
    - i. Update regarding street tree trimming
    - ii. Update regarding letters to homeowners with personal property on District-owned property
    - iii. Discussion of an Agreement with the County for a Brighton Lakes Specific Ordinance
  - B. CDD Landscaping & Maintenance Liaison Report
  - C. Field Manager
    - i. Field Management Report
    - ii. Discussion of Repainting Entrance Wall and Trim
11. Supervisor Requests and Comments
12. Other Business
13. Adjournment

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

Sincerely,

Robert Koncar/Kristen Suit  
District Manager

**District Office:**  
313 Campus Street  
Celebration, FL 34747  
407-566-1935

[www.brightonlakescdd.org](http://www.brightonlakescdd.org)

**Meeting Location:**  
Brighton Lakes Clubhouse  
4250 Brighton Lakes Boulevard  
Kissimmee, FL 34744

## **Third Order of Business**



**3A.**

# John Crary

[crary@northnet.org](mailto:crary@northnet.org) ~ (Cell) (315) 323-1977  
2548 Baykal Drive, Kissimmee, FL 34746

I have lived in Brighton Lakes since 2003 and have a keen interest in seeing the Community prosper. I have an interest in serving the Community as a member of its CDD Board. My management style is to seek maximum input regarding issues to facilitate decisions that are made in a professional and transparent manner. I am fiscally conservative. I am by nature and education a problem solver. I attempt to learn, through hands on experience when possible, all aspects of the responsibilities that I choose to undertake. If appointed, I would look forward to working with the Board.

## Education

- BS in Physics and Education from State University of New York (SUNY) at Albany in 1968
- MS in Science Education from SUNY at Potsdam in 1973
- Thirty-six additional credit hours in Geology, the equivalent of an undergraduate major, from SUNY

## Experience

- Taught Physics and Geology for thirty years as Professor of Physics at SUNY Canton from 1968 to 1998
- Served for six years as the president of the local chapter of the faculty union chapter at SUNY Canton
- Served for two years as the full time Academic Vice President of the state-wide Faculty union for SUNY
- Served for six years as the Dean of the School of Engineering Technology at SUNY Canton from 1998 to 2004
- Retired in 2004
- Served from 2004 to 2008 as Special Assistant to the President of SUNY Canton supervising the college's grant programs in China

## Personal

- Married with two sons and five grandsons

## Interests

- SCUBA Diver
- Collecting antique bottles, and with my wife, other antiques
- Tinkering in the garden
- Travel



## OBJECTIVE

Seeking a position that will utilize my diverse skills and experience in creating or fostering a positive environment through intentional transformation, sales, leadership, team building, relationship and operations management.

## EXPERIENCES

**JourneyZup LLC, Kissimmee FL** 2018-Present  
**Founder and CEO**

- Create and develop materials for online personal development mastermind
- Host Elite Women's Retreats
- Host networking events with the focus on Health Wellness and Abundance
- Motivational Speaker
- Lifestyle Coach

**KAPLAN UNIVERSITY, Fort Lauderdale, FL** 2014-2018  
**Senior Admissions Specialist**

- Interview and enroll prospects into the university
- Work closely with the Financial Aid Department and Academics to secure retention
- Train coach and develop new hires to reduce fear and achieve success
- Ensure small details are covered to ensure a smooth educational journey for student

**KAPLAN UNIVERSITY, Fort Lauderdale, FL** 2007- 2014  
**Associate Director of Admissions**

- Manages day-to-day operations of Admissions team
- Coaches and ensures the skills development of the team
- Provides ongoing training for all team members
- Implements and monitors student follow up procedures
- Ensures Advisors accuracy with regard to student status changes in the Admissions database
- Motivates and supports team members
- Maintains communication with Admissions management
- Provides feedback necessary to improve the student interaction
- Achieves team performance standards and leads the team in the accomplishment of meeting objectives

- Knows, maintains, adheres to and complies with all applicable corporate policies, state and federal regulations and follows all Standard Operating Procedures within the Admissions Code of Conduct
- Maintains knowledge of programs offered and takes responsibility for keeping current with program changes and new programs offered
- Participates in programs for self-improvement and professional development especially as it relates to coaching
- Facilitates inter-departmental communications to help create a positive, team-oriented atmosphere

**KAPLAN ADMISSIONS MANAGEMENT PROGRAM, Fort Lauderdale, FL      2010-2010**  
**KAMP Training Manager**

- Trained potential candidates for the Kaplan Admissions Management Program to become efficient Associate Directors, Director of Admissions or Executive Directors
- Provide weekly progress report to candidates, Executive Directors, VP of training and supporting departments in the company
- Daily team meeting to go over previous days' performance and create strategy to meet and exceed daily, weekly, monthly, yearly expectations
- Ensure the team is furnished with all updates, policies and procedures to ensure compliance

**KAPLAN UNIVERSITY, Fort Lauderdale, FL      2006-2007**  
**Admissions Advisor**

- Follow a contact strategy to reach and interview prospective students
- Conduct a thorough interview to ensure Kaplan is the right fit for student
- Enroll and follow up to ensure student is ready for day one successful start
- Worked closely with other departments including Academic Advising, Financial Aid, and Admissions, in order to troubleshoot and resolve enrollment issues
- Maintained student satisfaction and retention by contacting and servicing their needs from enrollment through graduation
- Successfully developed and trained new employees through mentoring and coaching
- Successfully met and exceeded goals

**Precision Response Corporation, Sunrise, FL**  
**Manager**

2000-2006

- Ensured the business ran efficiently and in compliance with all pertinent rules and regulations
- Monitored processes and procedures and created strategies for improvement
- Hired, trained and supervised employees
- Managed daily accounts receivable and payable, and prepared financial reports
- Traveled to different states to train employees on new initiatives
- Train and lead pilot programs

**ELAINE's GROCERY, Manchester, Jamaica**  
**Operations Manager**

1997-1999

- Managed day to day operations including ongoing training and development of employees
- Daily management of inventory
- Created and managed an accounting system for billing and invoices
- Ensured the company's objectives were met in a timely manner
- Monitored customer interactions and provided solutions to customer service issues.

**EDUCATION**

**Coaching certificate, Relentless Winning Mindset LLC, Florida**

**Associates in Business Management, Kaplan University, Florida**

**Computer Operations Certificate, SIR-IBM Business, Florida**

**3C**

**RESOLUTION 2019-03**

**A RESOLUTION DESIGNATING OFFICERS OF THE  
BRIGHTON LAKES COMMUNITY DEVELOPMENT  
DISTRICT**

WHEREAS, the Board of Supervisors of the Brighton Lakes Community Development District at a regular meeting on March 7, 2019, desires to appoint the below recited persons to the offices specified.

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

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

_____	Chairman
_____	Vice Chairman
<u>Bob Koncar/Kristen Suit</u>	Secretary
<u>Stephen Bloom</u>	Treasurer
<u>Alan Baldwin</u>	Assistant Treasurer
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

PASSED AND ADOPTED THIS, 7<sup>TH</sup> DAY OF MARCH 2019.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary



## **Fourth Order of Business**

**4A.**

# MINUTES OF MEETING

## BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Brighton Lakes Community Development District was held Thursday, January 3, 2019 at 6:00 p.m. at the Brighton Lakes Recreation Center, 4250 Brighton Lakes Boulevard, Kissimmee, Florida.

Present and constituting a quorum were:

Michelle Incandela	Vice-Chairman
Jeffrey Slack	
Brenda Jennings	
Marcial Rodriguez, Jr	

Also present were:

Bob Koncar	District Manager
Tucker Mackie (via phone)	District Attorney
Russell Simmons	Field Services Manager
Kristen Suit	District Manager
Mark Vincutonis	District Engineer
Gerry Frawley	CDD Landscaping & Maintenance Liaison

*This represents the context and summary of the meeting.*

### FIRST ORDER OF BUSINESS

### Pledge of Allegiance

Pledge of Allegiance was recited.

### SECOND ORDER OF BUSINESS

### Roll Call

Mr. Koncar called the roll.

### THIRD ORDER OF BUSINESS

### Organizational Matters

#### A. Oath of Office

Mr. Koncar administered the Oath of Office to Michelle Incandela.

#### B. Resolution 2019-2, Designation of Officers

Mr. Koncar indicated a Chair was appointed at the last meeting and asked if there were any nominations for the Vice-Chair.

Mr. Slack nominated Ms. Incandela for Vice-Chair. Mr. Rodriguez asked this be held off until the entire Board was present.

41 Ms. Incandela stated her concern was since Mr. Olmo was not present if there  
42 was a need for documents to be signed, currently there is no one to do so. She  
43 asked Ms. Mackie if a temporary vice-chair can be appointed in the interim.

44 Ms. Mackie confirmed that you can appoint someone temporarily and revisit  
45 this at to the next meeting.

46 Mr. Rodriguez nominated Ms. Brenda Jennings for Vice-Chair. Both  
47 nominations failed due to lack of a second.

48

49 **FOURTH ORDER OF BUSINESS** **Approval of Minutes**

50 **A. Minutes of November 1, 2018 Meeting**

51 **B. Minutes of December 13, 2018 Meeting**

52

53 On MOTION by Mr. Slack seconded by Ms. Incandela with all in  
54 favor, the minutes of the November 1, 2018 and December 13,  
55 2018 meetings were approved are presented. 4-0

56

57 **FIFTH ORDER OF BUSINESS**

**Audience Comments**

58 **(Limited to 3 minutes)**

59 Comments and questions were received from the audience.

- 60 • Mr. McGrath questioned if the new Board had any changes or improvements  
61 they plan to implement. Mr. Rodriguez and Ms. Jennings both provided their  
62 response to the question presented.
- 63 • It was suggested the new Board members resigns from the HOA to dedicate  
64 more time to the CDD.
- 65 • Suggestion was made to place a welcome sign at the entrance of the community.  
66 The resident also expressed his concerns regarding the pool mishap and stated  
67 this should be fixed as soon as possible as it is a reflection on the community.
- 68 • The question arose regarding the HOA amendment giving them the authority to  
69 cut trees and bill the CDD. The question was asked why does the HOA has the  
70 authority to do that and where would CDD get the money to pay for it? Ms.  
71 Mackie responded that these changes are ineffective as they were being made  
72 without first consulting the District.
- 73 • Discussion ensued regarding the landscaping.

- Mr. Frawley commented on the landscaping contract and to be patient with the new Board because they are cleaning up the mess from the previous Board.

## **SIXTH ORDER OF BUSINESS**

### **Engineer's Report**

- Mr. Vincutonis updated the Board on the paving in front of the clubhouse.

## **SEVENTH ORDER OF BUSINESS**

### **Vendor/Contractor/Third Party Items**

#### Carlisle

- Possess an online security platform that observes everything on the property, makes a report, and sends it to the Field Manager.

#### Envera

- This vendor has instituted additional improvements, and advanced camera monitoring.
- There has been a significant decline in the amount of service calls within the last two months.
- Parts were replaced in two different locations due to lightning striking the servers. Envera provided a 50% credit on one of the invoices.
- Ms. Incandela informed the Board that she has pushed the gate button at the main gate on several occasions and the gate has almost gone down on her car.
- Discussion ensued regarding gate related issues and solutions.

## **EIGHTH ORDER OF BUSINESS**

### **District Manager's Report**

#### **A. Financial Statements**

- Mr. Koncar asked the Board if there were any questions regarding the financials. There being none,

On MOTION by Mr. Slack seconded by Ms. Incandela with all in favor, the financials were approved. 4-0

#### **B. Check Register and Invoices**

- Mr. Koncar asked the Board if there were any questions regarding the check register and invoices.
- Mr. Slack inquired about Brightview landscaping credit.

- Ms. Incandela suggested to the new Board members when they are reviewing a check register and the invoices, if they have a specific question about the invoices, instead of waiting until the meeting she would advise they email Inframark ahead of time. Since at times they may not have the answer available at the meeting and it gets lost in follow-through.
- If they are emailed ahead of time, the issue is usually resolved before the meeting and if it is not followed up then it could be discussed at the meeting.

On MOTION by Mr. Slack seconded by Mr. Rodriguez with all in favor, the check register and invoices were accepted. 4-0

### **C. Motion to Assign Fund Balance**

- Mr. Koncar updated the Board on their reserve balance; \$40,000 reserved for the clubhouse, \$90,000 for the field, \$190,000 for landscaping, \$101,000 for recreational facilities, and \$350,049 for roadways.

On MOTION by Ms. Incandela seconded by Ms. Jennings with all in favor, the motion to assign fund balance was approved. 4-0

## **NINTH ORDER OF BUSINESS**

### **Staff Report**

#### **A. Attorney**

##### **i. Independent Contractor Agreement – Gerry Fawley**

- Ms. Mackie explained Gerry Fawley's contract agreement.

On MOTION by Ms. Incandela seconded by Mr. Slack with all in favor, contract agreement with Gerry Fawley not to exceed \$5000 was approved. 4-0

- Ms. Mackie stated Gerry Fawley can still utilize his CDD email.
- Ms. Incandela stated Gerry Fawley sends emails with print in bold stating do not reply all, this means you can reply to him, but reply all is an unauthorized communication with other Board members.

**B. Field Manager**

**i. Field Management Report**

- There being none, the next order of business followed.

**ii. Pool Resurfacing Proposals**

- Mr. Simmons reported Spies proposal is for \$44,452 and the Pool Specialist is for \$37,950. Including the spa, Spies proposal would be \$50,227 and the Pool Specialist proposal would be \$45,107.
- Discussion ensued regarding the budget.
- Ms. Incandela suggested researching more bids.
- The Board decided to continue the meeting to February 7th at 6:00pm.

**iii. Payment Discussion and Consideration of Brightview Landscaping Final Invoice**

- There being none, the next order of business followed.

**TENTH ORDER OF BUSINESS**

**Supervisor Requests and Comments**

- Mr. Slack reported he will be resigning from the Board around January 17, 2019 as he and his family are moving out of the Brighton Lakes community.
- Mr. Crary introduced himself to the Board and stated his qualifications.
- Mr. Frawley stated he has videotaped the entire community regarding what the CDD owns and in what condition.
- Discussion ensued regarding concern for an interim Vice Chairman and upcoming Board decisions.

On MOTION by Mr. Slack seconded by Mr. Rodriguez with Mr. Slack, Mr. Rodriguez and Ms. Incandela voting AYE and Ms. Jennings voting NAY appointing Ms. Incandela as temporary Vice Chairman until the next board meeting was approved. 3-1

**ELEVENTH ORDER OF BUSINESS**

**Other Business**

- None

Brighton Lakes CDD  
January 3, 2019

171 **TWELFTH ORDER OF BUSINESS** **Continuation**

172

173 On MOTION by Ms. Incandela seconded by Mr. Slack with all in  
174 favor, motion to continue the meeting on February 7, 2019 at  
175 6:00 pm was approved. 4-0

176

177

178

179

180

181 \_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman



**4B**

# MINUTES OF MEETING

## BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT

The continued meeting of the Board of Supervisors of the Brighton Lakes Community Development District was held Thursday, February 7, 2019 at 6:00 p.m. at the Brighton Lakes Recreation Center, 4250 Brighton Lakes Boulevard, Kissimmee, Florida.

Present and constituting a quorum were:

Michelle Incandela	Vice-Chair
Brenda Jennings	
Marcial Rodriguez, Jr	

Also present were:

Bob Koncar	District Manager
Tucker Mackie	District Attorney
Russell Simmons	Field Services Manager
Kristen Suit	District Manager
Gerry Frawley	CDD Landscaping & Maintenance Liaison

*This represents the context and summary of the meeting.*

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

- The Pledge of Allegiance was recited.

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

- Mr. Koncar called the roll and a quorum was established.

### **THIRD ORDER OF BUSINESS** **Organizational Matters**

#### **A. Acceptance of Resignation of A. Jeffrey Slack**

On MOTION by Ms. Jennings seconded by Mr. Rodriguez with all in favor, the resignation letter from A. Jeffrey Slack was accepted.  
3-0

#### **B. Consideration of Appointment to Fill Vacancy in Seat #4**

- Ms. Incandela stated at the last meeting Mr. Cray provided his qualifications to the Board. She stated based on the information provided she feels he is qualified and would move to have him appointed to the Board.

- Ms. Jennings would like to hold off as she has a neighbor who has expressed an interest in being on the Board.
- Ms. Incandela recommended moving forward and has opened up the nomination and recommended Mr. Crary.
- Mr. Rodriguez asked that they wait until March 7, 2019.

Ms. Incandela MOVED to appoint Mr. Crary to fill the vacant seat #4. There being no second the motion DIED.

- Mr. Rodriguez requested to be provided with Mr. Crary's resume as well as any other applicant.
- Ms. Jennings asked if they can open it up and post it.
- Ms. Incandela stated she will be attending the March 7, 2019 meeting by phone, which means this will not be acted upon until May assuming they have a quorum.

#### **C. Oath of Office**

- Item was tabled.

#### **D. Resolution 2019-03, Designation of Officers**

- Item was tabled.

### **FOURTH ORDER OF BUSINESS**

#### **Audience Comments**

- Comments and questions were received from the audience.
  - Increase of assessments
  - The pool situation
  - Purchasing a tablet for Mr. Frawley for use in his CDD Liaison role

### **FIFTH ORDER OF BUSINESS**

#### **Business Items**

#### **A. Review of Reserve Study Report**

- Mr. Koncar stated the Reserve Study Report was emailed to the Board. The Board indicated they had difficulty reading the first couple of pages due to the print. Mr. Koncar enlarged those pages and provided them to the Board.

- 76 • Mr. Koncar reviewed the Reserve Study Report with the Board.
- 77 • Mr. Koncar indicated the 2019 budget was adopted and they will be discussing
- 78 the 2020 budget at the next meeting. Further discussion ensued regarding
- 79 putting aside funds in the reserves.
- 80 • The one thing the Reserve Study does not address was reserves for emergencies
- 81 like a hurricane and this is something that they want to think about in the 2020
- 82 budget. During the last hurricane there were some expenditures which had to
- 83 be made, which were not budgeted and created an issue with the budget for
- 84 that year.
- 85 • Ms. Jennings questioned whether their insurance covered this. Mr. Koncar
- 86 indicated some of it was, but they could also apply for FEMA funds but many
- 87 times the FEMA funds do not come through. The second thing, even with
- 88 insurance, the District is responsible under Florida law for 5% deductible so if
- 89 you have half a million dollars' worth of loss you are looking at quite a lot of
- 90 money you have to put out of pocket.
- 91 • Discussion ensued regarding the roadway repairs. Mr. Koncar stated they will
- 92 have this information available for the next meeting for further discussion and
- 93 review.

94  
95 **B. Discussion Regarding Street Tree Trimming Violations**

- 96 • Ms. Mackie stated this has come to the attention of the Board and has been an
- 97 ongoing discussion as of late. For the benefit of the newer Board members, at
- 98 the beginning of 2014 the HOA was getting notices from the Fire Department
- 99 relative to concerns about the street trees on various right-of-ways impacting
- 100 their ability to access the streets.
- 101 • There are two options on the table both of which result in the District going
- 102 ahead and performing this work on behalf of the residents to make sure we are
- 103 compliant by the May deadline.
- 104 • Ms. Incandela expressed her frustration as a homeowner who has to pay for this
- 105 twice because there is a lack of responsiveness and a lack of responsibility on the

106 part of the HOA. The CDD is now undertaking additional expenses to bring the  
107 community into compliance.

108 • Ms. Incandela questioned the HOA board members on:

109 ○ The process.

110 ○ When was this placed into the covenant and sent for approval.

111 ○ Was there a discussion when the HOA was making the CDD  
112 responsible for removal of things which there is no basis to do.

113 • An HOA board member objected to this discussion as he did not feel it was  
114 appropriate to discuss HOA matters which previously occurred.

115 • Ms. Incandela indicated this as a CDD meeting and CDD concerns. All the  
116 homeowners are currently undergoing additional expenses so this is District  
117 business. The HOA may have opened/closed meetings but everything the CDD  
118 does and comes before the CDD and overlaps with the HOA is public record.  
119 There is no basis for anyone to object to anything that is being said at this  
120 meeting with respect to CDD business.

121 • Further discussion ensued regarding this issue.

122 • Mr. Simmons obtained a proposal which is included in the agenda package for  
123 the District to get a vendor out to go ahead and lift the trees which the County  
124 noted as not being compliant.

125 • The two options will be:

126 ○ The District goes ahead and performs the work and bills the HOA and  
127 requests they pay for the lifting of the trees.

128 ○ The second is provide letters to the homeowners that they will be  
129 doing this work and to the extent it is not compliant, that an amount  
130 will be assessed on that property owner.

131 • The CDD does not budget for this annually and this will be an ongoing issue.  
132 While this is a solution it is not a long-term solution to this problem. The HOA  
133 and CDD have to work with one another.

134 • At this point, the Board is left with the decision to either not pursue the work  
135 and incur potential fines.

- 136       • Mr. Rodriguez stated he will be on the phone with the HOA attorney tomorrow  
137           and they will work together to get this resolved.
- 138       • The direction that staff needs from the Board is do they want the District to  
139           pursue the work, and then if the answer is yes, how would they like to direct  
140           recourse with the HOA or should they look at potentially an assessment going  
141           forward with additional costs and additional staff time.
- 142       • Mr. Koncar stated the concern is from a revenue collection standpoint. If you  
143           are trying to do homes specifics those homes that are related and you are trying  
144           to send out the demand letters that does not work very well you may get a few  
145           people to pay, others don't so they need to talk about another mechanism for  
146           recovering that money outside of the District trying to send demand letters to  
147           individual residents.
- 148       • The District does not have the ability to fine, but has the ability to assess for the  
149           benefits they provide. This is not a benefit the District was slated to provide so  
150           this puts the District in somewhat of a risk in moving forward with an assessment  
151           based structure. Given the health, safety and welfare of the community, Ms.  
152           Incandela feels fairly good they would be able to win against any potential  
153           litigation a resident might file against the District for pursuing an assessment  
154           based approach.
- 155       • Further discussion ensued regarding this issue.
- 156       • A resident questioned whether every homeowner would have to pay more  
157           money. Ms. Mackie stated no, at this point and time it would fall upon the  
158           homeowners who have not maintained their street trees. He asked if they were  
159           passing a resolution and was informed they will not be passing a resolution.
- 160       • Mr. Koncar stated it would be a special assessment to those individuals who had  
161           been identified, as they have a map and know where the problem is. The special  
162           assessment would be part of the 2020 budget for those individual parcels not  
163           everyone in the District. Mr. Rodriguez stated he will be on the phone tomorrow  
164           to follow-up on this matter on behalf of the HOA.
- 165       • Ms. Mackie recommended the District authorize the vendor to pursue the work  
166           and the District pursue those funds against the HOA. Mr. Koncar stated there

167 are some unassigned funds which they would use first as he would not go into  
168 the reserves which have been set aside. The cost is \$17,000, it is about \$59 a  
169 house, a total of 300 homes.

- 170 • Ms. Jennings stated they need to wait and see if the HOA attorney has sent out  
171 notices to the homeowners because the HOA can send out violation letters.

172

173 ON MOTION by Ms. Incandela, seconded by Ms. Jennings with all  
174 in favor, the expenditure of funds for the tree trimming project to  
175 begin March 15, unless the HOA agrees to undertake the work  
176 and cost prior to that date in which case the project will need to  
177 be completed by May 1, 2019 was approved. 3-0

178

179 **C. Consideration of Pool Resurfacing Proposals**

- 180 • Ms. Incandela discussed the pool resurfacing proposal. Discussion ensued  
181 regarding the product and the longevity of the product being used.
- 182 • Mr. Simmons explained the use of the pebbles in commercial pools is not  
183 common and the Health Department actually regulates what color could be used  
184 in the pool. There is a lot of application techniques and pigment loss can result  
185 in variation of colors, shades and appearance this is not a defect. The lifetime  
186 warranty is just on the plaster.
- 187 • The Board reviewed and discussed each of the proposals presented.

188

189 ON MOTION by Ms. Incandela, seconded by Mr. Rodriguez with all  
190 in favor, the proposal with the Pool Specialist with the diamond  
191 brite surface, subject to the development of a contract by the  
192 District Attorney was approved. 3-0

193

194 **D. Payment Discussion and Consideration of Brightview Landscaping Final Invoice**

- 195 • Ms. Jennings indicated she reviewed the video emailed by Mr. Frawley. Based  
196 on the video, she does not feel Brightview should receive any payment because  
197 they had not fulfilled their contract.
- 198 • Currently, \$13,200 was withheld but Mr. Frawley questioned why only this  
199 amount as he thought there was supposed to be two full months' payments  
200 withheld.
- 201 • Further discussion ensued regarding this matter.

- It was decided to provide Brightview with a punch list of items to be fixed within 30-days in order to receive their final payment.

ON MOTION by Mr. Rodriguez, seconded by Ms. Jennings with all in favor, provide Brightview Landscaping with 30 days to address the punch list items prepared by Inframark and a letter sent to Brightview from the District Attorney was approved. 3-0

## **SIXTH ORDER OF BUSINESS**

## **Staff Report**

### **A. District Manager**

- Mr. Koncar would like the Inframark field team to come out and meet with Mr. Frawley for two hours every week and go through the issues. All the items will be placed on a matrix and a list compiled of completed tasks. This will be done for the next 30 days and once they have caught up on any back projects then they will make the meeting once a month. Mr. Koncar is looking for more structure versus the numerous emails of items to be done.
- Mr. Koncar informed the Board at the next meeting there will be a number of follow-up items and he would like to discuss the budget and get some additional information from Mr. Vincutonis on the Reserve Study.

### **B. Attorney**

- Ms. Mackie presented her report during the tree trimming portion of the meeting.

### **C. Field Manager**

#### **i. Consideration of the Roof Pressure Washing Proposal**

- Mr. Simmons presented the proposal for the pressure washing the roof. Discussion ensued regarding the cost, as the price is the same for the amenity center roof and the guardhouse, even though the guardhouse roof is much smaller.
- Ms. Incandela stated they need clarification as to why they are the same price as well to find out what material he is using.



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ON MOTION by Mr. Rodriguez, seconded by Ms. Jennings with all in favor, obtain clarification on the proposals provided and proceed once the answers have been provided on the roof pressure washing project in the amount of not to exceed \$3,000 was approved. 3-0

- Mr. Simmons presented a proposal in the amount of \$555 for sod replacement and is seeking reimbursement from TOHO Water for these damages.

ON MOTION by Ms. Incandela, seconded by Ms. Jennings with all in favor, repair of sod in the amount of \$555 was approved. 3-0

Ms. Suit re-reviewed the pool proposal and there were some queries on the cost. The previous MOTION was amended.

ON MOTION by Ms. Incandela, seconded by Mr. Rodriguez with all in favor, the proposal with the Pool Specialist with the diamond brite surface, subject to the development of a contract by the District Attorney at a cost of \$45,107 was approved as amended. 3-0

## SEVENTH ORDER OF BUSINESS

## Supervisor Requests and Comments

- Ms. Incandela inquired about missing gym equipment and asked if this could be looked into.
- Mr. Frawley stated he was not scheduled a slot on the agenda and asked if he could be added to the agenda. It was decided to add Mr. Frawley on the agenda prior to the Field Managers' report.
- Mr. Frawley stated the cameras are operational and questioned if they were told how to access them. Ms. Suit indicated when Mr. Frawley meets with Mr. Blanco he will have him provide that information and will follow-up with the Board members on how to access the cameras.
- Mr. Frawley provided a report to the Board and noted some areas where residents have planted on CDD property. Further discussion ensued regarding this.

- On MOTION by Ms. Jennings seconded by Mr. Rodriguez with all in favor, the meeting was adjourned.

Chairman

## **Seventh Order of Business**

**7A**

# **FULL RESERVE STUDY**

## **Brighton Lakes Community Development District**



**Kissimmee, Florida  
November 29, 2018**



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Reserve Advisors, Inc.

Years 2019 to 2034

## RESERVE EXPENDITURES

Brighton Lakes  
Community Development District  
Kissimmee, Florida

### Explanatory Notes:

- 1) **2.1%** is the estimated future inflation Rate for estimating Future Replacement Costs.
- 2) FY2019 is Fiscal Year beginning October 1, 2018 and ending September 30, 2019.

				Estimated	Life Analysis		Costs, \$				RUL = 0																
Line Item	Quantity	Per Phase Quantity	Units	Reserve Component Inventory	1st Year of Event	Useful	Years Remaining	Unit (2019)	Per Phase (2019)	Total (2019)	30-Year Total (Inflated)	FY2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Property Site Elements																											
4,020	119,180	119,180	Square Yards	Asphalt Pavement, Patch	2027	3 to 5	8	0.35	41,713	41,713	354,728									49,258			52,427			55,800	
4,040	111,900	18,650	Square Yards	Asphalt Pavement, Mill and Overlay, Streets, Phased	2021	15 to 20	2 to 7	10.50	195,825	1,174,950	3,247,195			204,136	208,423	212,800	217,269	221,831	226,490								
4,080	7,280	1,213	Square Yards	Asphalt Pavement, Total Replacement, Walking Paths, Phased	2021	15 to 20	2 to 7	27.50	33,367	200,200	553,289			34,783	35,513	36,259	37,020	37,798	38,592								
4,100	200	33	Each	Catch Basins, Inspections and Capital Repairs, Phased	2021	15 to 20	2 to 7	500.00	16,665	100,000	276,341			17,372	17,737	18,110	18,490	18,878	19,275								
4,110	87,000	1,090	Linear Feet	Concrete Cuts and Gutters, Partial	2021	to 65	2 to 30+	25.00	27,250	2,175,000	451,863			28,407	29,003	29,612	30,234	30,869	31,517								
4,140	327,000	2,635	Square Feet	Concrete Sidewalks, Partial	2019	to 65	0 to 30+	8.00	21,080	2,616,000	908,023	21,080	21,523	21,975	22,436	22,907	23,388	23,879	24,381	24,893	25,416	25,949	26,494	27,051	27,619	28,199	28,791
4,220	1,800	1,800	Linear Feet	Fences, Chain Link	2027	to 25	8	19.00	34,200	34,200	40,386									40,386							
4,260	2,900	2,900	Linear Feet	Fences, Vinyl	2027	15 to 20	8	26.00	75,400	75,400	223,963									89,038							
4,301	10	10	Squares	Gate House, Concrete Tile Roof	2028	to 25	9	950.00	9,500	9,500	11,454									11,454							
4,310	3	3	Each	Gates, Entry Systems	2027	to 10	8	10,000.00	30,000	30,000	132,720									35,426							
4,320	3	3	Each	Gates, Security Systems	2029	10 to 15	10	12,000.00	36,000	36,000	101,184											44,316					
4,330	6	6	Each	Gates, Swing Arms	2027	to 10	8	5,000.00	30,000	30,000	132,720									35,426							
4,410	5	1	Each	Irrigation System, Pumps, Phased	2020	to 20	1 to 9	6,500.00	6,500	32,500	85,456		6,636		6,918		7,212		7,518		7,837						
4,420	4	1	Allowance	Irrigation System, Phased	2040	to 40	21 to 24	60,000.00	60,000	240,000	383,185																
4,620	6,400	6,400	Square Feet	Pavers, Masonry	2027	15 to 25	8	8.00	51,200	51,200	152,081									60,461							
4,660	1	1	Allowance	Playground Equipment	2030	15 to 20	11	90,000.00	90,000	90,000	113,116											113,116					
4,710	26,000	2,600	Linear Feet	Ponds, Erosion Control, Partial	2027	5 to 10	8	26.00	67,600	676,000	299,063									79,828							
4,800	1	1	Allowance	Signage, Entry and Bridge, Renovation	2027	20 to 25	8	35,000.00	35,000	35,000	41,331									41,331							
4,810	1	1	Allowance	Signage, Street Identification, Replacement	2026	15 to 20	7	26,500.00	26,500	26,500	77,095								30,650								
4,830	2,040	2,040	Square Yards	Tennis and Basketball Courts, Color Coat	2019	4 to 6	0	9.50	19,380	19,380	165,453	19,380					21,502									26,469	
4,840	740	740	Linear Feet	Tennis and Basketball Courts, Fences	2029	to 25	10	35.00	25,900	25,900	31,883										31,883						
4,850	4	4	Each	Tennis and Basketball Courts, Light Poles and Fixtures	2029	to 35	10	2,800.00	11,200	11,200	13,787										13,787						
4,860	2,040	2,040	Square Yards	Tennis and Basketball Courts, Surface Replacement	2029	to 25	10	39.00	79,560	79,560	97,938										97,938						
Clubhouse Elements																											
5,400	1	1	Allowance	Exercise Equipment, Phased (Includes Floor Coverings)	2022	5 to 15	3 to 10	26,500.00	26,500	26,500	142,194				28,205						32,621						
5,450	2	2	Each	HVAC Equipment, Split Systems	2033	12 to 18	14	4,000.00	8,000	8,000	25,318														10,702		
5,500	1	1	Allowance	Kitchen and Meeting Room, Renovation	2028	to 25	9	12,000.00	12,000	12,000	14,468									14,468							
5,510	2	2	Each	Rest Rooms, Renovation	2023	to 20	4	14,000.00	28,000	28,000	81,584					30,427											
5,600	40	40	Squares	Roof, Concrete Tiles	2028	to 25	9	950.00	38,000	38,000	45,816										45,816						
5,701	2	1	Allowance	Security and Access System, Phased (2019 is Budgeted)	2019	10 to 15	0 to 6	12,000.00	12,000	24,000	95,083	6,500						13,584					15,399				
5,800	400	400	Square Feet	Windows and Doors	2035	to 40	16	40.00	16,000	16,000	22,312																
Pool Elements																											
6,200	9,600	9,600	Square Feet	Deck, Pavers	2028	to 25	9	8.00	76,800	76,800	92,596										92,596						
6,400	480	480	Linear Feet	Fences, Aluminum	2028	to 25	9	40.00	19,200	19,200	23,149											23,149					
6,500	2	1	Allowance	Furniture, Phased	2021	to 12	2 to 8	10,000.00	10,000	20,000	67,930			10,424						11,809						13,377	

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Reserve Advisors, Inc.

Years 2035 to 2049

## RESERVE EXPENDITURES

### Brighton Lakes Community Development District Kissimmee, Florida

Line Item	Total Quantity	Per Phase Quantity	Units	Reserve Component Inventory	Estimated 1st Year of Event	Life Analysis, Years		Costs, \$			16 2035	17 2036	18 2037	19 2038	20 2039	21 2040	22 2041	23 2042	24 2043	25 2044	26 2045	27 2046	28 2047	29 2048	30 2049	
						Useful	Remaining	Unit (2019)	Per Phase (2019)	Total (2019)																30-Year Total (Inflated)
Property Site Elements																										
4,020	119,180	119,180	Square Yards	Asphalt Pavement, Patch	2027	3 to 5	8	0.35	41,713	41,713	354,728	59,389			63,210									74,644		
4,040	111,900	18,650	Square Yards	Asphalt Pavement, Mill and Overlay, Streets, Phased	2021	15 to 20	2 to 7	10.50	195,825	1,174,950	3,247,195					309,339	315,835	322,467	329,239	336,153	343,213					
4,080	7,280	1,213	Square Yards	Asphalt Pavement, Total Replacement, Walking Paths, Phased	2021	15 to 20	2 to 7	27.50	33,367	200,200	553,289					52,708	53,815	54,945	56,099	57,277	58,480					
4,100	200	33	Each	Catch Basins, Inspections and Capital Repairs, Phased	2021	15 to 20	2 to 7	500.00	16,665	100,000	276,341					26,325	26,878	27,442	28,019	28,607	29,208					
4,110	87,000	1,090	Linear Feet	Concrete Cuts and Gutters, Partial	2021	to 65	2 to 30+	25.00	27,250	2,175,000	451,883					43,046	43,950	44,873	45,815	46,777	47,760					
4,140	327,000	2,635	Square Feet	Concrete Sidewalks, Partial	2019	to 65	0 to 30+	8.00	21,080	2,616,000	908,023	29,396	30,013	30,643	31,287	31,944	32,615	33,299	33,999	34,713	35,442	36,186	36,946	37,722	38,514	39,323
4,220	1,800	1,800	Linear Feet	Fences, Chain Link	2027	to 25	8	19.00	34,200	34,200	40,386															
4,260	2,900	2,900	Linear Feet	Fences, Vinyl	2027	15 to 20	8	26.00	75,400	75,400	223,963												134,925			
4,301	10	10	Squares	Gate House, Concrete Tile Roof	2028	to 25	9	950.00	9,500	9,500	11,454															
4,310	3	3	Each	Gates, Entry Systems	2027	to 10	8	10,000.00	30,000	30,000	132,720			43,610									53,684			
4,320	3	3	Each	Gates, Security Systems	2029	10 to 15	10	12,000.00	36,000	36,000	101,184						56,868									
4,330	6	6	Each	Gates, Swing Arms	2027	to 10	8	5,000.00	30,000	30,000	132,720			43,610									53,684			
4,410	5	1	Each	Irrigation System, Pumps, Phased	2020	to 20	1 to 9	6,500.00	6,500	32,500	85,456	9,064	9,449		9,850		10,268		10,704							
4,420	4	1	Allowance	Irrigation System, Phased	2040	to 40	21 to 24	60,000.00	60,000	240,000	383,185					92,831	94,780	96,771	98,803							
4,620	6,400	6,400	Square Feet	Pavers, Masonry	2027	15 to 25	8	8.00	51,200	51,200	152,081												91,620			
4,660	1	1	Allowance	Playground Equipment	2030	15 to 20	11	90,000.00	90,000	90,000	113,116															
4,710	26,000	2,600	Linear Feet	Ponds, Erosion Control, Partial	2027	5 to 10	8	26.00	67,600	676,000	299,063			98,268									120,967			
4,800	1	1	Allowance	Signage, Entry and Bridge, Renovation	2027	20 to 25	8	35,000.00	35,000	35,000	41,331															
4,810	1	1	Allowance	Signage, Street Identification, Replacement	2026	15 to 20	7	26,500.00	26,500	26,500	77,095											46,445				
4,830	2,040	2,040	Square Yards	Tennis and Basketball Courts, Color Coat	2019	4 to 6	0	9.50	19,380	19,380	165,453				29,368				32,583						36,151	
4,840	740	740	Linear Feet	Tennis and Basketball Courts, Fences	2029	to 25	10	35.00	25,900	25,900	31,883															
4,860	4	4	Each	Tennis and Basketball Courts, Light Poles and Fixtures	2029	to 35	10	2,800.00	11,200	11,200	13,787								19,761							
4,860	2,040	2,040	Square Yards	Tennis and Basketball Courts, Surface Replacement	2029	to 25	10	39.00	79,560	79,560	97,838															
Clubhouse Elements																										
5,400	1	1	Allowance	Exercise Equipment, Phased (Includes Floor Coverings)	2022	5 to 15	3 to 10	26,500.00	26,500	26,500	142,194	37,730						43,638								
5,450	2	2	Each	HVAC Equipment, Split Systems	2033	12 to 18	14	4,000.00	8,000	8,000	25,318												14,616			
5,500	1	1	Allowance	Kitchen and Meeting Room, Renovation	2028	to 25	9	12,000.00	12,000	12,000	14,468															
5,510	2	2	Each	Rest Rooms, Renovation	2023	to 20	4	14,000.00	28,000	28,000	81,584												51,157			
5,600	40	40	Squares	Roof, Concrete Tiles	2028	to 25	9	950.00	38,000	38,000	45,816															
5,701	2	1	Allowance	Security and Access System, Phased (2019 is Budgeted)	2019	10 to 15	0 to 6	12,000.00	12,000	24,000	95,083			17,444				19,761							22,385	
5,800	400	400	Square Feet	Windows and Doors	2035	to 40	16	40.00	16,000	16,000	22,312	22,312														
Pool Elements																										
6,200	9,600	9,600	Square Feet	Deck, Pavers	2028	to 25	9	8.00	76,800	76,800	92,596															
6,400	480	480	Linear Feet	Fences, Aluminum	2028	to 25	9	40.00	19,200	19,200	23,149															
6,500	2	1	Allowance	Furniture, Phased	2021	to 12	2 to 8	10,000.00	10,000	20,000	67,930					15,154					17,166					

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Expenditures - Section 3 - 2 of 4

Reserve Advisors, Inc.

Years 2019 to 2034

RESERVE EXPENDITURES

Brighton Lakes  
Community Development District  
Kissimmee, Florida

Explanatory Notes:  
1) 2.1% is the estimated future inflation Rate for estimating Future Replacement Costs.  
2) FY2019 is Fiscal Year beginning October 1, 2018 and ending September 30, 2019.

Line Item	Total Quantity	Per Phase Quantity	Units	Reserve Component Inventory	Estimated 1st Year of Event	Life Analysis, Years		Costs, \$					RUL = 0 FY 2019	1 2020	2 2021	3 2022	4 2023	5 2024	6 2025	7 2026	8 2027	9 2028	10 2029	11 2030	12 2031	13 2032	14 2033	15 2034
						Useful	Remaining	Unit (2019)	Per Phase (2019)	Total (2019)	30-Year Total (Inflated)																	
6,600	3	1	Allowance	Mechanical Equipment, Phased	2021	to 15	2 to 12	15,000.00	15,000	45,000	150,090			15,637					17,349						19,249			
6,800	4,800	4,800	Square Feet	Pool Finishes, Plaster	2019	8 to 12	0	12.50	60,000	60,000	336,705	60,000										73,860						
6,801	360	360	Linear Feet	Pool Finishes, Tile	2019	15 to 25	0	42.00	15,120	15,120	38,032	15,120																
6,950	1	1	Each	Water Feature	2023	to 15	4	8,700.00	8,700	8,700	23,780				9,454													
		1	Allowance	Reserve Study Update with Site Visit	2021	2	2	3,950.00	3,950	3,950	3,950		3,950															
Anticipated Expenditures, By Year											\$9,057,261	122,080	28,159	336,684	348,235	359,569	365,115	346,849	355,772	467,856	220,736	320,354	192,037	61,699	27,619	108,078	55,260	



Reserve Advisors, Inc.

Years 2035 to 2049

RESERVE EXPENDITURES

Brighton Lakes  
Community Development District  
Kissimmee, Florida

Line Item	Total Quantity	Per Phase Quantity	Units	Reserve Component Inventory	Estimated 1st Year of Event	Life Analysis, Years		Costs, \$					30-Year Total (Inflated)	16 2035	17 2036	18 2037	19 2038	20 2039	21 2040	22 2041	23 2042	24 2043	25 2044	26 2045	27 2046	28 2047	29 2048	30 2049
					Useful	Remaining	Unit (2019)	Per Phase (2019)	Total (2019)																			
6,600	3	1	Allowance	Mechanical Equipment, Phased	2021	to 15	2 to 12	15,000.00	15,000	45,000	150,090	20,917						23,208					25,749				27,981	
6,800	4,800	4,800	Square Feet	Pool Finishes, Plaster	2019	8 to 12	0	12.50	60,000	60,000	336,705						90,921									111,924		
6,801	360	360	Linear Feet	Pool Finishes, Tile	2019	15 to 25	0	42.00	15,120	15,120	38,032						22,912											
6,950	1	1	Each	Water Feature	2023	to 15	4	8,700.00	8,700	8,700	23,780										14,326							
		1	Allowance	Reserve Study Update with Site Visit	2021	2	2	3,950.00	3,950	3,950	3,950																	
Anticipated Expenditures, By Year											\$9,057,261	81,689	127,132	243,024	31,287	263,359	148,654	626,633	571,248	671,672	527,197	547,915	562,052	567,246	104,287	237,764		

Reserve Advisors, Inc.

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## RESERVE FUNDING PLAN

### CASH FLOW ANALYSIS Brighton Lakes Community Development District Kissimmee, Florida

#### Individual Reserve Budgets & Cash Flows for the Next 30 Years

	FY2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Reserves at Beginning of Year (Note 1)	772,833	750,411	862,143	704,463	572,289	466,273	402,783	352,601	258,379	96,111	180,305	95,274	143,146	328,321	556,157	711,967
Total Recommended Reserve Contributions (Note 2)	86,820	126,300	165,800	205,300	244,800	284,300	290,300	296,400	302,600	302,600	233,000	237,900	242,900	248,000	253,200	258,500
Plus Estimated Interest Earned, During Year (Note 3)	12,638	13,591	13,204	10,761	8,753	7,325	6,367	5,150	2,988	2,330	2,323	2,009	3,974	7,455	10,888	13,831
Less Anticipated Expenditures, By Year	(122,080)	(28,159)	(336,684)	(348,235)	(359,569)	(355,115)	(346,849)	(395,772)	(467,856)	(220,736)	(320,354)	(192,037)	(61,699)	(27,619)	(108,078)	(55,260)
Anticipated Reserves at Year End	<u>\$750,411</u>	<u>\$862,143</u>	<u>\$704,463</u>	<u>\$572,289</u>	<u>\$466,273</u>	<u>\$402,783</u>	<u>\$352,601</u>	<u>\$258,379</u>	<u>\$96,111</u>	<u>\$180,305</u>	<u>\$95,274</u>	<u>\$143,146</u>	<u>\$328,321</u>	<u>\$556,157</u>	<u>\$711,967</u>	<u>\$929,038</u>
									(NOTE 5)							
Predicted Reserves based on 2019 funding level of:	\$86,820	750,411	822,328	584,320	330,616	61,169	(208,367)	(474,148)								

(continued)

#### Individual Reserve Budgets & Cash Flows for the Next 30 Years, Continued

	2035	2036	2037	2038	2039	2040	2041	2042	2043	2044	2045	2046	2047	2048	2049
Reserves at Beginning of Year	929,038	1,128,591	1,291,254	1,345,554	1,620,163	1,671,346	1,845,130	1,545,978	1,303,950	962,985	768,481	556,534	333,584	108,665	353,977
Total Recommended Reserve Contributions	263,900	269,400	275,100	280,900	286,800	292,800	298,900	305,200	311,600	318,100	324,800	331,600	338,600	345,700	353,000
Plus Estimated Interest Earned, During Year	17,342	20,395	22,224	24,996	27,742	29,638	28,581	24,020	19,107	14,593	11,168	7,502	3,727	3,899	6,997
Less Anticipated Expenditures, By Year	(81,689)	(127,132)	(243,024)	(31,287)	(263,359)	(148,654)	(626,633)	(571,248)	(671,672)	(527,197)	(547,915)	(562,052)	(567,246)	(104,287)	(237,764)
Anticipated Reserves at Year End	<u>\$1,128,591</u>	<u>\$1,291,254</u>	<u>\$1,345,554</u>	<u>\$1,620,163</u>	<u>\$1,671,346</u>	<u>\$1,845,130</u>	<u>\$1,545,978</u>	<u>\$1,303,950</u>	<u>\$962,985</u>	<u>\$768,481</u>	<u>\$556,534</u>	<u>\$333,584</u>	<u>\$108,665</u>	<u>\$353,977</u>	<u>\$476,210</u>
													(NOTE 5)		(NOTE 4)

#### Explanatory Notes:

- 1) Year 2019 starting reserves are as of October 1, 2018; FY2019 starts October 1, 2018 and ends September 30, 2019.
- 2) Reserve Contributions for 2019 are budgeted; 2020 is the first year of recommended contributions.
- 3) 1.7% is the estimated annual rate of return on invested reserves.
- 4) Accumulated year 2049 ending reserves consider the age, size, overall condition and complexity of the property.
- 5) Threshold Funding Years (reserve balance at critical point).

**FIVE YEAR OUTLOOK**

**Brighton Lakes  
Community Development District**  
Kissimmee, Florida

Line Item	Reserve Component Inventory	RUL = 0 FY2019	1 2020	2 2021	3 2022	4 2023	5 2024
<b><u>Property Site Elements</u></b>							
4.040	Asphalt Pavement, Mill and Overlay, Streets, Phased			204,136	208,423	212,800	217,269
4.080	Asphalt Pavement, Total Replacement, Walking Paths, Phased			34,783	35,513	36,259	37,020
4.100	Catch Basins, Inspections and Capital Repairs, Phased			17,372	17,737	18,110	18,490
4.110	Concrete Curbs and Gutters, Partial			28,407	29,003	29,612	30,234
4.140	Concrete Sidewalks, Partial	21,080	21,523	21,975	22,436	22,907	23,388
4.410	Irrigation System, Pumps, Phased		6,636		6,918		7,212
4.830	Tennis and Basketball Courts, Color Coat	19,380					21,502
<b><u>Clubhouse Elements</u></b>							
5.400	Exercise Equipment, Phased (Includes Floor Coverings)				28,205		
5.510	Rest Rooms, Renovation					30,427	
5.701	Security and Access System, Phased (2019 is Budgeted)	6,500					
<b><u>Pool Elements</u></b>							
6.500	Furniture, Phased			10,424			
6.600	Mechanical Equipment, Phased			15,637			
6.800	Pool Finishes, Plaster	60,000					
6.801	Pool Finishes, Tile	15,120					
6.950	Water Feature					9,454	
<b>Reserve Study Update with Site Visit</b>				3,950			
<b>Anticipated Expenditures, By Year</b>		122,080	28,159	336,684	348,235	359,569	355,115

Reserve Advisors, Inc.

Page 1 of 2

# **COMPONENT METHOD RESERVE ANALYSIS**

for  
Brighton Lakes  
Community Development District  
Kissimmee, Florida

			Estimated		Life Analysis,		Unit	Percentage	2019 Cost of	Oct 1, 2018	2019	2019	2019	Oct 1, 2019	2020	2020	Oct 1, 2020	Unfunded	2020	
Line	Quantity	Units	1st Year of	Years	Useful	Remaining														
Item			Replacement	Years						Balance, \$	Contributions, \$	Contributions, \$	Expenditures, \$	Balance, \$	Contributions, \$	Expenditures, \$	Balance, \$	Balance, \$	Contribution, \$	Category
Property Site Elements																				
4,020	119,180 Square Yards	Asphalt Pavement, Patch	2027	3 to 5	8	0.35	100%		41,713	0	0	0	0	0	0	0	0	41,713	5,214	Roadways
4,040	111,900 Square Yards	Asphalt Pavement, Mill and Overlay, Streets	2021	15 to 20	4	10.50	100%		1,174,950	350,049	0	0	0	350,049	0	0	350,049	824,901	206,225	Roadways
4,080	7,280 Square Yards	Asphalt Pavement, Total Replacement, Walking Paths	2021	15 to 20	4	27.50	100%		200,198	0	0	0	0	0	0	0	0	200,198	50,050	Roadways
4,100	200 Each	Catch Basins, Inspections and Capital Repairs	2021	15 to 20	4	500.00	100%		99,990	10,787	25,740	25,740	0	36,527	0	0	36,527	63,463	15,896	Field
4,110	6,540 Linear Feet	Concrete Curbs and Gutters, Partial	2021	to 65	4	25.00	100%		163,500	0	0	0	0	0	0	0	0	163,500	40,875	Roadways
4,140	2,635 Square Feet	Concrete Sidewalks, Partial	2019	to 65	0	8.00	100%		21,080	21,080	21,080	21,080	21,080	21,080	0	0	21,080	0	0	Field
4,220	1,800 Linear Feet	Fences, Chain Link	2027	to 25	8	19.00	100%		34,200	0	0	0	0	0	0	0	0	34,200	4,275	Other
4,260	2,900 Linear Feet	Fences, Vinyl	2027	15 to 20	8	26.00	100%		75,400	0	0	0	0	0	0	0	0	75,400	9,425	Other
4,301	10 Squares	Gate House, Concrete Tile Roof	2028	to 25	9	950.00	100%		9,500	0	0	0	0	0	0	0	0	9,500	1,056	Other
4,310	3 Each	Gates, Entry Systems	2027	to 10	8	10,000.00	100%		30,000	0	0	0	0	0	0	0	0	30,000	3,750	Other
4,320	3 Each	Gates, Security Systems	2029	10 to 15	10	12,000.00	100%		36,000	0	0	0	0	0	0	0	0	36,000	3,600	Other
4,330	6 Each	Gates, Swing Arms	2027	to 10	8	5,000.00	100%		30,000	0	0	0	0	0	0	0	0	30,000	3,750	Other
4,410	5 Each	Irrigation System, Pumps	2020	to 20	5	6,500.00	100%		32,500	0	0	0	0	0	0	0	0	32,500	6,500	Field
4,420	4 Allowance	Irrigation System	2040	to 40	22	60,000.00	100%		240,000	120,000	0	0	0	120,000	0	0	120,000	120,000	5,455	Field
4,620	6,400 Square Feet	Pavers, Masonry	2027	15 to 25	8	8.00	100%		51,200	0	0	0	0	0	0	0	0	51,200	6,400	Recreation Facilities
4,680	1 Allowance	Playground Equipment	2030	15 to 20	11	90,000.00	100%		90,000	0	0	0	0	0	0	0	0	90,000	8,182	Recreation Facilities
4,710	2,600 Linear Feet	Ponds, Erosion Control, Partial	2027	5 to 10	8	26.00	100%		67,800	67,800	0	0	0	67,800	0	0	67,800	0	0	Field
4,800	1 Allowance	Signage, Entry and Bridge, Renovation	2027	20 to 25	8	35,000.00	100%		35,000	35,000	0	0	0	35,000	0	0	35,000	0	0	Field
4,810	1 Allowance	Signage, Street Identification, Replacement	2026	15 to 20	7	26,500.00	100%		26,500	26,500	0	0	0	26,500	0	0	26,500	0	0	Field
4,830	2,040 Square Yards	Tennis and Basketball Courts, Color Coat	2019	4 to 6	0	9.50	100%		19,380	19,380	0	0	19,380	0	0	0	0	19,380	3,876	Recreation Facilities
4,840	740 Linear Feet	Tennis and Basketball Courts, Fences	2029	to 25	10	35.00	100%		25,900	0	0	0	0	0	0	0	0	25,900	2,590	Recreation Facilities
4,850	4 Each	Tennis and Basketball Courts, Light Poles and Fixtures	2029	to 35	10	2,800.00	100%		11,200	0	0	0	0	0	0	0	0	11,200	1,120	Recreation Facilities
4,860	2,040 Square Yards	Tennis and Basketball Courts, Surface Replacement	2029	to 25	10	39.00	100%		79,560	0	0	0	0	0	0	0	0	79,560	7,956	Recreation Facilities
Clubhouse Elements																				
5,400	1 Allowance	Exercise Equipment (Includes Floor Coverings)	2022	5 to 15	3	26,500.00	100%		26,500	26,500	0	0	0	26,500	0	0	26,500	0	0	Clubhouse
5,450	2 Each	HVAC Equipment, Split Systems	2033	12 to 16	14	4,000.00	100%		8,000	0	0	0	0	0	0	0	0	8,000	571	Clubhouse
5,500	1 Allowance	Kitchen and Meeting Room, Renovation	2028	to 25	9	12,000.00	100%		12,000	0	0	0	0	0	0	0	0	12,000	1,333	Clubhouse
5,510	2 Each	Rest Rooms, Renovation	2023	to 20	4	14,000.00	100%		28,000	7,000	21,000	21,000	0	28,000	0	0	28,000	0	0	Clubhouse
5,600	40 Squares	Roof, Concrete Tiles	2028	to 25	9	950.00	100%		38,000	0	19,000	19,000	0	19,000	0	0	19,000	19,000	2,111	Clubhouse
5,701	1 Allowance	Security and Access System (2019 is Budgeted)	2019	10 to 15	6	12,000.00	100%		12,000	6,500	0	0	6,500	0	0	0	0	12,000	2,000	Clubhouse
5,800	400 Square Feet	Windows and Doors	2035	to 40	16	40.00	100%		16,000	0	0	0	0	0	0	0	0	16,000	1,000	Clubhouse
Pool Elements																				
6,200	9,600 Square Feet	Deck, Pavers	2028	to 25	9	8.00	100%		76,800	0	0	0	0	0	0	0	0	76,800	8,533	Recreation Facilities
6,400	480 Linear Feet	Fences, Aluminum	2028	to 25	9	40.00	100%		19,200	0	0	0	0	0	0	0	0	19,200	2,133	Recreation Facilities
6,500	1 Allowance	Furniture	2021	to 12	2	10,000.00	100%		10,000	0	0	0	0	0	0	0	0	10,000	5,000	Recreation Facilities

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Component Method - Section 3

COMPONENT METHOD RESERVE ANALYSIS

for  
Brighton Lakes  
Community Development District  
Kissimmee, Florida

Line Item	Total Quantity	Units	Reserve Component Inventory	Estimated 1st Year of Replacement	Life Analysis, Years		Unit Cost, \$	Percentage Ownership	2019 Cost of Replacement, \$	Oct 1, 2018 Estimated Balance, \$	2019 Budgeted Contributions, \$	2019 Remaining Contributions, \$	2019 Remaining Expenditures, \$	Oct 1, 2019 Projected Balance, \$	2020 Budgeted Contributions, \$	2020 Budgeted Expenditures, \$	Oct 1, 2020 Projected Balance, \$	Unfunded Residual Balance, \$	2020 Recommended Contribution, \$	Reserve Category
					Useful	Remaining														
6,800	3 Allowance		Mechanical Equipment	2021	to 15	7	15,000.00	100%	45,000	0	0	0	0	0	0	0	0	45,000	6,429	Recreation Facilities
6,800	4,800 Square Feet		Pool Finishes, Plaster	2019	8 to 12	0	12.50	100%	60,000	60,000	0	0	60,000	0	0	0	0	60,000	6,000	Recreation Facilities
6,801	360 Linear Feet		Pool Finishes, Tile	2019	15 to 25	0	42.00	100%	15,120	15,120	0	0	15,120	0	0	0	0	15,120	756	Recreation Facilities
6,950	1 Each		Water Feature	2023	to 15	4	8,700.00	100%	8,700	7,317	0	0	0	7,317	0	0	7,317	1,383	346	Recreation Facilities
	1 Allowance		Reserve Study Update with Site Visit	2021	2	2	3,950.00	100%	3,950	0	0	0	0	0	0	0	0	3,950	1,975	Other
										\$772,833 (Note 1)	\$86,820	\$86,820 (Note 2)	\$122,080	\$737,573				\$2,237,069	\$424,352	

Explanatory Notes:  
1) Year 2019 starting reserves are as of October 1, 2018. FY2019 starts October 1, 2018 and ends September 30, 2019.  
2) Our estimates of remaining useful life reflect averages for phased projects. The estimated first year of replacement indicates the year of the initial phase.

# **COMPONENT METHOD SUMMARY**

for  
**Brighton Lakes**  
**Community Development District**  
Kissimmee, Florida

Existing Reserve Categories	Life Analysis, Years		2019 Cost of Replacement, \$	Oct 1, 2019 Projected Balance, \$	2020 Recommended Contribution, \$
	Useful	Remaining			
Field	5 to 65	0 to 22	\$522,670	\$306,707	\$27,820
Recreation Facilities	4 to 35	0 to 11	\$512,060	\$7,317	\$59,321
Clubhouse	5 to 40	3 to 16	\$140,500	\$73,500	\$7,016
Roadways	3 to 65	4 to 8	\$1,580,362	\$350,049	\$302,364
<b>Subtotal</b>			<b>\$2,755,592</b>	<b>\$737,573</b>	<b>\$396,521</b>
Other (Currently Unfunded)	2 to 25	8 to 10	\$219,050	\$0	\$27,831
<b>Grand Total</b>			<b>\$2,974,642</b>	<b>\$737,573</b>	<b>\$424,352</b>

## **Explanatory Notes:**

- 1) We allocate the existing Landscape Reserve Funds to Reserve Components associated with the Field Reserve Funds.

Brighton Lakes Community Development District  
Kissimmee, Florida

Dear Board of Directors of Brighton Lakes Community Development District:

At the direction of the Board that recognizes the need for proper reserve planning, we have conducted a *Full Reserve Study* of Brighton Lakes Community Development District in Kissimmee, Florida and submit our findings in this report. The effective date of this study is the date of our visual, noninvasive inspection, November 29, 2018.

This *Full Reserve Study* exceeds the Association of Professional Reserve Analysts (APRA) standards fulfilling the requirements of a "Level I Full Reserve Study."

An ongoing review by the Board and an Update of this Reserve Study are necessary to ensure an equitable funding plan since a Reserve Study is a snapshot in time. We recommend the Board budget for an Update to this Reserve Study in two- to three-years. We look forward to continuing to help Brighton Lakes Community Development District plan for a successful future.

As part of our long-term thinking and everyday commitment to our clients, we are available to answer any questions you may have regarding this study.

Respectfully submitted on January 10, 2019 by

*Reserve Advisors, Inc.*

Visual Inspection and Report by: Nicole L. Lowery, RS<sup>1</sup>, PRA<sup>2</sup>  
Review by: Alan M. Ebert, RS, PRA, Director of Quality Assurance



<sup>1</sup> RS (Reserve Specialist) is the reserve provider professional designation of the Community Associations Institute (CAI) representing America's more than 300,000 condominium, cooperative and homeowners associations.

<sup>2</sup> PRA (Professional Reserve Analyst) is the professional designation of the Association of Professional Reserve Analysts. Learn more about APRA at <http://www.apra-usa.com>.





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## 1. RESERVE STUDY EXECUTIVE SUMMARY

**Client:** Brighton Lakes Community Development District (Brighton Lakes)

**Location:** Kissimmee, Florida

**Reference:** 181077

**Property Basics:** Brighton Lakes Community Development District is a planned unit development which is responsible for the common elements shared by 751 single family homes. The common elements of the District were built from 2000 to 2006.

**Reserve Components Identified:** 37 Reserve Components.

**Inspection Date:** November 29, 2018.

**Funding Goal:** The Funding Goal of this Reserve Study is to maintain reserves above an adequate, not excessive threshold during one or more years of significant expenditures. Our recommended Funding Plan recognizes these threshold funding years in 2027 and 2047 due to replacement of repaving of the asphalt pavement.

**Cash Flow Method:** We use the Cash Flow Method to compute the Reserve Funding Plan. This method offsets future variable Reserve Expenditures with existing and future stable levels of reserve funding. Our application of this method also considers:

- Current and future local costs of replacement
- 1.7% anticipated annual rate of return on invested reserves
- 2.1% future Inflation Rate for estimating Future Replacement Costs

**Sources for Local Costs of Replacement:** Our proprietary database, historical costs and published sources, i.e., R.S. Means, Incorporated.

**Cash Status of Reserve Fund:**

- \$772,833 as of October 1, 2018
- 2019 budgeted Reserve Contributions of \$86,820
- A potential deficit in reserves might occur by 2024 based upon continuation of the most recent annual reserve contribution of \$86,820 and the identified Reserve Expenditures.

**Recommended Reserve Funding:** We recommend the following in order to achieve a stable and equitable Funding Plan:

- Phased increases of approximately \$39,500 from 2020 through 2024
- Inflationary increases from 2025 through 2027
- Stable contributions of \$302,600 in 2028
- Decrease to \$233,000 by 2029 due to fully funding for repaving of the asphalt pavement
- Inflationary increases through 2049, the limit of this study's Cash Flow Analysis
- Initial adjustment in Reserve Contributions of \$39,480 represents an average monthly increase of \$4.38 per homeowner and about a five percent (4.8%) adjustment in the 2019 total Operating Budget of \$814,371.

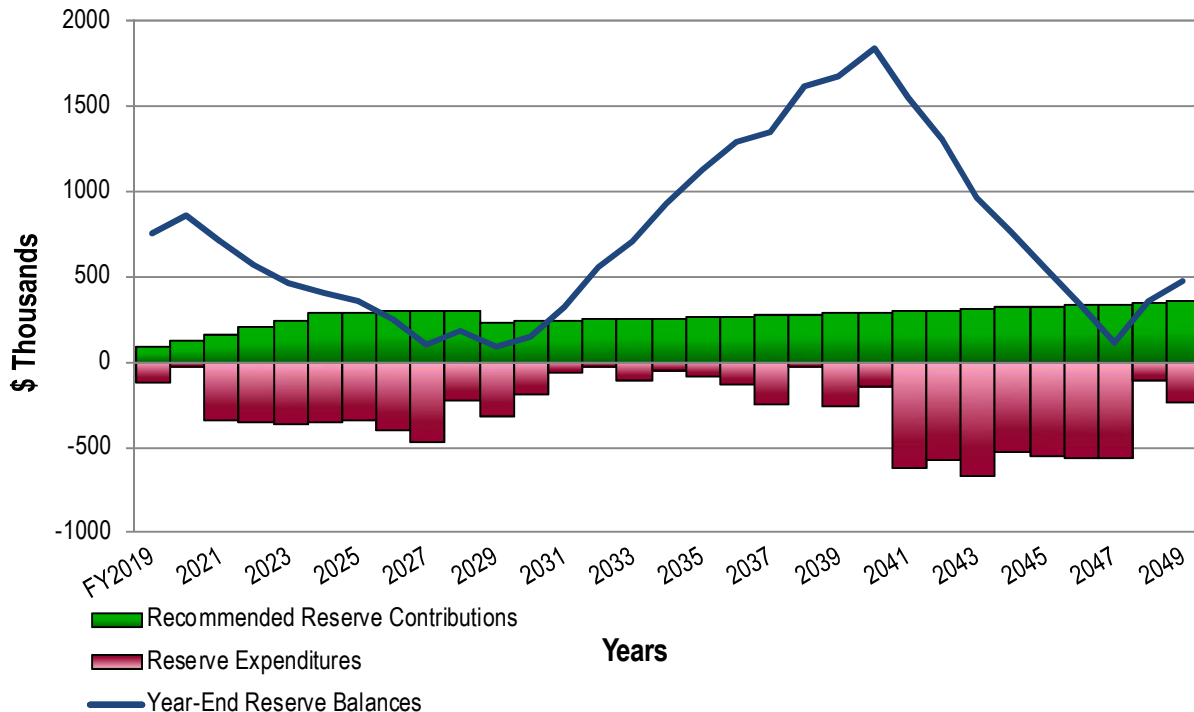
**Component Method Funding:** In addition to the Reserve Funding Plan, we have included a Component Method Reserve Analysis in the Reserve Funding Plan at the request of the Board. This method applies the concept of simple straight line depreciation to determine an annual provision of reserve funding for each common element segregated into separate Reserve

Accounts. Simply, the annual provision for reserve funding is the replacement cost of a common element (less any existing reserves) divided by its remaining useful life. Using the same physical data as in the Cash Flow Analysis, the Component Method Reserve Analysis for Brighton Lakes results in a 2020 recommended Reserve Contribution of \$424,352. This difference emphasizes our recommendation to fund the Reserve Account using the Cash Flow or "Threshold" method of Reserve Analysis.

If the District currently calculates reserves based on the Component Method and allocates funds to individual line items, the reclassification of existing funds as pooled reserves would not be allowed unless approved by a majority vote of the owners at a duly called meeting of the District. In lieu of obtaining a vote of the owners, a Board may vote to fund future reserves based on a pooled analysis. The District then simply spends the funds in their existing segregated accounts on the initial repair or replacement project for that item. When all of the existing segregated funds in an account are expended, the account is eliminated thus eliminating the need to get an owner vote to reallocate.

### Brighton Lakes Recommended Reserve Funding Table and Graph

Year	Reserve Contributions (\$)	Reserve Balances (\$)	Year	Reserve Contributions (\$)	Reserve Balances (\$)	Year	Reserve Contributions (\$)	Reserve Balances (\$)
2020	126,300	862,143	2030	237,900	143,146	2040	292,800	1,845,130
2021	165,800	704,463	2031	242,900	328,321	2041	298,900	1,545,978
2022	205,300	572,289	2032	248,000	556,157	2042	305,200	1,303,950
2023	244,800	466,273	2033	253,200	711,967	2043	311,600	962,985
2024	284,300	402,783	2034	258,500	929,038	2044	318,100	768,481
2025	290,300	352,601	2035	263,900	1,128,591	2045	324,800	556,534
2026	296,400	258,379	2036	269,400	1,291,254	2046	331,600	333,584
2027	302,600	96,111	2037	275,100	1,345,554	2047	338,600	108,665
2028	302,600	180,305	2038	280,900	1,620,163	2048	345,700	353,977
2029	233,000	95,274	2039	286,800	1,671,346	2049	353,000	476,210



## 2.RESERVE STUDY REPORT

At the direction of the Board that recognizes the need for proper reserve planning, we have conducted a *Full Reserve Study* of

**Brighton Lakes Community Development District**

**Kissimmee, Florida**

and submit our findings in this report. The effective date of this study is the date of our visual, noninvasive inspection, November 29, 2018.

We present our findings and recommendations in the following report sections and spreadsheets:

- **Identification of Property** - Segregates all property into several areas of responsibility for repair or replacement
- **Reserve Expenditures** - Identifies reserve components and related quantities, useful lives, remaining useful lives and future reserve expenditures during the next 30 years
- **Reserve Funding Plan** - Presents the recommended Reserve Contributions and year-end Reserve Balances for the next 30 years
- **Five Year Outlook** - Identifies reserve components and future reserve expenditures during the first five years
- **Reserve Component Detail** - Describes the reserve components, includes photographic documentation of the condition of various property elements, describes our recommendations for repairs or replacement, and includes detailed solutions and procedures for replacements for the benefit of current and future board members
- **Methodology** - Lists the national standards, methods and procedures used to develop the Reserve Study
- **Definitions** - Contains definitions of terms used in the Reserve Study, consistent with national standards
- **Professional Service Conditions** - Describes Assumptions and Professional Service Conditions
- **Credentials and Resources**

## IDENTIFICATION OF PROPERTY



Our investigation includes Reserve Components or property elements as set forth in your Declaration. The Expenditure tables in Section 3 list the elements contained in this study. Our analysis begins by segregating the property elements into several areas of responsibility for repair and replacement.

Our process of identification helps assure that future boards and the management team understand whether reserves, the operating budget or Homeowners fund certain replacements and assists in preparation of the annual budget. We derive these segregated classes of property from our review of the information provided by the District and through conversations with Management. These classes of property include:

- Reserve Components
- Long-Lived Property Elements
- Operating Budget Funded Repairs and Replacements
- Property Maintained by Homeowners
- Property Maintained by Others

We advise the Board conduct an annual review of these classes of property to confirm its policy concerning the manner of funding, i.e., from reserves or the operating budget. The Reserve Study identifies Reserve Components as set forth in your Declaration or which were identified as part of your request for proposed services. Reserve Components are defined by CAI as property elements with:



- Brighton Lakes responsibility
- Limited useful life expectancies
- Predictable remaining useful life expectancies
- Replacement cost above a minimum threshold

Long-Lived Property Elements may not have predictable Remaining Useful Lives or their replacement may occur beyond the 30-year scope of the study. The operating budget should fund infrequent repairs. Funding untimely or unexpected replacements from reserves will necessitate increases to Reserve Contributions. Periodic updates of this Reserve Study will help determine the merits of adjusting the Reserve Funding Plan. We identify the following Long-Lived Property Elements as excluded from reserve funding at this time.

- Electrical Systems, Common
- Foundations, Common
- Pipes, Interior Building, Water and Sewer, Common
- Pipes, Subsurface Utilities
- Pool Structures
- Structural Frames, Common

The operating budget provides money for the repair and replacement of certain Reserve Components. The District may develop independent criteria for use of operating and reserve funds. For purposes of calculating appropriate Reserve Contributions, we identify the following list of Operating Budget Funded Repairs and Replacements:

- General Maintenance to the Common Elements
- Expenditures less than \$8,000 (These relatively minor expenditures have a limited effect on the recommended Reserve Contributions.)
- Awning, Tennis Courts
- Gate House, Interior Renovations
- Irrigation System, Controllers and Interim Partial Replacements
- Landscape
- Paint Finishes, Clubhouse Interior
- Paint Finishes, Touch Up
- Ponds, Aerators
- Site Furniture, Benches and Trash Receptacles
- Speaker System, Clubhouse
- Valves, Small Diameter (We assume replacement as needed in lieu of an aggregate replacement of all small diameter valves as a single event.)
- Walls, Stone, Repairs, Clubhouse and Gate House
- Walls, Stucco, Paint Finishes and Capital Repairs, Clubhouse and Gate House Exterior
- Other Repairs normally funded through the Operating Budget



Certain items have been designated as the responsibility of the homeowners to repair or replace at their cost. Property Maintained by Homeowners, including items billed back to Homeowners, relates to:

- Homes and Lots

Certain items have been designated as the responsibility of others to repair or replace. Property Maintained by Others relates to:

- Lift Stations (Osceola County)
- Light Poles and Fixtures (Kissimmee Utility Authority)
- Mailboxes (United States Postal Service)

### 3. RESERVE EXPENDITURES and FUNDING PLAN

The tables following this introduction present:

#### Reserve Expenditures

- Line item numbers
- Total quantities
- Quantities replaced per phase (in a single year)
- Reserve component inventory
- Estimated first year of event (i.e., replacement, application, etc.)
- Life analysis showing
  - useful life
  - remaining useful life
- 2019 local cost of replacement
  - Per unit
  - Per phase
  - Replacement of total quantity
- Total future costs of replacement anticipated during the next 30 years
- Schedule of estimated future costs for each reserve component including inflation

#### Reserve Funding Plan

- Reserves at the beginning of each year
- Total recommended reserve contributions
- Estimated interest earned from invested reserves
- Anticipated expenditures by year
- Anticipated reserves at year end
- Predicted reserves based on current funding level

#### Five Year Outlook

- Line item numbers
- Reserve component inventory of only the expenditures anticipated to occur within the first five years
- Schedule of estimated future costs for each reserve component anticipated to occur within the first five years

Financial statements prepared by your district, by you or others might rely in part on information contained in this section. For your convenience, we have provided an electronic data file containing the tables of ***Reserve Expenditures*** and ***Reserve Funding Plan***.

## 4.RESERVE COMPONENT DETAIL

The Reserve Component Detail of this *Full Reserve Study* includes enhanced solutions and procedures for select significant components. This section describes the Reserve Components, documents specific problems and condition assessments, and may include detailed solutions and procedures for necessary capital repairs and replacements for the benefit of current and future board members. We advise the Board use this information to help define the scope and procedures for repair or replacement when soliciting bids or proposals from contractors. *However, the Report in whole or part is not and should not be used as a design specification or design engineering service.*

### Property Site Elements

#### Asphalt Pavement, Patch

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**Line Item:** 4.020

**Quantity:** Approximately 119,180 square yards including the streets and walking paths

**History:** Original

**Condition:** Fair to poor overall

**Useful Life:** Three- to five-years

**Priority/Criticality:** Per Board discretion

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. Our cost includes an allowance for patching of up to one percent (1%) of the pavement.

#### Asphalt Pavement, Repaving, Streets

---

**Line Item:** 4.040

**Quantity:** Approximately 111,900 square yards

**History:** Original

**Condition:** Fair to poor overall with slippage, alligator, transverse and block cracks, pot holes, upheaval and shoving evident



**Asphalt pavement overview**



**Asphalt pavement with slippage cracks**



**Asphalt pavement with alligator cracks**



**Asphalt pavement with alligator cracks**



**Asphalt pavement with block cracks**



**Asphalt pavement with block cracks**





**Asphalt pavement with block cracks**



**Asphalt pavement with block cracks**



**Asphalt pavement with severe transverse cracks and upheaval**



**Asphalt pavement with severe block cracks**



**Asphalt pavement with pot hole**



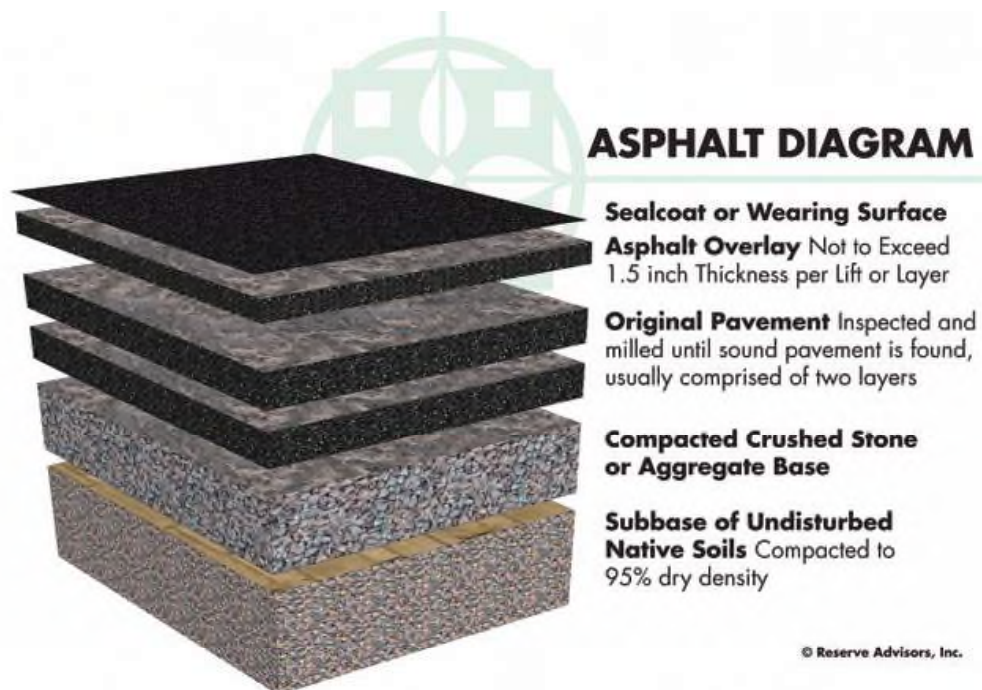
**Asphalt pavement with alligator cracks and shoving**



**Asphalt pavement with pot hole**

**Useful Life:** 15- to 20-years with the benefit of timely crack repairs and patching

**Component Detail Notes:** The initial installation of asphalt uses at least two lifts, or two separate applications of asphalt, over the base course. The first lift is the binder course. The second lift is the wearing course. The wearing course comprises a finer aggregate for a smoother more watertight finish. The following diagram depicts the typical components although it may not reflect the actual configuration at Brighton Lakes:



The manner of repaving is either a mill and overlay or total replacement. A mill and overlay is a method of repaving where cracked, worn and failed pavement is mechanically removed or milled until sound pavement is found. A new layer of asphalt is overlaid atop the remaining base course of pavement. Total replacement includes



the removal of all existing asphalt down to the base course of aggregate and native soil followed by the application of two or more new lifts of asphalt. We recommend mill and overlayment on asphalt pavement that exhibits normal deterioration and wear. We recommend total replacement of asphalt pavement that exhibits severe deterioration, inadequate drainage, pavement that has been overlaid multiple times in the past or where the configuration makes overlayment not possible. Based on the apparent visual condition and configuration of the asphalt pavement, we recommend the mill and overlay method of repaving at Brighton Lakes.

**Priority/Criticality:** Defer only upon opinion of independent professional or engineer

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. Our cost for milling and overlayment includes area patching of up to ten percent (10%).

## Asphalt Pavement, Repaving, Walking Paths

---

**Line Item:** 4.080

**Quantity:** 7,280 square yards

**History:** Original

**Condition:** Good to fair overall with surface deterioration, and edge and block cracks evident



Asphalt walking path with surface deterioration



Asphalt walking path with surface deterioration



**Asphalt pavement walkway with edge cracks**



**Asphalt pavement walkway with block cracks**

**Useful Life:** The need to maintain a safe pedestrian surface results in a useful life of 15- to 20-years

**Priority/Criticality:** Defer only upon opinion of independent professional or engineer

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

## Catch Basins

---

**Line Item:** 4.100

**Quantity:** 200 each

**History:** Original

**Condition:** Good to fair overall with settlement visually apparent



**Severe settlement behind catch basin**



**Settlement adjacent to catch basin**





**Severe settlement behind catch basin**

**Useful Life:** The useful life of catch basins is up to 65 years. However, achieving this useful life usually requires interim capital repairs or partial replacements every 15- to 20-years.

**Component Detail Notes:** Erosion causes settlement around the collar of catch basins. Left unrepaired, the entire catch basin will shift and need replacement.

**Priority/Criticality:** Defer only upon opinion of independent professional or engineer

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We recommend the District plan for inspections and capital repairs to the catch basins in conjunction with repaving.

## **Concrete Curbs and Gutters**

---

**Line Item:** 4.110

**Quantity:** 87,000 linear feet

**Condition:** Good to fair overall with cracks evident



**Typical concrete gutter**



**Concrete gutter with cracks**

**Useful Life:** Up to 65 years although interim deterioration of areas is common

**Priority/Criticality:** Per Board discretion

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We estimate that up to 13,080 linear feet of curbs and gutters, or fifteen percent (15%) of the total, will require replacement during the next 30 years.

## Concrete Sidewalks

**Line Item:** 4.140

**Quantity:** 327,000 square feet

**Condition:** Good to fair overall with cracks and trip hazards evident



**Concrete sidewalk with cracks**



**Concrete sidewalk with cracks and trip hazard**



**Concrete sidewalk with trip hazard**



**Concrete sidewalk with cracks**



**Concrete sidewalk with cracks**

**Useful Life:** Up to 65 years although interim deterioration of areas is common

**Priority/Criticality:** Per Board discretion

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We estimate that up to 81,685 square feet of concrete sidewalks, or twenty-five percent (25%) of the total, will require replacement during the next 30 years.

## **Fences, Chain Link**

---

**Line Item:** 4.220

**Quantity:** 1,800 linear feet behind Biel Court and Vanern Way

**History:** Original

**Condition:** Good to fair overall with lean evident





**Chain link fence with lean evident**

**Useful Life:** Up to 25 years

**Priority/Criticality:** Per Board discretion

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

## Fences, Vinyl

---

**Line Item:** 4.260

**Quantity:** 2,900 linear feet near Fox Glen and Heliotrope Loops

**History:** Original

**Condition:** Good overall



**Vinyl fence**



**Vinyl fence**

**Useful Life:** 15- to 20-years

**Priority/Criticality:** Per Board discretion

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

## **Gate House, Concrete Tile Roof**

---

**Line Item:** 4.301

**Quantity:** 10 squares<sup>1</sup>

**History:** Original

**Condition:** Good to fair overall



**Gate house roof**

**Useful Life:** Up to 25 years

**Priority/Criticality:** Defer only upon opinion of independent professional or engineer

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

## **Gates**

---

**Line Items:** 4.310 through 4.330

**Quantity:** Three gate entry systems, three security systems at the gates and six swing arm gates

<sup>1</sup> We quantify the roof area in squares where one square is equal to 100 square feet of surface area.

**History:** Mostly replaced between 2014 and 2017

**Condition:** Good overall



**Gate entry system equipment**



**Gate entry system equipment**



**Swing arm gate**



**Swing arm gates**



**Security system equipment**



**Useful Life:** Up to 10 years for the gate entry systems and swing arm gates, and 10- to 15-years for the security systems

**Priority/Criticality:** Not recommended to defer

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

## **Irrigation System, Pumps**

---

**Line Item:** 4.410

**Quantity:** Five each

**History:** Three pumps were replaced in the last few years. The remaining two pumps are reportedly original.

**Condition:** Reported satisfactory



**Irrigation pump**



**Irrigation pump**



**Irrigation pump**



**Irrigation pump**

**Useful Life:** Up to 20 years

**Priority/Criticality:** Defer only upon opinion of independent professional or engineer

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

## **Irrigation System, Replacement**

**Line Item:** 4.420

**History:** Original

**Condition:** Reported satisfactory

**Useful Life:** Up to 40 years

**Component Detail Notes:** Irrigation systems typically include the following components:

- Electronic controls (timer)
- Impact rotors
- Network of supply pipes
- Pop-up heads
- Pumps
- Valves

Brighton Lakes should anticipate interim and partial replacements of the system network supply pipes and other components as normal maintenance to maximize the useful life of the irrigation system. The District should fund these ongoing seasonal repairs through the operating budget.

**Priority/Criticality:** Defer only upon opinion of independent professional or engineer



**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

## Pavers, Masonry

---

**Line Item:** 4.620

**Quantity:** 6,400 square feet at the clubhouse walking paths

**History:** Original

**Condition:** Good to fair overall with isolated cracks evident



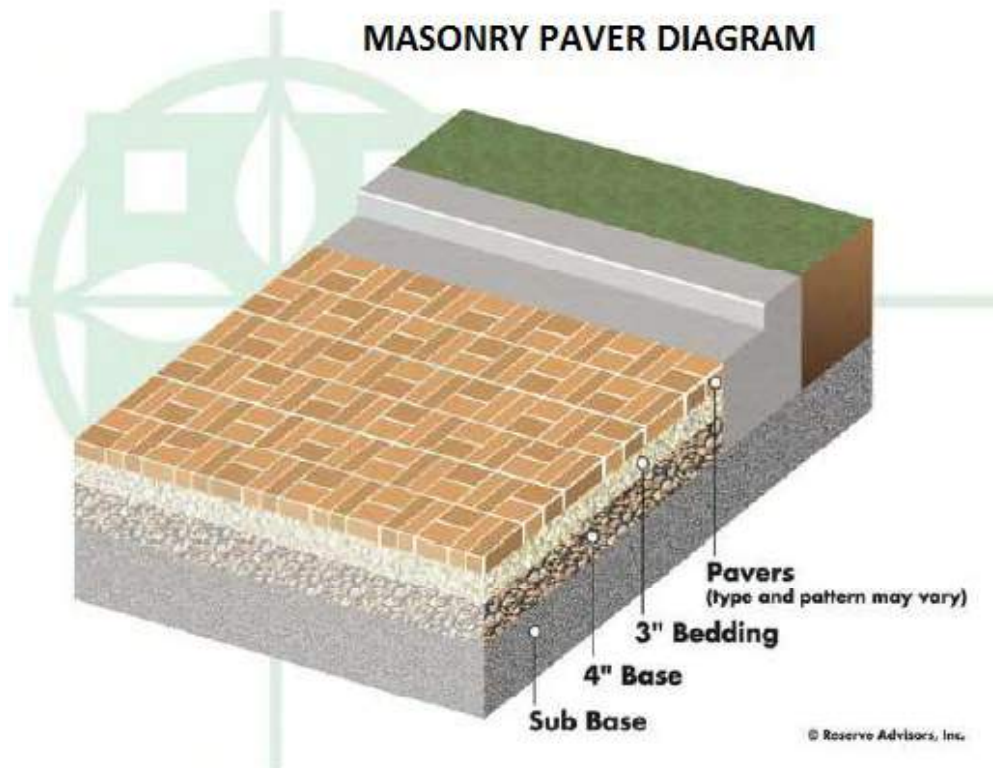
**Masonry pavers**



**Masonry pavers with isolated cracks evident**

**Useful Life:** 15- to 25-years

**Component Detail Notes:** The following diagram depicts the typical components of a masonry paver system although it may not reflect the actual configuration at Brighton Lakes:



**Priority/Criticality:** Defer only upon opinion of independent professional or engineer

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We suggest the Association conduct interim resetting and replacement of minor areas of pavers as normal maintenance, funded from the operating budget.

## Playground Equipment

---

**Line Item:** 4.660

**Quantity:** There are three playgrounds and approximately five exercise stations

**History:** Mostly replaced in 2014

**Condition:** Good overall with isolated split wood evident



**Playground equipment at clubhouse**



**Playground equipment at clubhouse**



**Playground equipment at clubhouse with isolated split wood evident**



**Playground equipment at Volta Circle**



**Playground equipment at Chapala Drive**



**Playground equipment at Chapala Drive**





**Exercise station**

**Useful Life:** 15- to 20-years

**Component Detail Notes:** Safety is the major purpose for maintaining playground equipment. We recommend an annual inspection of the playground equipment to identify and repair as normal maintenance loose connections and fasteners or damaged elements. We suggest the District learn more about the specific requirements of playground equipment at [PlaygroundSafety.org](http://PlaygroundSafety.org). We recommend the use of a specialist for the design or replacement of the playground equipment environment.

**Priority/Criticality:** Defer only upon opinion of independent professional or engineer

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We include an allowance in the unit cost for replacement of the safety surface.

## **Ponds, Erosion Control**

---

**Line Item:** 4.710

**Quantity:** 26,000 linear feet of natural vegetation

**Condition:** Good overall



**Pond overview**



**Pond overview**



**Pond overview**



**Pond overview**



**Pond overview**

***Useful Life:*** Shorelines are subject to fluctuations in water levels, increased plant growth and migrating storm and ground water resulting in the need for erosion control measures every 5- to 10-years.

**Component Detail Notes:** The steep shoreline embankments are likely to exacerbate soil movement and erosion. The use and maintenance of landscape, natural vegetation and/or stone rip rap along the pond shorelines will help maintain an attractive appearance and prevent soil erosion.

Shoreline plantings are referred to as buffer zones. Buffer zones provide the following advantages:

- Control insects naturally
- Create an aesthetically pleasing shoreline
- Enhance water infiltration and storage
- Filter nutrients and pollutants
- Increase fish and wildlife habitat
- Reduce lawn maintenance
- Stabilize shoreline and reduce erosion
- Trap sediments

**Priority/Criticality:** Defer only upon opinion of independent professional or engineer

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We recommend the District plan to install a combination of plantings and rip rap around the ponds along 2,600 linear feet, or approximately ten percent (10%), of the shorelines per event.

## **Signage, Entry and Bridge, Renovation**

---

**Line Item:** 4.800

**Quantity:** One property identification sign and a decorative bridge

**History:** Original

**Condition:** Good to fair overall with coping damage and finish deterioration evident





**Masonry walls at entrance signage**



**Coping damage at entrance signage**



**Finish deterioration at bridge railing**



**Finish deterioration at bridge light fixture**



**Bridge railings and columns**

***Useful Life:*** 15- to 20-years

**Component Detail Notes:** Community signage contributes to the overall aesthetic appearance of the property to owners and potential buyers. Renovation or replacement of community signs is often predicated upon the desire to "update" the perceived identity of the community rather than for utilitarian concerns. Therefore, the specific times for replacement or renovation are discretionary. The signage includes the following elements:

- Light poles and fixtures
- Railings
- Letters
- Masonry, Stone
- Coping, Foam

**Priority/Criticality:** Per Board discretion

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. Our cost for renovation includes repairs to the stone masonry and foam coping, and replacement of the remaining components listed above. We suggest interim paint finish and repairs be funded through the operating budget as necessary.

## Signage, Street Identification

---

**Line Item:** 4.810

**Quantity:** Approximately 55 street and stop signs

**History:** Original

**Condition:** Good overall



Typical street and stop sign

**Useful Life:** 15- to 20-years



**Component Detail Notes:** The community signs contribute to the overall aesthetic appearance of the property to owners and potential buyers. Replacement of community signs is often predicated upon the desire to "update" the perceived identity of the community rather than for utilitarian concerns. Therefore, the specific time for replacement of the signs is discretionary.

**Priority/Criticality:** Per Board discretion

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

## Tennis and Basketball Courts, Color Coat

---

**Line Item:** 4.830

**Quantity:** 2,040 square yards comprising two tennis courts and one basketball court

**History:** The age of the last color coat is unknown

**Condition:** The color coat is worn away



**Tennis court color coat**



**Basketball color coat**

**Useful Life:** Four- to six-years

**Component Detail Notes:** Prior to the application of the color coat, the District should require the contractor to rout and fill all cracks with hot emulsion. This deters water infiltration and further deterioration of the asphalt playing surface.

**Priority/Criticality:** Not recommended to defer

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

## Tennis and Basketball Courts, Fences

---

**Line Item:** 4.840

**Quantity:** 740 linear feet

**History:** Original

**Condition:** Good to fair overall



Basketball court fence



Tennis court fence

**Useful Life:** Up to 25 years

**Priority/Criticality:** Per Board discretion

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

## Tennis and Basketball Courts, Light Poles and Fixtures

---

**Line Item:** 4.850

**Quantity:** Four each

**History:** Original

**Condition:** Good to fair overall



**Light pole and fixtures**

**Useful Life:** Up to 35 years

**Priority/Criticality:** Per Board discretion

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

## **Tennis and Basketball Courts, Surfaces**

---

**Line Item:** 4.860

**Quantity:** 2,040 square yards of asphalt comprising two tennis courts and one basketball court

**History:** Original

**Condition:** Good overall with isolated hairline cracks at edges



**Overview of tennis court**



**Overview of basketball court**



**Hairline cracks evident**

**Useful Life:** Up to 25 years

**Priority/Criticality:** Defer only upon opinion of independent professional or engineer

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

## Clubhouse Elements



**Clubhouse**

## Exercise Equipment

---

**Line Item:** 5.400

**Quantity:** In addition to the carpet floor coverings, the exercise room contains the following types of cardiovascular aerobic training equipment:

- Ellipticals
- Stationary cycles



- Televisions
- Treadmills

The exercise room contains the following types of strength training equipment:

- Benches
- Dumbbells
- Weight training stations

**History:** Varying ages

**Conditions:** Good to fair overall with stains evident on the carpet floor coverings



**Exercise equipment**



**Carpet floor coverings with stains evident**

**Useful Life:** 5- to 15-years

**Priority/Criticality:** Per Board discretion

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

## HVAC Equipment

---

**Line Item:** 5.450

**Quantity:** Two each

**History:** Replaced in 2018

**Condition:** Reported satisfactory



**Condensing units for split systems**

**Useful Life:** 12- to 18-years

**Priority/Criticality:** Defer only upon opinion of independent professional or engineer

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. Our estimate of cost is based on a historical cost provided by the District.

## Kitchen and Meeting Room

---

**Line Item:** 5.500

**History:** Components are original

**Condition:** Good overall



**Meeting room**



**Kitchen**

**Useful Life:** Renovation up to every 25 years

**Component Detail Notes:** Components of the kitchen include:

- Tile floor coverings
- Paint finishes
- Appliances
- Cabinets and countertops
- Light fixtures

**Priority/Criticality:** Per Board discretion

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

## Rest Rooms

---

**Line Item:** 5.510

**Quantity:** Two common located at the clubhouse

**History:** Components are original

**Condition:** Fair overall with partition wear evident



**Men's rest room**



**Women's rest room**



**Partition wear evident**



**Partition wear evident**

**Useful Life:** Renovation up to every 20 years

**Component Detail Notes:** Components include:

- Tile floor and wall coverings
- Paint finishes
- Light fixtures
- Plumbing fixtures
- Partitions
- Drinking fountains

**Priority/Criticality:** Per Board discretion

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

## Roof, Concrete Tiles

---

**Line Item:** 5.600

**Quantity:** 40 squares

**History:** Original

**Condition:** Good to fair condition with loose and broken tiles evident





**Concrete tile roof with loose tiles**



**Concrete tile roof with broken tiles**



**Concrete tile roof with broken tile**

**Useful Life:** Up to 25 years

**Priority/Criticality:** Defer only upon opinion of independent professional or engineer

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

## Security and Access System

---

**Line Item:** 5.701

**Quantity:** Brighton Lakes utilizes the following security system components:

- Automated card reading system
- Cameras
- Recorder
- Monitor

**History:** Original

**Condition:** Reported satisfactory



**Cameras**

**Useful Life:** 10- to 15-years

**Priority/Criticality:** Per Board discretion

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. The Association should anticipate replacement of up to fifty percent (50%) of the security system components per event. The 2019 expenditure is budgeted for the installation of 10 cameras.

## Windows and Doors

---

**Line Item:** 5.800

**Quantity:** 400 square feet

**History:** Original

**Condition:** Good condition



**Clubhouse windows**



**Clubhouse door**

***Useful Life:*** Up to 35 years

***Priority/Criticality:*** Not recommended to defer

***Expenditure Detail Notes:*** Expenditure timing and costs are depicted in the ***Reserve Expenditures*** table in Section 3.

## Pool Elements



Overview of pool



Overview of kiddie pool

### Deck, Pavers

---

**Line Item:** 6.200

**Quantity:** 9,600 square feet

**History:** Original to 2003

**Condition:** Good to fair condition with isolated settlement evident



Deck pavers



Deck pavers with isolated settlement evident

**Useful Life:** Up to 25 years

**Priority/Criticality:** Defer only upon opinion of independent professional or engineer



**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We recommend the District fund interim inspections, partial replacements and repairs through the operating budget.

## Fences, Aluminum

---

**Line Item:** 6.400

**Quantity:** 480 linear feet

**History:** Original to 2003

**Condition:** Good overall condition



Pool fence

**Useful Life:** Up to 25 years

**Priority/Criticality:** Not recommended to defer

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

## Furniture

---

**Line Item:** 6.500

**Quantity:**

- Chairs (25)
- Lounges (51)
- Tables (3)
- Pool handicap lift (1)
- Ladders and life safety equipment

**History:** Varying ages

**Condition:** Good to fair overall



**Pool furniture**



**Pool furniture**

**Useful Life:** Up to 12 years

**Priority/Criticality:** Per Board discretion

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We recommend interim re-strapping, refinishing and other repairs to the furniture as normal maintenance to maximize its useful life.

## Mechanical Equipment

---

**Line Item:** 6.600

**Quantity:**

- Automatic chlorinators
- Controls
- Filters
- Interconnected pipe, fittings and valves
- Pumps
- Electrical panel
- Fiberglass enclosures
- Valves

**History:** Varying ages

**Condition:** Reported satisfactory



**Mechanical equipment**



**Mechanical equipment**



**Mechanical equipment**

**Useful Life:** Up to 15 years

**Priority/Criticality:** Defer only upon opinion of independent professional or engineer

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. Failure of the pool mechanical equipment as a single event is unlikely. Therefore, we include replacement of up to thirty-three percent (33%) of the equipment per event. We consider interim replacement of motors and minor repairs as normal maintenance.

## **Pool Finishes, Plaster and Tile**

---

**Line Items:** 6.800 and 6.801

**Quantity:** 4,800 square feet of plaster based on the horizontal surface area and approximately 360 linear feet of tile

**History:** Original to 2003

**Condition:** The tile is in good condition. The plaster finishes are in poor condition with missing plaster evident throughout.



**Missing plaster evident**



**Missing plaster evident**

**Useful Life:** 8- to 12-years for the plaster and 15- to 25-years for the tile

**Component Detail Notes:** Removal and replacement provides the opportunity to inspect the pool structures and to allow for partial repairs of the underlying concrete surfaces as needed. To maintain the integrity of the pool structures, we recommend the District budget for the following:

- Removal and replacement of the plaster finishes
- Partial replacements of the scuppers and coping as needed
- Replacement of tiles as needed
- Replacement of joint sealants as needed
- Concrete structure repairs as needed

**Priority/Criticality:** Defer only upon opinion of independent professional or engineer

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3. We recommend the District budget for full tile replacement every other plaster replacement event.

## Water Feature

---

**Line Item:** 6.950

**History:** Original to 2003

**Conditions:** Satisfactory condition overall





**Water feature**

**Useful Life:** Up to 15 years

**Priority/Criticality:** Per Board discretion

**Expenditure Detail Notes:** Expenditure timing and costs are depicted in the **Reserve Expenditures** table in Section 3.

## Reserve Study Update

An ongoing review by the Board and an Update of this Reserve Study are necessary to ensure an equitable funding plan since a Reserve Study is a snapshot in time. Many variables change after the study is conducted that may result in significant overfunding or underfunding the reserve account. Variables that may affect the Reserve Funding Plan include, but are not limited to:

- Deferred or accelerated capital projects based on Board discretion
- Changes in the interest rates on reserve investments
- Changes in the *local* construction inflation rate
- Additions and deletions to the Reserve Component Inventory
- The presence or absence of maintenance programs
- Unusually mild or extreme weather conditions
- Technological advancements

Periodic updates incorporate these variable changes since the last Reserve Study or Update. The District can expense the fee for an Update with site visit from the reserve account. This fee is included in the Reserve Funding Plan. We base this budgetary amount on updating the same property components and quantities of this Reserve Study report. We recommend the Board budget for an Update to this Reserve Study in two- to three-years. Budgeting for an Update demonstrates the Board's objective to continue fulfilling its fiduciary responsibility to maintain the commonly owned property and to fund reserves appropriately.

## 5.METHODOLOGY

Reserves for replacement are the amounts of money required for future expenditures to repair or replace Reserve Components that wear out before the entire facility or project wears out. Reserving funds for future repair or replacement of the Reserve Components is also one of the most reliable ways of protecting the value of the property's infrastructure and marketability.

Brighton Lakes can fund capital repairs and replacements in any combination of the following:

1. Increases in the operating budget during years when the shortages occur
2. Loans using borrowed capital for major replacement projects
3. Level monthly reserve assessments annually adjusted upward for inflation to increase reserves to fund the expected major future expenditures
4. Special assessments

We do not advocate special assessments or loans unless near term circumstances dictate otherwise. Although loans provide a gradual method of funding a replacement, the costs are higher than if the District were to accumulate reserves ahead of the actual replacement. Interest earnings on reserves also accumulate in this process of saving or reserving for future replacements, thereby defraying the amount of gradual reserve collections. We advocate the third method of *Level Monthly Reserve Assessments* with relatively minor annual adjustments. The method ensures that Homeowners pay their "fair share" of the weathering and aging of the commonly owned property each year. Level reserve assessments preserve the property and enhance the resale value of the homes.

This Reserve Study is in compliance with and exceeds the National standards<sup>1</sup> set forth by the Community Associations Institute (CAI) and the Association of Professional Reserve Analysts (APRA) fulfilling the requirements of a "Full Reserve Study." These standards require a Reserve Component to have a "predictable remaining Useful Life." Estimating Remaining Useful Lives and Reserve Expenditures beyond 30 years is often indeterminate. Long-Lived Property Elements are necessarily excluded from this analysis. We considered the following factors in our analysis:

- The Cash Flow Method to compute, project and illustrate the 30-year Reserve Funding Plan
- Local<sup>2</sup> costs of material, equipment and labor
- Current and future costs of replacement for the Reserve Components
- Costs of demolition as part of the cost of replacement
- Local economic conditions and a historical perspective to arrive at our estimate of long term future inflation for construction costs in Kissimmee,

<sup>1</sup> Identified in the APRA "Standards - Terms and Definitions" and the CAI "Terms and Definitions".

<sup>2</sup> See Credentials for additional information on our use of published sources of cost data.

Florida at an annual inflation rate<sup>3</sup>. Isolated or regional markets of greater construction (development) activity may experience slightly greater rates of inflation for both construction materials and labor.

- The past and current maintenance practices of Brighton Lakes and their effects on remaining useful lives
- Financial information provided by the District pertaining to the cash status of the reserve fund and budgeted reserve contribution
- The anticipated effects of appreciation of the reserves over time in accord with a return or yield on investment of your cash equivalent assets. (We did not consider the costs, if any, of Federal and State Taxes on income derived from interest and/or dividend income).
- The Funding Plan excludes necessary operating budget expenditures. It is our understanding that future operating budgets will provide for the ongoing normal maintenance of Reserve Components.

Updates to this Reserve Study will continue to monitor historical facts and trends concerning the external market conditions.

<sup>3</sup> Derived from Marshall & Swift, historical costs and the Bureau of Labor Statistics.

## 6. CREDENTIALS

### HISTORY AND DEPTH OF SERVICE

**Founded in 1991**, Reserve Advisors, Inc. is the leading provider of reserve studies, insurance appraisals, developer turnover transition studies, expert witness services, and other engineering consulting services. Clients include community associations, resort properties, hotels, clubs, non-profit organizations, apartment building owners, religious and educational institutions, and office/commercial building owners in 48 states, Canada and throughout the world.

The **architectural engineering consulting firm** was formed to take a leadership role in helping fiduciaries, boards, and property managers manage their property like a business with a long range master plan known as a Reserve Study.

Reserve Advisors employs the **largest staff of Reserve Specialists** with bachelor's degrees in engineering dedicated to Reserve Study services. Our principals are founders of Community Associations Institute's (CAI) Reserve Committee that developed national standards for reserve study providers. One of our principals is a Past President of the Association of Professional Reserve Analysts (APRA). Our vast experience with a variety of building types and ages, on-site examination and historical analyses are keys to determining accurate remaining useful life estimates of building components.

**No Conflict of Interest** - As consulting specialists, our **independent opinion** eliminates any real or perceived conflict of interest because we do not conduct or manage capital projects.

### TOTAL STAFF INVOLVEMENT

Several staff members participate in each assignment. The responsible advisor involves the staff through a Team Review, exclusive to Reserve Advisors, and by utilizing the experience of other staff members, each of whom has served hundreds of clients. We conduct Team Reviews, an internal quality assurance review of each assignment, including: the inspection; building component costing; lifing; and technical report phases of the assignment. Due to our extensive experience with building components, we do not have a need to utilize subcontractors.

### OUR GOAL

To help our clients fulfill their fiduciary responsibilities to maintain property in good condition.

### VAST EXPERIENCE WITH A VARIETY OF BUILDINGS

Reserve Advisors has conducted reserve studies for a multitude of different communities and building types. We've analyzed thousands of buildings, from as small as a 3,500-square foot day care center to the 2,600,000-square foot 98-story Trump International Hotel and Tower in Chicago. We also routinely inspect buildings with various types of mechanical systems such as simple electric heat, to complex systems with air handlers, chillers, boilers, elevators, and life safety and security systems.

We're familiar with all types of building exteriors as well. Our well versed staff regularly identifies optimal repair and replacement solutions for such building exterior surfaces such as adobe, brick, stone, concrete, stucco, EIFS, wood products, stained glass and aluminum siding, and window wall systems.

### OLD TO NEW

Reserve Advisors experience includes ornate and vintage buildings as well as modern structures. Our specialists are no strangers to older buildings. We're accustomed to addressing the unique challenges posed by buildings that date to the 1800's. We recognize and consider the methods of construction employed into our analysis. We recommend appropriate replacement programs that apply cost effective technologies while maintaining a building's character and appeal.

## **QUALIFICATIONS**

### **THEODORE J. SALGADO**

#### **Principal Owner**

#### **CURRENT CLIENT SERVICES**

Theodore J. Salgado is a co-founder of Reserve Advisors, Inc., which is dedicated to serving community associations, city and country clubs, religious organizations, educational facilities, and public and private entities throughout the United States. He is responsible for the production, management, review, and quality assurance of all reserve studies, property inspection services and consulting services for a nationwide portfolio of more than 6,000 clients. Under his direction, the firm conducts reserve study services for community associations, apartment complexes, churches, hotels, resorts, office towers and vintage architecturally ornate buildings.



#### **PRIOR RELEVANT EXPERIENCE**

Before founding Reserve Advisors, Inc. with John P. Poehlmann in 1991, Mr. Salgado, a professional engineer registered in the State of Wisconsin, served clients for over 15 years through American Appraisal Associates, the world's largest full service valuation firm. Mr. Salgado conducted facilities analyses of hospitals, steel mills and various other large manufacturing and petrochemical facilities and casinos.

He has served clients throughout the United States and in foreign countries, and frequently acted as project manager on complex valuation, and federal and state tax planning assignments. His valuation studies led to negotiated settlements on property tax disputes between municipalities and property owners.

Mr. Salgado has authored articles on the topic of reserve studies and facilities maintenance. He also co-authored *Reserves*, an educational videotape produced by Reserve Advisors on the subject of Reserve Studies and maintaining appropriate reserves. Mr. Salgado has also written in-house computer applications manuals and taught techniques relating to valuation studies.

#### **EXPERT WITNESS**

Mr. Salgado has testified successfully before the Butler County Board of Tax Revisions in Ohio. His depositions in pretrial discovery proceedings relating to reserve studies of Crestview Estates Condominium Association in Wauconda, Illinois, Rivers Point Row Property Owners Association, Inc. in Charleston, South Carolina and the North Shore Club Associations in South Bend, Indiana have successfully assisted the parties in arriving at out of court settlements.

**EDUCATION** - Milwaukee School of Engineering - B.S. Architectural Engineering

#### **PROFESSIONAL AFFILIATIONS/DESIGNATIONS**

American Association of Cost Engineers - Past President, Wisconsin Section

Association of Construction Inspectors - Certified Construction Inspector

Association of Professional Reserve Analysts - Past President & Professional Reserve Analyst (PRA)

Community Associations Institute - Member and Volunteer Leader of multiple chapters

Concordia Seminary, St. Louis - Member, National Steering Committee

Milwaukee School of Engineering - Member, Corporation Board

Professional Engineer, Wisconsin (1982) and North Carolina (2014)

Ted continually maintains his professional skills through American Society of Civil Engineers, ASHRAE, Association of Construction Inspectors, and continuing education to maintain his professional engineer licenses.

**JOHN P. POEHLMANN, RS**  
**Principal**

John P. Poehlmann is a co-founder of Reserve Advisors, Inc. He is responsible for the finance, accounting, marketing, and overall administration of Reserve Advisors, Inc. He also regularly participates in internal Quality Control Team Reviews of Reserve Study reports.



Mr. Poehlmann directs corporate marketing, including business development, advertising, press releases, conference and trade show exhibiting, and electronic marketing campaigns. He frequently speaks throughout the country at seminars and workshops on the benefits of future planning and budgeting for capital repairs and replacements of building components and other assets.

**PRIOR RELEVANT EXPERIENCE**

Mr. Poehlmann served on the national Board of Trustees of Community Associations Institute. An international organization, Community Associations Institute (CAI) is a nonprofit 501(c)(3) trade association created in 1973 to provide education and resources to America's 335,000 residential condominium, cooperative and homeowner associations and related professionals and service providers.

He is a founding member of the Institute's Reserve Committee. The Reserve Committee developed national standards and the Reserve Specialist (RS) Designation Program for Reserve Study providers. Mr. Poehlmann has authored numerous articles on the topic of Reserve Studies, including Reserve Studies for the First Time Buyer, Minimizing Board Liability, Sound Association Planning Parallels Business Concepts, and Why Have a Professional Reserve Study. He is also a contributing author in Condo/HOA Primer, a book published for the purpose of sharing a wide background of industry knowledge to help boards in making informed decisions about their communities.

**INDUSTRY SERVICE AWARDS**

CAI Wisconsin Chapter Award  
CAI National Rising Star Award  
CAI Michigan Chapter Award

**EDUCATION**

University of Wisconsin-Milwaukee - Master of Science Management  
University of Wisconsin - Bachelor of Business Administration

**PROFESSIONAL AFFILIATIONS**

**Community Associations Institute (CAI)** - Founding member of Reserve Committee;  
former member of National Board of Trustees; Reserve Specialist (RS) designation;  
Member of multiple chapters  
**Association of Condominium, Townhouse, & Homeowners Associations (ACTHA)** –  
member



**NICOLE L. LOWERY, PRA, RS**  
**Responsible Advisor**

**CURRENT CLIENT SERVICES**

Nicole L. Lowery, a Civil Engineer, is an Advisor for Reserve Advisors. Ms. Lowery is responsible for the inspection and analysis of the condition of clients' properties, and recommending engineering solutions to prolong the lives of the components. She also forecasts capital expenditures for the repair and/or replacement of the property components and prepares technical reports on assignments. She is responsible for conducting Life Cycle Cost Analyses and Capital Replacement Forecast services and the preparation of Reserve Study Reports for condominiums, townhomes and homeowner associations.

Ms. Lowery has been involved with hundreds of Reserve Study assignments. The following is a partial list of clients served by Nicole Lowery demonstrating her breadth of experiential knowledge of community associations in construction and related buildings systems.

**Amelia Surf & Racquet Club** This oceanfront condominium community comprises 156 units in three mid rise buildings. This Fernandina Beach, Florida development contains amenities such as clay tennis courts, two pools and boardwalks.

**Ten Museum Park** This boutique, luxury 50-story high rise building in downtown Miami, Florida consists of 200 condominium units. The amenities comprise six pools including resistance and plunge pools, a full-service spa and a state-of-the-art fitness center. The property also contains a multi-level parking garage.

**3 Chisolm Street Homeowners Association** This historic Charleston, South Carolina community was constructed in 1929 and 1960 and comprises brick and stucco construction with asphalt shingle and modified bitumen roofs. The unique buildings were originally the Murray Vocational School. The buildings were transformed in 2002 to 27 high-end condominiums. The property includes a courtyard and covered parking garage.

**Lakes of Pine Run Condominium Association** This condominium community comprises 112 units in 41 buildings of stucco construction with asphalt shingle roofs. Located in Ormond Beach, Florida, it has a domestic water treatment plant and wastewater treatment plant for the residents of the property.

**Rivertowne on the Wando Homeowners Association** This exclusive river front community is located on the Wando River in Mount Pleasant, South Carolina. This unique Association includes several private docks along the Wando River, a pool and tennis courts for use by its residents.

**Biltmore Estates Homeowners Association** This private gated community is located in Miramar, Florida, just northwest of Miami, Florida and consists of 128 single family homes. The lake front property maintains a pool, a pool house and private streets.

**Bellavista at Miromar Lakes Condominium Association** Located in the residential waterfront resort community of Miromar Lakes Beach & Golf Club in Fort Myers, Florida, this property comprises 60 units in 15 buildings. Amenities include a clubhouse and a pool.

**PRIOR RELEVANT EXPERIENCE**

Before joining Reserve Advisors, Ms. Lowery was a project manager with Kipcon in New Brunswick, New Jersey and the Washington, D.C. Metro area for eight years, where she was responsible for preparing reserve studies and transition studies for community associations. Ms. Lowery successfully completed the bachelors program in Civil Engineering from West Virginia University in Morgantown, West Virginia.

**EDUCATION**

West Virginia University - B.S. Civil Engineering

**PROFESSIONAL AFFILIATIONS / DESIGNATIONS**

*Reserve Specialist (RS)* - Community Associations Institute

*Professional Reserves Analyst (PRA)* - Association of Professional Reserve Analysts



**ALAN M. EBERT, P.E., PRA, RS**  
**Director of Quality Assurance**

**CURRENT CLIENT SERVICES**

Alan M. Ebert, a Professional Engineer, is the Director of Quality Assurance for Reserve Advisors. Mr. Ebert is responsible for the management, review and quality assurance of reserve studies. In this role, he assumes the responsibility of stringent report review analysis to assure report accuracy and the best solution for Reserve Advisors' clients.

Mr. Ebert has been involved with thousands of Reserve Study assignments. The following is a partial list of clients served by Alan Ebert demonstrating his breadth of experiential knowledge of community associations in construction and related buildings systems.

**Brownsville Winter Haven** Located in Brownsville, Texas, this unique homeowners association contains 525 units. The Association maintains three pools and pool houses, a community and management office, landscape and maintenance equipment, and nine irrigation canals with associated infrastructure.

**Rosemont Condominiums** This unique condominium is located in Alexandria, Virginia and dates to the 1940's. The two mid-rise buildings utilize decorative stone and brick masonry. The development features common interior spaces, multi-level wood balconies and common asphalt parking areas.

**Stillwater Homeowners Association** Located in Naperville, Illinois, Stillwater Homeowners Association maintains four tennis courts, an Olympic sized pool and an upscale ballroom with commercial-grade kitchen. The community also maintains three storm water retention ponds and a detention basin.

**Birchfield Community Services Association** This extensive Association comprises seven separate parcels which include 505 townhome and single family homes. This Community Services Association is located in Mt. Laurel, New Jersey. Three lakes, a pool, a clubhouse and management office, wood carports, aluminum siding, and asphalt shingle roofs are a few of the elements maintained by the Association.

**Oakridge Manor Condominium Association** Located in Londonderry, New Hampshire, this Association includes 104 units at 13 buildings. In addition to extensive roads and parking areas, the Association maintains a large septic system and significant concrete retaining walls.

**Memorial Lofts Homeowners Association** This upscale high rise is located in Houston, Texas. The 20 luxury units include large balconies and decorative interior hallways. The 10-story building utilizes a painted stucco facade and TPO roof, while an on-grade garage serves residents and guests.

**PRIOR RELEVANT EXPERIENCE**

Mr. Ebert earned his Bachelor of Science degree in Geological Engineering from the University of Wisconsin-Madison. His relevant course work includes foundations, retaining walls, and slope stability. Before joining Reserve Advisors, Mr. Ebert was an oilfield engineer and tested and evaluated hundreds of oil and gas wells throughout North America.

**EDUCATION**

University of Wisconsin-Madison - B.S. Geological Engineering

**PROFESSIONAL AFFILIATIONS/DESIGNATIONS**

*Professional Engineering License* – Wisconsin, North Carolina, Illinois, Colorado

*Reserve Specialist (RS)* - Community Associations Institute

*Professional Reserve Analyst (PRA)* - Association of Professional Reserve Analysts

## RESOURCES

Reserve Advisors, Inc. utilizes numerous resources of national and local data to conduct its Professional Services. A concise list of several of these resources follows:

**Association of Construction Inspectors**, (ACI) the largest professional organization for those involved in construction inspection and construction project management. ACI is also the leading association providing standards, guidelines, regulations, education, training, and professional recognition in a field that has quickly become important procedure for both residential and commercial construction, found on the web at [www.iami.org](http://www.iami.org). Several advisors and a Principal of Reserve Advisors, Inc. hold Senior Memberships with ACI.

**American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.**, (ASHRAE) the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc., devoted to the arts and sciences of heating, ventilation, air conditioning and refrigeration; recognized as the foremost, authoritative, timely and responsive source of technical and educational information, standards and guidelines, found on the web at [www.ashrae.org](http://www.ashrae.org). Reserve Advisors, Inc. actively participates in its local chapter and holds individual memberships.

**Community Associations Institute**, (CAI) America's leading advocate for responsible communities noted as the only national organization dedicated to fostering vibrant, responsive, competent community associations. Their mission is to assist community associations in promoting harmony, community, and responsible leadership.

**Marshall & Swift / Boeckh**, (MS/B) the worldwide provider of building cost data, co-sourcing solutions, and estimating technology for the property and casualty insurance industry found on the web at [www.marshallswift.com](http://www.marshallswift.com).

**R.S. Means CostWorks**, North America's leading supplier of construction cost information. As a member of the Construction Market Data Group, Means provides accurate and up-to-date cost information that helps owners, developers, architects, engineers, contractors and others to carefully and precisely project and control the cost of both new building construction and renovation projects found on the web at [www.rsmeans.com](http://www.rsmeans.com).

Reserve Advisors, Inc., library of numerous periodicals relating to reserve studies, condition analyses, chapter community associations, and historical costs from thousands of capital repair and replacement projects, and product literature from manufacturers of building products and building systems.

## 7. DEFINITIONS

Definitions are derived from the standards set forth by the Community Associations Institute (CAI) representing America's 305,000 condominium and homeowners associations and cooperatives, and the Association of Professional Reserve Analysts, setting the standards of care for reserve study practitioners.

**Cash Flow Method** - A method of calculating Reserve Contributions where contributions to the reserve fund are designed to offset the variable annual expenditures from the reserve fund. Different Reserve Funding Plans are tested against the anticipated schedule of reserve expenses until the desired funding goal is achieved.

**Component Method** - A method of developing a Reserve Funding Plan with the total contribution is based on the sum of the contributions for individual components.

**Current Cost of Replacement** - That amount required today derived from the quantity of a *Reserve Component* and its unit cost to replace or repair a Reserve Component using the most current technology and construction materials, duplicating the productive utility of the existing property at current *local* market prices for *materials*, *labor* and manufactured equipment, contractors' overhead, profit and fees, but without provisions for building permits, overtime, bonuses for labor or premiums for material and equipment. We include removal and disposal costs where applicable.

**Fully Funded Balance** - The Reserve balance that is in direct proportion to the fraction of life "used up" of the current Repair or Replacement cost similar to Total Accrued Depreciation.

**Funding Goal (Threshold)** - The stated purpose of this Reserve Study is to determine the adequate, not excessive, minimal threshold reserve balances.

**Future Cost of Replacement** - *Reserve Expenditure* derived from the inflated current cost of replacement or current cost of replacement as defined above, with consideration given to the effects of inflation on local market rates for materials, labor and equipment.

**Long-Lived Property Component** - Property component of Brighton Lakes responsibility not likely to require capital repair or replacement during the next 30 years with an unpredictable remaining Useful Life beyond the next 30 years.

**Percent Funded** - The ratio, at a particular point of time (typically the beginning of the Fiscal Year), of the actual (or projected) Reserve Balance to the Fully Funded Balance, expressed as a percentage.

**Remaining Useful Life** - The estimated remaining functional or useful time in years of a *Reserve Component* based on its age, condition and maintenance.

**Reserve Component** - Property elements with: 1) Brighton Lakes responsibility; 2) limited Useful Life expectancies; 3) predictable Remaining Useful Life expectancies; and 4) a replacement cost above a minimum threshold.

**Reserve Component Inventory** - Line Items in *Reserve Expenditures* that identify a *Reserve Component*.

**Reserve Contribution** - An amount of money set aside or *Reserve Assessment* contributed to a *Reserve Fund* for future *Reserve Expenditures* to repair or replace *Reserve Components*.

**Reserve Expenditure** - Future Cost of Replacement of a Reserve Component.

**Reserve Fund Status** - The accumulated amount of reserves in dollars at a given point in time, i.e., at year end.

**Reserve Funding Plan** - The portion of the Reserve Study identifying the *Cash Flow Analysis* and containing the recommended Reserve Contributions and projected annual expenditures, interest earned and reserve balances.

**Reserve Study** - A budget planning tool that identifies the current status of the reserve fund and a stable and equitable Funding Plan to offset the anticipated future major common area expenditures.

**Useful Life** - The anticipated total time in years that a *Reserve Component* is expected to serve its intended function in its present application or installation.

## 8. PROFESSIONAL SERVICE CONDITIONS

**Our Services** - Reserve Advisors, Inc. (RA) performs its services as an independent contractor in accordance with our professional practice standards and its compensation is not contingent upon our conclusions. The purpose of our reserve study is to provide a budget planning tool that identifies the current status of the reserve fund, and an opinion recommending an annual funding plan to create reserves for anticipated future replacement expenditures of the property.

Our inspection and analysis of the subject property is limited to visual observations, is noninvasive and is not meant to nor does it include investigation into statutory, regulatory or code compliance. RA inspects sloped roofs from the ground and inspects flat roofs where safe access (stairs or ladder permanently attached to the structure) is available. The report is based upon a "snapshot in time" at the moment of inspection. RA may note visible physical defects in our report. The inspection is made by employees generally familiar with real estate and building construction but in the absence of invasive testing RA cannot opine on, nor is RA responsible for, the structural integrity of the property including its conformity to specific governmental code requirements for fire, building, earthquake, and occupancy, or any physical defects that were not readily apparent during the inspection.

RA is not responsible for conditions that have changed between the time of inspection and the issuance of the report. RA does not investigate, nor assume any responsibility for any existence or impact of any hazardous materials, such as asbestos, urea-formaldehyde foam insulation, other chemicals, toxic wastes, environmental mold or other potentially hazardous materials or structural defects that are latent or hidden defects which may or may not be present on or within the property. RA does not make any soil analysis or geological study as part of its services; nor does RA investigate water, oil, gas, coal, or other subsurface mineral and use rights or such hidden conditions. RA assumes no responsibility for any such conditions. The Report contains opinions of estimated costs and remaining useful lives which are neither a guarantee of the actual costs of replacement nor a guarantee of remaining useful lives of any property element.

RA assumes, without independent verification, the accuracy of all data provided to it. You agree to indemnify and hold RA harmless against and from any and all losses, claims, actions, damages, expenses or liabilities, including reasonable attorneys' fees, to which we may become subject in connection with this engagement, because of any false, misleading or incomplete information which we have relied upon supplied by you or others under your direction, or which may result from any improper use or reliance on the Report by you or third parties under your control or direction. Your obligation for indemnification and reimbursement shall extend to any director, officer, employee, affiliate, or agent of RA. Liability of RA and its employees, affiliates, and agents for errors and omissions, if any, in this work is limited to the amount of its compensation for the work performed in this engagement.

**Report** - RA completes the services in accordance with the Proposal. The Report represents a valid opinion of RA's findings and recommendations and is deemed complete. RA, however, considers any additional information made available to us within 6 months of issuing the Report if a timely request for a revised Report is made. RA retains the right to withhold a revised Report if payment for services was not tendered in a timely manner. All information received by RA and all files, work papers or documents developed by RA during the course of the engagement shall remain the property of RA and may be used for whatever purpose it sees fit.

**Your Obligations** - You agree to provide us access to the subject property for an on-site visual inspection. You agree to provide RA all available, historical and budgetary information, the governing documents, and other information that we request and deem necessary to complete the Report. You agree to pay actual attorneys' fees and any other costs incurred to collect on any unpaid balance for RA's services.

**Use of Our Report and Your Name** - Use of this Report is limited to only the purpose stated herein. You hereby acknowledge that any use or reliance by you on the Report for any unauthorized purpose is at your own risk and you shall hold RA harmless from any consequences of such use. Use by any unauthorized third party is unlawful. The Report in whole or in part **is not and cannot be used as a design specification for design engineering purposes or as an appraisal**. You may show our Report in its entirety to the following third parties: members of your organization, your accountant, attorney, financial institution and property manager who need to review the information contained herein. Without the written consent of RA, you shall not disclose the Report to any other third party. The Report contains intellectual property developed by RA and **shall not be reproduced or distributed to any party that conducts reserve studies without the written consent of RA**.

RA will include your name in our client lists. RA reserves the right to use property information to obtain estimates of replacement costs, useful life of property elements or otherwise as RA, in its sole discretion, deems appropriate.

**Payment Terms, Due Dates and Interest Charges** - Retainer payment is due upon authorization and prior to inspection. The balance is due net 30 days from the report shipment date. Any balance remaining 30 days after delivery of the Report shall accrue an interest charge of 1.5% per month. Any litigation necessary to collect an unpaid balance shall be venued in Milwaukee County Circuit Court for the State of Wisconsin.

**7C.**

**BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT**  
***RULE RELATING TO PARKING AND PARKING ENFORCEMENT***

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In accordance with Chapters 190 and 120 of the Florida Statutes, and on                     , 2019 at a duly noticed public meeting and after a duly noticed public hearing, the Board of Supervisors of the Brighton Lakes Community Development District adopted the following rules to govern parking and parking enforcement. This rule repeals and supersedes all prior rules governing the same subject matter.

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**SECTION 1. INTRODUCTION.** This Rule authorizes parking in designated areas and the towing/removal of unauthorized vehicles and vessels parked on certain Brighton Lakes Community Development District (“**District**”) property designated as a “Tow-Away Zone,” which areas are identified in **Exhibit A** attached hereto.

**SECTION 2. DEFINITIONS.**

- A. *Vehicle.* Any mobile item which normally uses wheels, whether motorized or not.
- B. *Vessel.* Every description of watercraft, barge, or airboat used or capable of being used as a means of transportation on water.
- C. *Parked.* A vehicle or vessel left unattended by its owner or user.
- D. *Tow-Away Zone.* District property in which parking is prohibited and in which the District is authorized to initiate a towing and/or removal action.

**SECTION 3. DESIGNATED PARKING AREAS.** Vehicles and vessels may be parked on District property, only as indicated on **Exhibit A**, and as set forth below:

- A. **DISTRICT ROADWAYS.** Please refer to Chapter 316, *Florida Statutes*, and Chapters 16 and 22, Osceola County Code of Ordinances, for laws related to authorized and unauthorized parking of vehicles or vessels on District roadways.
- B. **AMENITIES AREAS.** Vehicle parking is permitted for residents and guests of residents (as defined in the Recreational Center Policies and Procedures adopted by the District Board of Supervisors) and District staff, employees and vendors/consultants only, during the hours set forth below. **ABSENT AN APPLICABLE EXCEPTION AS SET FORTH HEREIN, THERE IS NO PARKING IN THE AREAS IDENTIFIED BELOW EXCEPT WITHIN THE STATED HOURS:**

AMENITY PARKING AREA	HOURS
Recreation Center	5:30 AM to 10:30 PM

- C. OTHER DISTRICT COMMON AREAS.** Vehicle parking is permitted for District staff, employees and vendors/consultants only, in relation to active projects or construction-related activities. No other parking is permitted in these areas at any time.

#### **SECTION 4. ESTABLISHMENT OF TOW-AWAY ZONES.**

- A. DISTRICT TOW-AWAY ZONES.** All District property in which parking is prohibited as set forth in Section 3 herein, either entirely or during specific hours, or is otherwise identified in **Exhibit A** attached hereto, is hereby declared a Tow-Away Zone. To the extent that parking on District property is only prohibited during specific hours, that portion of District property shall only be considered a Tow-Away Zone during the period of time in which such parking is prohibited.
- B. DISTRICT ROADWAYS.** In the event that residents or guests are parking on District or County roadways in contravention of state law and/or local ordinances, the District Manager shall contact the Osceola County Sheriff's Office to enforce such parking regulations.

#### **SECTION 5. EXCEPTIONS.**

- A. VENDORS/CONTRACTORS.** The District Manager may authorize vendors/consultants in writing to park company vehicles without charge and in order to facilitate District business. All vehicles so authorized must be identified by a vendor window pass, or have company vehicle signage clearly visible.

#### **SECTION 6. TOWING/REMOVAL PROCEDURES.**

- A. SIGNAGE AND LANGUAGE REQUIREMENTS.** Notice of the Tow-Away Zones shall be approved by the District's Board of Supervisors and shall be posted on District property in the manner set forth in section 715.07, *Florida Statutes*. Such signage is to be placed in conspicuous locations in the areas identified in Section 4 herein, and shall identify the hours in which the area is designated as a Tow-Away Zone, if applicable, in accordance with section 715.07, *Florida Statutes*.
- B. TOWING/REMOVAL AUTHORITY.** To effect towing/removal of a vehicle or vessel, the District Manager must verify that the subject vehicle or vessel was not authorized to park under this rule during the period in question, and then must contact a firm authorized by Florida law to tow/remove vehicles and vessels for the removal of such unauthorized vehicle or vessel at the owner's expense. The vehicle or vessel shall be towed/removed by the firm in accordance with Florida law, specifically the provisions set forth in section 715.07, *Florida Statutes*.



**C. AGREEMENT WITH AUTHORIZED TOWING SERVICE.** The District's Board of Supervisors is hereby authorized to enter into and maintain an agreement with a firm authorized by Florida law to tow/remove unauthorized vehicles and vessels from the District's Tow-Away Zones in accordance with Florida law and with the policies set forth herein.

**SECTION 7. PARKING AT YOUR OWN RISK.** Vehicles or vessels may be parked on District property pursuant to this rule, provided however that the District assumes no liability for any theft, vandalism and/ or damage that might occur to personal property and/or vehicles or vessels.

**EXHIBIT A – *Map of Tow-Away Zones***

Specific Authority: §§ 120.54, 190.011(5), and 190.041, *Fla. Stat.*

Effective date:                     , 2019

Excerpt from 715.07 F.S. is below (also see 5c which is why towing operators typically provide):

5. Except for property appurtenant to and obviously a part of a single-family residence, and except for instances when notice is personally given to the owner or other legally authorized person in control of the vehicle or vessel that the area in which that vehicle or vessel is parked is reserved or otherwise unavailable for unauthorized vehicles or vessels and that the vehicle or vessel is subject to being removed at the owner's or operator's expense, any property owner or lessee, or person authorized by the property owner or lessee, prior to towing or removing any vehicle or vessel from private property without the consent of the owner or other legally authorized person in control of that vehicle or vessel, must post a notice meeting the following requirements:

a. The notice must be prominently placed at each driveway access or curb cut allowing vehicular access to the property, within 5 feet from the public right-of-way line. If there are no curbs or access barriers, the signs must be posted not less than one sign for each 25 feet of lot frontage.

b. The notice must clearly indicate, in not less than 2-inch high, light-reflective letters on a contrasting background, that unauthorized vehicles will be towed away at the owner's expense. The words "tow-away zone" must be included on the sign in not less than 4-inch high letters.

c. The notice must also provide the name and current telephone number of the person or firm towing or removing the vehicles or vessels.

d. The sign structure containing the required notices must be permanently installed with the words "tow-away zone" not less than 3 feet and not more than 6 feet above ground level and must be continuously maintained on the property for not less than 24 hours prior to the towing or removal of any vehicles or vessels.

e. The local government may require permitting and inspection of these signs prior to any towing or removal of vehicles or vessels being authorized.

f. A business with 20 or fewer parking spaces satisfies the notice requirements of this subparagraph by prominently displaying a sign stating "Reserved Parking for Customers Only Unauthorized Vehicles or Vessels Will be Towed Away At the Owner's Expense" in not less than 4-inch high, light-reflective letters on a contrasting background.

g. A property owner towing or removing vessels from real property must post notice, consistent with the requirements in sub-subparagraphs a.-f., which apply to vehicles, that unauthorized vehicles or vessels will be towed away at the owner's expense.



## **Eighth Order of Business**

**8A.**



949 Shadick Dr.  
Orange City, FL 32763  
P: (386) 218-6969 F: (386) 218-6970  
www.allterraintractorservice.com

# PROPOSAL

Project Name:	<b>Brighton Lakes</b>
Project Phase:	<b>Crackfill</b>
Job Number:	

Project Address: **Brighton Lakes Blvd.**  
City, State, Zip: **Kissimmee, FL**

Proposal Date: **Tuesday, January 15, 2019**  
Proposal price good for 30 days from  
the date of this proposal.

Prepared for: **Hanson, Walter & Assoc.**

Address: **Broadway 8  
Suite 104**

City, State, Zip: **Kissimmee, FL 34741**

Contact: **Mark Vincutonis**

Phone: **407-847-9433 ext. 203**

Cell:

Email: [mvincutonis@hansonwalter.com](mailto:mvincutonis@hansonwalter.com)

## Qualifications & Exclusions

1. There are no bonds included in this proposal. If any are required, they will be at an additional cost.
2. There is no handling of contaminated, hazardous, or unsuitable materials included in this proposal. If any is required, it will be at an additional cost.
3. There are no permits included in this proposal. If any are required, they will be at an additional cost.
4. There is no testing included in this proposal. If any is required, it will be at an additional cost.
5. Any electrical, power, gas, CATV, telephone, utilities relocated or removed by others.
6. Any electrical work associated with site work scope is by others.

DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL
Crackfill- Outbound Lane Only	36,294	LF	\$0.92	\$33,390.48
Proposed Total				<b>\$33,390.48</b>

**John Masiarczyk**

All Terrain Tractor Service, Inc.

**Mark Vincutonis**

Hanson, Walter & Assoc.

\_\_\_\_\_/\_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_/\_\_\_\_\_  
Authorized Signature Date

Price is subject to change, pending receipt of 'Final Construction Drawings'.





949 Shadick Dr.  
Orange City, FL 32763  
P: (386) 218-6969 F: (386) 218-6970  
www.allterraintractorservice.com

# PROPOSAL

Project Name:	<b>Brighton Lakes Community</b>
Project Phase:	<b>Mill &amp; Pave</b>
Job Number:	

Project Address: **Brighton Lakes Blvd.**  
City, State, Zip: **Kissimmee, FL**

Proposal Date: **Tuesday, January 15, 2019**  
Proposal price good for 30 days from  
the date of this proposal.

Prepared for: **Hanson, Walter, & Assoc.**

Address: **80 Broadway  
Suite 104**

City, State, Zip: **Kissimmee, FL 34741**

Contact: **Mark Vincutonis**

Phone: **407-847-9433 Ext. 203**

Cell:

Email: [mvincutonis@hansonwalter.com](mailto:mvincutonis@hansonwalter.com)

## Scope of Work

1. Repair asphalt by milling area 2" in depth and paring back with 2" SP 9.5 asphalt.

## Qualifications & Exclusions

1. There are no bonds included in this proposal. If any are required, they will be at an additional cost.
2. There is no handling of contaminated, hazardous, or unsuitable materials included in this proposal. If any is required, it will be at an additional cost.
3. There are no permits included in this proposal. If any are required, they will be at an additional cost.
4. There is no testing included in this proposal. If any is required, it will be at an additional cost.
5. Any electrical, power, gas, CATV, telephone, utilities relocated or removed by others.
6. Any electrical work associated with site work scope is by others.

DESCRIPTION	QTY	UOM	UNIT PRICE	TOTAL
Mill 2" Depth	27,173	SY	\$4.84	\$131,517.32
Pave (Depth 2" w/ SP 9.5 Asphalt)	27,173	SY	\$13.27	\$360,585.71
Proposed Total				<b>\$492,103.03</b>

**John Masiarczyk**

All Terrain Tractor Service, Inc.

**Mark Vincutonis**

Hanson, Walter, & Assoc.

Authorized Signature

/ /  
Date

Authorized Signature

/ /  
Date

Price is subject to change, pending receipt of 'Final Construction Drawings'.

## **Ninth Order of Business**

**9A.**

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

*Financial Report*

*January 31, 2019*

Prepared by:



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

**Financial Statements**

**(Unaudited)**

**January 31, 2019**



**Balance Sheet**  
January 31, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2015 DEBT SERVICE FUND	SERIES 2017 DEBT SERVICE FUND	TOTAL
<b><u>ASSETS</u></b>				
Cash - Checking Account	\$ 235,010	\$ -	\$ -	\$ 235,010
Interest/Dividend Receivables	3,579	-	-	3,579
Due From Other Funds	-	4,413	7,572	11,985
Investments:				
Certificates of Deposit - 12 Months	103,914	-	-	103,914
Certificates of Deposit - 18 Months	259,285	-	-	259,285
Certificates of Deposit - 6 Months	26,190	-	-	26,190
Money Market Account	1,053,716	-	-	1,053,716
SBA Account	12,450	-	-	12,450
Reserve Fund	-	49,477	20,800	70,277
Revenue Fund	-	273,217	190,398	463,615
<b>TOTAL ASSETS</b>	<b>\$ 1,694,144</b>	<b>\$ 327,107</b>	<b>\$ 218,770</b>	<b>\$ 2,240,021</b>
<b><u>LIABILITIES</u></b>				
Accounts Payable	\$ 9,647	\$ -	\$ -	\$ 9,647
Accrued Expenses	43,043	-	-	43,043
Due To Other Funds	11,985	-	-	11,985
<b>TOTAL LIABILITIES</b>	<b>64,675</b>	<b>-</b>	<b>-</b>	<b>64,675</b>
<b><u>FUND BALANCES</u></b>				
Restricted for:				
Debt Service	-	327,107	218,770	545,877
Assigned to:				
Operating Reserves	169,967	-	-	169,967
Reserves - Clubhouse	40,000	-	-	40,000
Reserves - Field	90,000	-	-	90,000
Reserves - Landscape	190,967	-	-	190,967
Reserves-Recreation Facilities	101,817	-	-	101,817
Reserves - Roadways	350,049	-	-	350,049
Unassigned:	686,669	-	-	686,669
<b>TOTAL FUND BALANCES</b>	<b>\$ 1,629,469</b>	<b>\$ 327,107</b>	<b>\$ 218,770</b>	<b>\$ 2,175,346</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 1,694,144</b>	<b>\$ 327,107</b>	<b>\$ 218,770</b>	<b>\$ 2,240,021</b>

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

For the Period Ending January 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>REVENUES</b>					
Interest - Investments	\$ 9,500	\$ 3,167	\$ 3,359	\$ 192	35.36%
Room Rentals	100	25	-	(25)	0.00%
Interest - Tax Collector	-	-	349	349	0.00%
Special Assmnts- Tax Collector	837,157	746,340	772,654	26,314	92.29%
Special Assmnts- Discounts	(33,486)	(29,853)	(30,637)	(784)	91.49%
Gate Bar Code/Remotes	100	30	531	501	531.00%
Access Cards	1,000	333	169	(164)	16.90%
<b>TOTAL REVENUES</b>	<b>814,371</b>	<b>720,042</b>	<b>746,425</b>	<b>26,383</b>	<b>91.66%</b>

**EXPENDITURES****Administration**

P/R-Board of Supervisors	6,000	2,000	4,000	(2,000)	66.67%
FICA Taxes	459	153	306	(153)	66.67%
ProfServ-Arbitrage Rebate	600	-	-	-	0.00%
ProfServ-Dissemination Agent	1,000	1,000	-	1,000	0.00%
ProfServ-Engineering	5,000	1,667	2,831	(1,164)	56.62%
ProfServ-Legal Services	12,000	4,000	15,412	(11,412)	128.43%
ProfServ-Mgmt Consulting Serv	49,762	16,587	16,587	-	33.33%
ProfServ-Property Appraiser	751	751	-	751	0.00%
ProfServ-Special Assessment	5,305	5,305	2,024	3,281	38.15%
ProfServ-Trustee Fees	8,450	8,450	4,041	4,409	47.82%
Auditing Services	4,046	4,046	-	4,046	0.00%
Communication - Telephone	5,000	1,667	1,082	585	21.64%
Postage and Freight	500	166	386	(220)	77.20%
Insurance - General Liability	8,708	4,354	4,618	(264)	53.03%
Printing and Binding	4,000	1,334	1,332	2	33.30%
Legal Advertising	800	267	621	(354)	77.63%
Miscellaneous Services	2,600	866	6,432	(5,566)	247.38%
Misc-Assessmnt Collection Cost	16,743	14,755	14,943	(188)	89.25%
Office Supplies	350	117	364	(247)	104.00%
Annual District Filing Fee	175	175	175	-	100.00%
<b>Total Administration</b>	<b>132,249</b>	<b>67,660</b>	<b>75,154</b>	<b>(7,494)</b>	<b>56.83%</b>

**Field**

ProfServ-Field Management	41,390	13,797	13,797	-	33.33%
ProfServ - Field Management Onsite Staff	60,185	20,062	20,062	-	33.33%
Contracts-Landscape	164,064	54,688	53,095	1,593	32.36%
Electricity - General	65,000	21,666	19,656	2,010	30.24%

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending January 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
Utility - Water & Sewer	4,000	1,332	726	606	18.15%
R&M-Common Area	30,000	10,000	1,329	8,671	4.43%
R&M-Irrigation	5,000	1,667	987	680	19.74%
R&M-Lake	23,400	7,800	9,598	(1,798)	41.02%
Misc-Contingency	7,000	2,333	294	2,039	4.20%
Capital Reserve	46,820	-	44,825	(44,825)	95.74%
<b>Total Field</b>	<b>446,859</b>	<b>133,345</b>	<b>164,369</b>	<b>(31,024)</b>	<b>36.78%</b>
<b><u>Gatehouse</u></b>					
Contracts-Security Services	86,376	28,792	25,792	3,000	29.86%
Miscellaneous Services	16,935	5,645	5,277	368	31.16%
<b>Total Gatehouse</b>	<b>103,311</b>	<b>34,437</b>	<b>31,069</b>	<b>3,368</b>	<b>30.07%</b>
<b><u>Road and Street Facilities</u></b>					
R&M-Roads & Alleyways	1,000	500	-	500	0.00%
R&M-Signage	1,200	600	8	592	0.67%
<b>Total Road and Street Facilities</b>	<b>2,200</b>	<b>1,100</b>	<b>8</b>	<b>1,092</b>	<b>0.36%</b>
<b><u>Community Center</u></b>					
Contracts-Security Services	35,000	11,667	11,222	445	32.06%
R&M-Clubhouse	14,752	4,918	10,205	(5,287)	69.18%
R&M-Pools	35,000	11,667	4,249	7,418	12.14%
Miscellaneous Services	5,000	1,667	121	1,546	2.42%
Capital Reserve	40,000	-	3,297	(3,297)	8.24%
<b>Total Community Center</b>	<b>129,752</b>	<b>29,919</b>	<b>29,094</b>	<b>825</b>	<b>22.42%</b>
<b>TOTAL EXPENDITURES</b>	<b>814,371</b>	<b>266,461</b>	<b>299,694</b>	<b>(33,233)</b>	<b>36.80%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	-	453,581	446,731	(6,850)	0.00%
Net change in fund balance	\$ -	\$ 453,581	\$ 446,731	\$ (6,850)	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>1,182,738</b>	<b>1,182,738</b>	<b>1,182,738</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,182,738</b>	<b>\$ 1,636,319</b>	<b>\$ 1,629,469</b>		

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

For the Period Ending January 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>REVENUES</b>					
Interest - Investments	\$ 1,900	\$ 633	\$ 972	\$ 339	51.16%
Special Assmnts- Tax Collector	210,541	187,701	194,319	6,618	92.30%
Special Assmnts- Discounts	(8,422)	(7,508)	(7,705)	(197)	91.49%
<b>TOTAL REVENUES</b>	<b>204,019</b>	<b>180,826</b>	<b>187,586</b>	<b>6,760</b>	<b>91.95%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
Misc-Assessmnt Collection Cost	4,211	3,755	3,758	(3)	89.24%
<b>Total Administration</b>	<b>4,211</b>	<b>3,755</b>	<b>3,758</b>	<b>(3)</b>	<b>89.24%</b>
<b>Debt Service</b>					
Principal Debt Retirement	100,000	-	-	-	0.00%
Interest Expense	97,739	49,271	49,271	-	50.41%
<b>Total Debt Service</b>	<b>197,739</b>	<b>49,271</b>	<b>49,271</b>	<b>-</b>	<b>24.92%</b>
<b>TOTAL EXPENDITURES</b>	<b>201,950</b>	<b>53,026</b>	<b>53,029</b>	<b>(3)</b>	<b>26.26%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	2,069	127,800	134,557	6,757	6503.48%
<b>OTHER FINANCING SOURCES (USES)</b>					
Contribution to (Use of) Fund Balance	2,069	-	-	-	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>2,069</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Net change in fund balance	\$ 2,069	\$ 127,800	\$ 134,557	\$ 6,757	6503.48%
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>192,550</b>	<b>192,550</b>	<b>192,550</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 194,619</b>	<b>\$ 320,350</b>	<b>\$ 327,107</b>		

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

For the Period Ending January 31, 2019

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>REVENUES</b>					
Interest - Investments	\$ 200	\$ 67	\$ 73	\$ 6	36.50%
Special Assmnts- Tax Collector	220,651	196,715	203,650	6,935	92.30%
Special Assmnts- Discounts	(8,826)	(7,868)	(8,075)	(207)	91.49%
<b>TOTAL REVENUES</b>	<b>212,025</b>	<b>188,914</b>	<b>195,648</b>	<b>6,734</b>	<b>92.28%</b>
<b>EXPENDITURES</b>					
<b>Administration</b>					
Misc-Assessmnt Collection Cost	4,413	3,935	3,938	(3)	89.24%
<b>Total Administration</b>	<b>4,413</b>	<b>3,935</b>	<b>3,938</b>	<b>(3)</b>	<b>89.24%</b>
<b>Debt Service</b>					
Principal Debt Retirement	138,000	-	-	-	0.00%
Interest Expense	71,306	35,653	35,653	-	50.00%
<b>Total Debt Service</b>	<b>209,306</b>	<b>35,653</b>	<b>35,653</b>	<b>-</b>	<b>17.03%</b>
<b>TOTAL EXPENDITURES</b>	<b>213,719</b>	<b>39,588</b>	<b>39,591</b>	<b>(3)</b>	<b>18.52%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	(1,694)	149,326	156,057	6,731	-9212.34%
<b>OTHER FINANCING SOURCES (USES)</b>					
Contribution to (Use of) Fund Balance	(1,694)	-	-	-	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(1,694)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Net change in fund balance	\$ (1,694)	\$ 149,326	\$ 156,057	\$ 6,731	-9212.34%
<b>FUND BALANCE, BEGINNING (OCT 1, 2018)</b>	<b>62,713</b>	<b>62,713</b>	<b>62,713</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 61,019</b>	<b>\$ 212,039</b>	<b>\$ 218,770</b>		

**Notes to the Financial Statements**

**January 31, 2019**

**General Fund**

► **Assets**

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

■ **Interest/Dividend Receivable** - Accruals for CD's #9184 & #6615.

► **Liabilities**

■ **Accounts Payable** - Invoices for current month not paid in current month - \$9,647.

■ **Accrued Expenses** - Electricity - KUA for January \$4,900, TOHO Water Authority for January \$200, Brightview Landscaping for 2 months \$26,547 & Envira Systems for 2 months \$11,396 (January bill shows a \$3K credit).

■ **Due To Other Funds** - Debt service portion of the assessments collected by the tax collector.

► **Fund Balance**

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

Operating Reserve	169,967
Reserves - Clubhouse	40,000
Reserves - Field	90,000
Reserves - Landscape	190,967
Reserves - Recreation Facilities	101,817
Reserves - Roadways	350,049

**TOTAL \$ 942,800**

**Debt Service Fund(s)**

► **Revenue**

■ **2015 Series DS** - Special Assessments Tax Collector collections are 92% collected.

■ **2017 Series DS** - Special Assessments Tax Collector collections are 92% collected.

► **Expenses**

■ **2015 Series DS** - Interest Expense @ 50% YTD.

■ **2017 Series DS** - Interest Expense @ 50% YTD.

**Notes to the Financial Statements**

**January 31, 2019**

**Financial Overview / Highlights**

- ▶ Total Non-Ad valorem special assessments are 92% collected.
- ▶ The General Fund expenditures are at 37% of the YTD budget higher than the prorated 33%.
- ▶ Significant variances explained below.

**Variance Analysis**

Account Name	Annual Budget	YTD Actual	% YTD Budget	Explanation
<b>Expenditures</b>				
<b><u>Administrative</u></b>				
ProfServ-Legal Services	\$ 12,000	\$ 15,412	128%	Hopping Green & Sams - Fees related to: Utility Construction, landscape RFP documents, Brightview performance issues, prepare form of agreement with Bladerunners & attendance at board workshop by phone.
Miscellaneous Services	\$ 2,600	\$ 6,432	247%	Reserve Advisors - Reserve Advisors fee paid (\$5,650).
Office Supplies	\$ 350	\$ 364	104%	Inframark fees through January.
<b><u>Community Center</u></b>				
R&M - Clubhouse	\$ 14,752	\$ 10,205	69%	Prestige Air Conditioning - Two new AC Systems (\$7,351).



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

**Supporting Schedules**

**January 31, 2019**

**Non-Ad Valorem Special Assessments - Osceola County Tax Collector**  
**(Monthly Collection Distributions)**  
**For the Fiscal Year Ending September 30, 2019**

					ALLOCATION BY FUND		
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	General Fund	Series 2015 Debt Service Fund	Series 2017 Debt Service Fund
<b>Assessments Levied FY 2019</b>				\$ 1,268,348	\$ 837,157	\$ 210,541	\$ 220,651
<b>Allocation %</b>				100%	66%	17%	17%
11/09/18	\$ 20,175	\$ 1,081	\$ 434	\$ 21,690	\$ 14,316	\$ 3,600	\$ 3,773
11/26/18	160,383	6,683	3,409	170,475	112,520	28,298	29,657
12/10/18	856,162	36,402	17,473	910,036	600,657	151,063	158,316
12/21/18	29,596	1,164	604	31,364	20,701	5,206	5,456
01/11/19	24,373	769	497	25,640	16,923	4,256	4,460
01/11/19	10,878	318	222	11,418	7,537	1,895	1,986
<b>TOTAL</b>	<b>\$ 1,101,567</b>	<b>\$ 46,416</b>	<b>\$ 22,639</b>	<b>\$ 1,170,622</b>	<b>\$ 772,654</b>	<b>\$ 194,319</b>	<b>\$ 203,650</b>
<b>% COLLECTED</b>				<b>92%</b>	<b>92%</b>	<b>92%</b>	<b>92%</b>
<b>Total O/S</b>				<b>\$ 97,726</b>	<b>\$ 64,503</b>	<b>\$ 16,222</b>	<b>\$ 17,001</b>

**Cash and Investment Report**  
**January 31, 2019**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>INVESTMENT TYPE</u>	<u>MATURITY</u>	<u>YIELD</u>	<u>BALANCE</u>
<b><u>GENERAL FUND</u></b>					
Checking Account - Operating	BB&T	Public Funds Checking	N/A	0.01%	\$ 235,010
Certificate of Deposit- 6 Month	BankUnited	CD	6/3/2019	2.18%	\$ 26,190
Certificate of Deposit- 12 Month	BankUnited	CD	2/23/2019	1.55%	\$ 103,914
Certificate of Deposit- 18 Month	BankUnited	CD	3/18/2019	1.34%	\$ 259,285
<b>Subtotal CD's</b>					<b>\$ 389,389</b>
Money Market Account	BankUnited	MMA	N/A	1.00%	\$ 1,053,716
Operating Account- Fund A	SBA	Local Gov. Surplus Trust Fund	N/A	0.57%	\$ 12,450
<b>GF Subtotal</b>					<b>\$ 1,690,564</b>
<b><u>DEBT SERVICE FUNDS</u></b>					
Series 2015 Reserve Account	US Bank	Open-Ended CP	N/A	0.63%	\$ 49,477
Series 2017 Reserve Account	US Bank	Open-Ended CP	N/A	0.00%	\$ 20,800
Series 2015 Revenue Account	US Bank	Open-Ended CP	N/A	0.63%	\$ 273,217
Series 2017 Revenue Account	US Bank	Open-Ended CP	N/A	0.00%	\$ 190,398
<b>DS Subtotal</b>					<b>\$ 533,892</b>
<b>Total</b>					<b>\$ 2,224,456</b>

# Brighton Lakes CDD

## Bank Reconciliation

Bank Account No. 8978 BB&T - GF Checking  
Statement No. 01-19  
Statement Date 1/31/2019

G/L Balance (LCY)	235,009.58	Statement Balance	250,685.17
G/L Balance	235,009.58	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	250,685.17
Subtotal	235,009.58	Outstanding Checks	15,675.59
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	235,009.58	Ending Balance	235,009.58
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>						
6/15/2016	Payment	2198	SMART CITY	18.81	0.00	18.81
9/29/2017	Payment	2759	SUN PUBLICATIONS OF FLORIDA DBA	70.16	0.00	70.16
1/16/2019	Payment	3139	KATRINA S SCARBOROUGH	281.73	0.00	281.73
1/18/2019	Payment	3140	MARCIAL RODRIGUEZ	348.57	0.00	348.57
1/28/2019	Payment	3150	INFRAMARK, LLC	13,516.42	0.00	13,516.42
1/29/2019	Payment	DD00395	Payment of Invoice 009301	199.90	0.00	199.90
1/31/2019	Payment	3151	MAGNOSEC CORP	1,240.00	0.00	1,240.00
<b>Total Outstanding Checks.....</b>				<b>15,675.59</b>		<b>15,675.59</b>

**9B.**

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

Payment Register by Fund  
For the Period from 12/1/2018 to 1/31/2019  
(Sorted by Payee)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>GENERAL FUND - 001</b>								
001	3122	12/21/18	A PRESTIGE AIR CONDITIONING &	7128	CHANGE OUT OF SYSTEM #2	R&M-Clubhouse	546015-57204	\$3,353.10
001	3122	12/21/18	A PRESTIGE AIR CONDITIONING &	7130	NEW A/C FOR CLUBHOUSE SYS #1	R&M-Clubhouse	546015-57204	\$3,997.65
001	3115	12/18/18	ADA SITE COMPLIANCE INC	490	ADA SITE COMPLIANCE	Miscellaneous Services	549001-51301	\$199.00
001	3127	01/07/19	ALL TERRAIN TRACTOR SVC, INC.	18-2062	ASPHALT REPAIRS	Capital Reserve	568018-53901	\$44,825.00
001	3145	01/22/19	BRIGHTON LAKES CDD	01152019-MMA	TRFR FR BB&T TO MMA 2882	Due From Other Funds	131000	\$500,000.00
001	3104	12/03/18	BRIGHTVIEW LANDSCAPING	6016570	NOVEMBER LANDSCAPE MAINTENANCE	Contracts-Landscape	534050-53901	\$13,273.70
001	3128	01/07/19	BRIGHTVIEW LANDSCAPING	6093338	PALM REMOVAL	R&M-Common Area	546016-53901	\$1,000.00
001	3105	12/03/18	CHURCHILLS GROUP HOLDINGS, INC.	9825	DECEMBER POOL SERVICES	R&M-Pools	546074-57204	\$585.00
001	3108	12/06/18	CHURCHILLS GROUP HOLDINGS, INC.	9759	NOVEMBER CHEMICAL DELIVERY	R&M-Pools	546074-57204	\$613.00
001	3129	01/07/19	CHURCHILLS GROUP HOLDINGS, INC.	9887	DECEMBER CHEMICAL DELIVERY	R&M-Pools	546074-57204	\$411.80
001	3147	01/23/19	CHURCHILLS GROUP HOLDINGS, INC.	9940	MNTHLY POOL SVCS	R&M-Pools	546074-57204	\$391.95
001	3130	01/07/19	EXERCISE SYSTEMS INC	044992	REPAIR LAT / ROW MACHINE	R&M-Clubhouse	546015-57204	\$206.00
001	3141	01/21/19	EXERCISE SYSTEMS INC	23599	BI-MONTHLY PREVENTIVE MAINT	R&M-Clubhouse	546015-57204	\$210.00
001	3116	12/18/18	FEDEX	6-395-34641	DECEMBER POSTAGE	Postage and Freight	541006-51301	\$13.12
001	3123	12/27/18	FEDEX	6-402-50166	DECEMBER POSTAGE	Postage and Freight	541006-51301	\$95.44
001	3124	01/03/19	FEDEX	6-410-83503	DECEMBER POSTAGE	Postage and Freight	541006-51301	\$13.08
001	3132	01/09/19	FEDEX	6-416-84353	DECEMBER POSTAGE	Postage and Freight	541006-51301	\$95.40
001	3146	01/22/19	FEDEX	6-429-79833	JAN 2019 POSTAGE	Postage and Freight	541006-51301	\$13.08
001	3111	12/12/18	FLORIDA MUNICIPAL INSURANCE TR	120118-0934	2nd INSTALL PREMIUM FY18/19	Insurance - General Liability	545002-51301	\$2,515.00
001	3114	12/17/18	HANSON, WALTER & ASSOCIATES	5266596	ENGINEERING SVCS THRU NOV 2018	ProfServ-Engineering	531013-51501	\$593.75
001	3135	01/16/19	HANSON, WALTER & ASSOCIATES	5266916	ENGINEERING SVCS THRU DEC 2018	ProfServ-Engineering	531013-51501	\$1,161.25
001	3117	12/18/18	HOME DEPOT	120518-7008	NOVEMBER PURCHASES	XMAS LIGHTS	549900-53901	\$40.64
001	3117	12/18/18	HOME DEPOT	120518-7008	NOVEMBER PURCHASES	XMAS LIGHTS	549900-53901	\$6.74
001	3117	12/18/18	HOME DEPOT	120518-7008	NOVEMBER PURCHASES	XMAS LIGHTS	549900-53901	\$28.45
001	3117	12/18/18	HOME DEPOT	120518-7008	NOVEMBER PURCHASES	XMAS LIGHTS	549900-53901	\$37.76
001	3117	12/18/18	HOME DEPOT	120518-7008	NOVEMBER PURCHASES	DRAINAGE PIPE	546016-53901	\$127.68
001	3117	12/18/18	HOME DEPOT	120518-7008	NOVEMBER PURCHASES	CLEANING SUPPLIES	546015-57204	\$143.26
001	3117	12/18/18	HOME DEPOT	120518-7008	NOVEMBER PURCHASES	TRAFFIC SIGN	546085-54101	\$7.60
001	3117	12/18/18	HOME DEPOT	120518-7008	NOVEMBER PURCHASES	OUTLET COVERS	546016-53901	\$70.32
001	3117	12/18/18	HOME DEPOT	120518-7008	NOVEMBER PURCHASES	LED/HALOGEN LIGHTS	546016-53901	\$35.56
001	3117	12/18/18	HOME DEPOT	120518-7008	NOVEMBER PURCHASES	STAPLES	549900-53901	(\$10.67)
001	3142	01/21/19	HOME DEPOT	010419-7008	DEC & JAN PURCHASES	SPRINKLER REPAIRS	546016-53901	\$72.15
001	3142	01/21/19	HOME DEPOT	010419-7008	DEC & JAN PURCHASES	ELECTRICAL	546016-53901	\$22.88
001	3142	01/21/19	HOME DEPOT	010419-7008	DEC & JAN PURCHASES	CLEANING SUPPLIES	549001-57204	\$121.46
001	3109	12/06/18	HOOVER PUMPING SYSTEMS	140225	PUMP STATION MAINTENANCE	R&M-Irrigation	546041-53901	\$986.55
001	3112	12/12/18	HOPPING GREEN & SAMS	104213	OCTOBER GEN COUNSEL FEES	ProfServ-Legal Services	531023-51401	\$5,787.50
001	3133	01/10/19	HOPPING GREEN & SAMS	104632	NOVEMBER GEN COUNSEL	ProfServ-Legal Services	531023-51401	\$2,711.22
001	3134	01/10/19	HOPPING GREEN & SAMS	104633	NOVEMBER MTHLY MTG COUNSEL	ProfServ-Legal Services	531023-51401	\$750.00

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

**Payment Register by Fund**  
**For the Period from 12/1/2018 to 1/31/2019**  
**(Sorted by Payee)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	3118	12/21/18	INFRAMARK, LLC	36690	DECEMBER MANAGEMENT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,146.83
001	3118	12/21/18	INFRAMARK, LLC	36690	DECEMBER MANAGEMENT FEES	ProfServ-Field Management	531016-53901	\$3,449.17
001	3118	12/21/18	INFRAMARK, LLC	36690	DECEMBER MANAGEMENT FEES	ON-SITE SUPERVISOR	531106-53901	\$5,015.42
001	3118	12/21/18	INFRAMARK, LLC	36690	DECEMBER MANAGEMENT FEES	Postage and Freight	541006-51301	\$7.99
001	3118	12/21/18	INFRAMARK, LLC	36690	DECEMBER MANAGEMENT FEES	Printing and Binding	547001-51301	\$67.50
001	3118	12/21/18	INFRAMARK, LLC	36690	DECEMBER MANAGEMENT FEES	ProfServ-Special Assessment	531038-51301	\$442.08
001	3118	12/21/18	INFRAMARK, LLC	36690	DECEMBER MANAGEMENT FEES	Legal Advertising	548002-51301	\$462.51
001	3118	12/21/18	INFRAMARK, LLC	36690	DECEMBER MANAGEMENT FEES	PRINTING RFP	547001-51301	\$140.72
001	3118	12/21/18	INFRAMARK, LLC	36690	DECEMBER MANAGEMENT FEES	SHUTTLE RENTAL	549001-51301	\$341.25
001	3118	12/21/18	INFRAMARK, LLC	36690	DECEMBER MANAGEMENT FEES	ACCESS STICKERS	549001-53904	\$363.86
001	3118	12/21/18	INFRAMARK, LLC	36690	DECEMBER MANAGEMENT FEES	PRINTING LANDSCAPE RFP	547001-51301	\$75.09
001	3118	12/21/18	INFRAMARK, LLC	36690	DECEMBER MANAGEMENT FEES	INTERNET SVCS	546015-57204	\$158.98
001	3150	01/28/19	INFRAMARK, LLC	37545	JANUARY 2019 MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,146.83
001	3150	01/28/19	INFRAMARK, LLC	37545	JANUARY 2019 MGMT FEES	ProfServ-Field Management	531016-53901	\$3,449.17
001	3150	01/28/19	INFRAMARK, LLC	37545	JANUARY 2019 MGMT FEES	ProfServ - Field Management Onsite Staff	531106-53901	\$5,015.42
001	3150	01/28/19	INFRAMARK, LLC	37545	JANUARY 2019 MGMT FEES	Postage and Freight	541006-51301	\$12.12
001	3150	01/28/19	INFRAMARK, LLC	37545	JANUARY 2019 MGMT FEES	Printing and Binding	547001-51301	\$428.80
001	3150	01/28/19	INFRAMARK, LLC	37545	JANUARY 2019 MGMT FEES	Office Supplies	551002-51301	\$22.00
001	3150	01/28/19	INFRAMARK, LLC	37545	JANUARY 2019 MGMT FEES	ProfServ-Special Assessment	531038-51301	\$442.08
001	3139	01/16/19	KATRINA S SCARBOROUGH	2018274	2018 TAX ROLL SVCS	ProfServ-Special Assessment	531038-51301	\$281.73
001	3110	12/06/18	MAGNOSEC CORP	182	SEC SVCS 11/19-12/2, & 11/22	Contracts-Security Services	534037-57204	\$1,302.00
001	3131	01/07/19	MAGNOSEC CORP	186	SEC SVCS 12/3-12/16/18	Contracts-Security Services	534037-57204	\$1,240.00
001	3131	01/07/19	MAGNOSEC CORP	193	SEC SVCS 12/17-12/30/18	Contracts-Security Services	534037-57204	\$1,240.00
001	3143	01/21/19	MAGNOSEC CORP	197	SEC SVCS 12/31-1/13/19	Contracts-Security Services	534037-57204	\$1,240.00
001	3151	01/31/19	MAGNOSEC CORP	201	SECURITY SVC 1/14-1/27/19	Contracts-Security Services	534037-57204	\$1,240.00
001	DD00385	12/21/18	CENTURYLINK-ACH	112218-2871 ACH	11/22-12/21/18 ACH #311362871	311362871	549001-53904	\$324.37
001	DD00382	12/29/18	BRIGHTHOUSE	025014901120818 ACH	BILL PRD 12/14-1/13/19	R&M-Clubhouse	546015-57204	\$191.82
001	DD00386	12/21/18	TOHO WATER AUTHORITY	112018 ACH	BILL PRD 10/19-11/20/18	Utility - Water & Sewer	543021-53901	\$202.07
001	DD00380	12/23/18	KUA	120518 ACH	BILL PRD 10/19-11/19/18	Electricity - General	543006-53901	\$5,219.76
001	DD00378	12/28/18	BRIGHTHOUSE	071055501120718 ACH	BILL PRD 12/13-1/12/19	Miscellaneous Services	549001-53904	\$99.97
001	DD00381	12/24/18	CENTURYLINK-ACH	120118-8906 ACH	BILL BPRD 12/1-12/31/18	Communication - Telephone	541003-51301	\$306.55
001	DD00384	12/23/18	BRIGHTHOUSE	071021501120318 ACH	BILL PRD 12/8-1/7/19	Miscellaneous Services	549001-53904	\$89.97
001	DD00388	01/18/19	TOHO WATER AUTHORITY	122018 ACH	BILL PRD 11/20-12/20/18	Utility - Water & Sewer	543021-53901	\$137.03
001	DD00391	01/14/19	CENTURYLINK-ACH	122218-2871 ACH	12/22/18-1/21/19 GATEHOUSE	Miscellaneous Services	549001-53904	\$324.37
001	DD00392	01/21/19	KUA	010319 ACH	BILL PRD 11/19-12/19/18	Electricity - General	543006-53901	\$4,920.06
001	DD00393	01/23/19	BRIGHTHOUSE	071021501010219 ACH	1/8-2/7/19 INT ACH #50710215-0	0050710215-01	546015-57204	\$89.97
001	DD00394	01/22/19	CENTURYLINK-ACH	010119-8906 ACH	BILL PRD 1/1-1/31/18	COMMUNICATIONS	541003-51301	\$282.74
001	DD00394	01/22/19	CENTURYLINK-ACH	CM010119-8906	APPLY TAX CREDIT ADJUSTMENT	Communication - Telephone	541003-51301	(\$119.88)
001	DD00395	01/29/19	BRIGHTHOUSE	025014901010719	BILL PRD 1/14-2/13/19	R&M-Clubhouse	546015-57204	\$199.90
001	DD00396	01/28/19	BRIGHTHOUSE	071055501010619 ACH	BILL PRD 1/13-2/12/19	Miscellaneous Services	549001-53904	\$99.97



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

**Payment Register by Fund**  
**For the Period from 12/1/2018 to 1/31/2019**  
**(Sorted by Payee)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	3136	01/16/19	RESERVE ADVISORS	1865390F-181077	RESERVE STUDY - FINAL	Miscellaneous Services	549001-51301	\$2,825.00
001	3106	12/03/18	SERVE US@, LLC	111518-50%	SECURITY CAMERAS SYSTEM	INSTALL SEC SYSTEM	568018-57204	\$3,296.72
001	3107	12/03/18	SITEX AQUATICS, LLC	2726A	DECEMBER LAKE MAINTENANCE	R&M-Lake	546042-53901	\$1,950.00
001	3144	01/21/19	SITEX AQUATICS, LLC	2765A	JAN 2019 LAKE MAINTENANCE	R&M-Lake	546042-53901	\$1,950.00
001	3113	12/12/18	SUN PUBLICATIONS OF FLORIDA DBA	25994	SPEC BRD MTG NOTICE 12/13/18	Legal Advertising	548002-51301	\$62.36
001	3148	01/23/19	TERMINIX PROCESSING CENTER	382347292	1/9/19 PEST CONTROL	3950470	546015-57204	\$58.00
001	3149	01/23/19	TERMINIX PROCESSING CENTER	282347483	1/9/19 PEST CONTROL	3950470	546015-57204	\$43.00
001	DD00387	12/24/18	ALBERT J SLACK	PAYROLL	December 24, 2018 Payroll Posting			\$184.70
001	DD00389	01/09/19	ALBERT J SLACK	PAYROLL	January 09, 2019 Payroll Posting			\$184.70
001	3120	12/24/18	BRENDA J. JENNINGS	PAYROLL	December 24, 2018 Payroll Posting			\$184.70
001	3125	01/09/19	BRENDA J. JENNINGS	PAYROLL	January 09, 2019 Payroll Posting			\$184.70
001	3121	12/24/18	GERALD E. FRAWLEY	PAYROLL	December 24, 2018 Payroll Posting			\$184.70
001	3126	01/09/19	GERALD E. FRAWLEY	PAYROLL	January 09, 2019 Payroll Posting			\$184.70
001	3140	01/18/19	MARCIAL RODRIGUEZ	PAYROLL	January 18, 2019 Payroll Posting			\$348.57
001	DD00390	01/09/19	MICHELLE INCANDELA	PAYROLL	January 09, 2019 Payroll Posting			\$184.70
001	3119	12/24/18	NESTER OLMO	PAYROLL	December 24, 2018 Payroll Posting			\$184.70
<b>Fund Total</b>								<b>\$643,616.89</b>

**SERIES 2015 DEBT SERVICE FUND - 204**

204	3137	01/16/19	BRIGHTON LAKES CDD C/O U.S BANK N.A.	01152019-2015	TRFR ASSESS - 2015 SERIES	Due From Other Funds	131000	\$179,973.23
<b>Fund Total</b>								<b>\$179,973.23</b>

**SERIES 2017 DEBT SERVICE FUND - 205**

205	3138	01/16/19	BRIGHTON LAKES CDD C/O U.S BANK N.A.	01152019-2017	TRFR ASSESS - 2017 SERIES	Due From Other Funds	131000	\$185,327.78
<b>Fund Total</b>								<b>\$185,327.78</b>

<b>Total Checks Paid</b>	<b>\$1,008,917.90</b>
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**9C.**

## Hopping Green & Sams

Attorneys and Counselors

February 22, 2019

BrightView Landscape Services, Inc.  
dba Girard Environmental Services  
Attn: Michael Trinidad  
[Michael.Trinidad@brightview.com](mailto:Michael.Trinidad@brightview.com)

RE: Brighton Lakes Community Development District ("**District**")  
January 9, 2014 Landscape & Irrigation Maintenance Services Agreement ("**Agreement**")

Dear Mr. Guthrie:<sup>1</sup>


At present, the District is withholding final payment in connection with the Agreement until such time as the deficiencies enumerated herein are corrected to the satisfaction of the District and pursuant to the terms of the Agreement. After termination of the Agreement, the District discovered the following deficiencies that were within the scope of the Agreement. To be clear, this was work that was required under the Agreement, billed to the District, but which was not ultimately performed by your company.

- Pine straw installation (800 bales) to be divided amongst the three locations identified in **Enclosure A** (example photograph(s) included); and
- Maintenance of Wetland buffer areas (including, but not limited to bush hogging) in the areas identified on **Enclosure B** (example photograph(s) included); and
- Replacement of plant material located within the areas identified in **Enclosure C** due to improper maintenance (example photograph(s) included); and
- Sod installation due to improper maintenance of irrigated grass within the areas identified in **Enclosure D**.

Please be advised, that unless BrightView takes the necessary steps to correct all deficiencies noted above within thirty (30) days of receipt of this letter, the District will consider BrightView to be in breach of the Agreement and will withhold payment of BrightView's final invoice. Please contact Russ Simmons at (407) 566-1935 to arrange a time to perform the necessary work to correct the deficiencies.

Sincerely,

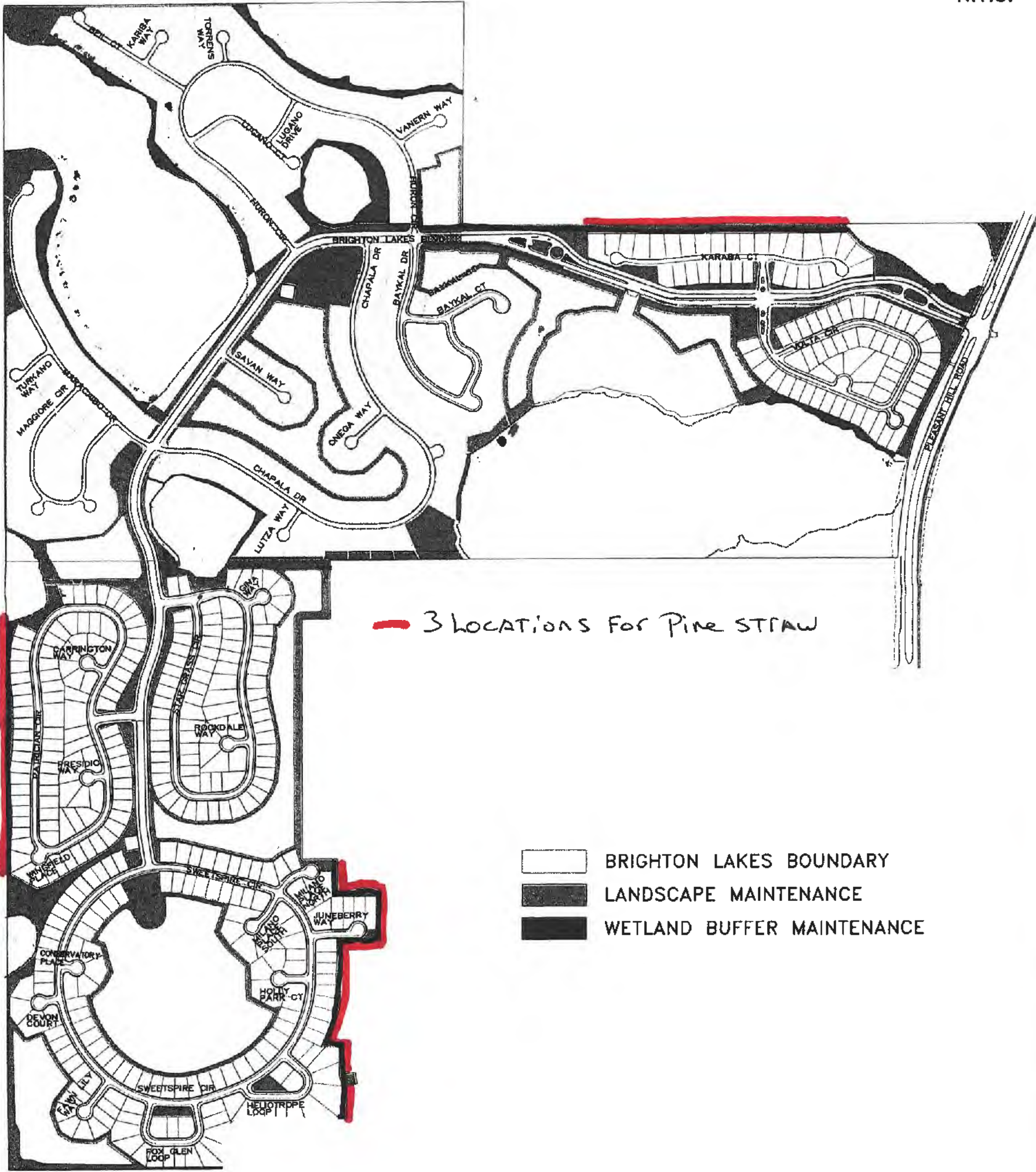
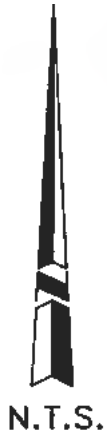
HOPPING GREEN & SAMS P.A.

  
Tucker F. Mackie  
District Counsel

cc: Robert Koncar, District Manager  
Nestor Olmo, Chairman  
Gerry Frawley, District Landscaping & Maintenance Liaison

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<sup>1</sup>If BrightView is represented by legal counsel, please direct this correspondence to him or her, and please let us know your counsel's contact information so that any future correspondence can be appropriately addressed.



400 W. ENNETT STREET, KISSIMMEE, FL 34741-5481  
PHONE: (408) 847-9433 FAX: (408) 847-2499  
ENGINEERING, SURVEYING AND PLANNING  
**HWA**  
Hanson, Walter & Associates, Inc.

BRIGHTON LAKES CDD  
MAINTENANCE MAP

DATE 10/2013      FIGURE NO.1



















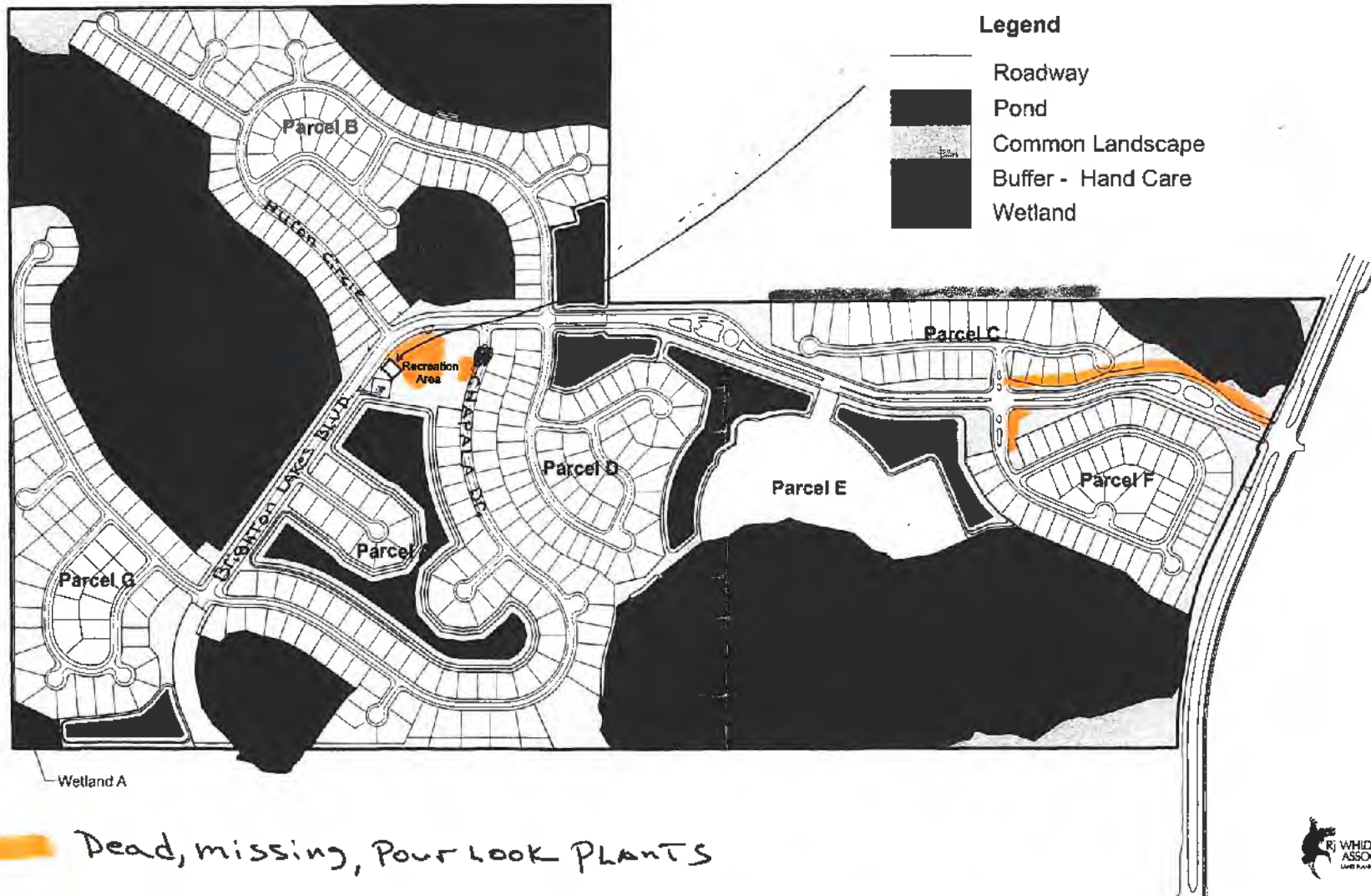








Enclosure C  
**Brighton Lakes**  
CDD Maintenance Exhibit



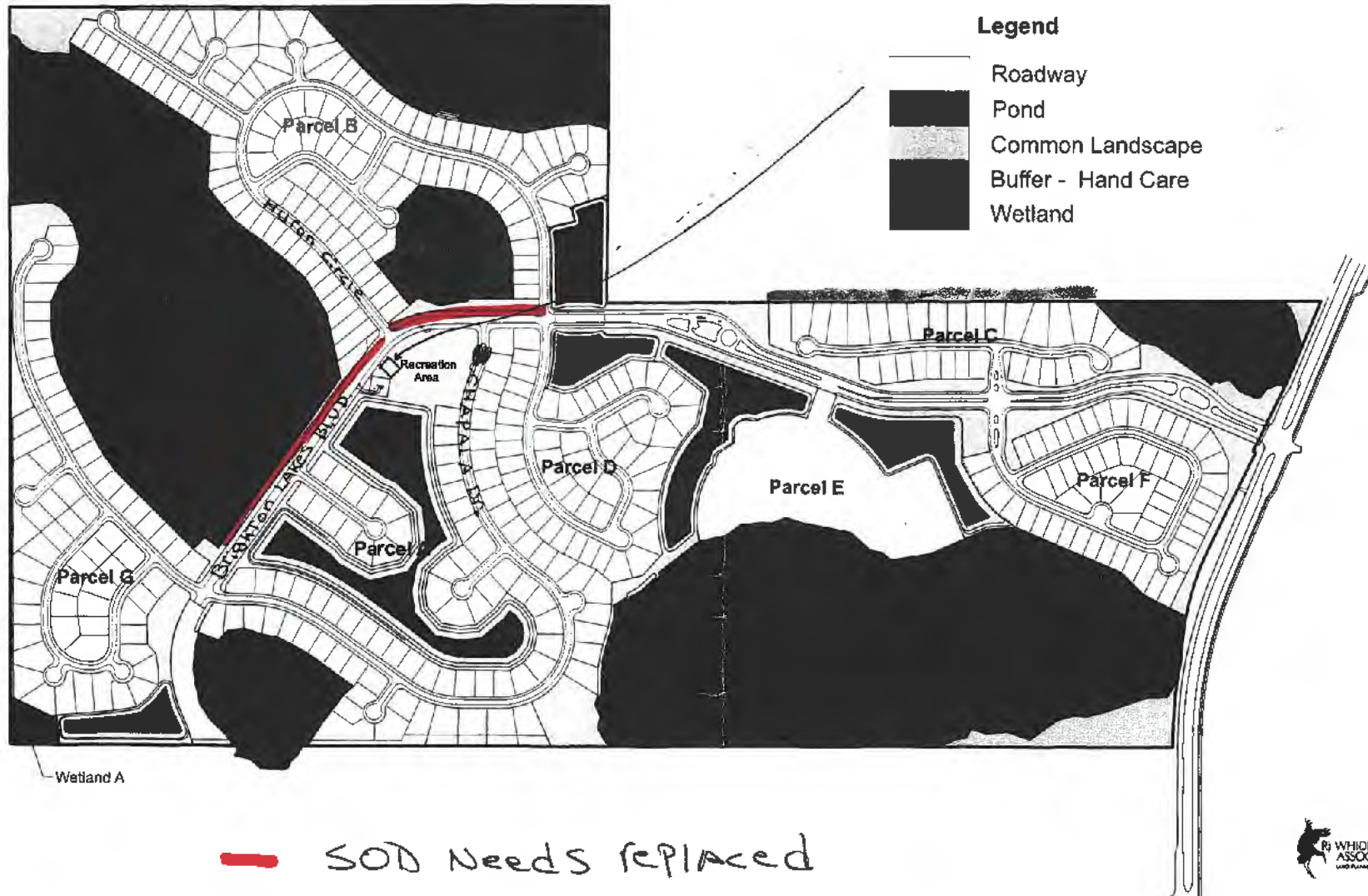




Enclosure C



Enclosure D  
**Brighton Lakes**  
CDD Maintenance Exhibit





## **Tenth Order of Business**

**10Ci**

**BRIGHTON LAKES COMMUNITY  
DEVELOPMENT DISTRICT  
FIELD MANAGEMENT  
UPDATE**

## **BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT**

### **FIELD MAINTENANCE HIGHLIGHT REPORT**

**FEBRUARY 2019**

#### **COMPLETED ITEMS:**

- Meet with contractors on a monthly basis and performed a drive through
- Followed up with vendors on pending items
- Reviewed and processed invoices on a weekly basis
- Performed irrigation maintenance/repairs
- Returned phone calls
- Solved resident inquiries made by phone and email
- Respond to emails and communications as needed
- Performed community light review

#### **ATTACHED:**

- Field Management Update
- Landscape and Community Review
- Work Order Status
- Churchills
- Blade Runners
- Sitex
- Magnosec

# **BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT FIELD MANAGEMENT UPDATE**



Field Management Update		
Date Initiated	Description	Field Manager's Comment
2/4/2019	Pressure washed bridge to include columns, bricks and sidewalk	Jose Guerrero, Carlos Vega (8 hours)
2/5/2019	Pressure washed and paint light poles	Jose Guerrero, Carlos Vega (8 hours)
2/6/2019	Pressure washed and paint light poles	Jose Guerrero, Carlos Vega (6.5 hours)
2/11/2019	Pressure washed both sides of the entrance	Jose Guerrero, Carlos Vega (8 hours)
2/13/2019	Landscape and Community Review	Freddy Blanco, (6 hours)
2/18/2019	Removed branches on Maracaibo Drive, removed and reaffirmed signs at the guard house, installed door handles at gym, build and installed gate between tennis court and pool area.	Jose Guerrero (8 hours)
2/18/2019	Locating parcels for planting on CDD property	Freddy Blanco, (5 hours)
2/19/2019	Locating parcels for planting on CDD Property and met with vendor to set up app for mobile devices for all board of supervisors, review irrigation leak on Patricia Circle.	Freddy Blanco (6 hours)

# **BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT LANDSCAPE & COMMUNITY REVIEW**

## Brighton Lakes Landscape Review Report

Issue	Location	Date of Drive thru	Status	Field Manager Comments	Brightview Plan of Action
Installation of sod	Sod Proposal across the Recreation center at Brighton lakes Blvd.	2/13/2019	Pending	Provide proposal.	working on estimate will have it by 2-22
Installation of sod	Sod Proposal Brighton lakes Blvd. between Huron ct. and Maracaibo dr.	2/13/2019	Pending	Provide proposal.	working on estimate will have it by 2-22
Dead viburnums	Viburnums Entrance to Kariba on corner and Volta Cir.	2/13/2019	Pending	The proposal was received on January 24, 2019	
Dead viburnums	Rec. Center near to the tennis court	2/13/2019	Pending	The proposal was received on January 24, 2019	
Dead Oleander	Rec Center near to the black fence behind the pool	2/13/2019	Pending	Provide proposal.	working on estimate will have it by 2-22
Beds detail	Behind 2544 Volta Cir.	2/13/2019	Completed	Completed on January 25, 2019	
Irrigation	Behind 2544 Volta Cir.	2/13/2019	Completed	Completed on January 25, 2019	
Beds detail	At Kariba court.	2/13/2019	Completed	Completed on January 25, 2019	
Dead viburnums	Brighton Lakes Blvd.	2/13/2019	Pending	Caused by accident ( car ran over the Viburnums)The proposal was received on January 24, 2019	
Beds detail	Main entrance	2/13/2019	Ongoing	Sprayed fusillade on 01-15-2019 was repeated on 01-25-2015	was completed
Brazilian peppers tree	At Milano place north Around (Behind the lake)	2/13/2019	Completed	Completed on January 25, 2019	
Playgrounds need mulch	At Chapala Dr, Volta Cir. And the Recreation center	2/13/2019	Pending	The proposal was received on January 24, 2019	
Ligustrum hanging down sidewalk	At Brighton Lakes Blvd.	2/13/2019	Completed	Completed on January 25, 2019	
Jasmin	At the bridge Brighton Lakes Blvd.	2/13/2019	Pending	The proposal was received on January 24, 2019	
Hole	At Brighton Lakes Blvd. (median island near to the security guard house)	2/13/2019	Pending	probably produced by irrigation issue.	was checked 2-14 nothing found
Fertilizer(Turf)	Throughout the community	2/13/2019	No completed	All fertilizers shall be applied at least four times per year (February, April, June and October) for St. Augustine turf. And Bahia shall be fertilized three times per year upon request.	first week of march
Pest control(Turf)	Throughout the community	2/13/2019	No completed	Four applications shall be provided of insect control per year in the month of March, May, July and September for St. Augustine and two applications per year in May and July for Bahia.	first week of march
Fertilizer(Shrubs)	Throughout the community	2/13/2019	No completed	All fertilizers shall be applied at least three times per year (February, May and October)	first week of march
Pest and Disease control (Shrubs)	Throughout the community	2/13/2019	No completed	Six applications of the insect and disease control shall be required per year in the months of February, April, June, August, October and December.	first week of march

Irrigation	At the Pleasant hill rd.	2/13/2019	Pending	Irrigation Valve issue (leak)	completed
Trimming	At Kariba court.	2/13/2019	Pending	Bushes cover the Kiosk sign.	today 2-20
Irrigation issue	At N.Milano Place	2/13/2019	Pending	The clock is not working	clock was replaced
Irrigation issue	At Patricia cil.	2/13/2019	Pending	The clock is not working	was told to put on hold
Irrigation issue	At Brighton Lakes Blvd near to Sweetspire Cir.	2/13/2019	Pending	The pump is out services.	pump is still down

BRIGHTON LAKES RECREATION CENTER			
Monthly Report For		Date:	
Manager Name	Fredy Blanco	Date:	9/13/19
Clubhouse Attendant Name:			
<b>OFFICE</b>		<b>Completed</b>	
Daily Punch List completed?		✓	
Check all cameras		✓	
Remove garbage, keep room neat		✓	
<b>EXERCISE ROOM</b>			
Disinfect and clean all equipment		✓	
Refill hand sanitizers and hand towels		✓	
Remove all garbage		✓	
Clean kids corner		✓	
Dust and clean windows		✓	
Check air fresheners		✓	
Check A/C Unit/Heat for settings.		✓	
Dust and vacuum		✓	
<b>BATHROOMS</b>			
Clean toilet bowls and sinks		✓	
Sweep and mop floors		✓	
Clean mirrors and remove garbage		✓	
Refill toilet paper and hand towels		✓	
Refill hand sanitizer dispensers		✓	
Remove spider webs and clean finger prints		✓	
Check air fresheners		✓	
<b>POOL</b>			
Remove garbage from all areas		✓	
Clean tables and chairs as needed		✓	
Clean pool and perform pool water test			
Inspect tennis and basketball courts		✓	
Check pool timers and lights		✓	
Remove weeds as needed		✓	
Maintain area clean at all times		✓	
<b>COMMENTS:</b>			

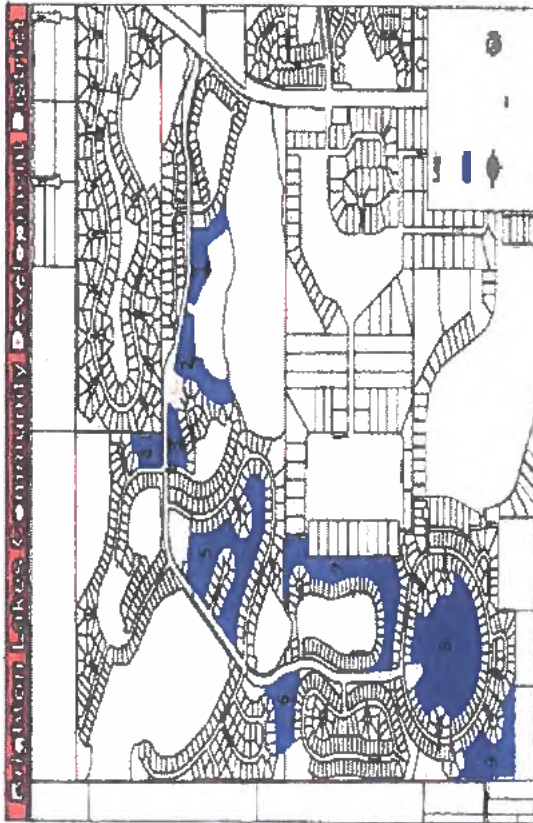
Task	Completed
<b>MEETING ROOM / KITCHEN</b>	
Clean windows and window sills	✓
Remove spider webs and dead bugs from walls and windows as needed	✓
Sweep and mop floor	✓
Kitchen must be kept clean at all times	✓
Keep refrigerator clean at all times	✓
Check A/C Unit/Heat, check if settings are correct	✓
<b>OTHER TASKS:</b>	
Check all lights	✓
Check door locks	✓
Inspect playground and remove trash	✓
Clean and remove dead bugs from entrance walls	✓
Remove trash around the recreation center including basketball court, tennis court and parking lot.	✓
If vehicles still in the parking lot at close of the day, place a <b>no overnight parking</b> warning on windshield of vehicle.	
<b>Basketball and Tennis Courts</b>	
Remove garbage from all areas	✓
Clean tables and chairs as needed	✓
Inspect lighting at tennis court	✓
Inspect lighting at basketball court	✓
Maintain area clean at all times	✓
Remove weeds as needed	✓
<b>***REMINDER:***</b>	
<b>** Sunday &amp; Wednesday night please leave garbage out.**</b>	
<b>** Monday &amp; Thursday as soon as you start your shift bring the garbage can inside.**</b>	
<b>** BBQ only allowed in grassy area between building and tennis courts.**</b>	



Monthly Lake Inspection  
Brighton Lakes CDD

Field Manager's Name: Brady Blaw

Date: 2/13/19



Lake 1	Completed	Comments
Shoreline Grass and Blush control	<input checked="" type="checkbox"/>	<b>ALGAE AND GARBAGE PRESENT</b>
Algae Treatment	<input checked="" type="checkbox"/>	
Trash Around Pond	<input checked="" type="checkbox"/>	
Water Level	<input checked="" type="checkbox"/>	
Signs		

Lake 2	Completed	Comments
Shoreline Grass and Blush control	<input checked="" type="checkbox"/>	
Algae Treatment	<input checked="" type="checkbox"/>	
Trash Around Pond	<input checked="" type="checkbox"/>	
Water Level	<input checked="" type="checkbox"/>	
Signs		

Lake 3	Completed	Comments
Shoreline Grass and Blush control	<input checked="" type="checkbox"/>	<b>PILA MENTON'S ALGAE AND GARBAGE PRESENT</b>
Algae Treatment	<input checked="" type="checkbox"/>	
Trash Around Pond	<input checked="" type="checkbox"/>	
Water Level	<input checked="" type="checkbox"/>	
Signs		

Lake 4	Completed	Comments
Shoreline Grass and Blush control	<input checked="" type="checkbox"/>	<b>GARBAGE PRESENT</b>
Algae Treatment	<input checked="" type="checkbox"/>	
Trash Around Pond	<input checked="" type="checkbox"/>	
Water Level	<input checked="" type="checkbox"/>	
Signs		

Lake 5	Completed	Comments
Shoreline Grass and Blush control	<input checked="" type="checkbox"/>	<b>GARBAGE PRESENT</b>
Algae Treatment	<input checked="" type="checkbox"/>	
Trash Around Pond	<input checked="" type="checkbox"/>	
Water Level	<input checked="" type="checkbox"/>	
Signs		

Lake 6	Completed	Comments
Shoreline Grass and Blush control	<input checked="" type="checkbox"/>	
Algae Treatment	<input checked="" type="checkbox"/>	
Trash Around Pond	<input checked="" type="checkbox"/>	
Water Level	<input checked="" type="checkbox"/>	
Signs		

Lake 7	Completed	Comments
Shoreline Grass and Blush control	<input checked="" type="checkbox"/>	
Algae Treatment	<input checked="" type="checkbox"/>	
Trash Around Pond	<input checked="" type="checkbox"/>	
Water Level	<input checked="" type="checkbox"/>	
Signs		

Lake 8	Completed	Comments
Shoreline Grass and Blush control	<input checked="" type="checkbox"/>	
Algae Treatment	<input checked="" type="checkbox"/>	
Trash Around Pond	<input checked="" type="checkbox"/>	
Water Level	<input checked="" type="checkbox"/>	
Signs		

Lake 9	Completed	Comments
Shoreline Grass and Blush control	<input checked="" type="checkbox"/>	
Algae Treatment	<input checked="" type="checkbox"/>	
Trash Around Pond	<input checked="" type="checkbox"/>	
Water Level	<input checked="" type="checkbox"/>	
Signs		

**BRIGHTON LAKES COMMUNITY  
DEVELOPMENT DISTRICT  
CHURCHILLS**



## **FACILITY REPORT**

### **Brighton Lakes – Main & Wading Pool**

**Service Month**      **To February 15th 2019**

**Service Frequency**    **3 x Weekly**

#### **MAIN POOL:**

The pool remains closed per DoH instructions.

Other maintenance items raised (VakPak lid/leaks have been addressed)

#### **WADING POOL:**

There were no maintenance or operational issues.

#### **Recurring Issues:**

Further to our previous reports on the main pool surface condition the State inspector closed the main pool.

In consultation with Inframark it was decided to close both pools and scale back services to two visits per week to avoid the pools being affected by algae.

The State will want to know what action the HOA is taking to remedy the issue ASAP.

# **BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT BLADE RUNNERS REPORT**

# BLADERUNNERS

## COMMERCIAL LANDSCAPING, INC.

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

PROPERTY: Brighton Lake  
 NAME: \_\_\_\_\_  
 DATE: 02-20-14 TIME: \_\_\_\_\_  
 PAGE: 1 OF: \_\_\_\_\_

## CURRENT

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A RUN DAYS
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	B RUN DAYS

## ADJUSTED

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A RUN DAYS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	B RUN DAYS

A START TIME	<u>8:00 PM</u>
B START TIME	<u>8:00 PM</u>

ZONE NUMBER	1	2	3	4	5	6	7	8	9	10	11	12
SPRAY OR ROTOR S OR R			S S	R	S	R	R	R	S	R	R	
CURRENT	50	50	25	25	25	25	50	50	50	25	50	50
ADJUSTED RUN TIME												
MAINTENANCE REPAIR												
PARTIAL CLOG												
ARC OR RADIUS ADJ.												
HEAD STRAIGHTENED												
HEAD MISSING/BROKEN			OK	OK	1	OK	OK	OK	1	1	OK	OK
CHANGE 4" TO 6" POP UP												
CHANGE 6" TO 12" POP UP												
HEAD RAISED SHRUB												
SEVERE CLOG												
INCORRECT NOZZLE												
RELOCATION												
LEAK IN HEAD												
LEAK IN PIPE												
HEAD NOT ROTATING												
VALVE NOT OPERATING	1	1										
OTHER - SEE COMMENTS												

COMMENTS: (Attach extra sheet if necessary) station 1- and 2 no work

H. Scanco

INSPECTED BY BLADE RUNNERS TECH



# BLADERUNNERS

## COMMERCIAL LANDSCAPING, INC.

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

PROPERTY: Brighton Lakes  
 NAME: \_\_\_\_\_  
 DATE: 02-20-19 TIME: \_\_\_\_\_  
 PAGE: 2 OF: \_\_\_\_\_

## CURRENT

M	T	W	T	F	S	S	A RUN DAYS
M	T	W	T	F	S	S	B RUN DAYS

## ADJUSTED

M	T	W	T	F	S	S	A RUN DAYS
M	T	W	T	F	S	S	B RUN DAYS

A START TIME	
B START TIME	

ZONE NUMBER	13	14	15	16	17	18	19	20	21	22	23	24
SPRAY OR ROTOR S OR R	R	R	R	S	R	R	R	R	R	R/S	R	S
CURRENT	50	50	50	25	50	50	50	40	40	40	40	20
ADJUSTED RUN TIME												
MAINTENANCE REPAIR												
PARTIAL CLOG												
ARC OR RADIUS ADJ.												
HEAD STRAIGHTENED												
HEAD MISSING/BROKEN		OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
CHANGE 4" TO 6" POP UP												
CHANGE 6" TO 12" POP UP												
HEAD RAISED SHRUB												
SEVERE CLOG												
INCORRECT NOZZLE												
RELOCATION												
LEAK IN HEAD												
LEAK IN PIPE												
HEAD NOT ROTATING												
VALVE NOT OPERATING	1											
OTHER - SEE COMMENTS												

COMMENTS: (Attach extra sheet if necessary)

valve # 13 no good!

H. Seiver  
 INSPECTED BY BLADE RUNNERS TECH

# BLADE RUNNERS

## COMMERCIAL LANDSCAPING, INC.

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

PROPERTY: Brighton Center

NAME: \_\_\_\_\_

DATE: 07-20-11 TIME: \_\_\_\_\_

PAGE: 3 OF: \_\_\_\_\_

CURRENT

ADJUSTED

M	T	W	T	F	S	S	A RUN DAYS
M	T	W	T	F	S	S	B RUN DAYS

M	T	W	T	F	S	S	A RUN DAYS
M	T	W	T	F	S	S	B RUN DAYS

A START TIME	
B START TIME	

ZONE NUMBER	25	26	27	28	29	30	31	32	33	34	35	36
SPRAY OR ROTOR S OR R	R	R	S	-	S	S	S	S	-	R	R	R
CURRENT	40	40	20		20	20	20	20		40	40	40
ADJUSTED RUN TIME												
MAINTENANCE REPAIR												
PARTIAL CLOG												
ARC OR RADIUS ADJ.												
HEAD STRAIGHTENED												
HEAD MISSING/BROKEN	OK	OK	OK		OK	I	OK	I		OK	OK	OK
CHANGE 4" TO 6" POP UP												
CHANGE 6" TO 12" POP UP												
HEAD RAISED SHRUB												
SEVERE CLOG												
INCORRECT NOZZLE												
RELOCATION												
LEAK IN HEAD												
LEAK IN PIPE												
HEAD NOT ROTATING												
VALVE NOT OPERATING												
OTHER - SEE COMMENTS												

COMMENTS: (Attach extra sheet if necessary)

(N.W. (NO WIRE))

INSPECTED BY BLADE RUNNERS TECH

# BLADE RUNNERS

## COMMERCIAL LANDSCAPING, INC.

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

PROPERTY: Brighton Lakes

NAME: \_\_\_\_\_

DATE: 07-20-19 TIME: \_\_\_\_\_

PAGE: 1 OF: \_\_\_\_\_

### CURRENT

### ADJUSTED

A START TIME	<u>10:00 PM</u>
B START TIME	

M	T	W	T	F	S	S	A RUN DAYS
M	T	W	T	F	S	S	B RUN DAYS

M	T	W	T	F	S	S	A RUN DAYS
M	T	W	T	F	S	S	B RUN DAYS

ZONE NUMBER	1	2	3	4	5	6	7	8	9	10	11	12
SPRAY OR ROTOR S OR R	R	R/S	-	R	R	R	R	S	R		R	S
CURRENT	45	95	-	45	45	45	45	25	35		45	20
ADJUSTED RUN TIME												
MAINTENANCE REPAIR												
PARTIAL CLOG												
ARC OR RADIUS ADJ.												
HEAD STRAIGHTENED												
HEAD MISSING/BROKEN	OK	OK	-	OK	OK	OK	OK	OK	OK	-	OK	OK
CHANGE 4" TO 6" POP UP												
CHANGE 6" TO 12" POP UP												
HEAD RAISED SHRUB												
SEVERE CLOG												
INCORRECT NOZZLE												
RELOCATION												
LEAK IN HEAD												
LEAK IN PIPE												
HEAD NOT ROTATING												
VALVE NOT OPERATING												
OTHER - SEE COMMENTS												

COMMENTS: (Attach extra sheet if necessary)

station 3 no wire

H. Scurie

INSPECTED BY BLADE RUNNERS TECH

# BLADE RUNNERS

## COMMERCIAL LANDSCAPING, INC.

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

PROPERTY: Brighton Lakes

NAME: \_\_\_\_\_

DATE: 02-20-19 TIME: \_\_\_\_\_

PAGE: \_\_\_\_\_ OF: \_\_\_\_\_

### CURRENT

(M)	T	(W)	T	(F)	S	S	A RUN DAYS
M	T	W	T	F	S	S	B RUN DAYS

### ADJUSTED

M	T	W	T	F	S	S	A RUN DAYS
M	T	W	T	F	S	S	B RUN DAYS

A START TIME	<u>10:00</u>
B START TIME	<u>7:15</u>

ZONE NUMBER	1	2	3	4	5	6	7	8	9	10	11	12
SPRAY OR ROTOR S OR R	S	S	S	S	R	S	S	S	R	S	S	R
CURRENT	20	20	20	20	45	20	20	20	45	20	20	45
ADJUSTED RUN TIME												3
MAINTENANCE REPAIR												
PARTIAL CLOG												
ARC OR RADIUS ADJ.												
HEAD STRAIGHTENED												
HEAD MISSING/BROKEN	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK	OK
CHANGE 4" TO 6" POP UP												
CHANGE 6" TO 12" POP UP												
HEAD RAISED SHRUB												
SEVERE CLOG												
INCORRECT NOZZLE												
RELOCATION												
LEAK IN HEAD												
LEAK IN PIPE												
HEAD NOT ROTATING												
VALVE NOT OPERATING												
OTHER - SEE COMMENTS												

COMMENTS: (Attach extra sheet if necessary) Reset time station 12  
Very wet at patrician cir x Brighton Lakes Blvd

H. Sogano

INSPECTED BY BLADE RUNNERS TECH

# BLADE RUNNERS

## COMMERCIAL LANDSCAPING, INC.

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

PROPERTY: Brighton Lake  
 NAME: \_\_\_\_\_  
 DATE: 02-22-19 TIME: \_\_\_\_\_  
 PAGE: \_\_\_\_\_ OF: \_\_\_\_\_

**CURRENT**

M	T	W	T	F	S	S	A RUN DAYS
M	T	W	T	F	S	S	B RUN DAYS

**ADJUSTED**

M	T	W	T	F	S	S	A RUN DAYS
M	T	W	T	F	S	S	B RUN DAYS

A START TIME	
B START TIME	

ZONE NUMBER													
SPRAY OR ROTOR S OR R													
CURRENT													
ADJUSTED RUN TIME													
MAINTENANCE REPAIR													
PARTIAL CLOG													
ARC OR RADIUS ADJ.													
HEAD STRAIGHTENED													
HEAD MISSING/BROKEN													
CHANGE 4" TO 6" POP UP													
CHANGE 6" TO 12" POP UP													
HEAD RAISED SHRUB													
SEVERE CLOG													
INCORRECT NOZZLE													
RELOCATION													
LEAK IN HEAD													
LEAK IN PIPE													
HEAD NOT ROTATING													
VALVE NOT OPERATING													
OTHER - SEE COMMENTS													

COMMENTS: (Attach extra sheet if necessary)

9000 Pump control box NO.

H. Swanco

INSPECTED BY BLADE RUNNERS TECH



# BLADE RUNNERS

## COMMERCIAL LANDSCAPING, INC.

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

PROPERTY: Brighton Lake  
 NAME: \_\_\_\_\_  
 DATE: 02-20-14 TIME: \_\_\_\_\_  
 PAGE: \_\_\_\_\_ OF: \_\_\_\_\_

**CURRENT****ADJUSTED**

M	T	W	T	F	S	S	A RUN DAYS
M	T	W	T	F	S	S	B RUN DAYS

M	T	W	T	F	S	S	A RUN DAYS
M	T	W	T	F	S	S	B RUN DAYS

A START TIME	
B START TIME	

ZONE NUMBER													
SPRAY OR ROTOR S OR R													
CURRENT													
ADJUSTED RUN TIME													
MAINTENANCE REPAIR													
PARTIAL CLOG													
ARC OR RADIUS ADJ.													
HEAD STRAIGHTENED													
HEAD MISSING/BROKEN													
CHANGE 4" TO 6" POP UP													
CHANGE 6" TO 12" POP UP													
HEAD RAISED SHRUB													
SEVERE CLOG													
INCORRECT NOZZLE													
RELOCATION													
LEAK IN HEAD													
LEAK IN PIPE													
HEAD NOT ROTATING													
VALVE NOT OPERATING													
OTHER - SEE COMMENTS													

COMMENTS: (Attach extra sheet if necessary)

Pump is no work  
prop B

H. Suman

INSPECTED BY BLADE RUNNERS TECH

# BLADERUNNERS

## COMMERCIAL LANDSCAPING, INC.

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

PROPERTY: Brighton Lakes  
 NAME: \_\_\_\_\_  
 DATE: 02-20-14 TIME: \_\_\_\_\_  
 PAGE: \_\_\_\_\_ OF: \_\_\_\_\_

## CURRENT

M	T	W	T	F	S	S	A RUN DAYS
M	T	W	T	F	S	S	B RUN DAYS

## ADJUSTED

M	T	W	T	F	S	S	A RUN DAYS
M	T	W	T	F	S	S	B RUN DAYS

A START TIME	<u>12:00</u>
B START TIME	<u>9:00</u>

ZONE NUMBER	1	2	3	4	5	6	7						
SPRAY OR ROTOR S OR R													
CURRENT	3	3	20	3	3	3	3						
ADJUSTED RUN TIME													
MAINTENANCE REPAIR													
PARTIAL CLOG													
ARC OR RADIUS ADJ.													
HEAD STRAIGHTENED													
HEAD MISSING/BROKEN													
CHANGE 4" TO 6" POP UP													
CHANGE 6" TO 12" POP UP													
HEAD RAISED SHRUB													
SEVERE CLOG													
INCORRECT NOZZLE													
RELOCATION													
LEAK IN HEAD													
LEAK IN PIPE													
HEAD NOT ROTATING													
VALVE NOT OPERATING													
OTHER - SEE COMMENTS													

COMMENTS: (Attach extra sheet if necessary) Ready replace timer  
Main line broken - station # 3.15  
on H world fire

H. S. Canca

INSPECTED BY BLADE RUNNERS TECH


**COMMERCIAL LANDSCAPING, INC.**

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

CUSTOMER:  
BRIGHTON LAKES  
ADDRESS:

PROPERTY:

DATE:  
2/20/2019

**IRRIGATION PROPOSAL**

DESCRIPTION	QUANTITY USED	EXT. PRICE
<b>1/2" INCH</b>		
1/2 90:	0	\$0.00
1/2 Tee's	0	\$0.00
1/2 Couplers	0	\$0.00
1/2 Male adapters	0	\$0.00
1/2 Female adapters	0	\$0.00
1/2 x 3/4 Male adapters	0	\$0.00
1/2 Street Ells	0	\$0.00
1/2 x 3/4 Street Ells	0	\$0.00
1/2 Cap slip	0	\$0.00
1/2 Cap threaded	0	\$0.00
<b>3/4" INCH</b>		
3/4 90	0	\$0.00
3/4 Tees's	0	\$0.00
3/4 Couplers	0	\$0.00
3/4 Male adapters	0	\$0.00
3/4 Female adapters	0	\$0.00
3/4 Cap slip	0	\$0.00
3/4 Cap threaded	0	\$0.00
3/4 x 1/2 Reducer	0	\$0.00
3/4 x 1/2 Reducing Tee	0	\$0.00
3/4 x 1/2 Reducer Threaded x Threaded	0	\$0.00
<b>1" INCH</b>		
1" 90	0	\$0.00
1" Tee's	0	\$0.00
1" Couplers	0	\$0.00
1" Male adapters	0	\$0.00
1" Cap slip	0	\$0.00
1" Cap threaded	0	\$0.00
1 x 1/2 Reducer	0	\$0.00
1 x 3/4 Reducer	0	\$0.00
1 x 3/4 Reducer Tee	0	\$0.00
1 x 1/2 Reducing Tee	0	\$0.00
1" nipple	0	\$0.00
1" Slip fix	0	\$0.00



DESCRIPTION	QUANTITY USED	EXT. PRICE
SCH 80 Couplings	0	\$0.00
SCH 80 Male Adapter	0	\$0.00
SCH 80 90	0	\$0.00
SCH 80 Tee	0	\$0.00
<b>1" ¼ INCH</b>		
1 ¼ 90	0	\$0.00
1 ¼ Tee's	0	\$0.00
1 ¼ Couplers	0	\$0.00
1 ¼ Male adapters	0	\$0.00
1 ¼ x ¾ Reducer	0	\$0.00
1 ¼ x 1 Reducer	0	\$0.00
1 ¼ cap slip	0	\$0.00
1 ¼ x ½ Reducing tee	0	\$0.00
1 ¼ Slip fix	0	\$0.00
1 ¼ Ball Valve	0	\$0.00
1 ¼ Female Adapter	0	\$0.00
<b>1" ½ INCH</b>		
1 ½ 90	0	\$0.00
1 ½ Tee's	0	\$0.00
1 ½ Couplers	0	\$0.00
1 ½ Male Adapter	0	\$0.00
1 ½ x ¾ Reducer	0	\$0.00
1 ½ x 1 ¼ Reducer	0	\$0.00
1 ½ cap slip	0	\$0.00
1 ½ x ½ Reducing tee	0	\$0.00
1 ½ nipple x 24 inch	0	\$0.00
1 ½ Slip fix	0	\$0.00
SCH 40 Couplers	0	\$0.00
SCH 40 Male Adapters	0	\$0.00
SCH 40 90	0	\$0.00
1 ½ x ½ Reducing Tees	0	\$0.00
1 ½ Ball Valve	0	\$0.00
<b>2" INCH</b>		
2" 90	4	\$25.80
2" Tee's	0	\$0.00
2" Couplers	4	\$16.16
2" Male adapters	0	\$0.00
2 x 1 ½ Reducer	0	\$0.00
2" cap slip	0	\$0.00
2 x ½ Reducing Tee	0	\$0.00
2" nipple	0	\$0.00
2" Slip fix	1	\$25.10



DESCRIPTION	QUANTITY USED	EXT. PRICE
<b>2 1/2 INCH</b>		
2 1/2" 90's	0	\$0.00
2 1/2" Tee's	0	\$0.00
2 1/2" Couplers	0	\$0.00
2 1/2" x 2" Reducer	0	\$0.00
2 1/2" Slip fix	0	\$0.00
2 1/2 45	0	\$0.00
2 1/2 to 2 Bushing	0	\$0.00
<b>3 INCH</b>		
3" 90's	0	\$0.00
3" Tee's	0	\$0.00
3" Couplers	0	\$0.00
3" x 2 1/2" Reducer	0	\$0.00
3" x 2" Reducer	0	\$0.00
3" Slip fix	0	\$0.00
3" 45	0	\$0.00
3" Male Adapter	0	\$0.00
<b>4 INCH</b>		
4" 90's	0	\$0.00
4" Tee's	0	\$0.00
4" Couplers	0	\$0.00
4" x 3" Reducer	0	\$0.00
4" Slip fix	0	\$0.00
<b>NOZZLES:</b>		
8 Quarters	0	\$0.00
8 halves	0	\$0.00
8 vans	0	\$0.00
10 quarters	0	\$0.00
10 halves	0	\$0.00
10 vans	0	\$0.00
12 quarters	0	\$0.00
12 halves	0	\$0.00
12 vans	0	\$0.00
15 quarters	0	\$0.00
15 halves	0	\$0.00
15 center strip	0	\$0.00
15 vans	0	\$0.00
15 side strip	0	\$0.00
15 full circle	0	\$0.00
18 vans	0	\$0.00
Shrub adapters	0	\$0.00



DESCRIPTION	QUANTITY USED	EXT. PRICE
<b>HEADS:</b>		
Rainbird 6" spray	0	\$0.00
Rainbird 6" spray w/ side insert	0	\$0.00
Rainbird 6" rotor w/ side insert	0	\$0.00
Rainbird 12" spray w/ side insert	0	\$0.00
<b>PIPE</b>		
½ inch pipe	0	\$0.00
¾ inch pipe	0	\$0.00
1 inch pipe	0	\$0.00
1 ¼ inch pipe	0	\$0.00
1 ½ inch pipe	0	\$0.00
2 inch pipe	40	\$60.00
2 ½ inch pipe	0	\$0.00
3 inch pipe	0	\$0.00
4 inch pipe	0	\$0.00
<b>CLOCKS</b>		
Hunter Pro C Clock ( 3 zones )	0	\$0.00
Hunter Pro C Module ( 3 zones )	0	\$0.00
Rain bird clock ( 4 zones )	0	\$0.00
Hunter Plastic 8 Station Base	0	\$0.00
Hunter Metal 8 Station Base	0	\$0.00
Hunter ICC Module ( 8 zones )	0	\$0.00
Rain bird indoor clock ( 4 zones )	0	\$0.00
Rain bird module (3 zones)	0	\$0.00
Rainbird Module 6 Station	0	\$0.00
Hunter Battery Timer 2 Station	0	\$0.00
Hunter 1 Station 2 wire decoder	0	\$0.00
Hunter 2 Station 2 wire decoder	0	\$0.00
Hunter 4 Station 2 wire decoder	0	\$0.00
<b>NETAFIM:</b>		
Threaded Male adapter 17 mm x 1/2	0	\$0.00
Elbow Connector 17 mm	0	\$0.00
Insert Coupling 17 mm	0	\$0.00
Insert tee 17 mm	0	\$0.00
<b>FUNNY PIPE FITTING:</b>		
½ Threaded 90	0	\$0.00
¾ Threaded 90	0	\$0.00
Insert Coupling	0	\$0.00
Micro stakes	0	\$0.00
Micro tubing	0	\$0.00
6 Outlet micro emitters	0	\$0.00



DESCRIPTION	QUANTITY USED	EXT. PRICE
Multi strand wire (12 strands)	60	\$71.40
Doubler	0	\$0.00
Hunter 1 Station Battery Operated	0	\$0.00
Hunter 2 Station Battery Operated	0	\$0.00
Hunter 1" valve	0	\$0.00
Hunter latching solenoids	0	\$0.00
Rain bird latching solenoids	0	\$0.00
Rain bird solenoid	0	\$0.00
Rain bird 1" valve	0	\$0.00
Rain bird 2" valve	0	\$0.00
Irritrol solenoid	0	\$0.00
Irritrol flood bubblers	0	\$0.00
Irritrol latching solenoid	0	\$0.00
Blue wire nuts	14	\$17.50
Brown wire nuts	0	\$0.00
9V Batteries	0	\$0.00
Hinges w/ hardware	0	\$0.00
Master lock Combination lock	0	\$0.00
1" Back flow double check valve	0	\$0.00
¼ inch flex	0	\$0.00
½ inch flex	0	\$0.00
Angle iron	0	\$0.00
6" round valve box	0	\$0.00
6" round cover	0	\$0.00
10" round valve box	0	\$0.00
10" round cover	0	\$0.00
15" rectangular valve box	0	\$0.00
Rectangular Meter Box Purple		
Rectangular Meter Box Black		
<b>MISC:</b>		
4" clean out cover	0	\$0.00
4" clean out female	0	\$0.00
6" clean out cover	0	\$0.00
6" clean out female	0	\$0.00
Wire Red 18	0	\$0.00
Wire White 18	0	\$0.00
Wire Red 14	0	\$0.00
Wire White 14	0	\$0.00
		SI
<b>DRAINAGE:</b>		
4" Solid Drain Pipe	0	\$0.00
4" Slotted Drain Pipe	0	\$0.00
4" Soil Tight 90 Bend	0	\$0.00
4" Snap Wye	0	\$0.00
4" Small (2x3) Downspout	0	\$0.00
4" Large (3x4) Downspout	0	\$0.00
4" Snap End Cap	0	\$0.00
4" Coupler	0	\$0.00
4" 90 Elbow	0	\$0.00
	0	\$0.00



DESCRIPTION	QUANTITY USED	EXT. PRICE
6" Solid Drain Pipe	0	\$0.00
6" Snap Wye	0	\$0.00
12 x 12 Drain box	0	\$0.00
18 x 18 Drain box	0	\$0.00
6" Downspout Adapter	0	\$0.00
6" Snap End Cap	0	\$0.00
6" 90 Elbow	0	\$0.00
Bag of River Rock	0	\$0.00
Yard of Dirt	0	\$0.00
Box of Screws	0	\$0.00
Drainage Tape	0	\$0.00
6x4" Reducer	0	\$0.00
	<b>TOTAL PARTS</b>	<b>\$215.96</b>
<b>LABOR RATES:</b>		
Master Tech - \$35.00 Per Hour	6	\$210.00
Helper - \$20.00 Per Hour	6	\$120.00
	<b>GRAND TOTAL</b>	<b>\$545.96</b>
<b>TECH NAME: HERNAN SUANCA</b>		<b>DATE: 02-20-19</b>

COMMENTS:

REPAIR MAIN LINE PUMP F. UNDER PINE TREE NEED TO BRING IN STUMP GRINDER AND  
REROUT LINE

CUSTOMER SIGNATURE:

DATE:

# **BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT SITEX REPORT**

**BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT**

**OPERATIONS & MAINTENANCE HIGHLIGHT**

**SITEX AQUATICS MANAGEMENT REPORT**

February 2019

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

**POND1**-Hydrilla spot treated

**POND2**- Hydrilla treated

**POND3**- Hydrilla spot treated

**POND4**-Grasses treated

**POND5**- Hydrilla spot treated

**POND6**- Grasses treated

**POND7**- Hydrilla spot treated

**POND8**- Hydrilla spot treated

**POND9**- Hydrilla & Algae spot treated

**ADDITIONAL NOTES:**

The cooler weather was nice it slowed growth down for the last few months. After a warm quick warm up in the last few weeks we have seen a little bit of hydrilla popping up which was expected. It has been treated & will receive a few follow up treatments over the next month, algae will pop up as a result of the dying hydrilla. That will be addressed on an as needed basis. Please don't hesitate to reach to myself or my staff should you need anything.

Regards

Joe Craig

President

Sitex Aquatics Ilc.



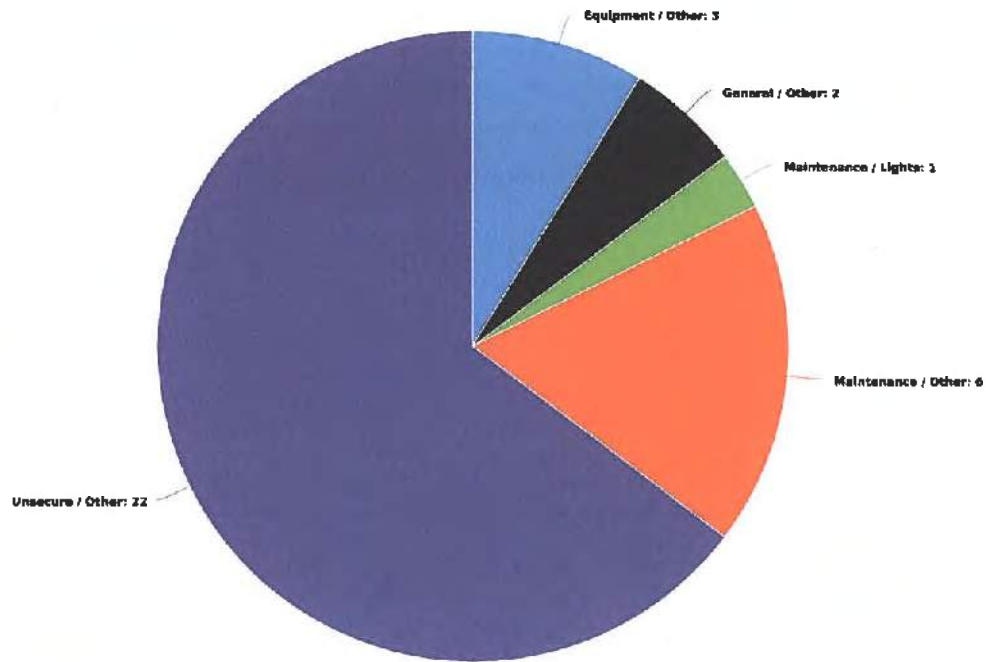
# **BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT MAGNOSEC REPORT**

# Brighton Lakes CDD Recreation Center/Sev

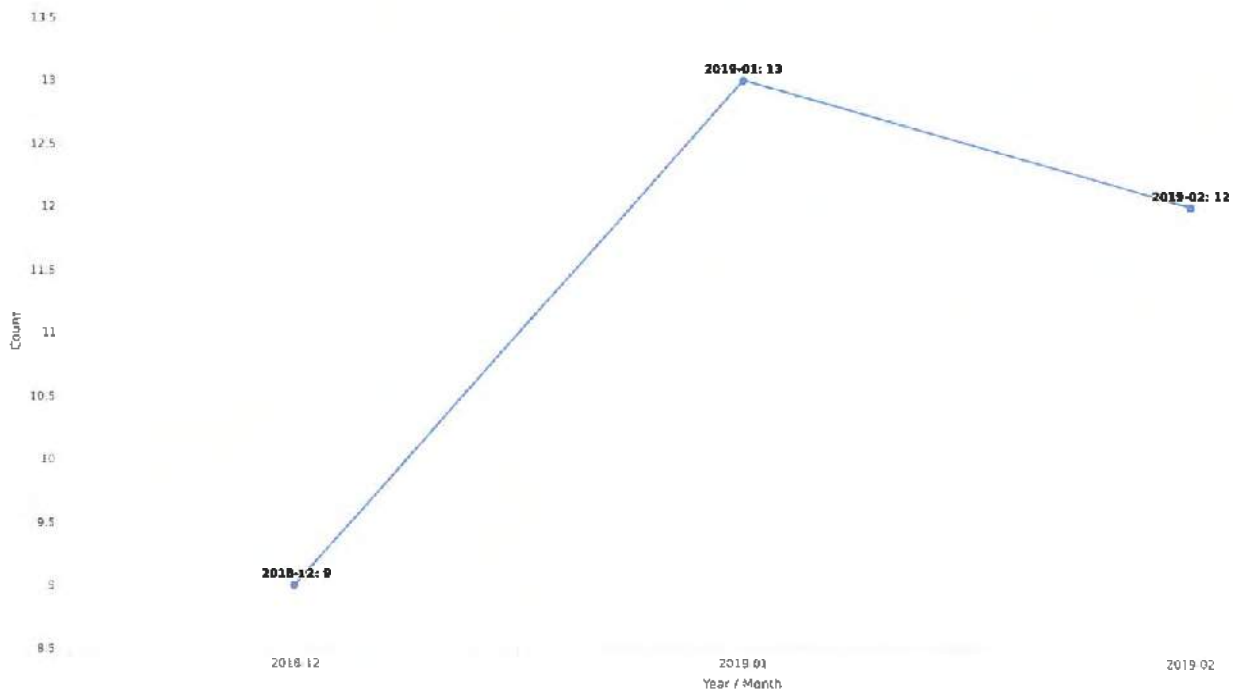
12/15/2018 - 02/14/2019



## Incident Category



## Year / Month



# Incident Category vs Year / Month

12/15/2018 - 02/14/2019



Incident Category	2018-12	2019-01	2019-02	Total
<b>Equipment / Other</b>		3		3
<b>General / Other</b>		1	1	2
<b>Maintenance / Lights</b>			1	1
<b>Maintenance / Other</b>	1		5	6
<b>Unsecure / Other</b>	8	9	5	22
<b>Total</b>	9	13	12	34