

**BRIGHTON LAKES
COMMUNITY DEVELOPMENT
DISTRICT**

MAY 2, 2019

REGULAR BOARD MEETING

AGENDA PACKAGE

Brighton Lakes Community Development District

Agenda Page 2

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
Ariel Medina, Field Supervisor
Freddy Blanco, Assistant Field Manager
Gerry Frawley, CDD Landscaping & Maintenance Liaison

JULY 11, 2019 MEETING IS THE PUBLIC HEARING TO ADOPT THE FY 2020 BUDGET

April 22, 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, May 2, 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. Audience Comments (Limited to 3 minutes)
4. Approval of Minutes
 - A. Minutes of January 3, 2019 Meeting
 - B. Minutes of February 7, 2019 Meeting
5. Organizational Matters
 - A. Consideration of Appointment to Fill Vacant Seat #4
 - B. Oath of Office
 - C. Resolution 2019-02, Designation of Officers
6. Vendor Reports
7. Continued Discussion Regarding Reserve Study and Reserve Funding
8. Presentation of Fiscal Year 2020 Proposed Budget
 - A. FY2020 Budget Using Fund Balance
 - B. FY2020 Budget Increasing Assessments
 - C. Consideration of Resolution 2019-03, Approving the Proposed Budget and Setting the Public Hearing for July 11, 2019 at 6pm
9. Business Items
 - A. Consideration of the Financial Audit Report for September 2018
 - 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

10. Engineer's Report

- A. All Terrain Proposal-Fill Cracks on the Outbound Lane of the Blvd, Entry Gate to Entrance and All Terrain Proposal – For Budgeting Purposes 2” Mill and Re-pave on Blvd, Entrance to Phase 1/Phase 2 Divide

11. District Manager's Report

- A. Financial Statements
- B. Check Register and Invoices – *provided separately*

12. Staff Report

- A. Attorney
 - i. Update regarding street tree trimming
 - ii. Update regarding letters to homeowners with personal property on District-owned property
 - iii. Update Regarding Brightview Withholding of Final Payment
- B. CDD Landscaping & Maintenance Liaison Report
- C. Field Manager
 - i. Field Management Report
 - Sidewalk Grinding Proposals
 - ii. Discussion of Repainting Entrance Wall and Trim

13. Supervisor Requests and Comments

14. Other Business

15. 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

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.

- 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

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 **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.

234
235
236
237
238
239

240
241
242

243
244
245
246

247
248

249
250
251
252
253
254
255

256
257
258
259
260
261
262
263
264
265
266
267
268

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

Fifth Order of Business

5A

John Crary

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

Cleshea Lowe

cleshealowe@gmail.com

954-655-6403

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

5C

RESOLUTION 2019-02

**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, 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, 2nd DAY OF MAY 2019.

Chairman

Secretary

Seventh Order of Business

Reserve Study Impact Analysis

- Current Reserve Analysis (Based upon the March Financials):

Clubhouse: \$ 40,000

Field: \$ 90,000

Landscape: \$190,967

Recreation: \$101,817

Roadway: \$350,049

Reserve Study Impact Analysis

- Current reserves will be exhausted by 2024 based upon the proposed spending plan with \$86,820 being put aside annually.
- At the current funding level of \$86,820 annually over a six year period [2020 through 2025] there will be a negative balance of **(\$474,148)** at the proposed spending level.
- The total proposed spending through 2025 is \$1,896,691.
- At the proposed funding level the average annual contribution will need to be \$219,000 annually through 2025 to meet all proposed projects.
- The District will need to increase the assessments by an average of \$219,000 a year (26%) to meet all funding requirements of the study.

Reserve Study Impact Analysis

- The assessment charts for a \$75,000 a year increase, \$150,000 and \$219,000 a year increase.
- The charts are examples of how assessment increases will impact the current assessment rates.
- The chart of slide four shows the difference between the current funding of the reserves under the current budget \$86,820, which would generate \$520,920 through 2025.
- If the Board approves the funding based upon the reserve study the total raised through 2025 would be \$1,316,800.

Reserve Study Impact Analysis

	2019	2020	2021	2022	2023	2024	2025
Reserve Balance at the Beginning of the Fiscal Year	\$772,833	\$750,411	\$862,143	\$704,463	\$572,289	\$466,273	\$402,783
Recommended Reserves	\$86,820	\$126,300	\$165,800	\$205,300	\$244,800	\$284,300	\$290,300
Proposed Expenditures	(\$122,080)	(\$28,159)	(\$336,684)	(\$348,235)	(\$359,569)	(\$355,115)	(\$346,849)
Interest Revenue	\$12,838	\$13,591	\$13,204	\$10,761	\$8,753	\$7,325	\$6,367
End of the Year Reserve at 2019 Funding Levels	\$750,411	\$822,328	\$584,320	\$330,616	\$61,169	(\$208,367)	(\$474,148)
Alternative A – Reserve (\$75,000)	\$825,411	\$897,328	\$659,320	\$405,616	\$136,169	(\$133,367)	(\$399,148)
Alternative B- Reserve (\$150,000)	\$900,411	\$972,328	\$734,320	\$480,616	\$211,169	(\$58,367)	(\$324,148)
Total Reserve at current level (six years)							\$520,920
Proposed Level of Funding (six years)							\$1,316,800

Assessment Increase \$219,000 Annually

	General Fund 001			GF
	FY 2020	FY 2019	Percent	Assessments
Product			Change	
1/3 Acre Lot	\$1,406.33	\$1,114.72	26%	\$9,844.34
1/2 Acre Lot	\$1,406.33	\$1,114.72	26%	\$5,625.34
65' lot	\$1,406.33	\$1,114.72	26%	\$343,145.55
85' lot	\$1,406.33	\$1,114.72	26%	\$227,826.14
H - 65' lot	\$1,406.33	\$1,114.72	26%	\$140,633.42
I - 65' lot	\$1,406.33	\$1,114.72	26%	\$118,132.07
J - 65' lot	\$1,406.33	\$1,114.72	26%	\$210,950.13
				\$1,056,157.00

If you want generate an additional \$75,000 in revenue for reserves, the assessment would increase by \$106.24

	General Fund 001		
	Current	Revised	
Product	O&M	O&M	Variance
1/3 Acre Lot	\$1,114.72	\$1,220.96	\$106.24
1/2 Acre Lot	\$1,114.72	\$1,220.96	\$106.24
65' lot	\$1,114.72	\$1,220.96	\$106.24
85' lot	\$1,114.72	\$1,220.96	\$106.24
H - 65' lot	\$1,114.72	\$1,220.96	\$106.24
I - 65' lot	\$1,114.72	\$1,220.96	\$106.24
J - 65' lot	\$1,114.72	\$1,220.96	\$106.24

If you want to generate an Additional \$150,000, the assessment would increase by \$212.48

	General Fund 001		
	Current	Revised	
Product	O&M	O&M	Variance
1/3 Acre Lot	\$1,114.72	\$1,327.21	\$212.48
1/2 Acre Lot	\$1,114.72	\$1,327.21	\$212.48
65' lot	\$1,114.72	\$1,327.21	\$212.48
85' lot	\$1,114.72	\$1,327.21	\$212.48
H - 65' lot	\$1,114.72	\$1,327.21	\$212.48
I - 65' lot	\$1,114.72	\$1,327.21	\$212.48
J - 65' lot	\$1,114.72	\$1,327.21	\$212.48

Eighth Order of Business

8A.

BRIGHTON LAKES
Community Development District

Annual Operating and Debt Service Budget
Fiscal Year 2020

Version 1.0 Proposed Budget
(Printed on 4/15/2019)

Prepared by:



Table of Contents

	<u>Page #</u>
 <u>OPERATING BUDGET</u>	
General Fund	
Summary of Revenues, Expenditures and Changes in Fund Balances	1 - 2
Budget Narrative	3 - 7
Exhibit A - Allocation of Fund Balances	8
 <u>DEBT SERVICE BUDGETS</u>	
Series 2015	
Summary of Revenues, Expenditures and Changes in Fund Balances	9
Amortization Schedule	10
Series 2017	
Summary of Revenues, Expenditures and Changes in Fund Balances	11
Amortization Schedule	12
Budget Narrative	13
 <u>SUPPORTING BUDGET SCHEDULES</u>	
2019-2020 Non-Ad Valorem Assessment Summary	14

Brighton Lakes

Community Development District

Operating Budget

Fiscal Year 2020

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU MAR -2019	PROJECTED APR - SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
REVENUES							
Interest - Investments	\$ 4,888	\$ 15,297	\$ 9,500	\$ 8,650	8,650	\$ 17,300	\$ 15,000
Room Rentals	(105)	118	100	25	25	50	25
Interest - Tax Collector	37	250	-	349	-	349	350
Special Assmnts- Tax Collector	837,155	837,624	837,157	793,953	43,204	837,157	837,157
Special Assmnts- Discounts	(28,956)	(30,158)	(33,486)	(30,978)	-	(30,978)	(33,486)
Other Miscellaneous Revenues	4,227	-	-	-	-	-	-
Gate Bar Code/Remotes	4,272	2,036	100	1,022	1,022	2,044	1,500
Access Cards	278	532	1,000	279	279	558	500
TOTAL REVENUES	821,796	825,699	814,371	773,300	53,180	826,480	821,046
EXPENDITURES							
<i>Administrative</i>							
P/R-Board of Supervisors	6,800	5,800	6,000	4,800	1,200	6,000	6,000
FICA Taxes	520	444	459	367	92	459	459
ProfServ-Arbitrage Rebate	-	-	600	-	600	600	600
ProfServ-Dissemination Agent	-	1,000	1,000	-	1,000	1,000	1,000
ProfServ-Engineering	5,525	8,523	5,000	3,605	3,419	7,024	7,000
ProfServ-Legal Services	20,238	25,132	12,000	33,064	10,000	43,064	25,000
ProfServ-Mgmt Consulting Serv	46,906	48,313	49,762	24,881	24,881	49,762	51,255
ProfServ-Property Appraiser	305	-	751	-	751	751	751
ProfServ-Special Assessment	5,000	5,483	5,305	2,908	2,397	5,305	5,305
ProfServ-Trustee Fees	7,125	7,177	8,450	4,041	4,409	8,450	8,450
Auditing Services	3,869	3,800	4,046	4,000	-	4,000	4,000
Communication - Telephone	5,074	9,090	5,000	1,648	1,648	3,296	3,300
Postage and Freight	2,365	807	500	626	626	1,252	1,200
Insurance - General Liability	9,595	6,805	8,708	7,133	-	7,133	8,060
Printing and Binding	5,328	3,005	4,000	2,916	2,916	5,832	5,832
Legal Advertising	1,565	679	800	621	621	1,242	1,000
Miscellaneous Services	1,684	1,263	2,600	6,547	6,547	13,094	2,600
Misc-Assessmnt Collection Cost	11,744	11,134	16,743	15,362	1,381	16,743	16,743
Office Supplies	1,523	182	350	419	419	838	800
Annual District Filing Fee	175	175	175	175	-	175	175
Total Administrative	135,341	138,812	132,249	113,113	62,907	176,020	149,530
<i>Field</i>							
ProfServ-Field Management	30,000	75,900	41,390	20,695	20,695	41,390	41,390
ProfServ-Field Management - Onsite Staff	-	-	60,185	30,093	30,093	60,186	60,185
ProfServ-Field Temp Labor	45,465	773	-	-	-	-	-
Contracts-Landscape	159,284	159,284	164,064	62,855	135,471	198,326	217,850
Electricity - General	60,744	62,895	65,000	28,793	28,793	57,586	63,000
Utility - Water & Sewer	3,257	2,888	4,000	817	817	1,634	3,000
R&M-Common Area	12,240	36,632	30,000	1,921	1,921	3,842	15,000
R&M-Irrigation	6,154	1,999	5,000	2,619	2,619	5,238	5,200
Contracts-Lakes	22,428	26,467	23,400	13,498	13,498	26,996	23,400
R&M-Tree Trimming	-	-	-	-	-	-	20,000
Misc-Contingency	7,157	2,906	7,000	294	294	588	1,000
Capital Reserve	-	-	46,820	44,825	1,995	46,820	-
Total Field	346,729	369,744	446,859	206,410	236,196	442,606	450,025

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU MAR -2019	PROJECTED APR - SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
Gatehouse							
Contracts-Security Services	66,202	86,376	86,376	40,680	45,696	86,376	89,328
Gate Maintenance	37,173	14,622	16,935	6,671	6,671	13,342	18,000
Capital Outlay	91,425	-	-	-	-	-	-
Total Gatehouse	194,800	100,998	103,311	47,351	52,367	99,718	107,328
Road and Street Facilities							
R&M-Roads & Alleyways	7,851	842	1,000	3,142	3,142	6,284	6,000
R&M-Signage	524	4,474	1,200	225	225	450	1,000
Total Road and Street Facilities	8,375	5,316	2,200	3,367	3,367	6,734	7,000
Community Center							
Contracts-Security Services	30,191	35,433	35,000	16,182	18,818	35,000	35,000
R&M-Clubhouse	15,582	11,536	14,752	14,578	174	14,752	14,752
Contract-Pools	29,572	20,123	35,000	5,201	5,201	10,402	7,020
Miscellaneous Services	264	3,532	5,000	131	131	262	5,000
Capital Reserve	-	-	40,000	25,850	14,150	40,000	-
Total Community Center	75,609	70,624	129,752	61,942	38,474	100,416	61,772
Reserves							
Reserves	-	-	-	-	-	-	126,300
Total Reserves	-	-	-	-	-	-	126,300
TOTAL EXPENDITURES & RESERVES	760,854	685,494	814,371	432,183	393,311	825,494	901,955
Excess (deficiency) of revenues Over (under) expenditures	60,942	140,205	-	341,117	(340,131)	986	(80,909)
Net change in fund balance	60,942	140,205	-	341,117	(340,131)	986	(80,909)
FUND BALANCE, BEGINNING	981,591	1,042,533	1,182,738	1,182,738	-	1,182,738	1,183,724
FUND BALANCE, ENDING	\$ 1,042,533	\$ 1,182,738	\$ 1,182,738	\$ 1,523,855	\$ (340,131)	\$ 1,183,724	\$ 1,102,815

BRIGHTON LAKES

Community Development District

*General Fund***Budget Narrative**
Fiscal Year 2020**REVENUES****Interest - Investments**

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

Room Rental

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

Special Assessments - Tax Collector

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

Special Assessments - Discounts

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

Gate Bar code/Remotes

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

Access Cards

Revenue from the clubhouse access keys.

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

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

Fica Taxes

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

Professional Services - Arbitrage Rebate

The District has contracted with an independent professional firm to annually calculate the arbitrage rebate liability on its bonds.

BRIGHTON LAKES

Community Development District

*General Fund***Budget Narrative**
Fiscal Year 2020**EXPENDITURES – Administrative (continued)****Professional Services - Dissemination Agent**

The District's bond indenture requires special annual reports on the District's development activity. Inframark - Infrastructure Management Services is now providing these reports.

Professional Services - Engineering

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

Professional Services - Legal Services

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

Professional Services - Management Consulting Services

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

Professional Services - Property Appraiser

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

Professional Services - Special Assessment

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

Professional Services - Trustee Fees

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

Auditing Services

The District is required by Florida Statutes to have an independent audit of its financial records on an annual basis. The fees are based on prior year's actuals plus contingency.

BRIGHTON LAKES

Community Development District

*General Fund***Budget Narrative**
Fiscal Year 2020**EXPENDITURES – Administrative (continued)****Communication - Telephone**

The District telephone service charges from four Century Link accounts.

Postage & Freight

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

Insurance - General Liability

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

Printing & Binding

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

Legal Advertising

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

Miscellaneous - Services

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

Misc - Assessment Collection Costs

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

Office Supplies

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

Annual District Filling Fee

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

BRIGHTON LAKES

Community Development District

*General Fund***Budget Narrative**
Fiscal Year 2020**EXPENDITURES – Field****Professional Services - Field Management****\$ 41,390**

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

Professional Services - Field Management – Onsite Staff**\$60,185**

Costs for personnel at the Amenity Center.

Contracts - Landscape**\$ 217,850**

Blade Runners Landscaping.

Electricity - General**\$ 63,000**

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

Utility – Water & Sewer**\$ 3,000**

Expense for accounts with TOHO for water and sewer.

R&M - Common Area**\$ 15,000**

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

R&M - Irrigation**\$ 5,200**

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

Contracts - Lake**\$ 23,400**

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

Misc - Contingency**\$ 1,000**

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

Contracts - Security System**\$ 89,328**

Envera Security System.

BRIGHTON LAKES

Community Development District

General Fund

Budget Narrative Fiscal Year 2020

EXPENDITURES- Field (continued)

Gate Maintenance **\$ 18,000**

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

EXPENDITURES- Road and Street Facilities

R&M - Roads & Alleyways **\$ 6,000**

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

R&M - Signage **\$ 1,000**

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

EXPENDITURES- Community Center

Contracts - Security Services

Magnosec Security **\$ 35,000**

R&M - Clubhouse **\$ 14,752**

Contract (<i>Exercise Systems</i>)-maintain fitness equipment	\$ 1,391
Contingency repair to equipment	\$ 11,059
Contract (<i>Bright House</i>) - Cable Services	\$ 1,750
Contract (<i>Terminix</i>) - Termite/Pest Control	\$ 552

Contracts - Pools **\$ 7,020**

Churchill Pool - Scheduled maintenance includes regular cleaning of the pool, purchase of chemicals, and filtration.

R&M - Miscellaneous Services **\$ 5,000**

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

Community Development District

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2020	\$ 1,183,724
Net Change in Fund Balance - Fiscal Year 2020	(80,909)
Reserves - Fiscal Year 2020	126,300
Total Funds Available (Estimated) - 09/30/2020	1,229,115

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

Operating Reserve - First Quarter Operating Capital	193,914 ⁽¹⁾
Clubhouse	40,000
Field	90,000
Landscape	190,967
Recreation Facilities	101,817
Roadways	350,094
Capital Reserve:	
Reserve Study	126,300
Field - FY 2019	46,820
Less: FY 19 Expenditures	(46,820)
Field - FY 2020	-
Community Center - FY 2019	40,000
Less: FY 19 Expenditures	(40,000)
Community Center - FY 2020	-
Subtotal	1,093,092

Total Allocation of Available Funds	1,093,092
--	------------------

Total Unassigned (undesignated) Cash	\$ 136,023
---	-------------------

Notes

(1) Represents approximately 3 months of operating expenditures.

Brighton Lakes

Community Development District

Debt Service Budgets

Fiscal Year 2020

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU MAR -2019	PROJECTED APR - SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
REVENUES							
Interest - Investments	\$ 586	\$ 2,145	\$ 1,900	\$ 1,804	\$ 1,804	\$ 3,608	\$ 3,000
Special Assmnts- Tax Collector	210,542	210,660	210,541	199,676	10,865	210,541	210,541
Special Assmnts- Discounts	(7,282)	(7,585)	(8,422)	(7,791)	-	(7,791)	(8,422)
TOTAL REVENUES	203,846	205,220	204,019	193,689	12,669	206,358	205,119
EXPENDITURES							
<i>Administrative</i>							
ProfServ-Trustee Fees	-	-	-	3,717	-	3,717	\$ 3,717
Misc-Assessmnt Collection Cost	2,953	2,534	4,211	3,863	-	3,863	4,211
Total Administrative	2,953	2,534	4,211	7,580	-	7,580	7,928
<i>Debt Service</i>							
Principal Debt Retirement	90,000	95,000	100,000	-	100,000	100,000	105,000
Interest Expense	105,242	101,592	97,739	49,271	48,468	97,739	93,940
Total Debt Service	195,242	196,592	197,739	49,271	148,468	197,739	198,940
TOTAL EXPENDITURES	198,195	199,126	201,950	56,851	148,468	205,319	206,868
Excess (deficiency) of revenues Over (under) expenditures	5,651	6,094	2,069	136,838	(135,799)	1,039	(1,749)
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	-	-	2,069	-	-	-	(1,749)
TOTAL OTHER SOURCES (USES)	-	-	2,069	-	-	-	(1,749)
Net change in fund balance	5,651	6,094	2,069	136,838	(135,799)	1,039	(1,749)
FUND BALANCE, BEGINNING	180,805	186,456	192,550	192,550	-	192,550	193,589
FUND BALANCE, ENDING	\$ 186,456	\$ 192,550	\$ 194,619	\$ 329,388	\$ (135,799)	\$ 193,589	\$ 191,841

AMORTIZATION SCHEDULE

SPECIAL ASSESSMENT BONDS

Period Ending	Balance	Principal	Coupon	Interest	Debt Service	Annual Debt Service
11/1/2019	2,310,000			47,227	47,227	195,694
5/1/2020	2,310,000	105,000	4.000%	46,713	151,713	
11/1/2020	2,205,000			45,080	45,080	196,793
5/1/2021	2,205,000	110,000	4.000%	44,345	154,345	
11/1/2021	2,095,000			42,831	42,831	197,176
5/1/2022	2,095,000	115,000	4.000%	42,133	157,133	
11/1/2022	1,980,000			40,480	40,480	197,613
5/1/2023	1,980,000	120,000	4.000%	39,820	159,820	
11/1/2023	1,860,000			38,027	38,027	197,847
5/1/2024	1,860,000	120,000	4.000%	37,613	157,613	
11/1/2024	1,740,000			35,573	35,573	193,187
5/1/2025	1,740,000	130,000	4.000%	34,993	164,993	
11/1/2025	1,610,000			32,916	32,916	197,909
5/1/2026	1,610,000	135,000	4.000%	32,379	167,379	
11/1/2026	1,475,000			30,156	30,156	197,534
5/1/2027	1,475,000	140,000	4.000%	29,664	169,664	
11/1/2027	1,335,000			27,293	27,293	196,957
5/1/2028	1,335,000	145,000	4.000%	26,997	171,997	
11/1/2028	1,190,000			24,329	24,329	196,326
5/1/2029	1,190,000	150,000	4.000%	23,932	173,932	
11/1/2029	1,040,000			21,262	21,262	195,194
5/1/2030	1,040,000	155,000	4.000%	20,916	175,916	
11/1/2030	885,000			18,093	18,093	194,009
5/1/2031	885,000	165,000	4.000%	17,798	182,798	
11/1/2031	720,000			14,720	14,720	197,518
5/1/2032	720,000	170,000	4.000%	14,560	184,560	
11/1/2032	550,000			11,244	11,244	195,804
5/1/2033	550,000	175,000	4.000%	11,061	186,061	
11/1/2033	375,000			7,667	7,667	193,728
5/1/2034	375,000	185,000	4.000%	7,542	192,542	
11/1/2034	190,000			3,884	3,884	196,426
5/1/2035	190,000	190,000	4.000%	3,821	193,821	193,821
Totals		2,310,000		875,069	3,185,069	3,333,537

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU MAR -2019	PROJECTED APR - SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
REVENUES						
Interest - Investments	\$ 224	\$ 200	\$ 142	\$ 142	\$ 284	\$ 200
Special Assmnts- Tax Collector	254,990	220,651	209,263	11,388	220,651	220,651
Special Assmnts- Discounts	(9,182)	(8,826)	(8,165)	-	(8,165)	(8,826)
TOTAL REVENUES	246,032	212,025	201,240	11,530	212,770	212,025
EXPENDITURES						
<i>Administrative</i>						
Misc-Assessmnt Collection Cost	3,655	4,413	4,049	228	4,277	4,413
Total Administrative	3,655	4,413	4,049	228	4,277	4,413
<i>Debt Service</i>						
Principal Debt Retirement	133,000	138,000	-	138,000	138,000	142,000
Interest Expense	48,107	71,306	35,653	35,653	71,306	66,820
Total Debt Service	181,107	209,306	35,653	173,653	209,306	208,820
TOTAL EXPENDITURES	184,762	213,719	39,702	173,880	213,582	213,233
Excess (deficiency) of revenues		-				
Over (under) expenditures	61,270	(1,694)	161,538	(162,350)	(812)	(1,208)
OTHER FINANCING SOURCES (USES)						
Interfund Transfer - In		-	-	-	-	-
TOTAL OTHER SOURCES (USES)	-	(1,694)	-	-	-	(1,208)
Net change in fund balance	61,270	(1,694)	161,538	(162,350)	(812)	(1,208)
FUND BALANCE, BEGINNING	1,443	62,713	62,713	-	62,713	61,901
FUND BALANCE, ENDING	\$ 62,713	\$ 61,019	\$ 224,251	\$ (162,350)	\$ 61,901	\$ 60,692

AMORTIZATION SCHEDULE

SPECIAL ASSESSMENT BONDS

Period Ending	Coupon	Principal Balance	Interest	Debt Service	Annual Debt Service
11/1/2019			33,410	33,410	
5/1/2020	3.250%	142,000	33,410	175,410	208,820
11/1/2020			31,103	31,103	
5/1/2021	3.250%	147,000	31,103	178,103	209,205
11/1/2021			28,714	28,714	
5/1/2022	3.250%	152,000	28,714	180,714	209,428
11/1/2022			26,244	26,244	
5/1/2023	3.250%	157,000	26,244	183,244	209,488
11/1/2023			23,693	23,693	
5/1/2024	3.250%	162,000	23,693	185,693	209,385
11/1/2024			21,060	21,060	
5/1/2025	3.250%	167,000	21,060	188,060	209,120
11/1/2025			18,346	18,346	
5/1/2026	3.250%	173,000	18,346	191,346	209,693
11/1/2026			15,535	15,535	
5/1/2027	3.250%	179,000	15,535	194,535	210,070
11/1/2027			12,626	12,626	
5/1/2028	3.250%	185,000	12,626	197,626	210,253
11/1/2028			9,620	9,620	
5/1/2029	3.250%	191,000	9,620	200,620	210,240
11/1/2029			6,516	6,516	
5/1/2030	3.250%	197,000	6,516	203,516	210,033
11/1/2030			3,315	3,315	
5/1/2031	3.250%	204,000	3,315	207,315	210,630
Totals		2,056,000	460,363	2,516,363	2,516,363

BRIGHTON LAKES

Community Development District

Debt Service Funds

Budget Narrative
Fiscal Year 2020

REVENUES

Interest - Investments

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

Special Assessment - Tax Collector

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

Special Assessment - Discounts

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

EXPENDITURES - Administrative

Misc. - Assessment Collection Costs

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

Expenditures- Debt Service

Principal Debt Retirement

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

Interest Expense

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

Brighton Lakes

Community Development District

Supporting Budget Schedules

Fiscal Year 2020

**Comparison of Non-Ad Valorem Assessment Rates
Fiscal Year 2020 vs. Fiscal Year 2019**

Product	General Fund 001			2015A DS Per Unit			2017A DS Per Unit			Total Assessments per Unit			Units	Bond Units 2015	Bond Units 2017
	FY 2020	FY 2019	Percent Change	FY 2020	FY 2019	Percent Change	FY 2020	FY 2019	Percent Change	FY 2020	FY 2019	Percent Change			
1/3 Acre Lot	\$1,114.72	\$1,114.72	0%	\$0.00	\$0.00	n/a	\$976.76	\$1,128.00	-13%	\$2,091.48	\$2,242.72	-7%	7	0	6
1/2 Acre Lot	\$1,114.72	\$1,114.72	0%	\$0.00	\$0.00	n/a	\$976.76	\$1,128.00	-13%	\$2,091.48	\$2,242.72	-7%	4	0	4
65' lot	\$1,114.72	\$1,114.72	0%	\$0.00	\$0.00	n/a	\$488.38	\$564.00	-13%	\$1,603.10	\$1,678.72	-5%	244	0	241
85' lot	\$1,114.72	\$1,114.72	0%	\$0.00	\$0.00	n/a	\$586.06	\$677.00	-13%	\$1,700.78	\$1,791.72	-5%	162	0	159
H - 65' lot	\$1,114.72	\$1,114.72	0%	\$ 632.26	\$632.26	0%	\$0.00	\$0.00	n/a	\$1,746.98	\$1,746.98	0%	100	100	0
I - 65' lot	\$1,114.72	\$1,114.72	0%	\$ 632.26	\$632.26	0%	\$0.00	\$0.00	n/a	\$1,746.98	\$1,746.98	0%	84	84	0
J - 65' lot	\$1,114.72	\$1,114.72	0%	\$ 632.26	\$632.26	0%	\$0.00	\$0.00	n/a	\$1,746.98	\$1,746.98	0%	150	149	0
													751	333	410

8B.

BRIGHTON LAKES
Community Development District

Annual Operating and Debt Service Budget
Fiscal Year 2020

Version 1.0 Proposed Budget
(Printed on 4/15/2019)

Prepared by:



Table of Contents

	<u>Page #</u>
 <u>OPERATING BUDGET</u>	
General Fund	
Summary of Revenues, Expenditures and Changes in Fund Balances	1 - 2
Budget Narrative	3 - 7
Exhibit A - Allocation of Fund Balances	8
 <u>DEBT SERVICE BUDGETS</u>	
Series 2015	
Summary of Revenues, Expenditures and Changes in Fund Balances	9
Amortization Schedule	10
Series 2017	
Summary of Revenues, Expenditures and Changes in Fund Balances	11
Amortization Schedule	12
Budget Narrative	13
 <u>SUPPORTING BUDGET SCHEDULES</u>	
2019-2020 Non-Ad Valorem Assessment Summary	14

Brighton Lakes

Community Development District

Operating Budget

Fiscal Year 2020

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU MAR -2019	PROJECTED APR - SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
REVENUES							
Interest - Investments	\$ 4,888	\$ 15,297	\$ 9,500	\$ 8,650	8,650	\$ 17,300	\$ 15,000
Room Rentals	(105)	118	100	25	25	50	25
Interest - Tax Collector	37	250	-	349	-	349	350
Special Assmnts- Tax Collector	837,155	837,624	837,157	793,953	43,204	837,157	923,231
Special Assmnts- Discounts	(28,956)	(30,158)	(33,486)	(30,978)	-	(30,978)	(36,929)
Other Miscellaneous Revenues	4,227	-	-	-	-	-	-
Gate Bar Code/Remotes	4,272	2,036	100	1,022	1,022	2,044	1,500
Access Cards	278	532	1,000	279	279	558	500
TOTAL REVENUES	821,796	825,699	814,371	773,300	53,180	826,480	903,677
EXPENDITURES							
<i>Administrative</i>							
P/R-Board of Supervisors	6,800	5,800	6,000	4,800	1,200	6,000	6,000
FICA Taxes	520	444	459	367	92	459	459
ProfServ-Arbitrage Rebate	-	-	600	-	600	600	600
ProfServ-Dissemination Agent	-	1,000	1,000	-	1,000	1,000	1,000
ProfServ-Engineering	5,525	8,523	5,000	3,605	3,419	7,024	7,000
ProfServ-Legal Services	20,238	25,132	12,000	33,064	10,000	43,064	25,000
ProfServ-Mgmt Consulting Serv	46,906	48,313	49,762	24,881	24,881	49,762	51,255
ProfServ-Property Appraiser	305	-	751	-	751	751	751
ProfServ-Special Assessment	5,000	5,483	5,305	2,908	2,397	5,305	5,305
ProfServ-Trustee Fees	7,125	7,177	8,450	4,041	4,409	8,450	8,450
Auditing Services	3,869	3,800	4,046	4,000	-	4,000	4,000
Communication - Telephone	5,074	9,090	5,000	1,648	1,648	3,296	3,300
Postage and Freight	2,365	807	500	626	626	1,252	1,200
Insurance - General Liability	9,595	6,805	8,708	7,133	-	7,133	8,060
Printing and Binding	5,328	3,005	4,000	2,916	2,916	5,832	5,832
Legal Advertising	1,565	679	800	621	621	1,242	1,000
Miscellaneous Services	1,684	1,263	2,600	6,547	6,547	13,094	2,600
Misc-Assessmnt Collection Cost	11,744	11,134	16,743	15,362	1,381	16,743	18,465
Office Supplies	1,523	182	350	419	419	838	800
Annual District Filing Fee	175	175	175	175	-	175	175
Total Administrative	135,341	138,812	132,249	113,113	62,907	176,020	151,252
<i>Field</i>							
ProfServ-Field Management	30,000	75,900	41,390	20,695	20,695	41,390	41,390
ProfServ-Field Management - Onsite Staff	-	-	60,185	30,093	30,093	60,186	60,185
ProfServ-Field Temp Labor	45,465	773	-	-	-	-	-
Contracts-Landscape	159,284	159,284	164,064	62,855	135,471	198,326	217,850
Electricity - General	60,744	62,895	65,000	28,793	28,793	57,586	63,000
Utility - Water & Sewer	3,257	2,888	4,000	817	817	1,634	3,000
R&M-Common Area	12,240	36,632	30,000	1,921	1,921	3,842	15,000
R&M-Irrigation	6,154	1,999	5,000	2,619	2,619	5,238	5,200
Contracts-Lakes	22,428	26,467	23,400	13,498	13,498	26,996	23,400
R&M-Tree Trimming	-	-	-	-	-	-	20,000
Misc-Contingency	7,157	2,906	7,000	294	294	588	1,000
Capital Reserve	-	-	46,820	44,825	1,995	46,820	-
Total Field	346,729	369,744	446,859	206,410	236,196	442,606	450,025

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU MAR -2019	PROJECTED APR - SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
Gatehouse							
Contracts-Security Services	66,202	86,376	86,376	40,680	45,696	86,376	89,328
Gate Maintenance	37,173	14,622	16,935	6,671	6,671	13,342	18,000
Capital Outlay	91,425	-	-	-	-	-	-
Total Gatehouse	194,800	100,998	103,311	47,351	52,367	99,718	107,328
Road and Street Facilities							
R&M-Roads & Alleyways	7,851	842	1,000	3,142	3,142	6,284	6,000
R&M-Signage	524	4,474	1,200	225	225	450	1,000
Total Road and Street Facilities	8,375	5,316	2,200	3,367	3,367	6,734	7,000
Community Center							
Contracts-Security Services	30,191	35,433	35,000	16,182	18,818	35,000	35,000
R&M-Clubhouse	15,582	11,536	14,752	14,578	174	14,752	14,752
Contract-Pools	29,572	20,123	35,000	5,201	5,201	10,402	7,020
Miscellaneous Services	264	3,532	5,000	131	131	262	5,000
Capital Reserve	-	-	40,000	25,850	14,150	40,000	-
Total Community Center	75,609	70,624	129,752	61,942	38,474	100,416	61,772
Reserves							
Reserves	-	-	-	-	-	-	126,300
Total Reserves	-	-	-	-	-	-	126,300
TOTAL EXPENDITURES & RESERVES	760,854	685,494	814,371	432,183	393,311	825,494	903,677
Excess (deficiency) of revenues Over (under) expenditures	60,942	140,205	-	341,117	(340,131)	986	-
Net change in fund balance	60,942	140,205	-	341,117	(340,131)	986	-
FUND BALANCE, BEGINNING	981,591	1,042,533	1,182,738	1,182,738	-	1,182,738	1,183,724
FUND BALANCE, ENDING	\$ 1,042,533	\$ 1,182,738	\$ 1,182,738	\$ 1,523,855	\$ (340,131)	\$ 1,183,724	\$ 1,183,724

BRIGHTON LAKES

Community Development District

*General Fund***Budget Narrative**
Fiscal Year 2020**REVENUES****Interest - Investments**

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

Room Rental

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

Special Assessments - Tax Collector

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

Special Assessments - Discounts

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

Gate Bar code/Remotes

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

Access Cards

Revenue from the clubhouse access keys.

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

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

Fica Taxes

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

Professional Services - Arbitrage Rebate

The District has contracted with an independent professional firm to annually calculate the arbitrage rebate liability on its bonds.

BRIGHTON LAKES

Community Development District

*General Fund***Budget Narrative**
Fiscal Year 2020**EXPENDITURES – Administrative (continued)****Professional Services - Dissemination Agent**

The District's bond indenture requires special annual reports on the District's development activity. Inframark - Infrastructure Management Services is now providing these reports.

Professional Services - Engineering

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

Professional Services - Legal Services

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

Professional Services - Management Consulting Services

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

Professional Services - Property Appraiser

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

Professional Services - Special Assessment

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

Professional Services - Trustee Fees

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

Auditing Services

The District is required by Florida Statutes to have an independent audit of its financial records on an annual basis. The fees are based on prior year's actuals plus contingency.

BRIGHTON LAKES

Community Development District

*General Fund***Budget Narrative**
Fiscal Year 2020**EXPENDITURES – Administrative (continued)****Communication - Telephone**

The District telephone service charges from four Century Link accounts.

Postage & Freight

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

Insurance - General Liability

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

Printing & Binding

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

Legal Advertising

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

Miscellaneous - Services

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

Misc - Assessment Collection Costs

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

Office Supplies

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

Annual District Filling Fee

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

BRIGHTON LAKES

Community Development District

*General Fund***Budget Narrative**
Fiscal Year 2020**EXPENDITURES – Field****Professional Services - Field Management** **\$ 41,390**

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

Professional Services - Field Management – Onsite Staff **\$60,185**

Costs for personnel at the Amenity Center.

Contracts - Landscape **\$ 217,850**

Blade Runners Landscaping.

Electricity - General **\$ 63,000**

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

Utility – Water & Sewer **\$ 3,000**

Expense for accounts with TOHO for water and sewer.

R&M - Common Area **\$ 15,000**

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

R&M - Irrigation **\$ 5,200**

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

Contracts- Lake **\$ 23,400**

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

Misc - Contingency **\$ 1,000**

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

Contracts - Security System **\$ 89,328**

Envera Security System.

BRIGHTON LAKES

Community Development District

General Fund

Budget Narrative Fiscal Year 2020

EXPENDITURES- Field (continued)

Gate Maintenance **\$ 18,000**

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

EXPENDITURES- Road and Street Facilities

R&M - Roads & Alleyways **\$ 6,000**

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

R&M - Signage **\$ 1,000**

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

EXPENDITURES- Community Center

Contracts - Security Services

Magnosec Security. **\$ 35,000**

R&M - Clubhouse **\$ 14,752**

Contract (<i>Exercise Systems</i>)-maintain fitness equipment	\$ 1,391
Contingency repair to equipment	\$ 11,059
Contract (<i>Bright House</i>) - Cable Services	\$ 1,750
Contract (<i>Terminix</i>) - Termite/Pest Control	\$ 552

Contract - Pools **\$ 7,020**

Churchill Pool - Scheduled maintenance includes regular cleaning of the pool, purchase of chemicals, and filtration.

R&M - Miscellaneous Services **\$ 5,000**

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

Community Development District

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2020	\$ 1,183,724
Net Change in Fund Balance - Fiscal Year 2020	-
Reserves - Fiscal Year 2020	126,300
Total Funds Available (Estimated) - 09/30/2020	1,310,024

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

Operating Reserve - First Quarter Operating Capital	194,344	(1)
Clubhouse	40,000	
Field	90,000	
Landscape	190,967	
Recreation Facilities	101,817	
Roadways	350,094	
Capital Reserve:		
Reserve Study	126,300	
Field - FY 2019	46,820	
Less: FY 19 Expenditures	(46,820)	
Field - FY 2020	-	-
Community Center - FY 2019	40,000	
Less: FY 19 Expenditures	(40,000)	
Community Center - FY 2020	-	-
Subtotal	1,093,522	

Total Allocation of Available Funds	1,093,522
--	------------------

Total Unassigned (undesignated) Cash	\$ 216,501
---	-------------------

Notes

(1) Represents approximately 3 months of operating expenditures.

Brighton Lakes

Community Development District

Debt Service Budgets

Fiscal Year 2020

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU MAR -2019	PROJECTED APR - SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
REVENUES							
Interest - Investments	\$ 586	\$ 2,145	\$ 1,900	\$ 1,804	\$ 1,804	\$ 3,608	\$ 3,000
Special Assmnts- Tax Collector	210,542	210,660	210,541	199,676	10,865	210,541	210,541
Special Assmnts- Discounts	(7,282)	(7,585)	(8,422)	(7,791)	-	(7,791)	(8,422)
TOTAL REVENUES	203,846	205,220	204,019	193,689	12,669	206,358	205,119
EXPENDITURES							
<i>Administrative</i>							
ProfServ-Trustee Fees	-	-	-	3,717	-	3,717	\$ 3,717
Misc-Assessmnt Collection Cost	2,953	2,534	4,211	3,863	-	3,863	4,211
Total Administrative	2,953	2,534	4,211	7,580	-	7,580	7,928
<i>Debt Service</i>							
Principal Debt Retirement	90,000	95,000	100,000	-	100,000	100,000	105,000
Interest Expense	105,242	101,592	97,739	49,271	48,468	97,739	93,940
Total Debt Service	195,242	196,592	197,739	49,271	148,468	197,739	198,940
TOTAL EXPENDITURES	198,195	199,126	201,950	56,851	148,468	205,319	206,868
Excess (deficiency) of revenues Over (under) expenditures	5,651	6,094	2,069	136,838	(135,799)	1,039	(1,749)
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	-	-	2,069	-	-	-	(1,749)
TOTAL OTHER SOURCES (USES)	-	-	2,069	-	-	-	(1,749)
Net change in fund balance	5,651	6,094	2,069	136,838	(135,799)	1,039	(1,749)
FUND BALANCE, BEGINNING	180,805	186,456	192,550	192,550	-	192,550	193,589
FUND BALANCE, ENDING	\$ 186,456	\$ 192,550	\$ 194,619	\$ 329,388	\$ (135,799)	\$ 193,589	\$ 191,841

AMORTIZATION SCHEDULE

SPECIAL ASSESSMENT BONDS

Period Ending	Balance	Principal	Coupon	Interest	Debt Service	Annual Debt Service
11/1/2019	2,310,000			47,227	47,227	195,694
5/1/2020	2,310,000	105,000	4.000%	46,713	151,713	
11/1/2020	2,205,000			45,080	45,080	196,793
5/1/2021	2,205,000	110,000	4.000%	44,345	154,345	
11/1/2021	2,095,000			42,831	42,831	197,176
5/1/2022	2,095,000	115,000	4.000%	42,133	157,133	
11/1/2022	1,980,000			40,480	40,480	197,613
5/1/2023	1,980,000	120,000	4.000%	39,820	159,820	
11/1/2023	1,860,000			38,027	38,027	197,847
5/1/2024	1,860,000	120,000	4.000%	37,613	157,613	
11/1/2024	1,740,000			35,573	35,573	193,187
5/1/2025	1,740,000	130,000	4.000%	34,993	164,993	
11/1/2025	1,610,000			32,916	32,916	197,909
5/1/2026	1,610,000	135,000	4.000%	32,379	167,379	
11/1/2026	1,475,000			30,156	30,156	197,534
5/1/2027	1,475,000	140,000	4.000%	29,664	169,664	
11/1/2027	1,335,000			27,293	27,293	196,957
5/1/2028	1,335,000	145,000	4.000%	26,997	171,997	
11/1/2028	1,190,000			24,329	24,329	196,326
5/1/2029	1,190,000	150,000	4.000%	23,932	173,932	
11/1/2029	1,040,000			21,262	21,262	195,194
5/1/2030	1,040,000	155,000	4.000%	20,916	175,916	
11/1/2030	885,000			18,093	18,093	194,009
5/1/2031	885,000	165,000	4.000%	17,798	182,798	
11/1/2031	720,000			14,720	14,720	197,518
5/1/2032	720,000	170,000	4.000%	14,560	184,560	
11/1/2032	550,000			11,244	11,244	195,804
5/1/2033	550,000	175,000	4.000%	11,061	186,061	
11/1/2033	375,000			7,667	7,667	193,728
5/1/2034	375,000	185,000	4.000%	7,542	192,542	
11/1/2034	190,000			3,884	3,884	196,426
5/1/2035	190,000	190,000	4.000%	3,821	193,821	193,821
Totals		2,310,000		875,069	3,185,069	3,333,537

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2020 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU MAR -2019	PROJECTED APR - SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
REVENUES						
Interest - Investments	\$ 224	\$ 200	\$ 142	\$ 142	\$ 284	\$ 200
Special Assmnts- Tax Collector	254,990	220,651	209,263	11,388	220,651	220,651
Special Assmnts- Discounts	(9,182)	(8,826)	(8,165)	-	(8,165)	(8,826)
TOTAL REVENUES	246,032	212,025	201,240	11,530	212,770	212,025
EXPENDITURES						
<i>Administrative</i>						
Misc-Assessmnt Collection Cost	3,655	4,413	4,049	228	4,277	4,413
Total Administrative	3,655	4,413	4,049	228	4,277	4,413
<i>Debt Service</i>						
Principal Debt Retirement	133,000	138,000	-	138,000	138,000	142,000
Interest Expense	48,107	71,306	35,653	35,653	71,306	66,820
Total Debt Service	181,107	209,306	35,653	173,653	209,306	208,820
TOTAL EXPENDITURES	184,762	213,719	39,702	173,880	213,582	213,233
Excess (deficiency) of revenues		-				
Over (under) expenditures	61,270	(1,694)	161,538	(162,350)	(812)	(1,208)
OTHER FINANCING SOURCES (USES)						
Interfund Transfer - In		-	-	-	-	-
TOTAL OTHER SOURCES (USES)	-	(1,694)	-	-	-	(1,208)
Net change in fund balance	61,270	(1,694)	161,538	(162,350)	(812)	(1,208)
FUND BALANCE, BEGINNING	1,443	62,713	62,713	-	62,713	61,901
FUND BALANCE, ENDING	\$ 62,713	\$ 61,019	\$ 224,251	\$ (162,350)	\$ 61,901	\$ 60,692

AMORTIZATION SCHEDULE

SPECIAL ASSESSMENT BONDS

Period Ending	Coupon	Principal Balance	Interest	Debt Service	Annual Debt Service
11/1/2019			33,410	33,410	
5/1/2020	3.250%	142,000	33,410	175,410	208,820
11/1/2020			31,103	31,103	
5/1/2021	3.250%	147,000	31,103	178,103	209,205
11/1/2021			28,714	28,714	
5/1/2022	3.250%	152,000	28,714	180,714	209,428
11/1/2022			26,244	26,244	
5/1/2023	3.250%	157,000	26,244	183,244	209,488
11/1/2023			23,693	23,693	
5/1/2024	3.250%	162,000	23,693	185,693	209,385
11/1/2024			21,060	21,060	
5/1/2025	3.250%	167,000	21,060	188,060	209,120
11/1/2025			18,346	18,346	
5/1/2026	3.250%	173,000	18,346	191,346	209,693
11/1/2026			15,535	15,535	
5/1/2027	3.250%	179,000	15,535	194,535	210,070
11/1/2027			12,626	12,626	
5/1/2028	3.250%	185,000	12,626	197,626	210,253
11/1/2028			9,620	9,620	
5/1/2029	3.250%	191,000	9,620	200,620	210,240
11/1/2029			6,516	6,516	
5/1/2030	3.250%	197,000	6,516	203,516	210,033
11/1/2030			3,315	3,315	
5/1/2031	3.250%	204,000	3,315	207,315	210,630
Totals		2,056,000	460,363	2,516,363	2,516,363

BRIGHTON LAKES

Community Development District

Debt Service Funds

Budget Narrative
Fiscal Year 2020

REVENUES

Interest - Investments

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

Special Assessment - Tax Collector

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

Special Assessment - Discounts

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

EXPENDITURES - Administrative

Misc. - Assessment Collection Costs

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

Expenditures- Debt Service

Principal Debt Retirement

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

Interest Expense

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

Brighton Lakes

Community Development District

Supporting Budget Schedules

Fiscal Year 2020

**Comparison of Non-Ad Valorem Assessment Rates
Fiscal Year 2020 vs. Fiscal Year 2019**

Product	General Fund 001			2015A DS Per Unit			2017A DS Per Unit			Total Assessments per Unit			Units	Bond Units 2015	Bond Units 2017
	FY 2020	FY 2019	Percent Change	FY 2020	FY 2019	Percent Change	FY 2020	FY 2019	Percent Change	FY 2020	FY 2019	Percent Change			
1/3 Acre Lot	\$1,229.33	\$1,114.72	10%	\$0.00	\$0.00	n/a	\$976.76	\$1,128.00	-13%	\$2,206.10	\$2,242.72	-2%	7	0	6
1/2 Acre Lot	\$1,229.33	\$1,114.72	10%	\$0.00	\$0.00	n/a	\$976.76	\$1,128.00	-13%	\$2,206.10	\$2,242.72	-2%	4	0	4
65' lot	\$1,229.33	\$1,114.72	10%	\$0.00	\$0.00	n/a	\$488.38	\$564.00	-13%	\$1,717.72	\$1,678.72	2%	244	0	241
85' lot	\$1,229.33	\$1,114.72	10%	\$0.00	\$0.00	n/a	\$586.06	\$677.00	-13%	\$1,815.39	\$1,791.72	1%	162	0	159
H - 65' lot	\$1,229.33	\$1,114.72	10%	\$ 632.26	\$632.26	0%	\$0.00	\$0.00	n/a	\$1,861.59	\$1,746.98	7%	100	100	0
I - 65' lot	\$1,229.33	\$1,114.72	10%	\$ 632.26	\$632.26	0%	\$0.00	\$0.00	n/a	\$1,861.59	\$1,746.98	7%	84	84	0
J - 65' lot	\$1,229.33	\$1,114.72	10%	\$ 632.26	\$632.26	0%	\$0.00	\$0.00	n/a	\$1,861.59	\$1,746.98	7%	150	149	0
													751	333	410

8C.

RESOLUTION 2019-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2019/2020 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Brighton Lakes Community Development District (“**District**”) prior to June 15, 2019, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2019 and ending September 30, 2020 (“**Fiscal Year 2019/2020**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

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

1. PROPOSED BUDGET APPROVED. The Proposed Budget prepared by the District Manager for Fiscal Year 2019/2020 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

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

DATE: July 11, 2019

HOOR: 6:00 p.m.

LOCATION: Brighton Lakes Clubhouse
4250 Brighton Lakes Boulevard
Kissimmee, Florida

3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT. The District Manager is hereby directed to submit a copy of the Proposed Budget to Osceola County at least 60 days prior to the hearing set above.

4. POSTING OF PROPOSED BUDGET. In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

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

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

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

PASSED AND ADOPTED THIS 2nd DAY OF MAY, 2019.

ATTEST:

**BRIGHTON LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

RESOLUTION 2019-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2019/2020; DECLARING SPECIAL ASSESSMENTS TO FUND THE PROPOSED BUDGETS PURSUANT TO CHAPTERS 170, 190 AND 197, FLORIDA STATUTES; SETTING PUBLIC HEARINGS; ADDRESSING PUBLICATION; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Brighton Lakes Community Development District (“**District**”) prior to June 15, 2019, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2019 and ending September 30, 2020 (“**Fiscal Year 2019/2020**”); and

WHEREAS, it is in the best interest of the District to fund the administrative and operations services (together, “**Services**”) set forth in the Proposed Budget by levy of special assessments pursuant to Chapters 170, 190 and 197, *Florida Statutes* (“**Assessments**”), as set forth in the preliminary assessment roll included within the Proposed Budget; and

WHEREAS, the District hereby determines that benefits would accrue to the properties within the District, as outlined within the Proposed Budget, in an amount equal to or in excess of the Assessments, and that such Assessments would be fairly and reasonably allocated as set forth in the Proposed Budget; and

WHEREAS, the Board has considered the Proposed Budget, including the Assessments, and desires to set the required public hearings thereon;

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

1. PROPOSED BUDGET APPROVED. The Proposed Budget prepared by the District Manager for Fiscal Year 2019/2020 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. DECLARING ASSESSMENTS. Pursuant to Chapters 170, 190 and 197, *Florida Statutes*, the Assessments shall defray the cost of the Services in the total estimated amounts set forth in the Proposed Budget. The nature of, and plans and specifications for, the Services to be funded by the Assessments are described in the Proposed Budget, which is on file and available for public inspection at the “**District’s Office**,” 313 Campus Street, Celebration, Florida 34747. The Assessments shall be levied within the District on all benefitted lots and lands, and shall be apportioned, all as described in the Proposed Budget and the preliminary assessment roll included therein. The preliminary assessment roll is also on file and available for public inspection at the

District's Office. The Assessments shall be paid in one more installments pursuant to a bill issued by the District in November of 2019, and pursuant to Chapter 170, *Florida Statutes*, or, alternatively, pursuant to the *Uniform Method* as set forth in Chapter 197, *Florida Statutes*.

3. SETTING PUBLIC HEARINGS. Pursuant to Chapters 170, 190, and 197, *Florida Statutes*, public hearings on the approved Proposed Budget and the Assessments are hereby declared and set for the following date, hour and location:

DATE: July 11, 2019

HOUR: 6:00 p.m.

LOCATION: Brighton Lakes Clubhouse
4250 Brighton Lakes Boulevard
Kissimmee, Florida

4. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT. The District Manager is hereby directed to submit a copy of the Proposed Budget to Osceola County at least 60 days prior to the hearing set above.

5. POSTING OF PROPOSED BUDGET. In accordance with Section 189.016, *Florida Statutes*, the District's Secretary is further directed to post the approved Proposed Budget on the District's website at least two days before the budget hearing date as set forth in Section 3, and shall remain on the website for at least 45 days.

6. PUBLICATION OF NOTICE. The District shall cause this Resolution to be published once a week for a period of two weeks in a newspaper of general circulation published in Osceola County. Additionally, notice of the public hearings shall be published in the manner prescribed in Florida law.

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

8. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 2nd DAY OF MAY, 2019.

ATTEST:

**BRIGHTON LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

Ninth Order of Business

9A.

**BRIGHTON LAKES
COMMUNITY DEVELOPMENT DISTRICT
OSCEOLA COUNTY, FLORIDA
FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED
SEPTEMBER 30, 2018**

**BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT
OSCEOLA COUNTY, FLORIDA**

TABLE OF CONTENTS

	<u>Page</u>
INDEPENDENT AUDITOR'S REPORT	1-2
MANAGEMENT'S DISCUSSION AND ANALYSIS	3-6
BASIC FINANCIAL STATEMENTS	
Government-Wide Financial Statements:	
Statement of Net Position	7
Statement of Activities	8
Fund Financial Statements:	
Balance Sheet – Governmental Funds	9
Reconciliation of the Balance Sheet – Governmental Funds to the Statement of Net Position	10
Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds	11
Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities	12
Notes to the Financial Statements	13-21
REQUIRED SUPPLEMENTARY INFORMATION	
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund	22
Notes to Required Supplementary Information	23
INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS	24-25
INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES, REQUIRED BY RULE 10.556(10) OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA	26
MANAGEMENT LETTER PURSUANT TO THE RULES OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA	27-28



Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280
 Boca Raton, Florida 33431
 (561) 994-9299 • (800) 299-4728
 Fax (561) 994-5823
 www.graucpa.com

INDEPENDENT AUDITOR'S REPORT

To the Board of Supervisors
 Brighton Lakes Community Development District
 Osceola County, Florida

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Brighton Lakes Community Development District, Osceola County, Florida ("District") as of and for the fiscal year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of September 30, 2018, and the respective changes in financial position thereof for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 4, 2019, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Report on Other Legal and Regulatory Requirements

We have also issued our report dated March 4, 2019, on our consideration of the District's compliance with the requirements of Section 218.415, Florida Statutes, as required by Rule 10.556(10) of the Auditor General of the State of Florida. The purpose of that report is to provide an opinion based on our examination conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants.

Deane & Associates

March 4, 2019

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of Brighton Lakes Community Development District, Osceola County, Florida ("District") provides a narrative overview of the District's financial activities for the fiscal year ended September 30, 2018. Please read it in conjunction with the District's Independent Auditor's Report, basic financial statements, accompanying notes and supplementary information to the basic financial statements.

FINANCIAL HIGHLIGHTS

- The assets plus deferred outflows of resources of the District exceeded its liabilities at the close of the most recent fiscal year resulting in a net position balance of \$10,919,159.
- The change in the District's total net position in comparison with the prior fiscal year was (\$380,692), a decrease. The key components of the District's net position and change in net position are reflected in the table in the government-wide financial analysis section.
- At September, 2018, the District's governmental funds reported combined ending fund balances of \$1,470,880, an increase of \$207,568 in comparison with the prior fiscal year. The total fund balance is restricted for debt service, non-spendable for prepaid items, assigned to reserves, and the remainder is unassigned fund balance which is available for spending at the District's discretion.

OVERVIEW OF FINANCIAL STATEMENTS

This discussion and analysis are intended to serve as the introduction to the District's basic financial statements. The District's basic financial statements are comprised of three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

1) Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the District's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all the District's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the residual amount being reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

The statement of activities presents information showing how the government's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements include all governmental activities that are principally supported by special assessment revenues. The District does not have any business-type activities. The governmental activities of the District include the general government (management), maintenance and recreation functions.

2) Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The District, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The District has one fund category: governmental funds.

OVERVIEW OF FINANCIAL STATEMENTS (Continued)2) Fund Financial Statements (Continued)Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a District's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the District's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The District maintains four governmental funds for external reporting. Information is presented separately in the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances for the general fund and debt service funds, all of which are considered major funds. The Series 2007 debt service fund was closed in the current fiscal year.

The District adopts an annual appropriated budget for its general fund. A budgetary comparison schedule has been provided for the general fund to demonstrate compliance with the budget.

3) Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of an entity's financial position. In the case of the District, assets plus deferred outflows of resources exceeded liabilities at the close of the most recent fiscal year.

Key components of the District's net position are reflected in the following table:

NET POSITION SEPTEMBER 30,		
	2018	2017
Current and other assets	\$ 1,481,749	\$ 1,310,731
Capital assets, net of depreciation	13,927,831	14,701,420
Total assets	15,409,580	16,012,151
Deferred outflows of resources	241,403	259,973
Current liabilities	81,639	94,088
Long-term liabilities	4,650,185	4,878,185
Total liabilities	4,731,824	4,972,273
Net position		
Net investment in capital assets	9,519,049	10,083,208
Restricted	217,372	174,111
Unrestricted	1,182,738	1,042,532
Total net position	\$ 10,919,159	\$ 11,299,851

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The District's net position reflects its investment in capital assets (e.g. land, land improvements, and infrastructure) less any related debt used to acquire those assets that is still outstanding. These assets are used to provide services to residents; consequently, these assets are not available for future spending. Although the District's investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

The restricted portion of the District's net position represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position may be used to meet the District's other obligations.

The District's net position decreased during the most recent fiscal year. The majority of the decrease represents the extent to which cost of operations and depreciation expense exceeded program revenues.

Key elements of the change in net position are reflected in the following table:

CHANGES IN NET POSITION FOR THE FISCAL YEAR ENDED SEPTEMBER 30,		
	2018	2017
Revenues:		
Program revenues	\$ 1,256,349	\$ 1,265,520
Operating grants and contributions	2,369	766
General revenues	18,233	13,597
Total revenues	1,276,951	1,279,883
Expenses:		
General government	221,675	218,693
Maintenance and operations	1,071,976	1,050,944
Recreation	171,622	178,984
Interest	192,370	232,766
Cost of issuance of new debt	-	148,817
Total expenses	1,657,643	1,830,204
Change in net position	(380,692)	(550,321)
Net position - beginning	11,299,851	11,850,172
Net position - ending	\$ 10,919,159	\$ 11,299,851

As noted above and in the statement of activities, the cost of all governmental activities during the fiscal year ended September 30, 2018 was \$1,657,643. The costs of the District's activities were primarily funded by program revenues. Program revenues, comprised primarily of assessments, decreased during the fiscal year as a result of a decrease in assessments per unit due to bond refunding. In total, expenses, including depreciation, decreased from the prior fiscal year. The majority of the decrease is result of non-recurring costs associated with issuing the Series 2017 Special Assessment Revenue Refunding bonds in the prior fiscal year.

GENERAL BUDGETING HIGHLIGHTS

An operating budget was adopted and maintained by the governing board for the District pursuant to the requirements of Florida Statutes. The budget is adopted using the same basis of accounting that is used in preparation of the fund financial statements. The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2018.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At September 30, 2018, the District had \$22,342,681 invested in capital assets for its governmental activities. In the government-wide financial statements accumulated depreciation of \$8,414,850 has been taken, which resulted in a net book value of \$13,927,831. More detailed information about the District's capital assets is presented in the notes of the financial statements.

CAPITAL ASSETS AND DEBT ADMINISTRATION (Continued)

Capital Debt

At September 30, 2018, the District had \$4,650,185 in Bonds and Notes outstanding for its governmental activities. More detailed information about the District's capital debt is presented in the notes of the financial statements.

ECONOMIC FACTORS AND NEXT YEARS BUDGET

The District does not anticipate any major projects or significant changes to its infrastructure maintenance program for the subsequent fiscal year 2018. In addition, it is anticipated that the general operations of the District will remain fairly constant.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, landowners, customers, investors and creditors with a general overview of the District's finances and to demonstrate the District's accountability for the financial resources it manages and the stewardship of the facilities it maintains. If you have questions about this report or need additional financial information, contact Brighton Lakes Community Development District's Finance Department at 210 N. University Drive, Suite 702, Coral Springs, Florida 33071.

**BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT
OSCEOLA COUNTY, FLORIDA
STATEMENT OF NET POSITION
SEPTEMBER 30, 2018**

	<u>Governmental Activities</u>
ASSETS	
Cash	\$ 773,488
Investments	401,402
Due from other government	7,818
Accounts receivable	7,328
Interest receivable	3,850
Prepays	2,515
Restricted assets:	
Investments	285,348
Capital assets:	
Nondepreciable	690,000
Depreciable, net	13,237,831
Total assets	<u>15,409,580</u>
 DEFERRED OUTFLOW OF RESOURCES	
Deferred amount on refunding	241,403
Total deferred outflows of resources	<u>241,403</u>
 LIABILITIES	
Accounts payable and accrued expenses	10,869
Accrued interest payable	70,770
Non-current liabilities:	
Bonds payable, due within one year	238,000
Bonds payable, due in more than one year	4,366,000
Loan payable, due in more than one year	46,185
Total liabilities	<u>4,731,824</u>
 NET POSITION	
Net investment in capital assets	9,519,049
Restricted for debt service	217,372
Unrestricted	1,182,738
Total net position	<u>\$ 10,919,159</u>

See notes to the financial statements

**BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT
OSCEOLA COUNTY, FLORIDA
STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018**

Functions/Programs	Expenses	Program Revenues		Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	
Primary government:				
Governmental activities:				
General government	\$ 221,675	\$ 122,158	\$ -	\$ (99,517)
Maintenance and operations	1,071,976	590,732	-	(481,244)
Recreation	171,622	94,576	-	(77,046)
Interest on long-term debt	192,370	448,883	2,369	258,882
Total governmental activities	1,657,643	1,256,349	2,369	(398,925)
		General revenues:		
		Unrestricted investment earnings		15,547
		Miscellaneous		2,686
		Total general revenues		18,233
		Change in net position		(380,692)
		Net position - beginning		11,299,851
		Net position - ending		\$ 10,919,159

See notes to the financial statements

**BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT
OSCEOLA COUNTY, FLORIDA
BALANCE SHEET
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2018**

	Major Funds				Total
	General	Debt Service Series 2007	Debt Service Series 2015	Debt Service Series 2017	Governmental Funds
ASSETS					
Cash	\$ 773,488	\$ -	\$ -	\$ -	\$ 773,488
Investments	401,402	-	191,021	94,327	686,750
Due from other government	5,024	-	1,530	1,264	7,818
Accounts receivable	7,328	-	-	-	7,328
Interest receivable	3,850	-	-	-	3,850
Prepays	2,515	-	-	-	2,515
Total assets	\$ 1,193,607	\$ -	\$ 192,551	\$ 95,591	\$ 1,481,749
LIABILITIES AND FUND BALANCES					
Liabilities:					
Accounts payable and accrued expenses	\$ 10,869	\$ -	\$ -	\$ -	\$ 10,869
Total liabilities	10,869	-	-	-	10,869
Fund balances:					
Nonspendable:					
Prepays	2,515	-	-	-	2,515
Restricted for:					
Debt service	-	-	192,551	95,591	288,142
Assigned to:					
Operating reserve	169,967	-	-	-	169,967
Reserves - landscape	190,967	-	-	-	190,967
Reserves - recreation facilities	101,817	-	-	-	101,817
Reserves - roadways	350,049	-	-	-	350,049
Reserves - field and clubhouse	130,000	-	-	-	130,000
Unassigned	237,423	-	-	-	237,423
Total fund balances	1,182,738	-	192,551	95,591	1,470,880
Total liabilities and fund balances	\$ 1,193,607	\$ -	\$ 192,551	\$ 95,591	\$ 1,481,749

See notes to the financial statements

**BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT
OSCEOLA COUNTY, FLORIDA
RECONCILIATION OF THE BALANCE SHEET - GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION
SEPTEMBER 30, 2018**

Fund balance - governmental funds \$ 1,470,880

Amounts reported for governmental activities in the statement of net position are different because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported as assets in the governmental funds. The statement of net position includes those capital assets, net of any accumulated depreciation, in the net position of the government as a whole.

Cost of capital assets	22,342,681	
Accumulated depreciation	<u>(8,414,850)</u>	13,927,831

Deferred charges on refunding of long-term debt are shown as deferred outflows/inflows of resources in the government-wide financial statements; however, this amount is not reported in the governmental fund financial statements.

241,403

Liabilities not due and payable from current available resources are not reported as liabilities in the governmental fund statements. All liabilities, both current and long-term, are reported in the government-wide financial statements.

Accrued interest payable	(70,770)	
Bonds payable	<u>(4,650,185)</u>	<u>(4,720,955)</u>
Net position of governmental activities		<u>\$ 10,919,159</u>

See notes to the financial statements

**BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT
OSCEOLA COUNTY, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018**

	Major Funds				Total
	General	Debt Service Series 2007	Debt Service Series 2015	Debt Service Series 2017	Governmental Funds
REVENUES					
Assessments	\$ 807,466	\$ -	\$ 203,075	\$ 245,808	\$ 1,256,349
Miscellaneous	2,686	-	-	-	2,686
Interest income	15,547	-	2,145	224	17,916
Total revenues	825,699	-	205,220	246,032	1,276,951
EXPENDITURES					
Current:					
General government	215,484	2	2,534	3,655	221,675
Maintenance and operations	298,387	-	-	-	298,387
Gatehouse	100,998	-	-	-	100,998
Community center	70,624	-	-	-	70,624
Debt Service:					
Principal	-	-	95,000	133,000	228,000
Interest	-	-	101,592	48,107	149,699
Total expenditures	685,493	2	199,126	184,762	1,069,383
Excess (deficiency) of revenues over (under) expenditures					
	140,206	(2)	6,094	61,270	207,568
Fund balances - beginning	1,042,532	2	186,457	34,321	1,263,312
Fund balances - ending	\$ 1,182,738	\$ -	\$ 192,551	\$ 95,591	\$ 1,470,880

See notes to the financial statements

**BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT
OSCEOLA COUNTY, FLORIDA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018**

Net change in fund balances - total governmental funds	\$ 207,568
Amounts reported for governmental activities in the statement of activities are different because:	
Depreciation on capital assets is not recognized in the governmental fund financial statements but is reported as an expense in the statement of activities.	(773,589)
Repayment of long-term liabilities are reported as expenditures in the governmental fund statements but such repayments reduce liabilities in the statement of net position and are eliminated in the statement of activities.	228,000
Amortization of deferred amounts on refunding are not recognized in the governmental fund financial statements but are reported as an expense in the statement of activities.	(18,570)
The change in accrued interest on long-term liabilities between the current and prior fiscal year is recorded in the statement of activities but not in the fund financial statements.	<u>(24,101)</u>
Change in net position of governmental activities	<u>\$ (380,692)</u>

See notes to the financial statements

**BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT
OSCEOLA COUNTY, FLORIDA
NOTES TO FINANCIAL STATEMENTS**

NOTE 1 – NATURE OF ORGANIZATION AND REPORTING ENTITY

Brighton Lakes Community Development District ("District") was created on April 12, 2000 by Ordinance No. 00-09 of Osceola County, Florida, pursuant to the Uniform Community Development District Act of 1980, otherwise known as Chapter 190, Florida Statutes. The Act provides among other things, the power to manage basic services for community development, power to borrow money and issue bonds, and to levy and assess non-ad valorem assessments for the financing and delivery of capital infrastructure.

The District was established for the purposes of financing and managing the acquisition, construction, maintenance and operation of a portion of the infrastructure necessary for community development within the District.

The District is governed by the Board of Supervisors ("Board"), which is composed of five members. The Supervisors are elected by owners of property within the District. The Board of Supervisors of the District exercise all powers granted to the District pursuant to Chapter 190, Florida Statutes.

The Board has the responsibility for:

1. Assessing and levying assessments.
2. Approving budgets.
3. Exercising control over facilities and properties.
4. Controlling the use of funds generated by the District.
5. Approving the hiring and firing of key personnel.
6. Financing improvements.

The financial statements were prepared in accordance with Governmental Accounting Standards Board ("GASB") Statements. Under the provisions of those standards, the financial reporting entity consists of the primary government, organizations for which the District is considered to be financially accountable and other organizations for which the nature and significance of their relationship with the District are such that, if excluded, the financial statements of the District would be considered incomplete or misleading. There are no entities considered to be component units of the District; therefore, the financial statements include only the operations of the District.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Government-Wide and Fund Financial Statements

The basic financial statements include both government-wide and fund financial statements.

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. *Program revenues* include 1) charges to customers who purchase, use or directly benefit from goods, services or privileges provided by a given function or segment (Operating-type special assessments for maintenance and debt service are treated as charges for services.) and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Other items not included among program revenues are reported instead as *general revenues*.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Assessments are recognized as revenues in the year for which they are levied. Grants and similar items are to be recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be *available* when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures are recorded only when payment is due.

Assessments

Assessments, including debt service assessments along with operation and maintenance assessments, are non-ad valorem special assessments imposed on all lands located within the District and benefited by the District's activities, operation and maintenance. Assessments are levied and certified for collection by the District prior to the start of the fiscal year which begins October 1st and ends on September 30th. Operation and maintenance special assessments are imposed upon all benefited lands located in the District. Debt service special assessments are imposed upon certain lots and lands as described in each resolution imposing the special assessment for each series of bonds issued by the District.

Assessments and interest associated with the current fiscal period are considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. The portion of assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period.

The District reports the following major governmental funds:

General Fund

The general fund is the general operating fund of the District. It is used to account for all financial resources except those required to be accounted for in another fund.

Debt Service Funds

The debt service funds are used to account for the accumulation of resources for the annual payment of principal and interest on long-term debt.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

When both restricted and unrestricted resources are available for use, it is the government's policy to use restricted resources first for qualifying expenditures, then unrestricted resources as they are needed.

Assets, Liabilities and Net Position or Equity

Restricted Assets

These assets represent cash and investments set aside pursuant to Bond covenants or other contractual restrictions.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**Assets, Liabilities and Net Position or Equity (Continued)****Deposits and Investments**

The District's cash and cash equivalents are considered to be cash on hand and demand deposits.

The District has elected to proceed under the Alternative Investment Guidelines as set forth in Section 218.415 (17) Florida Statutes. The District may invest any surplus public funds in the following:

- a) The Local Government Surplus Trust Funds, or any intergovernmental investment pool authorized pursuant to the Florida Interlocal Cooperation Act;
- b) Securities and Exchange Commission registered money market funds with the highest credit quality rating from a nationally recognized rating agency;
- c) Interest bearing time deposits or savings accounts in qualified public depositories;
- d) Direct obligations of the U.S. Treasury.

The State Board of Administration's ("SBA") Local Government Surplus Funds Trust Fund ("Florida PRIME") is a "2a-7 like" pool. A "2a-7 like" pool is an external investment pool that is not registered with the Securities and Exchange Commission ("SEC") as an investment company, but nevertheless has a policy that it will, and does, operate in a manner consistent with the SEC's Rule 2a-7 of the Investment Company Act of 1940, which comprises the rules governing money market funds. Thus, the pool operates essentially as a money market fund. The District has reported its investment in Florida PRIME at amortized cost for financial reporting purposes.

Securities listed in paragraph c and d shall be invested to provide sufficient liquidity to pay obligations as they come due. In addition, surplus funds may be deposited into certificates of deposit which are insured and any unspent Bond proceeds are required to be held in investments as specified in the Bond Indenture.

The District records all interest revenue related to investment activities in the respective funds. Investments are measured at amortized cost or reported at fair value as required by generally accepted accounting principles.

Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements.

Capital Assets

Capital assets, which include property, plant and equipment, and infrastructure assets (e.g., roads, sidewalks and similar items) are reported in the government activities columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant and equipment of the District are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Furniture and equipment	10 - 15
Buildings and Infrastructure	10 - 30

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**Assets, Liabilities and Net Position or Equity (Continued)****Capital Assets (Continued)**

In the governmental fund financial statements, amounts incurred for the acquisition of capital assets are reported as fund expenditures. Depreciation expense is not reported in the governmental fund financial statements.

Refunding of Debt

For current refunding and advance refunding resulting in the defeasance of debt, the difference between the reacquisition price and the net carrying amount of the old debt is reported as a deferred outflow of resources and recognized ratably as a component of interest expense over the remaining life of the old debt or the life of the new debt, whichever is shorter. In connection with the refunding, \$18,570 was recognized as a component of interest expense in the current fiscal year.

Unearned Revenue

Governmental funds report unearned revenue in connection with resources that have been received, but not yet earned.

Long-Term Obligations

In the government-wide financial statements long-term debt and other long-term obligations are reported as liabilities in the statement of net position. Bond premiums and discounts are deferred and amortized ratably over the life of the Bonds. Bonds payable are reported net of applicable premiums or discounts. Bond issuance costs are expensed when incurred.

In the fund financial statements, governmental fund types recognize premiums and discounts, as well as issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time.

Fund Equity/Net Position

In the fund financial statements, governmental funds report non spendable and restricted fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Assignments of fund balance represent tentative management plans that are subject to change.

The District can establish limitations on the use of fund balance as follows:

Committed fund balance – Amounts that can be used only for the specific purposes determined by a formal action (resolution) of the Board of Supervisors. Commitments may be changed or lifted only by the Board of Supervisors taking the same formal action (resolution) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**Assets, Liabilities and Net Position or Equity (Continued)****Fund Equity/Net Position (Continued)**

Assigned fund balance – Includes spendable fund balance amounts established by the Board of Supervisors that are intended to be used for specific purposes that are neither considered restricted nor committed. The Board may also assign fund balance as it does when appropriating fund balance to cover differences in estimated revenue and appropriations in the subsequent year's appropriated budget. Assignments are generally temporary and normally the same formal action need not be taken to remove the assignment.

The District first uses committed fund balance, followed by assigned fund balance and then unassigned fund balance when expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications could be used.

Net position is the difference between assets and deferred outflows of resources less liabilities and deferred inflows of resources. Net position in the government-wide financial statements are categorized as net investment in capital assets, restricted or unrestricted. Net investment in capital assets represents net position related to infrastructure and property, plant and equipment. Restricted net position represents the assets restricted by the District's Bond covenants or other contractual restrictions. Unrestricted net position consists of the net position not meeting the definition of either of the other two components.

Other Disclosures**Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

NOTE 3 – BUDGETARY INFORMATION

The District is required to establish a budgetary system and an approved Annual Budget. Annual Budgets are adopted on a basis consistent with generally accepted accounting principles for the general fund. All annual appropriations lapse at fiscal year-end.

The District follows these procedures in establishing the budgetary data reflected in the financial statements.

- a) Each year the District Manager submits to the District Board a proposed operating budget for the fiscal year commencing the following October 1.
- b) Public hearings are conducted to obtain public comments.
- c) Prior to October 1, the budget is legally adopted by the District Board.
- d) All budget changes must be approved by the District Board.
- e) The budgets are adopted on a basis consistent with generally accepted accounting principles.
- f) Unused appropriation for annually budgeted funds lapse at the end of the year.

NOTE 4 – DEPOSITS AND INVESTMENTS

Deposits

The District's cash balances, including certificates of deposits as shown below, were entirely covered by federal depository insurance or by a collateral pool pledged to the State Treasurer. Florida Statutes Chapter 280, "Florida Security for Public Deposits Act", requires all qualified depositories to deposit with the Treasurer or another banking institution eligible collateral equal to various percentages of the average daily balance for each month of all public deposits in excess of any applicable deposit insurance held. The percentage of eligible collateral (generally, U.S. Governmental and agency securities, state or local government debt, or corporate bonds) to public deposits is dependent upon the depository's financial history and its compliance with Chapter 280. In the event of a failure of a qualified public depository, the remaining public depositories would be responsible for covering any resulting losses.

Investments

The District's investments were held as follows at September 30, 2018:

	Amortized cost	Credit Risk	Maturities
First American Government Obligation Fund Class Y	\$ 191,021	S&P AAAm	Weighted average of the fund portfolio: 26 days
US Bank N.A. Commercial Paper	94,327	S&P A-1+	Open ended
Bank United Certificate of Deposit - 12 months	129,772		12/1/2018
Bank United Certificate of Deposit - 18 months	259,285		3/18/2019
Florida Prime	12,345	S&P AAAm	Weighted average of the fund portfolio: 33 days
	<u>\$ 686,750</u>		

Credit risk – For investments, credit risk is generally the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Investment ratings by investment type are included in the preceding summary of investments.

Concentration risk – The District places no limit on the amount the District may invest in any one issuer.

Interest rate risk – The District does not have a formal policy that limits investment maturities as a means of managing exposure to fair value losses arising from increasing interest rates.

However, the Bond Indenture limits the type of investments held using unspent proceeds.

Fair Value Measurement – When applicable, the District measures and records its investments using fair value measurement guidelines established in accordance with GASB Statements. The framework for measuring fair value provides a fair value hierarchy that prioritizes the inputs to valuation techniques.

These guidelines recognize a three-tiered fair value hierarchy, in order of highest priority, as follows:

- **Level 1:** Investments whose values are based on unadjusted quoted prices for identical investments in active markets that the District has the ability to access;
- **Level 2:** Investments whose inputs - other than quoted market prices - are observable either directly or indirectly; and,
- **Level 3:** Investments whose inputs are unobservable.

The fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the entire fair value measurement. Valuation techniques used should maximize the use of observable inputs and minimize the use of unobservable inputs.

Money market investments that have a maturity at the time of purchase of one year or less and are held by governments other than external investment pools should be measured at amortized cost. For external investment pools that qualify to be measured at amortized cost, the pool's participants should also measure their investments in that external investment pool at amortized cost for financial reporting purposes. Non-negotiable, non-transferable certificates of deposits that do not consider market rates are required to be reported at amortized cost. Accordingly, the District's investments have been reported at amortized cost above.

NOTE 4 – DEPOSITS AND INVESTMENTS (Continued)**Investments (Continued)**

External Investment Pool – With regard to redemption gates, Chapter 218.409(8)(a), Florida Statutes, states that “The principal, and any part thereof, of each account constituting the trust fund is subject to payment at any time from the moneys in the trust fund. However, the Executive Director may, in good faith, on the occurrence of an event that has a material impact on liquidity or operations of the trust fund, for 48 hours limit contributions to or withdrawals from the trust fund to ensure that the Board can invest moneys entrusted to it in exercising its fiduciary responsibility. Such action must be immediately disclosed to all participants, the Trustees, the Joint Legislative Auditing Committee, the Investment Advisory Council, and the Participant Local Government Advisory Council. The Trustees shall convene an emergency meeting as soon as practicable from the time the Executive Director has instituted such measures and review the necessity of those measures. If the Trustees are unable to convene an emergency meeting before the expiration of the 48-hour moratorium on contributions and withdrawals, the moratorium may be extended by the Executive Director until the Trustees are able to meet to review the necessity for the moratorium. If the Trustees agree with such measures, the Trustees shall vote to continue the measures for up to an additional 15 days. The Trustees must convene and vote to continue any such measures before the expiration of the time limit set, but in no case may the time limit set by the Trustees exceed 15 days.”

With regard to liquidity fees, Florida Statute 218.409(4) provides authority for the SBA to impose penalties for early withdrawal, subject to disclosure in the enrollment materials of the amount and purpose of such fees. At present, no such disclosure has been made.

As of September 30, 2018, there were no redemption fees or maximum transaction amounts, or any other requirements that serve to limit a participant's daily access to 100% of their account value.

NOTE 5 – CAPITAL ASSETS

Capital asset activity for the fiscal year ended September 30, 2018 was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance
<u>Governmental activities</u>				
Capital assets, not being depreciated				
Land and land improvements	\$ 690,000	\$ -	\$ -	\$ 690,000
Total capital assets, not being depreciated	690,000	-	-	690,000
Capital assets, being depreciated				
Furniture, fixtures and equipment	63,946	-	-	63,946
Infrastructure	19,005,984	-	-	19,005,984
Improvements other than buildings	2,582,751	-	-	2,582,751
Total capital assets, being depreciated	21,652,681	-	-	21,652,681
Less accumulated depreciation for:				
Furniture, fixtures and equipment	55,932	1,083	-	57,015
Infrastructure	6,237,341	640,507	-	6,877,848
Improvements other than buildings	1,347,988	131,999	-	1,479,987
Total accumulated depreciation	7,641,261	773,589	-	8,414,850
Total capital assets, being depreciated, net	14,011,420	(773,589)	-	13,237,831
Governmental activities capital assets, net	\$ 14,701,420	\$ (773,589)	\$ -	\$ 13,927,831

Depreciation expense was charged to the maintenance and operations function.

NOTE 6 – LONG-TERM LIABILITIES**Series 2015**

On December 16, 2015, the District issued \$2,670,000 of Special Assessment Refunding Bonds Series 2015 due May 1, 2035, with a fixed interest rate of 4.000%. The Bonds were issued for the primary purpose of refunding the District's outstanding Series 2004A Special Assessment Bonds, (the "refunded Bonds") and pay certain costs associated with the issuance of the Bonds. Interest is to be paid semiannually on each May 1 and November 1. Principal on the Bonds is to be paid serially commencing May 1, 2016 through May 1, 2035.

The Series 2015 Bonds are subject to redemption at the option of the District as outlined in the Bond Indenture. The Series 2015 Bonds are subject to extraordinary mandatory redemption prior to maturity in the manner determined by the Bond Registrar if certain events occurred as outlined in the Bond Indenture.

The Bond Indentures established debt service reserve requirements as well as other restrictions and requirements for procedures to be followed by the District on assessments to property owners. The District agrees to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements. The District was in compliance with the requirements at September 30, 2018.

Series 2017

On September 12, 2017, the District issued \$2,327,000 of Special Assessment Revenue Refunding Notes Series 2017 due May 1, 2031, with subject to adjustment interest rate of 3.25%. The Bonds were issued for the primary purpose of refunding the District's outstanding Series 2007 Special Assessment Refunding Bonds, (the "refunded Bonds") and pay certain costs associated with the issuance of the Bonds. Interest is to be paid semiannually on each May 1 and November 1. Principal on the Bonds is to be paid serially commencing May 1, 2018 through May 1, 2031.

The Series 2017 Bonds are subject to redemption at the option of the District as outlined in the Bond Indenture. The Series 2017 Bonds are subject to extraordinary mandatory redemption prior to maturity in the manner determined by the Bond Registrar if certain events occurred as outlined in the Bond Indenture.

The Bond Indentures established debt service reserve requirements as well as other restrictions and requirements for procedures to be followed by the District on assessments to property owners. The District agrees to levy special assessments in annual amounts adequate to provide payment of debt service and to meet the reserve requirements. The District was in compliance with the requirements at September 30, 2018.

Series 2017 Promissory Note

On September 8, 2017, the District issued \$46,185 Promissory Note, Series 2017. The amounts owed under this Note shall be due and payable only from excess revenues in the Series 2017 Revenue Fund that accrue on or before the Maturity Date of November 2, 2019. This Note does not bear interest and may be prepaid. If the Principal Balance has not been repaid in full on the Maturity Date, then the District shall have no obligations to make any additional payments under this Note. No payments on the Series 2017 Promissory Note were made in the current fiscal year. See Note 9 - Subsequent Events for payment made subsequent to fiscal year end.

Long-term Debt Activity

Changes in long-term liability activity for the fiscal year ended September 30, 2018 were as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
<u>Governmental activities</u>					
Bonds payable:					
Series 2015	\$ 2,505,000	\$ -	\$ 95,000	\$ 2,410,000	\$ 100,000
Series 2017	2,327,000	-	133,000	2,194,000	138,000
Series 2017 Restructuring Note	46,185	-	-	46,185	-
Total	\$ 4,878,185	\$ -	\$ 228,000	\$ 4,650,185	\$ 238,000

NOTE 6 – LONG-TERM LIABILITIES (Continued)**Long-term Debt Activity (Continued)**

At September 30, 2018, the scheduled debt service requirements on the long-term debt were as follows:

Year ending September 30:	Governmental Activities		
	Principal	Interest	Total
2019	\$ 238,000	\$ 169,044	\$ 407,044
2020	247,000	160,760	407,760
2021	257,000	151,630	408,630
2022	267,000	142,391	409,391
2023	277,000	132,788	409,788
2024-2028	1,536,000	508,131	2,044,131
2029-2033	1,407,000	216,818	1,623,818
2034-2035	375,000	22,914	397,914
Total	\$ 4,604,000	\$ 1,504,476	\$ 6,108,476

NOTE 7 – MANAGEMENT COMPANY

The District has contracted with a management company to perform management advisory services, which include financial and accounting services. Certain employees of the management company also serve as officers of the District. Under the agreement, the District compensates the management company for management, accounting, financial reporting, and other administrative costs.

NOTE 8 – RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The District has obtained commercial insurance from independent third parties to mitigate the costs of these risks; coverage may not extend to all situations. There were no settled claims during the past three years.

NOTE 9 – SUBSEQUENT EVENTS**Series 2017 Promissory Note Payment**

Subsequent to fiscal year end, the District paid a total of \$32,878 of the Series 2017 Promissory Note using excess funds from the Series 2017 Bond Revenue trust account.

**BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT
OSCEOLA COUNTY, FLORIDA
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN
FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND
FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2018**

	Budgeted Amounts <u>Original & Final</u>	Actual Amounts	Variance with Final Budget - Positive (Negative)
REVENUES			
Assessments	\$ 803,668	\$ 807,466	\$ 3,798
Interest	5,000	15,547	10,547
Miscellaneous	1,200	2,686	1,486
Total revenues	<u>809,868</u>	<u>825,699</u>	<u>15,831</u>
EXPENDITURES			
Current:			
General government	126,353	215,484	(89,131)
Maintenance and operations	453,812	298,387	155,425
Gatehouse	101,151	100,998	153
Community center	88,552	70,624	17,928
Capital outlay	40,000	-	40,000
Total expenditures	<u>809,868</u>	<u>685,493</u>	<u>124,375</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ -</u>	140,206	<u>\$ 140,206</u>
Fund balance - beginning		<u>1,042,532</u>	
Fund balance - ending		<u>\$ 1,182,738</u>	

See notes to required supplementary information

**BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT
OSCEOLA COUNTY, FLORIDA
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

The District is required to establish a budgetary system and an approved Annual Budget for the general fund. The District's budgeting process is based on estimates of cash receipts and cash expenditures which are approved by the Board. The budget approximates a basis consistent with accounting principles generally accepted in the United States of America (generally accepted accounting principles).

The legal level of budgetary control, the level at which expenditures may not exceed budget, is in the aggregate. Any budget amendments that increase the aggregate budgeted appropriations must be approved by the Board of Supervisors. Actual general fund expenditures did not exceed appropriations for the fiscal year ended September 30, 2018.



Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280
 Boca Raton, Florida 33431
 (561) 994-9299 • (800) 299-4728
 Fax (561) 994-5823
 www.graucpa.com

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Supervisors
 Brighton Lakes Community Development District
 Osceola County, Florida

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and each major fund of Brighton Lakes Community Development District, Osceola County, Florida ("District") as of and for the fiscal year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our opinion thereon dated March 4, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted a matter involving the internal control over financial reporting and compliance that we have reported to management of the District in a separate letter dated March 4, 2019.

The District's response to the finding identified in our audit is described in the accompanying Management Letter. We did not audit the District's response and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Shaw & Associates

March 4, 2019



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280
Boca Raton, Florida 33431
(561) 994-9299 • (800) 299-4728
Fax (561) 994-5823
www.graucpa.com

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH THE
REQUIREMENTS OF SECTION 218.415, FLORIDA STATUTES, REQUIRED BY
RULE 10.556(10) OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA**

To the Board of Supervisors
Brighton Lakes Community Development District
Osceola County, Florida

We have examined Brighton Lakes Community Development District, Osceola County, Florida's ("District") compliance with the requirements of Section 218.415, Florida Statutes, in accordance with Rule 10.556(10) of the Auditor General of the State of Florida during the fiscal year ended September 30, 2018. Management is responsible for the District's compliance with those requirements. Our responsibility is to express an opinion on the District's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the District complied, in all material respects, with the specified requirements referenced in Section 218.415, Florida Statutes. An examination involves performing procedures to obtain evidence about whether the District complied with the specified requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material noncompliance, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion. Our examination does not provide a legal determination on the District's compliance with specified requirements.

In our opinion, the District complied, in all material respects, with the aforementioned requirements for the fiscal year ended September 30, 2018.

This report is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, management, and the Board of Supervisors of Brighton Lakes Community Development District, Osceola County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

Grau & Associates

March 4, 2019



Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

951 Yamato Road • Suite 280
 Boca Raton, Florida 33431
 (561) 994-9299 • (800) 299-4728
 Fax (561) 994-5823
 www.graucpa.com

MANAGEMENT LETTER PURSUANT TO THE RULES OF THE AUDITOR GENERAL FOR THE STATE OF FLORIDA

To the Board of Supervisors
 Brighton Lakes Community Development District
 Osceola County, Florida

Report on the Financial Statements

We have audited the accompanying basic financial statements of Brighton Lakes Community Development District, Osceola County, Florida ("District") as of and for the fiscal year ended September 30, 2018, and have issued our report thereon dated March 4, 2019.

Auditor's Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance with *Government Auditing Standards*; and Independent Auditor's Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports, which are dated March 4, 2019, should be considered in conjunction with this management letter.

Purpose of this Letter

The purpose of this letter is to comment on those matters required by Chapter 10.550 of the Rules of the Auditor General for the State of Florida. Accordingly, in connection with our audit of the financial statements of the District, as described in the first paragraph, we report the following:

- I. Current year findings and recommendations.
- II. Status of prior year findings and recommendations.
- III. Compliance with the Provisions of the Auditor General of the State of Florida.

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and the Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, as applicable, management, and the Board of Supervisors of Brighton Lakes Community Development District, Osceola County, Florida and is not intended to be and should not be used by anyone other than these specified parties.

We wish to thank Brighton Lakes Community Development District, Osceola County, Florida and the personnel associated with it, for the opportunity to be of service to them in this endeavor as well as future engagements, and the courtesies extended to us.

Grau & Associates

March 4, 2019

REPORT TO MANAGEMENT

I. CURRENT YEAR FINDINGS AND RECOMMENDATIONS

2018-01 Internal Controls

Observation: During procedures it was noted that a transfer of funds was not completed by year-end but was recorded as though the transaction had been completed. This error was not discovered during the normal review process and resulted in an overstatement of the cash and accounts payable balance.

Recommendation: We recommend that staff be trained on correct cutoff procedures and the review process include verifying that the bank balance being used for the reconciliation is correct.

Management Response: A new operating procedure has been implemented to prevent this issue in the future.

II. PRIOR YEAR FINDINGS AND RECOMMENDATIONS

None

III. COMPLIANCE WITH THE PROVISIONS OF THE AUDITOR GENERAL OF THE STATE OF FLORIDA

Unless otherwise required to be reported in the auditor's report on compliance and internal controls, the management letter shall include, but not be limited to the following:

1. A statement as to whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report.

There were no significant findings and recommendations made in the preceding annual financial audit report for the fiscal year ended September 30, 2017.

2. Any recommendations to improve the local governmental entity's financial management.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported for the fiscal year ended September 30, 2018, except as noted above.

3. Noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance.

There were no such matters discovered by, or that came to the attention of, the auditor, to be reported, for the fiscal year ended September 30, 2018.

4. The name or official title and legal authority of the District are disclosed in the notes to the financial statements.

5. The District has not met one or more of the financial emergency conditions described in Section 218.503(1), Florida Statutes.

6. We applied financial condition assessment procedures and no deteriorating financial conditions were noted as of September 30, 2018. It is management's responsibility to monitor financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

9C.

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

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.

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.



Tenth Order of Business

10A.



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

PROPOSAL

Project Name:	Brighton Lakes
Project Phase:	Crackfill
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

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				\$33,390.48

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:	Brighton Lakes Community
Project Phase:	Mill & Pave
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.**

Contact: **Mark Vincutonis**

Address: **80 Broadway
Suite 104**

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

Cell:

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

Email: 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				\$492,103.03

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'.

Eleventh Order of Business

11A.

BRIGHTON LAKES
Community Development District

Financial Report

March 31, 2019

Prepared by:



Table of Contents

<u>FINANCIAL STATEMENTS</u>	Page #
Balance Sheet - All Funds	1
Statement of Revenues, Expenditures and Changes in Fund Balance	
General Fund	2 - 3
Debt Service Fund(s)	4 - 5
Notes to the Financial Statements	6 - 7
 <u>SUPPORTING SCHEDULES</u>	
Non-Ad Valorem Special Assessments Schedule	8
Cash and Investment Report	9
Bank Reconciliation	10

BRIGHTON LAKES
Community Development District

Financial Statements

(Unaudited)

March 31, 2019

Balance Sheet

March 31, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2015 DEBT SERVICE FUND	SERIES 2017 DEBT SERVICE FUND	TOTAL
ASSETS				
Cash - Checking Account	\$ 225,891	\$ -	\$ -	\$ 225,891
Due From Other Funds	-	2,974	3,117	6,091
Investments:				
Certificates of Deposit - 12 Months	263,529	-	-	263,529
Certificates of Deposit - 6 Months	131,717	-	-	131,717
Money Market Account	931,675	-	-	931,675
SBA Account	12,503	-	-	12,503
Reserve Fund	-	49,477	20,810	70,287
Revenue Fund	-	276,937	200,324	477,261
TOTAL ASSETS	\$ 1,565,315	\$ 329,388	\$ 224,251	\$ 2,118,954
LIABILITIES				
Accounts Payable	\$ 23,756	\$ -	\$ -	\$ 23,756
Accrued Expenses	11,613	-	-	11,613
Due To Other Funds	6,091	-	-	6,091
TOTAL LIABILITIES	41,460	-	-	41,460
FUND BALANCES				
Restricted for:				
Debt Service	-	329,388	224,251	553,639
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:	581,055	-	-	581,055
TOTAL FUND BALANCES	\$ 1,523,855	\$ 329,388	\$ 224,251	\$ 2,077,494
TOTAL LIABILITIES & FUND BALANCES	\$ 1,565,315	\$ 329,388	\$ 224,251	\$ 2,118,954

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 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
REVENUES					
Interest - Investments	\$ 9,500	\$ 4,750	\$ 8,650	\$ 3,900	91.05%
Room Rentals	100	25	25	-	25.00%
Interest - Tax Collector	-	-	349	349	0.00%
Special Assmnts- Tax Collector	837,157	770,845	793,953	23,108	94.84%
Special Assmnts- Discounts	(33,486)	(30,833)	(30,978)	(145)	92.51%
Gate Bar Code/Remotes	100	50	1,022	972	1022.00%
Access Cards	1,000	500	279	(221)	27.90%
TOTAL REVENUES	814,371	745,337	773,300	27,963	94.96%

EXPENDITURES**Administration**

P/R-Board of Supervisors	6,000	3,000	4,800	(1,800)	80.00%
FICA Taxes	459	230	367	(137)	79.96%
ProfServ-Arbitrage Rebate	600	-	-	-	0.00%
ProfServ-Dissemination Agent	1,000	1,000	-	1,000	0.00%
ProfServ-Engineering	5,000	2,500	3,605	(1,105)	72.10%
ProfServ-Legal Services	12,000	6,000	33,064	(27,064)	275.53%
ProfServ-Mgmt Consulting Serv	49,762	24,881	24,881	-	50.00%
ProfServ-Property Appraiser	751	751	-	751	0.00%
ProfServ-Special Assessment	5,305	5,305	2,908	2,397	54.82%
ProfServ-Trustee Fees	8,450	8,450	4,041	4,409	47.82%
Auditing Services	4,046	4,046	4,000	46	98.86%
Communication - Telephone	5,000	2,500	1,648	852	32.96%
Postage and Freight	500	250	626	(376)	125.20%
Insurance - General Liability	8,708	6,531	7,133	(602)	81.91%
Printing and Binding	4,000	2,001	2,916	(915)	72.90%
Legal Advertising	800	400	621	(221)	77.63%
Miscellaneous Services	2,600	1,299	6,547	(5,248)	251.81%
Misc-Assessmnt Collection Cost	16,743	15,300	15,362	(62)	91.75%
Office Supplies	350	175	419	(244)	119.71%
Annual District Filing Fee	175	175	175	-	100.00%
Total Administration	132,249	84,794	113,113	(28,319)	85.53%

Field

ProfServ-Field Management	41,390	20,695	20,695	-	50.00%
ProfServ - Field Management Onsite Staff	60,185	30,093	30,093	-	50.00%
Contracts-Landscape	164,064	82,032	62,855	19,177	38.31%
Electricity - General	65,000	32,500	28,793	3,707	44.30%
Utility - Water & Sewer	4,000	1,998	817	1,181	20.43%

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 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
R&M-Common Area	30,000	15,000	1,921	13,079	6.40%
R&M-Irrigation	5,000	2,500	2,619	(119)	52.38%
R&M-Lake	23,400	11,700	13,498	(1,798)	57.68%
Misc-Contingency	7,000	3,500	294	3,206	4.20%
Capital Reserve	46,820	-	44,825	(44,825)	95.74%
Total Field	446,859	200,018	206,410	(6,392)	46.19%
<u>Gatehouse</u>					
Contracts-Security Services	86,376	43,188	40,680	2,508	47.10%
Miscellaneous Services	16,935	8,468	6,671	1,797	39.39%
Total Gatehouse	103,311	51,656	47,351	4,305	45.83%
<u>Road and Street Facilities</u>					
R&M-Roads & Alleyways	1,000	500	3,142	(2,642)	314.20%
R&M-Signage	1,200	600	225	375	18.75%
Total Road and Street Facilities	2,200	1,100	3,367	(2,267)	153.05%
<u>Community Center</u>					
Contracts-Security Services	35,000	17,500	16,182	1,318	46.23%
R&M-Clubhouse	14,752	7,376	14,578	(7,202)	98.82%
R&M-Pools	35,000	17,500	5,201	12,299	14.86%
Miscellaneous Services	5,000	2,500	131	2,369	2.62%
Capital Reserve	40,000	-	25,850	(25,850)	64.63%
Total Community Center	129,752	44,876	61,942	(17,066)	47.74%
TOTAL EXPENDITURES	814,371	382,444	432,183	(49,739)	53.07%
Excess (deficiency) of revenues Over (under) expenditures	-	362,893	341,117	(21,776)	0.00%
Net change in fund balance	\$ -	\$ 362,893	\$ 341,117	\$ (21,776)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2018)	1,182,738	1,182,738	1,182,738		
FUND BALANCE, ENDING	\$ 1,182,738	\$ 1,545,631	\$ 1,523,855		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 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
REVENUES					
Interest - Investments	\$ 1,900	\$ 950	\$ 1,804	\$ 854	94.95%
Special Assmnts- Tax Collector	210,541	193,864	199,676	5,812	94.84%
Special Assmnts- Discounts	(8,422)	(7,755)	(7,791)	(36)	92.51%
TOTAL REVENUES	204,019	187,059	193,689	6,630	94.94%
EXPENDITURES					
Administration					
ProfServ-Trustee Fees	-	-	3,717	(3,717)	0.00%
Misc-Assessmnt Collection Cost	4,211	3,878	3,863	15	91.74%
Total Administration	4,211	3,878	7,580	(3,702)	180.00%
Debt Service					
Principal Debt Retirement	100,000	-	-	-	0.00%
Interest Expense	97,739	49,271	49,271	-	50.41%
Total Debt Service	197,739	49,271	49,271	-	24.92%
TOTAL EXPENDITURES	201,950	53,149	56,851	(3,702)	28.15%
Excess (deficiency) of revenues					
Over (under) expenditures	2,069	133,910	136,838	2,928	6613.73%
OTHER FINANCING SOURCES (USES)					
Contribution to (Use of) Fund Balance	2,069	-	-	-	0.00%
TOTAL FINANCING SOURCES (USES)	2,069	-	-	-	0.00%
Net change in fund balance	\$ 2,069	\$ 133,910	\$ 136,838	\$ 2,928	6613.73%
FUND BALANCE, BEGINNING (OCT 1, 2018)	192,550	192,550	192,550		
FUND BALANCE, ENDING	\$ 194,619	\$ 326,460	\$ 329,388		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 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
REVENUES					
Interest - Investments	\$ 200	\$ 100	\$ 142	\$ 42	71.00%
Special Assmnts- Tax Collector	220,651	203,174	209,263	6,089	94.84%
Special Assmnts- Discounts	(8,826)	(8,126)	(8,165)	(39)	92.51%
TOTAL REVENUES	212,025	195,148	201,240	6,092	94.91%
EXPENDITURES					
Administration					
Misc-Assessmnt Collection Cost	4,413	4,065	4,049	16	91.75%
Total Administration	4,413	4,065	4,049	16	91.75%
Debt Service					
Principal Debt Retirement	138,000	-	-	-	0.00%
Interest Expense	71,306	35,653	35,653	-	50.00%
Total Debt Service	209,306	35,653	35,653	-	17.03%
TOTAL EXPENDITURES	213,719	39,718	39,702	16	18.58%
Excess (deficiency) of revenues Over (under) expenditures	(1,694)	155,430	161,538	6,108	-9535.89%
OTHER FINANCING SOURCES (USES)					
Contribution to (Use of) Fund Balance	(1,694)	-	-	-	0.00%
TOTAL FINANCING SOURCES (USES)	(1,694)	-	-	-	0.00%
Net change in fund balance	\$ (1,694)	\$ 155,430	\$ 161,538	\$ 6,108	-9535.89%
FUND BALANCE, BEGINNING (OCT 1, 2018)	62,713	62,713	62,713		
FUND BALANCE, ENDING	\$ 61,019	\$ 218,143	\$ 224,251		

Notes to the Financial Statements

March 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).

► **Liabilities**

- **Accounts Payable** - Invoices for current month not paid in current month - \$23,756.
- **Accrued Expenses** - Electricity KUA for March (\$4,500), TOHO Water Authority for March (\$90), Hopping Green & Sams Legal for March (\$5,500), Magnosec Security Gate Access for March (\$1,240) & Century Link Telephone/Internet (\$283).
- **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 95% collected.
- **2017 Series DS** - Special Assessments Tax Collector collections are 95% collected.

► **Expenses**

- **2015 Series DS** - Interest Expense @ 50% YTD.
- **2017 Series DS** - Interest Expense @ 50% YTD.

Notes to the Financial Statements

March 31, 2019

Financial Overview / Highlights

- ▶ Total Non-Ad valorem special assessments are 95% collected.
- ▶ The General Fund expenditures are at 54% of the YTD budget higher than the prorated 50%.
- ▶ Significant variances explained below.

Variance Analysis

Account Name	Annual Budget	YTD Actual	% YTD Budget	Explanation
Expenditures				
<u>Administrative</u>				
ProfServ-Legal Services	\$ 12,000	\$ 33,064	276%	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, Agreement for Pool repairs.
Miscellaneous Services	\$ 2,600	\$ 6,547	252%	Reserve Advisors - Reserve Advisors fee paid (\$5,650), ADA Site Compliance (\$199) and related bank fees (\$356).
Office Supplies	\$ 350	\$ 419	120%	Inframark fees through March.
<u>Field</u>				
Contracts Landscape	\$ 164,064	\$ 62,855	38%	Only four months of Service - Brightview Oct - Nov (\$26,548), Blade Runners (new vendor) Feb - Mar (\$36,308).
Capital Reserve	\$ 46,820	\$ 44,825	96%	All Terrain Tractor Svc - Asphalt Repairs (\$44,825)
<u>Community Center</u>				
R&M - Clubhouse	\$ 14,752	\$ 14,578	99%	Prestige Air Conditioning - Two A/C Systems (\$7,351), Terminix Pest Control (\$606), Home Depot Purchases (\$275), Bright House Networks - Phone/Internet (\$1,514), Enhanced Business Solutions - Pressure Washing/Roof Sealer (\$3,000).

BRIGHTON LAKES
Community Development District

Supporting Schedules

March 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
Assessments Levied FY 2019				\$ 1,268,348	\$ 837,157	\$ 210,541	\$ 220,651
Allocation %				100%	66.00%	16.60%	17.40%
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
02/13/19	12,792	301	261	13,354	8,814	2,217	2,323
02/13/19	405	(1)	8	413	273	69	72
03/08/19	17,919	218	366	18,503	12,212	3,071	3,219
TOTAL	\$ 1,132,683	\$ 46,934	\$ 23,274	\$ 1,202,892	\$ 793,953	\$ 199,676	\$ 209,263
% COLLECTED				95%	95%	95%	95%
Total O/S				\$ 65,456	\$ 43,203	\$ 10,865	\$ 11,387

Cash and Investment Report
March 31, 2019

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>INVESTMENT TYPE</u>	<u>MATURITY</u>	<u>YIELD</u>	<u>BALANCE</u>
<u>GENERAL FUND</u>					
Checking Account - Operating	BB&T	Public Funds Checking	N/A	0.01%	\$ 225,891
Certificate of Deposit- 6 Month	BankUnited	CD	6/3/2019	2.20%	\$ 26,190
Certificate of Deposit- 6 Month	BankUnited	CD	8/25/2019	2.20%	\$ 105,527
Subtotal 6 mo CD's					\$ 131,717
Certificate of Deposit- 12 Month	BankUnited	CD	3/22/2020	2.74%	\$ 263,529
Subtotal CD's					\$ 395,246
Money Market Account	BankUnited	MMA	N/A	1.00%	\$ 931,675
Operating Account- Fund A	SBA	Local Gov. Surplus Trust Fund	N/A	0.57%	\$ 12,503
GF Subtotal					\$ 1,565,315
<u>DEBT SERVICE FUNDS</u>					
Series 2015 Reserve Account	US Bank	Open-Ended CP	N/A	0.20%	\$ 49,477
Series 2017 Reserve Account	US Bank	Open-Ended CP	N/A	0.20%	\$ 20,810
Series 2015 Revenue Account	US Bank	Open-Ended CP	N/A	0.20%	\$ 276,937
Series 2017 Revenue Account	US Bank	Open-Ended CP	N/A	0.20%	\$ 200,324
DS Subtotal					\$ 547,548
Total					\$ 2,112,863

Brighton Lakes CDD

Bank Reconciliation

Bank Account No. 8978 BB&T - GF Checking
Statement No. 03-19
Statement Date 3/31/2019

G/L Balance (LCY)	225,891.28	Statement Balance	268,971.33
G/L Balance	225,891.28	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	268,971.33
Subtotal	225,891.28	Outstanding Checks	43,080.05
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	225,891.28	Ending Balance	225,891.28
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
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
3/13/2019	Payment	3193	THE POOL SPECIALIST OF FLORIDA, INC.	22,553.50	0.00	22,553.50
3/25/2019	Payment	3199	FEDEX	27.66	0.00	27.66
3/27/2019	Payment	3200	BLADE RUNNERS	18,154.00	0.00	18,154.00
3/27/2019	Payment	3201	SITEX AQUATICS, LLC	1,950.00	0.00	1,950.00
3/29/2019	Payment	3202	TERMINIX PROCESSING CENTER	43.00	0.00	43.00
Total Outstanding Checks.....				43,080.05		43,080.05

Twelfth Order of Business

12Aiii.

Hopping Green & Sams

Attorneys and Counselors

February 22, 2019

BrightView Landscape Services, Inc.
dba Girard Environmental Services
Attn: Michael Trinidad
Michael.Trinidad@brightview.com

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

Dear Mr. Guthrie:¹

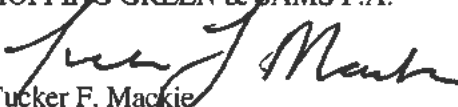
At present, the District is withholding final payment in connection with the Agreement until such time as the deficiencies enumerated herein are corrected to the satisfaction of the District and pursuant to the terms of the Agreement. After termination of the Agreement, the District discovered the following 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.

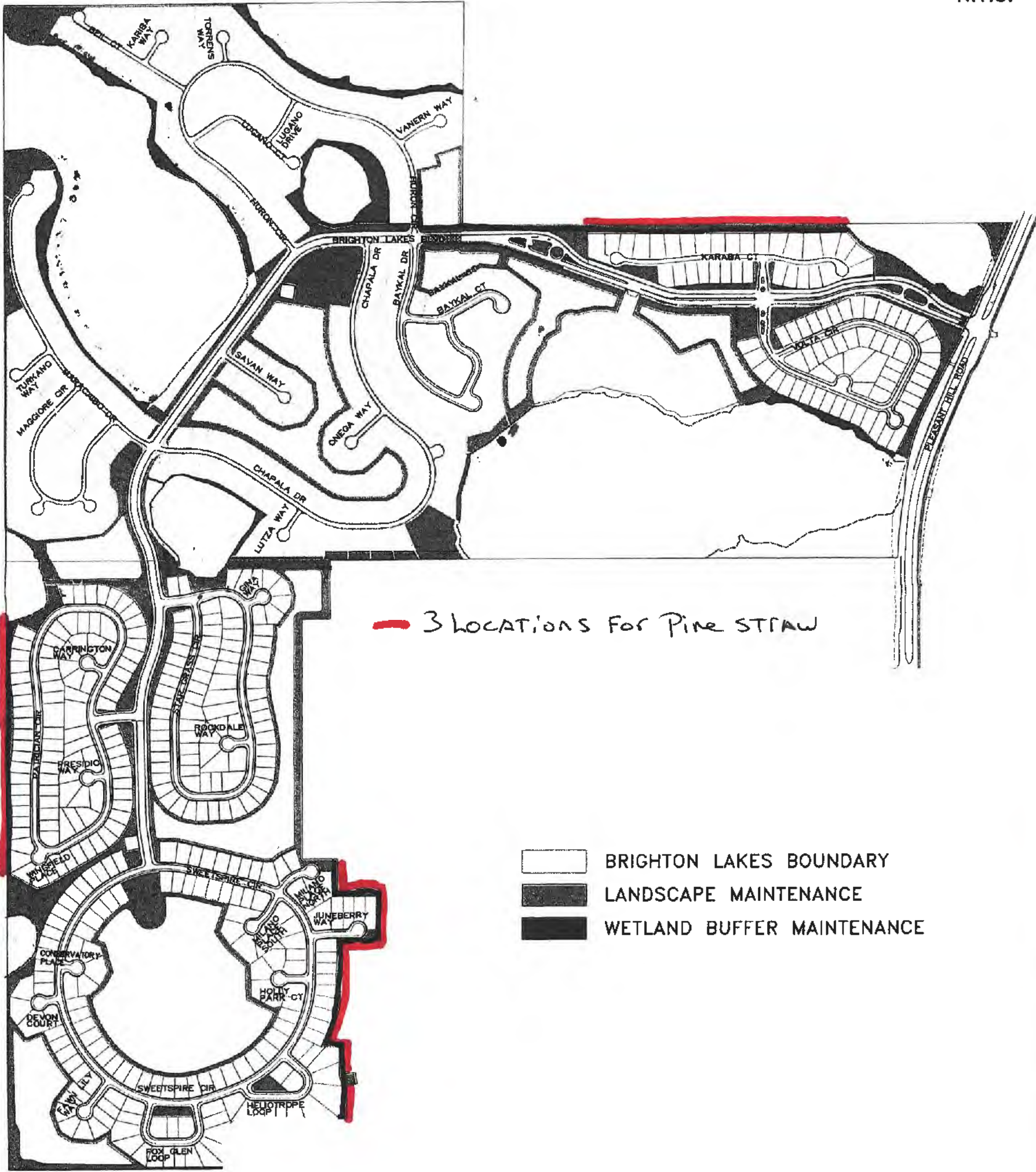
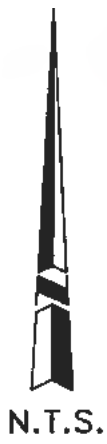
Sincerely,

HOPPING GREEN & SAMS P.A.


Tucker F. Mackie
District Counsel

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

¹If 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. EMMETT STREET, KISSIMMEE, FL 34741-5481
PHONE: (408) 847-9433 FAX: (408) 847-2499
ENGINEERING, SURVEYING AND PLANNING
Hanson, Walter & Associates, Inc.



BRIGHTON LAKES CDD

MAINTENANCE MAP

DATE 10/2013

FIGURE NO.1





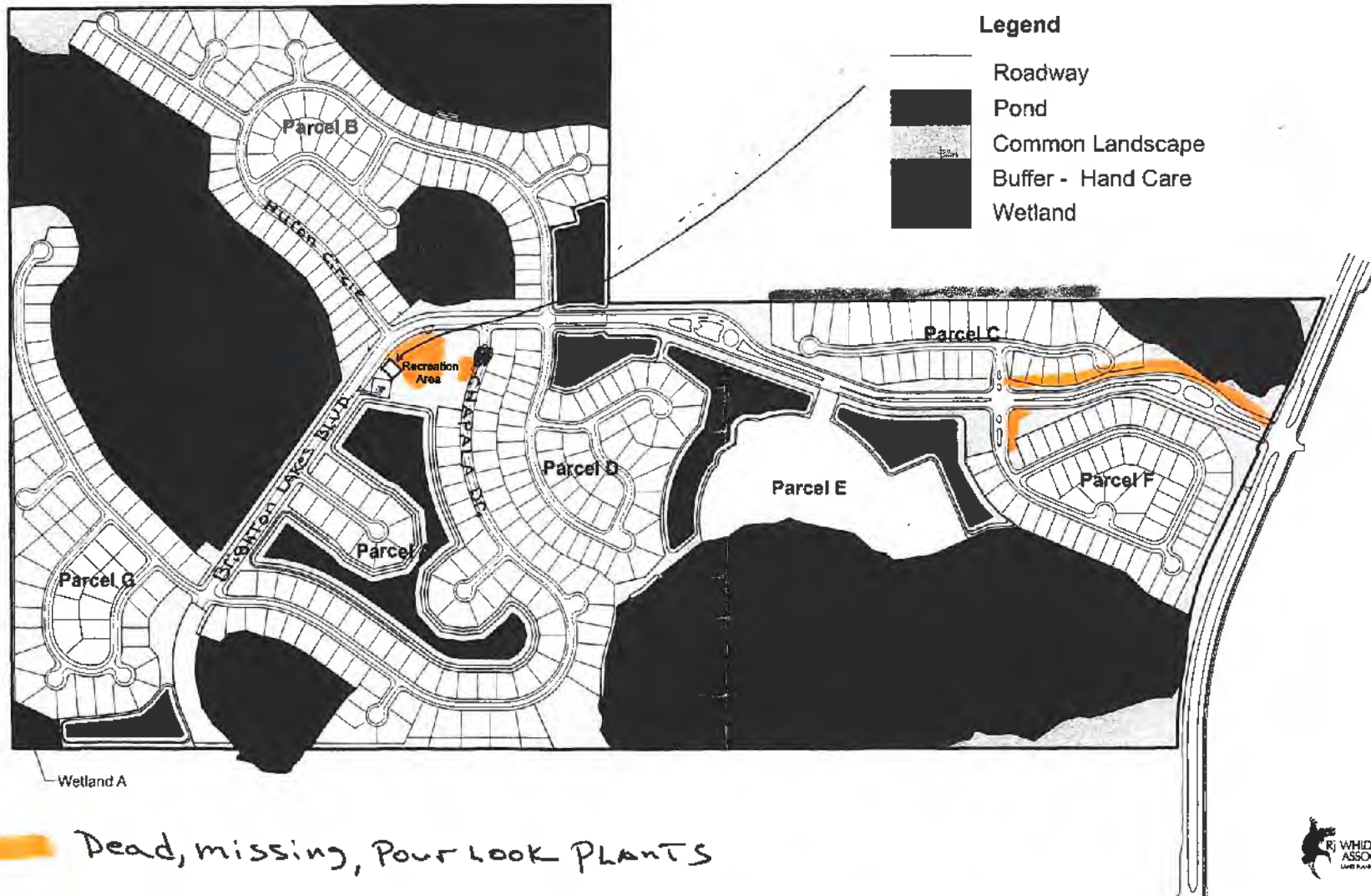








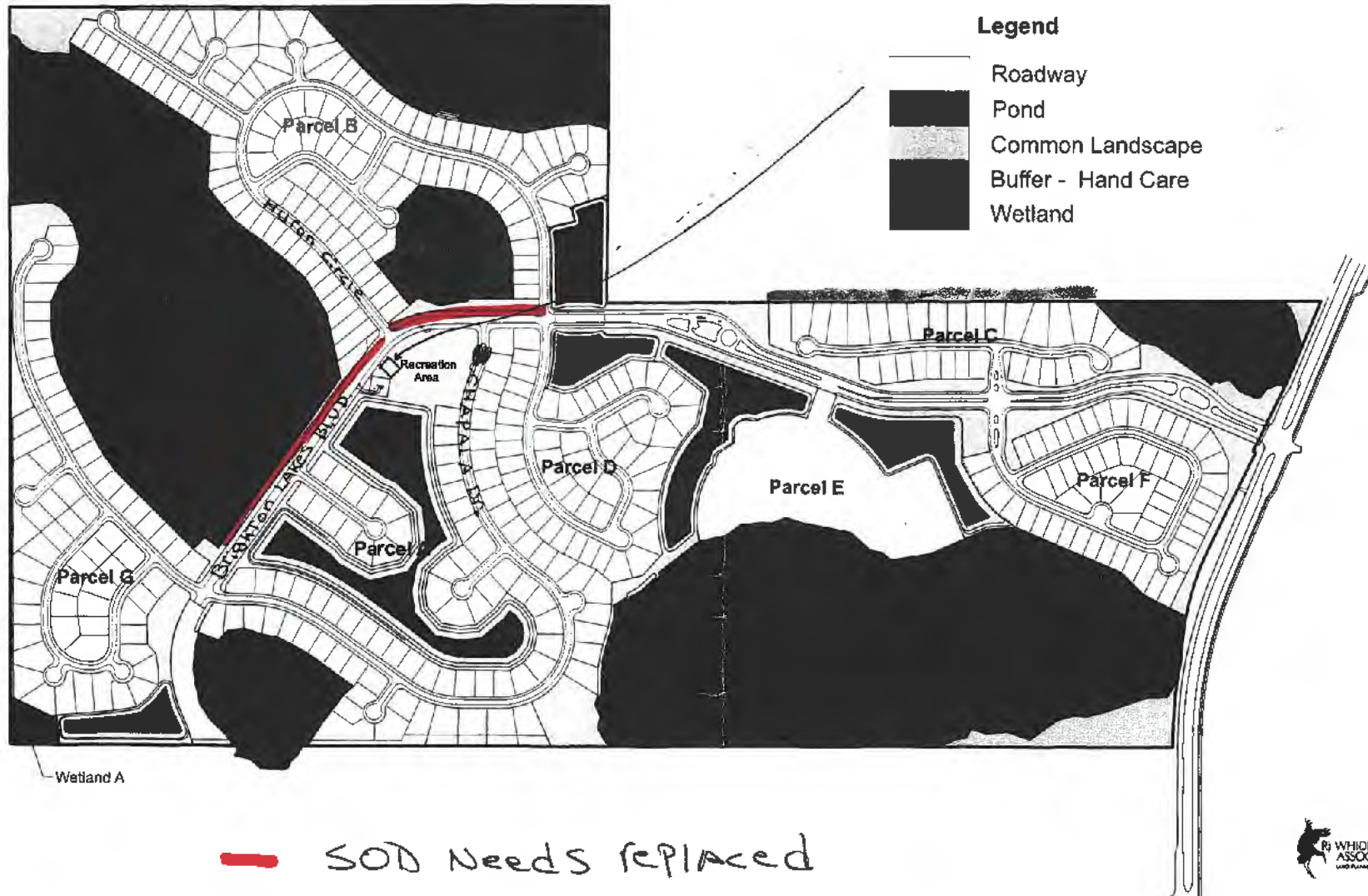
Enclosure C
Brighton Lakes
CDD Maintenance Exhibit





Enclosure C

Enclosure D
Brighton Lakes
CDD Maintenance Exhibit



12Ci.

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

BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT

FIELD MAINTENANCE HIGHLIGHT REPORT

APRIL 2019

COMPLETED ITEMS:

- Meet with contractors monthly 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
LANDSCAPE & COMMUNITY
REVIEW**

Brighton Lakes Landscape Review Report

Issue	Location	Date of Drive-thru	Status	Field Manager Comments	Blade Runners 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 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	
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	
Ligustrum hanging down sidewalk	At Brighton Lakes Blvd.	2/13/2019	Completed	Completed on January 25, 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
Weed and Disease Control (Turf)	Throughout the community	2/13/2019	No completed	Two applications shall be provided in the month of March and November for all. St. Augustine and Bahia areas.	first week of march
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 Plasant hill rd.	2/13/2019	Pending	irrigation Valve issue (leak)	completed
Trimming	At Kariba court.	2/13/2019	Pending	Bushes cover the kiosk sign.	completed
Irrigation Issue	At N.Milano Place	2/13/2019	Pending	The clock is not working	clock was replaced
Irrigation Issue	At Patrician 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 Landscape Review Report

Issue	Location	Date of Drive-thru	Status	Field Manager Comments
Irrigation Issue	At Brighton Lakes Blvd near to Sweetspire Cir.	4/10/2019	Completed	The pump is out services.
Hole	At Brighton Lakes Blvd. (median island near to the security guard house)	4/10/2019	Completed	
Irrigation	At the Pleasant hill rd.	4/10/2019	Completed	irrigation Valve issue (leak)
Installation of sod	Sod Proposal across the Recreation center at Brighton lakes Blvd.	4/10/2019	Pending	Provide proposal.
Installation of sod	Sod Proposal Brighton lakes Blvd. between Huron ct. and Maracaibo dr.	4/10/2019	Pending	Provide proposal.
Dead viburnums	Viburnums Entrance to Kariba on corner and Volta Cir.	4/10/2019	Pending	The proposal was received on January 24, 2019, proposal # 4293
Dead viburnums	Rec. Center near to the tennis court	4/10/2019	Pending	The proposal was received on January 24, 2019, proposal # 4295.
Dead Oleander	Rec Center near to the black fence behind the pool	4/10/2019	Pending	Provide proposal.
Dead viburnums	Brighton Lakes Blvd.	4/10/2019	Pending	Caused by accident (car ran over the Viburnums)The proposal was received on January 24, 2019, proposal # 4294.
Playgrounds need mulch	At Chapala Dr, Volta Cir. And the Recreation center	4/10/2019	Pending	The proposal was received on January 24, 2019. Playground at the club house proposal # 4288. Playground at Chapala Dr. proposal # 4289 and Playground at Volta circle proposal # 4290.
Jasmin	At the bridge Brighton Lakes Blvd.	4/10/2019	Pending	The proposal was received on January 24, 2019, proposal # 4291.
Weed and Disease Control (Turf)	Throughout the community	4/10/2019	Ongoing	Two applications shall be provided in the month of March and November for all. St. Augustine and Bahia areas.
Fertilizer(Turf)	Throughout the community	4/10/2019	Ongoing	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. (please provide schedules for future services)

Pest control(Turf)	Throughout the community	4/10/2019	Ongoing	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. (please provide schedules for future services)
Fertilizer(Shrubs)	Throughout the community	4/10/2019	Ongoing	All fertilizers shall be applied at least three times per year (February, May and October) (please provide schedules for future services)
Pest and Disease control (Shrubs)	Throughout the community	4/10/2019	Ongoing	Six applications of the insect and disease control shall be required per year in the months of February, April, June, August, October and December.
Irrigation Issue	At N.Milano Place	4/10/2019	Pending	The clock is not working
Irrigation Issue	At Patrician cil.	4/10/2019	Pending	The clock is not working
Broken Irrigation Box	At Brighton Lakes Blvd. Behind the right side of the bridge	4/10/2019	Pending	Provide proposal to replace irrigation box.
Ants mounds at beds	At the Pleasant Hill rd.	4/10/2019	Pending	Provide service for the elimination of ants.
Remove dead tree		4/10/2019	Pending	Provide proposal to remove dead tree

BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT WORK ORDER 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 Patrician Circle.	Freddy Blanco (6 hours)
2/25/2019	Cleaned storm drains from trash at Brighton Lakes Blvd and filled hole with dirt at exercise station	Jose Guerrero (8 hours)
2/25/2019	Cleaned storm drains from trash at Brighton Lakes Blvd and filled hole with dirt at exercise station	Abiomar Gonzalez (8 hours)
2/26/2019	Removed trash from 67 storm drains around the community	Jose Guerrero (8 hours)
2/26/2019	Removed trash from 67 storm drains around the community	Abiomar Gonzalez (8 hours)
2/27/2019	Removed trash from 42 Storm drains around the community and filled hole with dirt from an irrigation repair	Jose Guerrero (8 hours)
2/27/2019	Removed trash from 42 Storm drains around the community and filled hole with dirt from an irrigation repair	Abiomar Gonzalez (8 hours)
2/28/2019	Removed trash around ponds and installed 6 signs around pool and community center	Jose Guerrero (8 hours)
3/1/2019	Finished filling a hole caused by an irrigation repair and completed cleaning storm drains at Sweetspire Circle. All storm drains around the community are cleaned and completed.	Jose Guerrero/Carlos Vega (11 hours)
3/5/2019	Completed the removal of 2 old TV's and installed 2 TVs and mount racks at Recreational Center	Jose Guerrero (2 hours)
3/5/2019	Completed the inspection of lake on Conservatory Place as we received complaints of high weeds, Jose also removed trash from the lake area – Vendor/Sitex was contacted to service this lake. They will be servicing it during the week of 3/11/19	Jose Guerrero (1 hour)
3/7/2019	Completed the trimming of the branches hanging over white fence behind Chapala Dr. and Sweetspire Circle.	Jose Guerrero/Abiomar Gonzalez (14 hours)
3/8/2019	Filled hole behind homes on Milano Place and started to clean up behind white fences behind Chapala Dr. Park. This work will continue during the week of 3/11/19	Jose Guerrero/Abiomar Gonzales (10.5 hours)
3/11/2019	Continue cleaning up behind white fences on Chapala Dr. Park	Jose Guerrero/Abiomar Gonzalez (14 hours)
3/12/2019	Continue cleaning up behind white fences on Chapala Dr., Clean/Pressure wash cable box on Chapala Dr., Install hooks for emergency exit signs at Rec Center, install no overnight parking signs at Rec Center.	Jose Guerrero/Abiomar Gonzalez (14 hours)
3/18/2019	Completed cleaning up behind white fences behind Chapala Dr. Park (12 hours)	Jose Guerrero - Abiomar Gonzalez (12 hours)
3/20/2019	Removed fallen dead tree from CDD area	Jose Guerrero/Abiomar Gonzalez (2 hours)
3/21/2019	Completed light review	Todd Kendall (3.5 hours)

**BRIGHTON LAKES COMMUNITY
DEVELOPMENT DISTRICT
CHURCHILLS**

FACILITY REPORT

Brighton Lakes – Main & Wading Pool

Service Month To April 18th 2019

Service Frequency 3 x Weekly

MAIN POOL:

The pool remains closed per DoH instructions, the resurfacing has been completed, awaiting county final inspection we believe scheduled for 04.22 or 23.

Other maintenance items raised (VakPak lid/leaks etc.) have been addressed and the motor and internal parts to pump #2 have been carried out. The motor would not re-start following resurfacing, the impeller had separated and partly fused to the diffuser, we do not think this was related to the resurfacing.

DoH inspection can follow final building.

WADING POOL:

There were no maintenance or operational issues, the pool remains closed in conjunction with the main pool.



Separated impeller and damaged diffuser, main seal plate in background also damaged.

**BRIGHTON LAKES COMMUNITY
DEVELOPMENT DISTRICT
BLADE RUNNERS**

Landscape Maintenance Report Brighton lakes Community Development District

Landscape Maintenance (Boulevard)

February
2/1/2019 Detailing crew
2/4/2019
2/5/2019
2/6/2019
2/8/2018 trash / Detailing crew
2/19/2019
2/20/2019
2/21/2019
2/28/2019 trash / Detailing crew
March
3/4/2019
3/5/2019 Rain out day
3/6/2019
3/7/2019 Detailing crew
3/18/2019
3/19/2019 Rain out day
3/20/2019
3/21/2019

Landscape Maintenance (Retention Ponds)

February
2/8/2019
2/21/2019
March
3/7/2019
3/21/2019

Fertilization Report:

3-26-19 / 3-27-19 full spray of the Blvd of herbicides for weeds and insecticide's for pest

3-29-19 full spray of the plants of 20-20-20 and insecticide's for pest

4-3-19 / 4-4-19 put down granular on Blvd (24-0-11)

Irrigation Reports (see attached)

Extra Services

- Ride Blvd. sprayed for fire ants every Friday
- 2-21-19 Replaced sod at lift station by the club house and end of Blvd. 1 pallet


COMMERCIAL LANDSCAPING, INC.

207 N. GOLDENROD RD. #500 ORLANDO, FL 32807 • PH: 407.306.0600 • FAX 407.306.0500
 EMAIL: INFO@BLADERUNNERSORLANDO.COM • WWW.BLADERUNNERSORLANDO.COM

PROPERTY MAINTENANCE CHECK LIST

PROPERTY: Brighton Lakes
 NAME: Fulton
 DATE: 3-4-14 TIME OF ARRIVAL: 8:30-3:30

	YES	NO	WHY NOT?
MOWING	✓		James Brandon
BLOWING	✓		Pedro Oliveira Tanny Chai
EDGING	✓		Chai Oliveira Tanny
LINE TRIMMING	✓		Chai Pedro
TRIMMING/SHRUBS	✓		
SPRAYING	.		Chai
TREE TRIMMING			none
TRASH PICK UP	✓		Chai Tanny Pedro
OTHER - SEE COMMENTS			

COMMENTS: (Attach extra sheet if necessary)

the first part of the Blvd

IRRIGATION COMMENTS: (Attach extra sheet if necessary)

SUGGESTIONS: (Attach extra sheet if necessary)

Christoph L. Smith
 BLADE RUNNERS CREW LEADER

PROPERTY SUPERVISOR


COMMERCIAL LANDSCAPING, INC.

207 N. GOLDENROD RD. #500 ORLANDO, FL 32807 • PH: 407.306.0600 • FAX 407.306.0500
 EMAIL: INFO@BLADERUNNERSORLANDO.COM • WWW.BLADERUNNERSORLANDO.COM

PROPERTY MAINTENANCE CHECK LIST

PROPERTY: Brighton Lakes
 NAME: Fulton
 DATE: 3-5-19 TIME OF ARRIVAL: 8:25 - 11:35

	YES	NO	WHY NOT?
MOWING			Jame Brandon
BLOWING			Chris Olivera
EDGING			Chris Olivera Tammy
LINE TRIMMING			Chris Pedro
TRIMMING/SHRUBS			None
SPRAYING			None
TREE TRIMMING			None
TRASH PICK UP			Chris Tammy
OTHER - SEE COMMENTS			

COMMENTS: (Attach extra sheet if necessary) _____

Not too much

IRRIGATION COMMENTS: (Attach extra sheet if necessary) _____

SUGGESTIONS: (Attach extra sheet if necessary) _____

[Signature]

BLADE RUNNERS CREW LEADER

PROPERTY SUPERVISOR



COMMERCIAL LANDSCAPING, INC.

207 N. GOLDENROD RD. #500 ORLANDO, FL 32807 • PH: 407.306.0600 • FAX 407.306.0500

EMAIL: INFO@BLADERUNNERSORLANDO.COM • WWW.BLADERUNNERSORLANDO.COM

PROPERTY MAINTENANCE CHECK LIST

PROPERTY: Brighton Lakes

NAME: Fulton

DATE: 3-6-19

TIME OF ARRIVAL: 8:20

	YES	NO	WHY NOT?
MOWING	✓		Jane Branch
BLOWING	✓		Tommy Pedro Olivera
EDGING	✓		Chris Olivera Chris
LINE TRIMMING	✓		Chris Pedro
TRIMMING/SHRUBS	✓		Chris Pedro
SPRAYING	✓		Chris
TREE TRIMMING			pedro
TRASH PICK UP	✓		Chris Tommy
OTHER - SEE COMMENTS			

COMMENTS: (Attach extra sheet if necessary) work around the club House
sprayed trim shrubs cut Edge

and sprayed around the small play grounds
also need to finish the ponds

IRRIGATION COMMENTS: (Attach extra sheet if necessary)

SUGGESTIONS: (Attach extra sheet if necessary)

[Signature]
 BLADE RUNNERS CREW LEADER

[Signature]
 PROPERTY SUPERVISOR



COMMERCIAL LANDSCAPING, INC.

207 N. GOLDENROD RD. #500 ORLANDO, FL 32807 • PH: 407.306.0600 • FAX 407.306.0500
EMAIL: INFO@BLADERUNNERSORLANDO.COM • WWW.BLADERUNNERSORLANDO.COM

PROPERTY MAINTENANCE CHECK LIST

PROPERTY: Brighton Lakes

NAME: Fulton

DATE: 3-7-19 TIME OF ARRIVAL: 8:30 -

	YES	NO	WHY NOT?
MOWING	✓		James Brandon
BLOWING	✓		Chris Olivera Pedro Chris
EDGING	✓		Chris Olivera
LINE TRIMMING	✓		Chris Pedro Olivera
TRIMMING/SHRUBS			Pedro
SPRAYING	✓		Chris Olivera
TREE TRIMMING			pedro
TRASH PICK UP	✓		Olivera Pedro James Brandon
OTHER - SEE COMMENTS			

COMMENTS: (Attach extra sheet if necessary)

Spoiled First part of
the Blvd
James and Brandon cut the pounds and
weed eat the all over the common
areas

IRRIGATION COMMENTS: (Attach extra sheet if necessary)

SUGGESTIONS: (Attach extra sheet if necessary)

Chris Fulton

BLADE RUNNERS CREW LEADER

PROPERTY SUPERVISOR

Common area


COMMERCIAL LANDSCAPING, INC.

207 N. GOLDENROD RD. #500 ORLANDO, FL 32807 • PH: 407.306.0600 • FAX 407.306.0500

EMAIL: INFO@BLADERUNNERSORLANDO.COM • WWW.BLADERUNNERSORLANDO.COM

PROPERTY MAINTENANCE CHECK LIST

 PROPERTY: Brighton Lakes

 NAME: Fulton

 DATE: 3-18-19 TIME OF ARRIVAL: 8:15 - 4:25

	YES	NO	WHY NOT?
MOWING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
BLOWING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
EDGING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
LINE TRIMMING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TRIMMING/SHRUBS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SPRAYING	<input type="checkbox"/>	<input type="checkbox"/>	
TREE TRIMMING	<input type="checkbox"/>	<input type="checkbox"/>	
TRASH PICK UP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
OTHER - SEE COMMENTS	<input type="checkbox"/>	<input type="checkbox"/>	

 COMMENTS: (Attach extra sheet if necessary) regular maintenance front entrance to
club house - pick up trash and
trimmed around club house

IRRIGATION COMMENTS: (Attach extra sheet if necessary) _____

SUGGESTIONS: (Attach extra sheet if necessary) _____

BLADE RUNNERS CREW LEADER

PROPERTY SUPERVISOR



COMMERCIAL LANDSCAPING, INC.

207 N. GOLDENROD RD. #500 ORLANDO, FL 32807 • PH: 407.306.0600 • FAX 407.306.0500

EMAIL: INFO@BLADERUNNERSORLANDO.COM • WWW.BLADERUNNERSORLANDO.COM

PROPERTY MAINTENANCE CHECK LIST

PROPERTY: Brighton Lakes

NAME: Fulton

DATE: 3-14-14 TIME OF ARRIVAL: _____

	YES	NO	WHY NOT?
MOWING			
BLOWING			
EDGING			
LINE TRIMMING			
TRIMMING/SHRUBS			
SPRAYING			
TREE TRIMMING			
TRASH PICK UP			
OTHER - SEE COMMENTS			

COMMENTS: (Attach extra sheet if necessary) _____

Rain day

IRRIGATION COMMENTS: (Attach extra sheet if necessary) _____

SUGGESTIONS: (Attach extra sheet if necessary) _____

BLADE RUNNERS CREW LEADER

PROPERTY SUPERVISOR


COMMERCIAL LANDSCAPING, INC.

207 N. GOLDENROD RD. #500 ORLANDO, FL 32807 • PH: 407.306.0600 • FAX 407.306.0500

EMAIL: INFO@BLADERUNNERSORLANDO.COM • WWW.BLADERUNNERSORLANDO.COM

PROPERTY MAINTENANCE CHECK LIST

 PROPERTY: Brighton Lakes

 NAME: Fulton

 DATE: 3-20-14 TIME OF ARRIVAL: 8:25 - 4:05

	YES	NO	WHY NOT?
MOWING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
BLOWING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
EDGING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
LINE TRIMMING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
TRIMMING/SHRUBS	<input type="checkbox"/>	<input type="checkbox"/>	
SPRAYING	<input type="checkbox"/>	<input type="checkbox"/>	
TREE TRIMMING	<input type="checkbox"/>	<input type="checkbox"/>	
TRASH PICK UP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
OTHER - SEE COMMENTS	<input type="checkbox"/>	<input type="checkbox"/>	

 COMMENTS: (Attach extra sheet if necessary) regular maintenance front club house
to end of block. pick up trash
and spray some ants

IRRIGATION COMMENTS: (Attach extra sheet if necessary) _____

SUGGESTIONS: (Attach extra sheet if necessary) _____

BLADE RUNNERS CREW LEADER

PROPERTY SUPERVISOR


COMMERCIAL LANDSCAPING, INC.

207 N. GOLDENROD RD. #500 ORLANDO, FL 32807 • PH: 407.306.0600 • FAX 407.306.0500

EMAIL: INFO@BLADERUNNERSORLANDO.COM • WWW.BLADERUNNERSORLANDO.COM

PROPERTY MAINTENANCE CHECK LIST

 PROPERTY: Brighton Lakes

 NAME: Fulton

 DATE: 3-21-19 TIME OF ARRIVAL: _____

	YES	NO	WHY NOT?
MOWING	✓		
BLOWING	✓		
EDGING	✓		
LINE TRIMMING	✓		
TRIMMING/SHRUBS			
SPRAYING	✓		
TREE TRIMMING			
TRASH PICK UP	✓		
OTHER - SEE COMMENTS			

 COMMENTS: (Attach extra sheet if necessary) Maintenance the common areas
retention ponds, fly ground pick up trash in
spring around club house

IRRIGATION COMMENTS: (Attach extra sheet if necessary) _____

SUGGESTIONS: (Attach extra sheet if necessary) _____

BLADE RUNNERS CREW LEADER

PROPERTY SUPERVISOR

BLADE RUNNERS

COMMERCIAL LANDSCAPING, INC.

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

PROPERTY: Brighton Loop
 NAME: _____
 DATE: 02-20-19 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 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

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: 07-20-19 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. Scurro

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: 07-20-11 TIME: _____
 PAGE: 3 OF: _____

timer A

CURRENT								ADJUSTED							
M	T	W	T	F	S	S	A RUN DAYS	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	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	1	OK	1		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.Y. (NO Yrve))

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: 07-20-19 TIME: _____

PAGE: 1 OF: _____

Timer
B

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

ZONE NUMBER	1	2	3	4	5	6	7	8	9	10	11	12
SPRAY OR ROTOR S OR R	<u>R</u>	<u>R/S</u>	<u>-</u>	<u>R</u>	<u>R</u>	<u>R</u>	<u>R</u>	<u>S</u>	<u>R</u>		<u>R</u>	<u>S</u>
CURRENT	<u>45</u>	<u>25</u>	<u>-</u>	<u>45</u>	<u>45</u>	<u>45</u>	<u>45</u>	<u>25</u>	<u>35</u>		<u>45</u>	<u>20</u>
ADJUSTED RUN TIME												
MAINTENANCE REPAIR												
PARTIAL CLOG												
ARC OR RADIUS ADJ.												
HEAD STRAIGHTENED												
HEAD MISSING/BROKEN	<u>OK</u>	<u>OK</u>	<u>-</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>-</u>	<u>OK</u>	<u>OK</u>
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			<u>N/A</u>									

COMMENTS: (Attach extra sheet if necessary) station 3 no wire

H. Seane

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 *time*

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 PM</u>
B START TIME	

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. Scurco

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 Lake
 NAME: _____
 DATE: 02-20-19 TIME: _____
 PAGE: _____ OF: _____

time
0

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. S. Vance

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: 02-20-19 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)

pump is no work
prop

H. S. S. S. S.

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: 07-20-14 TIME: _____
 PAGE: _____ OF: _____

CURRENT

M	<u>T</u>	W	T	<u>F</u>	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>2:00</u>

ZONE NUMBER	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>							
SPRAY OR ROTOR S OR R														
CURRENT	<u>3</u>	<u>3</u>	<u>20</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>							
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 to replace timer
Main line broken - station # 3.15
on H work for 2

H. S. Quana

INSPECTED BY BLADE RUNNERS TECH



COMMERCIAL LANDSCAPING, INC.

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

Agenda Page 18

PROPERTY: Brighton Lakes
NAME: _____
DATE: 03-06-14 TIME: _____
PAGE: _____ OF: _____

CURRENT

<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	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	8:00 Pm
B START TIME	8:00 Pm

ZONE NUMBER	1	2	3	4	5	6	7	8	9	10	11	12
SPRAY OR ROTOR S OR R	R	R	S	S	R	S	R	R	R	S	R	R
CURRENT	50	50	35	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	1	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) _____

H. Swane

INSPECTED BY BLADE RUNNERS TECH


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: 03-06-19 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	

*time 1A
Page 3*

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	S	S	R/S	S	S
CURRENT	40	40	20	14-40	20	20	20	20	14-40	40	14-40	14-40
ADJUSTED RUN TIME												
MAINTENANCE REPAIR												
PARTIAL CLOG												
ARC OR RADIUS ADJ.												
HEAD STRAIGHTENED												
HEAD MISSING/BROKEN	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) _____

H. Swane

INSPECTED BY BLADE RUNNERS TECH


COMMERCIAL LANDSCAPING, INC.

3851 CENTER LOOP, ORLANDO, FL 32808

TEL 407.306.0600 FAX 407.306.0500

WWW.BLADERUNNERSORLANDO.COM

 PROPERTY: Broken Lakes

NAME: _____

 DATE: 03-06-19 TIME: _____

PAGE: _____

OF: _____

CURRENT
ADJUSTED

<input checked="" type="checkbox"/> M	<input type="checkbox"/> T	<input checked="" type="checkbox"/> W	<input type="checkbox"/> T	<input checked="" type="checkbox"/> F	<input type="checkbox"/> S	<input type="checkbox"/> S	A RUN DAYS
M	T	W	T	F	S	S	B RUN DAYS

<input type="checkbox"/> M	<input type="checkbox"/> T	<input type="checkbox"/> W	<input type="checkbox"/> T	<input type="checkbox"/> F	<input type="checkbox"/> S	<input type="checkbox"/> S	A RUN DAYS
M	T	W	T	F	S	S	B RUN DAYS

A START TIME	10.00 PM.
B START TIME	

ZONE NUMBER	1	2	3	4	5	6	7	8	9	10	11	12
SPRAY OR ROTOR S OR R	R	S	S	R	R	R	R	S	R	R	R	S
CURRENT	45	25	45	45	45	45	35	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) _____

H. Swane

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: 03-06-19 TIME: _____

PAGE: _____

OF: _____

CURRENT

ADJUSTED

M	<u>T</u>	W	T	F	<u>S</u>	<u>S</u>	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	<u>2:00 Am</u>
B START TIME	

ZONE NUMBER	1	2	3	4	5	6	7	8	9			
SPRAY OR ROTOR S OR R	S	S	R	S	S	S	S	S	R			
CURRENT	20	20	20	40	20	20	20	20	40			
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			
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) _____

H. S. Vance

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: 03-06-19 TIME: _____
 PAGE: _____ OF: _____

CURRENT

ADJUSTED

timer
F

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	1	2	3	4	5	6	7										
SPRAY OR ROTOR S OR R	R	S	S	S	S	S	S										
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)

Station 2 - to F open.

H. Swana

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: 03-06-14 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	8:00 PM
B START TIME	8:00 PM

ZONE NUMBER	1	2	3	4	5	6	7	8	9	10	11	12
SPRAY OR ROTOR S OR R	R	R	S	S	R	S	R	R	R	S	R	R
CURRENT	50	50	35	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	1	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) _____

H. Swana

INSPECTED BY BLADE RUNNERS TECH


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: 03-06-16 TIME: _____

PAGE: _____

OF: _____

CURRENT
ADJUSTED
insert page 2

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	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	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)

station 13 need locate and Repair
H. S. Vance

INSPECTED BY BLADE RUNNERS TECH


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: 03-06-19 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	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	S	S	R/S	S	S
CURRENT	40	40	20	14	20	20	20	20	14	40	14	14
ADJUSTED RUN TIME												
MAINTENANCE REPAIR												
PARTIAL CLOG												
ARC OR RADIUS ADJ.												
HEAD STRAIGHTENED												
HEAD MISSING/BROKEN	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) _____

H. Swane

INSPECTED BY BLADE RUNNERS TECH


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:

03-06-19

TIME:

PAGE:

OF:

CURRENT
ADJUSTED

 timer A
Page 4

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	37	38	39	40										
SPRAY OR ROTOR S OR R	S	S	S	R/G										
CURRENT	15	20	20	20										
ADJUSTED RUN TIME														
MAINTENANCE REPAIR														
PARTIAL CLOG														
ARC OR RADIUS ADJ.														
HEAD STRAIGHTENED														
HEAD MISSING/BROKEN	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)

H-S Vance

INSPECTED BY BLADE RUNNERS TECH


COMMERCIAL LANDSCAPING, INC.

3851 CENTER LOOP, ORLANDO, FL 32808

TEL 407.306.0600 FAX 407.306.0500

WWW.BLADERUNNERSORLANDO.COM

 PROPERTY: Briar Lakes

NAME: _____

 DATE: 03-06-19 TIME: _____

PAGE: _____

OF: _____

CURRENT
ADJUSTED

<input checked="" type="checkbox"/> M	<input type="checkbox"/> T	<input checked="" type="checkbox"/> W	<input type="checkbox"/> T	<input checked="" type="checkbox"/> F	<input type="checkbox"/> S	<input type="checkbox"/> S	A RUN DAYS
M	T	W	T	F	S	S	B RUN DAYS

<input type="checkbox"/> M	<input type="checkbox"/> T	<input type="checkbox"/> W	<input type="checkbox"/> T	<input type="checkbox"/> F	<input type="checkbox"/> S	<input type="checkbox"/> S	A RUN DAYS
M	T	W	T	F	S	S	B RUN DAYS

A START TIME	10.00 Pm.
B START TIME	

ZONE NUMBER	1	2	3	4	5	6	7	8	9	10	11	12
SPRAY OR ROTOR S OR R	R	S	S	R	R	R	R	S	R	R	R	S
CURRENT	45	25	44	45	45	45	35	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) _____

H. Swane

INSPECTED BY BLADE RUNNERS TECH


COMMERCIAL LANDSCAPING, INC.

3851 CENTER LOOP, ORLANDO, FL 32808

TEL 407.306.0600 FAX 407.306.0500

WWW.BLADERUNNERSORLANDO.COM

 PROPERTY: Brighton Heights

NAME: _____

 DATE: 03-06-19 TIME: _____

PAGE: _____ OF: _____

CURRENT
ADJUSTED

<u>M</u>	T	<u>W</u>	T	<u>F</u>	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	10:00 PM
B START TIME	

ZONE NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13
SPRAY OR ROTOR S OR R	S	S	S	S	R	S	S	S	R	S	S	R	R
CURRENT	20	20	20	20	45	20	20	20	45	20	20	45	45
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	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) _____

H. Scano

INSPECTED BY BLADE RUNNERS TECH


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: 03-06-19 TIME: _____

PAGE: _____

OF: _____

CURRENT

ADJUSTED

M	<u>T</u>	W	T	F	<u>S</u>	<u>S</u>	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	<u>2:00 Am</u>
B START TIME	

ZONE NUMBER	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>			
SPRAY OR ROTOR S OR R	<u>S</u>	<u>S</u>	<u>R</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>R</u>			
CURRENT	<u>20</u>	<u>20</u>	<u>20</u>	<u>40</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>40</u>			
ADJUSTED RUN TIME												
MAINTENANCE REPAIR												
PARTIAL CLOG												
ARC OR RADIUS ADJ.												
HEAD STRAIGHTENED												
HEAD MISSING/BROKEN	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>			
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) _____

H. S. Vance

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

Agenda Page 196

PROPERTY: Brighton Lake
 NAME: _____
 DATE: 03-06-14 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	11:00 PM
B START TIME	

ZONE NUMBER	1	2	3	4	5	6	7	8	9	10	11	
SPRAY OR ROTOR S OR R	S	S	S	S	S	S	R	S	S	S	R	
CURRENT	20	20	20	20	20	20	20	20	20	20	20	
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 need. Repair

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: 03-06-18 TIME: _____
 PAGE: _____ OF: _____

CURRENT

ADJUSTED

time
F

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	1	2	3	4	5	6	7												
SPRAY OR ROTOR S OR R	R	S	S	S	S	S	S												
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)

Main line needed Repair.
Station 2 - to F open.

H. Swana

INSPECTED BY BLADE RUNNERS TECH



COMMERCIAL LANDSCAPING, INC.

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

Agenda Page 198

PROPERTY: Brighton Lake

NAME: _____

DATE: 03-30-19 TIME: _____

PAGE: _____ OF: _____

CURRENT

ADJUSTED

*finer
A Pas 1*

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	7:00 PM
B START TIME	8:00 PM

ZONE NUMBER	1	2	3	4	5	6	7	8	9	10	11	12
SPRAY OR ROTOR S OR R	R	R	S	S	R	S	R	R	R	S	R	A
CURRENT	50	50	35	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	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	1										
OTHER - SEE COMMENTS												

COMMENTS: (Attach extra sheet if necessary)

Repair- Valves station
1. and 2 set 14 Rotors

if Scare

INSPECTED BY BLADE RUNNERS TECH



COMMERCIAL LANDSCAPING, INC.

3851 CENTER LOOP, ORLANDO, FL 32808

TEL 407.306.0600 FAX 407.306.0500

WWW.BLADERUNNERSORLANDO.COM

Agenda Page 199

PROPERTY:

Brighton Lake

NAME:

DATE:

03-20-19

TIME:

PAGE:

OF:

Timer A

ADJUSTED

Page 2

CURRENT

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	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	40
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	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 #13. x10 wire

H-S Vanna

INSPECTED BY BLADE RUNNERS TECH



COMMERCIAL LANDSCAPING, INC.

3851 CENTER LOOP, ORLANDO, FL 32808

TEL 407.306.0600 FAX 407.306.0500

WWW.BLADERUNNERSORLANDO.COM

Agenda Page 200

PROPERTY: Prichard Fork

NAME: _____

DATE 03-30-10 TIME: _____

PAGE: _____ OF: _____

liner A

ADJUSTED Page 3

CURRENT

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	S	S	R	S	S
CURRENT	40	40	20	1/4	20	20	20	20	1/4	40	1/4	1/4
ADJUSTED RUN TIME												
MAINTENANCE REPAIR												
PARTIAL CLOG												
ARC OR RADIUS ADJ.												
HEAD STRAIGHTENED												
HEAD MISSING/BROKEN	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) (H. H) "No wire"

H. Scano

INSPECTED BY BLADE RUNNERS TECH



COMMERCIAL LANDSCAPING, INC.

3851 CENTER LOOP, ORLANDO, FL 32808

TEL 407.306.0600 FAX 407.306.0500

WWW.BLADERUNNERSORLANDO.COM

Agenda Page 201

PROPERTY: Brighton Lake

NAME: _____

DATE: 07-30-19 TIME: _____

PAGE: 4 OF: _____

CURRENT

ADJUSTED

time A

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	37	38	39	40										
SPRAY OR ROTOR S OR R	S	S	S	R/S										
CURRENT	15	20	20	20										
ADJUSTED RUN TIME														
MAINTENANCE REPAIR														
PARTIAL CLOG														
ARC OR RADIUS ADJ.														
HEAD STRAIGHTENED														
HEAD MISSING/BROKEN	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) _____

INSPECTED BY BLADE RUNNERS TECH



COMMERCIAL LANDSCAPING, INC.

3851 CENTER LOOP, ORLANDO, FL 32808

TEL 407.306.0600 FAX 407.306.0500

WWW.BLADERUNNERSORLANDO.COM

Agenda Page 202

PROPERTY: Brighton Fork

NAME: _____

DATE: 03-30-19 TIME: _____

PAGE: _____ OF: _____

CURRENT

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A RUN DAYS
M	T	W	T	F	S	S	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
M	T	W	T	F	S	S	B RUN DAYS

A START TIME	10:00 PM
B START TIME	

ZONE NUMBER	1	2	3	4	5	6	7	8	9	10	11	12
SPRAY OR ROTOR S OR R	R	S	S	R	R	R	R	S	R	R	R	S
CURRENT	42	25	44	45	45	45	35	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) _____

H. S. S. S. S.

INSPECTED BY BLADE RUNNERS TECH



COMMERCIAL LANDSCAPING, INC.

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

Agenda Page 203

PROPERTY: Brighton Fork

NAME: _____

DATE: 03-30-16 TIME: _____

PAGE: _____ OF: _____

CURRENT

ADJUSTED

Timer
C

A START TIME	10:00 PM
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	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												
MAINTENANCE REPAIR												
PARTIAL CLOG												
ARC OR RADIUS ADJ.												
HEAD STRAIGHTENED												
HEAD MISSING/BROKEN	Off	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) _____

H. Scano

INSPECTED BY BLADE RUNNERS TECH



COMMERCIAL LANDSCAPING, INC.

3851 CENTER LOOP, ORLANDO, FL 32808

TEL 407.306.0600 FAX 407.306.0500

WWW.BLADERUNNERSORLANDO.COM

Agenda Page 204

PROPERTY: Brighton Lock

NAME: _____

DATE: 03-30-16 TIME: _____

PAGE: _____ OF: _____

filter D

CURRENT

ADJUSTED

M	<u>T</u>	W	<u>Th</u>	F	<u>S</u>	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	<u>3:00</u>
B START TIME	<u>Am</u>

ZONE NUMBER	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>			
SPRAY OR ROTOR S OR R	<u>S</u>	<u>S</u>	<u>D</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>R</u>			
CURRENT	<u>20</u>	<u>20</u>	<u>40</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>40</u>			
ADJUSTED RUN TIME												
MAINTENANCE REPAIR												
PARTIAL CLOG												
ARC OR RADIUS ADJ.												
HEAD STRAIGHTENED												
HEAD MISSING/BROKEN	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>			
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) _____

H. S. VANCE

INSPECTED BY BLADE RUNNERS TECH



COMMERCIAL LANDSCAPING, INC.

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

Agenda Page 205

PROPERTY: Brighton Lgk

NAME: _____

DATE: 03-30-19 TIME: _____

PAGE: _____ OF: _____

CURRENT

ADJUSTED

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

A START TIME	<u>11:00</u>
B START TIME	<u>12</u>

ZONE NUMBER	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	
SPRAY OR ROTOR S OR R	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>12</u>	<u>S</u>	<u>S</u>	<u>S</u>	<u>12</u>	
CURRENT	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>	
ADJUSTED RUN TIME												
MAINTENANCE REPAIR												
PARTIAL CLOG												
ARC OR RADIUS ADJ.												
HEAD STRAIGHTENED												
HEAD MISSING/BROKEN	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	<u>OK</u>	
CHANGE 4" TO 6" POP UP										<u>5</u>		
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)

Proposed to replace
30 spray 4" to 6" station # 10

H. S. Sancer

INSPECTED BY BLADE RUNNERS TECH



COMMERCIAL LANDSCAPING, INC.

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

Agenda Page 206
PROPERTY: Brighton Lake
NAME: _____
DATE: 03-30-14 TIME: _____
PAGE: _____ OF: _____

CURRENT

ADJUSTED *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

A START TIME	
B START TIME	

ZONE NUMBER	1	2	3	4	5	6	7						
SPRAY OR ROTOR S OR R	2	3	5	5	5	5	7						
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)

Proposed to Repair
main line station 2-7 open.

H. Scurace

INSPECTED BY BLADE RUNNERS TECH

BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT SITEX REPORT

BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT

OPERATIONS & MAINTENANCE HIGHLIGHT

SITEX AQUATICS MANAGEMENT REPORT

January 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 spot treated

POND3- Hydrilla spot treated

POND4-Shoreline vegetation treated

POND5- Shoreline vegetation treated

POND6- Shoreline vegetation treated

POND7- Shoreline vegetation treated

POND8- Hydrilla spot treated

POND9- Shoreline vegetation treated

ADDITIONAL NOTES:

Good cool weather this month keep growth a minimum. Still some small amounts hydrilla being spot treated as they pop up. All in all the ponds are in great shape, All ponds received shoreline vegetation treatments as needed. Please don't hesitate to reach out to my staff or myself if you need anything at all.

Regards

Joe Craig

President

Sitex Aquatics llc.

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

OPERATIONS & MAINTENANCE HIGHLIGHT

SITEX AQUATICS MANAGEMENT REPORT

March 2019

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

POND1-Hydrilla & Algae treated on the shelf & perimeter

POND2- Hydrilla & Algae treated

POND3- Hydrilla & Algae treated

POND4-Hydrilla & Algae treated

POND5- Hydrilla spot treated

POND6- Grasses treated

POND7- Hydrilla spot treated

POND8- Hydrilla spot treated

POND9- Hydrilla & Algae spot treated

ADDITIONAL NOTES:

Warm weather & water are here, way too fast in my opinion. The hydrilla has started to bloom, it has all been treated then a follow up for Hydrilla & Algae have been performed. This process will more than likely continue throughout the warm months. Please don't hesitate to reach to myself or my staff should you need anything.

Regards

Joe Craig

President

Sitex Aquatics llc.

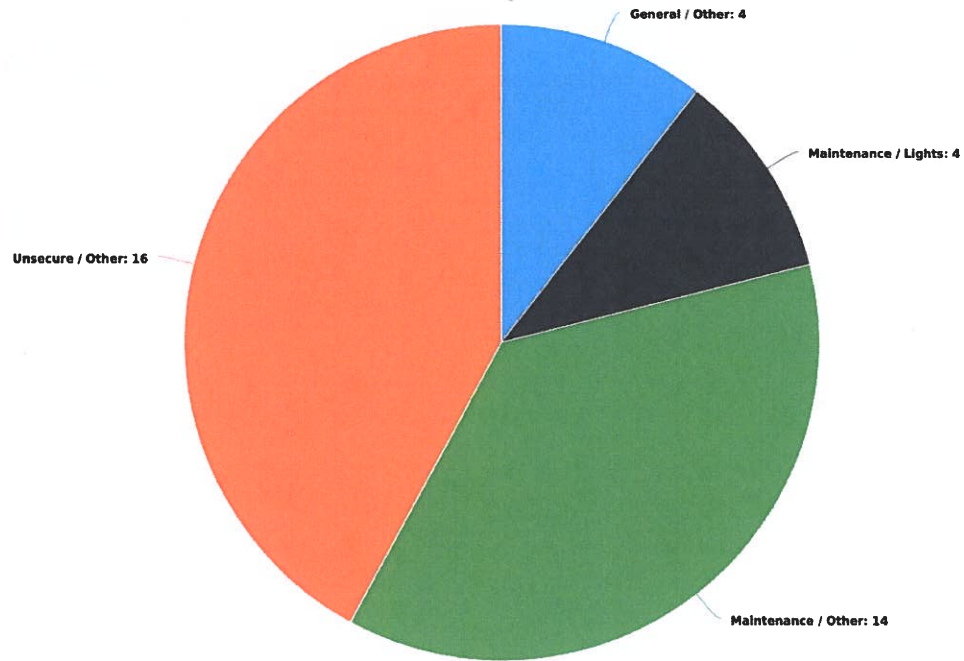
**BRIGHTON LAKES COMMUNITY
DEVELOPMENT DISTRICT
MAGNOSEC REPORT**

Brighton Lakes CDD Recreation Center/Sev

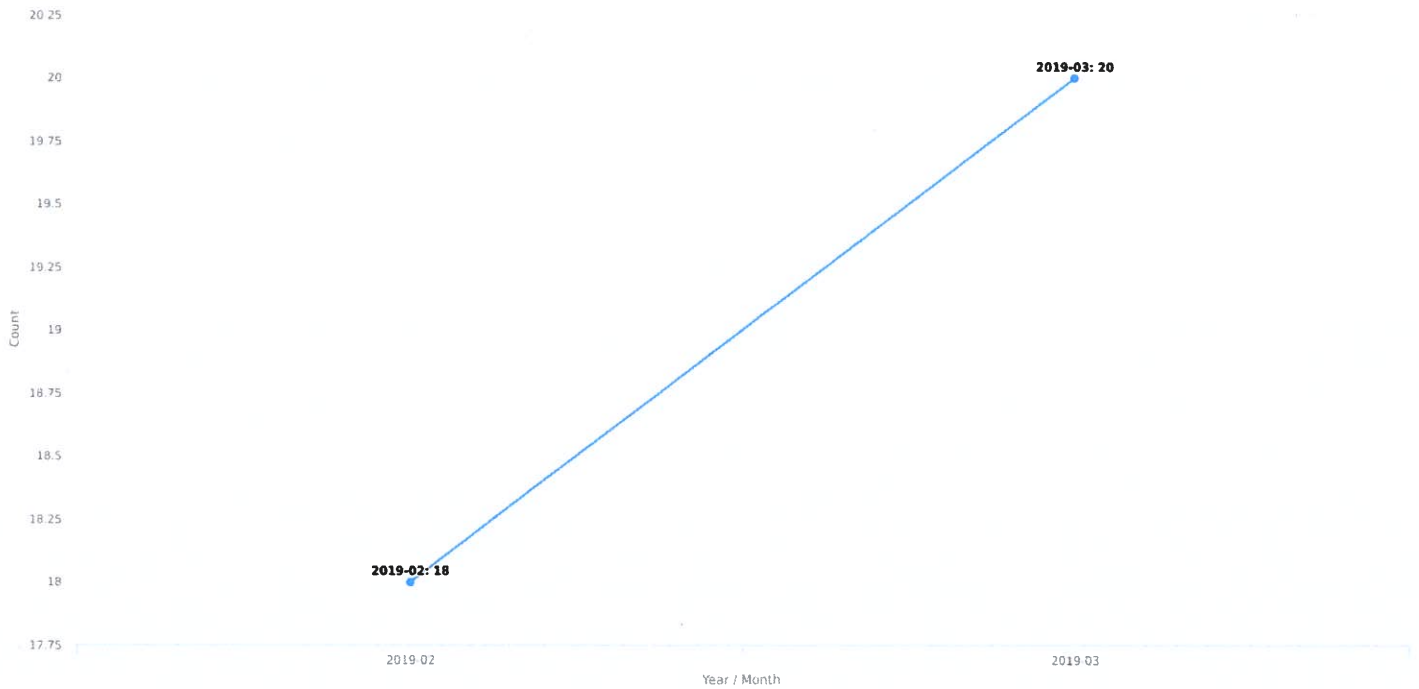
02/01/2019 - 03/31/2019



Incident Category



Year / Month



Incident Category vs Year / Month

02/01/2019 - 03/31/2019



Incident Category	2019-02	2019-03	Total
General / Other	1	3	4
Maintenance / Lights	1	3	4
Maintenance / Other	9	5	14
Unsecure / Other	7	9	16
Total	18	20	38

Sidewalk Grinding Proposals - Brighton Lakes CDD

Contractor	Description	Each	Total
Vice Painting	Grinding of 837 panels to include 4'x4' and 5'x5' panels		
	117 panels - 5'x5'	\$ 40.00	\$ 4,680.00
	720 panels - 4'x4'	\$ 35.00	\$ 25,200.00
	Grand Toal		\$ 29,880.00

Superior Sidewalk Services	Grinding of 837 panels to include 4'x4' and 5'x5' panels		
	837 Panels including 5'x5' and 4'x4'	Grand Total	\$ 104,750.00

Inframark	Grinding of 837 panels to include 4'x4' and 5'x5' panels	Each	Total
	117 panels - 5'x5'	\$ 28.00	\$ 3,276.00
	720 panels - 4'x4'	\$ 28.00	\$ 20,160.00
	Grand Toal		\$ 23,436.00



CONTRACT

Inframark

c/o

Attn: Ariel Medina

313 Campus Street

Celebration, FL 34747

Telephone: 281-831-0139

E-Mail: Ariel.Medina@inframark.com

Date: March 4, 2019

Project: Concrete Repairs

We are pleased to submit our contract for the following:

Please see specifications for complete detail of work.

PRICE:

<u>4x4 Concrete Grind:</u>	<u>\$35.00 each</u>
<u>5x5 Concrete Grind:</u>	<u>\$40.00 each</u>
<u>4x4 Concrete Slab Replacement:</u>	<u>\$225.00 each</u>
<u>5x5 Concrete Slab Replacement:</u>	<u>\$350.00 each</u>

Includes: Grind concrete in areas where lifted on 4x4 and 5x5 panels to remove trip hazards, price reflects each grind depending on panel size. Options to remove damaged slab/panel of 4x4 or 5x5 concrete and replace with new slab/panel, price for each panel reflects size of panel needing replaced. *Please indicate option chosen by initialing line item chosen.*

Excludes: Anything not specifically mentioned above.

Payment to be as follows: To be negotiated

All material is to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the enclosed specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. Owners will be responsible for any equipment cost associated with work delays due to approval of colors, samples, mockups, etc... After payment terms have been negotiated, payment schedule will follow and become part of this contract. We shall not be liable for delays resulting from strikes or other labor troubles, direct or indirect acts of government, fires, floods, hurricanes, accidents or any other cause beyond our control. We are not responsible for damage to lanai screens due to following our scope of work, or for overspray on vehicles that were not moved after our notice was posted advising vehicle owners to do so. Owner to carry fire, tornado and other necessary insurance. We carry General Liability and our employees are fully covered by Workman's Compensation.

This proposal and contract is valid for 60 days.

VICE PAINTING, LLC.

By: Matt Vice

Matt Vice, Vice President

The enclosed prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Acceptance Date: _____

Signature: _____

Print Name: _____

Title: _____

Vice Painting, llc

5401 South Kirkman Road • Suite 310 • Orlando, FL 32819 • (407) 489-3076



3527 Golden Eagle Drive
 Land O' Lakes, Florida 34639
 813-973-7256 / 813-431-7256
www.SuperiorSidewalkServices.com

SURVEY ESTIMATE AND PRICE PROPOSAL
Brighton Lakes CDD
4250 Brighton Lakes Blvd, Kissimmee FL 34746

March 18, 2019

Based on a request by Ariel Medina, Field Services Supervisor, on behalf of Brighton Lakes CDD, removal of the trip hazards within the community were reviewed. The total number and locations of sidewalks that need to be addressed are based on the list provided in the request as shown on the following page. Potential trip hazards are typically classified and grouped into the categories shown below:

CATEGORY	HAZARD HEIGHT
Least Severe (LS)	¼ inch to ½ inch
Severe (S)	½ inch to 1 inch
Most Severe (MS)	1 inch to 2 inches
Replace	Greater than 2 inches

For each category of trip hazard, an estimated quantity of concrete that needs to be removed is developed as part of the cost estimate. A maximum concrete removal is as included in the estimate. Locations that are estimated as trip hazards greater than 2 inches should be replaced so the integrity of the concrete is maintained.

The concrete surfaces requested for remediation are hazards with heights between ¼ inch and 2 inches. These locations are recommended to be eliminated by grinding down the concrete. Each concrete panel is addressed separately to make sure the final pathway is graded back to the center of the panel to avoid trip and fall injuries and to meet ADA requirements. The locations provided and included in the price proposal are summarized in the following table.

Trip Hazards in Concrete Surfaces	
Grind 117 - 5' x5' panels at Brighton Lakes Blvd.	
Grind 48 - 4' x 4' panels at Sweetspire Circle	
Grind 12 - 4' x 4' panels at Milano Pl	
Grind 14 - 4' x 4' panels at Fox Glen	
Grind 12 - 4' x 4' panels at Devon Ct	
Grind 10 - 4' x 4' panels at Holly Park Ct	
Grind 28 - 4' x 4' panels at Volta Circle	
Grind 29 - 4' x 4' panels at Kariba Ct.	
Grind 2 - 4' x 4' panels at Juneberry Way	
Grind 2 - 4'x4' panels at Heliotrope Loop	
Grind 9 - 4'x4' panels at Fawn Lily Way	
Grind 4 - 4'x4' panels at Conservatory Pl.	
Grind 26 - 4'x4' panels at Maracaibo Dr.	
Grind 10 - 4'x4' panels at Turkano Way	
Grind 2 - 4'x4' panels at Presidio Way	
Grind 9 - 4'x4' panels at Wingfield Place	
Grind 13 - 4'x4' panels at Maggione Circle	
Grind 56 - 4'x4' panels at Patrician Circle	
Grind 2 - 4'x4' panels at Carrington Way	
Grind 72 - 4'x4' panels at Star Grass Circle	
Grind 3 - 4'x4' panels at Rockdale Way	
Grind 13 - 4'x4' panels at Omega Way	
Grind 6 - 4'x4' panels at Baykal Drive	
Grind 141 - 4'x4' panels at Huron Circle	
Grind 36 - 4'x4' panels at Lugano Ct.	
Grind 18 - 4'x4' panels at Kariba Way	
Grind 5 - 4'x4' panels at Gina Way	
Grind 64 - 4'x4' Panels at Chapala Dr.	
Grind 3 - 4'x4' panels at Sevan Way	
Grind 23 - 4'x4' panels at Vanern Way	
Grind 7 - 4'x4' panels at Torrens Way	
Grind 42 - 4'x4' panels at Biel Ct.	
TOTAL of 837 panels	

Proposal Includes:

- Trip hazard removal using Airtec ES-2000 and RT-2500 Scarifiers hooked to a vacuum to remediate dust.
- A hand grinder or smoothing drum hooked to a vacuum will provide a smooth and even finish of the concrete surface.
- The use of a generator for power source.
- Proposed work will be completed on dates agreed to by the requestor and Superior Sidewalk Services.
- The first phase of the project will consist of approximately 10% of the identified locations. Once work is approved and payment is received, additional locations will be completed.
- Estimated time for completion will be dependent on the total number of phases for the project.
- Completion of project is contingent upon potential weather delays.
- Superior Sidewalk Services shall be notified of any concerns relating to work completed within 48 hours for resolution.
- Price proposal is valid for 90 days. After that time, verification of trip hazards and/or adjustment of cost due to quantity or severity of hazards may be required.

Total Price of the Proposal is \$104,750.

Work will be completed in phases as identified above and agreed upon prior to the commencement.

Acceptance of Proposal: The above cost and specifications are satisfactory and are hereby accepted.

Printed Name and Title

Signature

Date

Thank You For Your Business!



March 5, 2019

To: Brighton Lakes CDD
 313 Campus Street
 Celebration, FL. 34747
 407-566-1935

Brighton Lakes CDD	
--------------------	--

Description		Ea.		Total
Grind 117 panels at Brighton Lakes Blvd.	\$ 28.00	117	\$	3,276.00
Grind 48 panels at Sweetspire Circle	\$ 28.00	48	\$	1,344.00
Grind 12 panels at Milano Pl	\$ 28.00	12	\$	336.00
Grind 14 panels at Fox Glen	\$ 28.00	14	\$	392.00
Grind 12 panels at Devon Ct	\$ 28.00	12	\$	336.00
Grind 10 panels at Holly Park Ct	\$ 28.00	10	\$	280.00
Grind 28 panels at Volta Cricle	\$ 28.00	28	\$	784.00
Grind 28 panels at kariba Ct.	\$ 28.00	29	\$	812.00
Grind 2 panels at Juneberry Way	\$ 28.00	2	\$	56.00
Grind 2 panels at Heliotrope Loop	\$ 28.00	2	\$	56.00
Grind 9 panels at Fawn Lily Way	\$ 28.00	9	\$	252.00
Grind 4 panels at Conservatory Pl.	\$ 28.00	4	\$	112.00
Grind 26 panels at Maracaibo Dr.	\$ 28.00	26	\$	728.00
Grind 10 panels at Turkano Way	\$ 28.00	10	\$	280.00
Grind 2 panels at Presidio Way	\$ 28.00	2	\$	56.00
Grind 9 anels at Wingfield Place	\$ 28.00	9	\$	252.00
Grind 13 panels at Maggieore Circle	\$ 28.00	13	\$	364.00
Grind 56 panels at Patrician Circle	\$ 28.00	56	\$	1,568.00
Grind 2 panels at Carrington Way	\$ 28.00	2	\$	56.00
Grind 72 panels at Star Grass Circle	\$ 28.00	72	\$	2,016.00
Grind 3 panels at Rockdale Way	\$ 28.00	2	\$	56.00
Grind 13 panels at Omega Way	\$ 28.00	13	\$	364.00
Grind 6 panels at Baykal Drive	\$ 28.00	6	\$	168.00
Grind 141 panels at Huron Circle	\$ 28.00	141	\$	3,948.00
Grind 36 panels at Lugano Ct.	\$ 28.00	36	\$	1,008.00
Grind 18 panels at karba Way	\$ 28.00	18	\$	504.00
Grind 5 panels at Gina Way	\$ 28.00	5	\$	140.00
Grind 64 Panels at Chapala Dr.	\$ 28.00	64	\$	1,792.00
Grind 3 panels at Sevan Way	\$ 28.00	3	\$	84.00
Grind 23 panels at Vanern Way	\$ 28.00	23	\$	644.00
Grind 7 panels at Torrens Way	\$ 28.00	7	\$	196.00
Grind 42 panels at Biel Ct.	\$ 28.00	42	\$	1,176.00
Total Panels to be grinded		837	\$	-
Prepared by Inframark, Russ Simmons, Field Manager				
				\$ 23,436.00

Thank you for your business!

313 Campus Street Celebration, FL 407-566-1935] russ.simmons@inframark.com