

BRIGHTON LAKES
COMMUNITY DEVELOPMENT
DISTRICT

JULY 11, 2019

REGULAR BOARD MEETING

AGENDA PACKAGE

Brighton Lakes Community Development District

Agenda Page 2

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

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 1, 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, July 11, 2019 at 6:00 P.M.** at the Valencia College, Poinciana Campus, Multipurpose Room 125, 3255 Pleasant Hill Road, Kissimmee, FL 34744

1. Pledge of Allegiance
2. Roll Call
3. Discussion Regarding Osceola County Community Development Application
PD19-00012 requesting change in existing use of Parcel E within the District
4. Audience Comments (Limited to 3 minutes)
5. Budget Presentation
6. Public Hearing to Consider the Adoption of the Budget for Fiscal Year 2020
 - A. Public Comment
 - B. Consideration of Resolution 2019-04, Adopting the Fiscal Year 2020 Budget
7. Public Hearing to Consider the Levy of Operations and Maintenance Assessments for Fiscal Year 2020
 - A. Public Comment
 - B. Consideration of Resolution 2019-05, Levying the Assessments
8. Approval of Minutes
 - A. Minutes of May 2, 2019 Meeting
9. CDD Landscaping & Maintenance Liaison Report
 - A. Bladerunners Proposals
 - B. Churchhills Group Proposal
10. Vendor Reports
11. Engineer's Report
12. District Manager's Report
 - A. Financial Statements
 - B. Check Register and Invoices

Brighton Lakes

July 1, 2019

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C. FY2020 Meeting Schedule

D. Report on Number of Registered Voters

13. Staff Report

A. Attorney

i. Tree Trimming Legal Fees

B. Field Management Report

14. Supervisor Requests and Comments

15. Other Business

16. Adjournment

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

Sincerely,

Robert Koncar/Kristen Suit
District Manager

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

www.brightonlakesedd.org

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

Fifth Order of Business

Brighton Lakes Community Development District 2020 Budget



Executive Summary

- Total proposed expenditures from the reserve study through 2025 is \$1,792,530. Total funds currently available \$772,833.
- The total shortfall is **(\$1,019,697)**. **[See Chart One]**
- The shortfall anticipates using all available reserve funds. This will result in the elimination of the reserve funds once all of the projects are completed through 2025. **[See Chart Two]**
- The proposed 2020 budget shows an increase in assessments between 8% and 10% (depending upon housing and lot type), or \$167 annual increase. **[See Chart Three]**

Executive Summary

- The proposed increase will generate \$125,436 annually in increased assessment revenue. **[See Chart Four]**
- There are three primary components of expenditures from the reserve study: a) Property Site Elements: roads, drainage, tennis courts and basketball court; b) Club House Elements: equipment and buildings; c) Pool Elements: pool and decking. **[See Chart Five]**

Shortfall of Proposed Reserve Fund Expenditures to Available Funds Through 2025

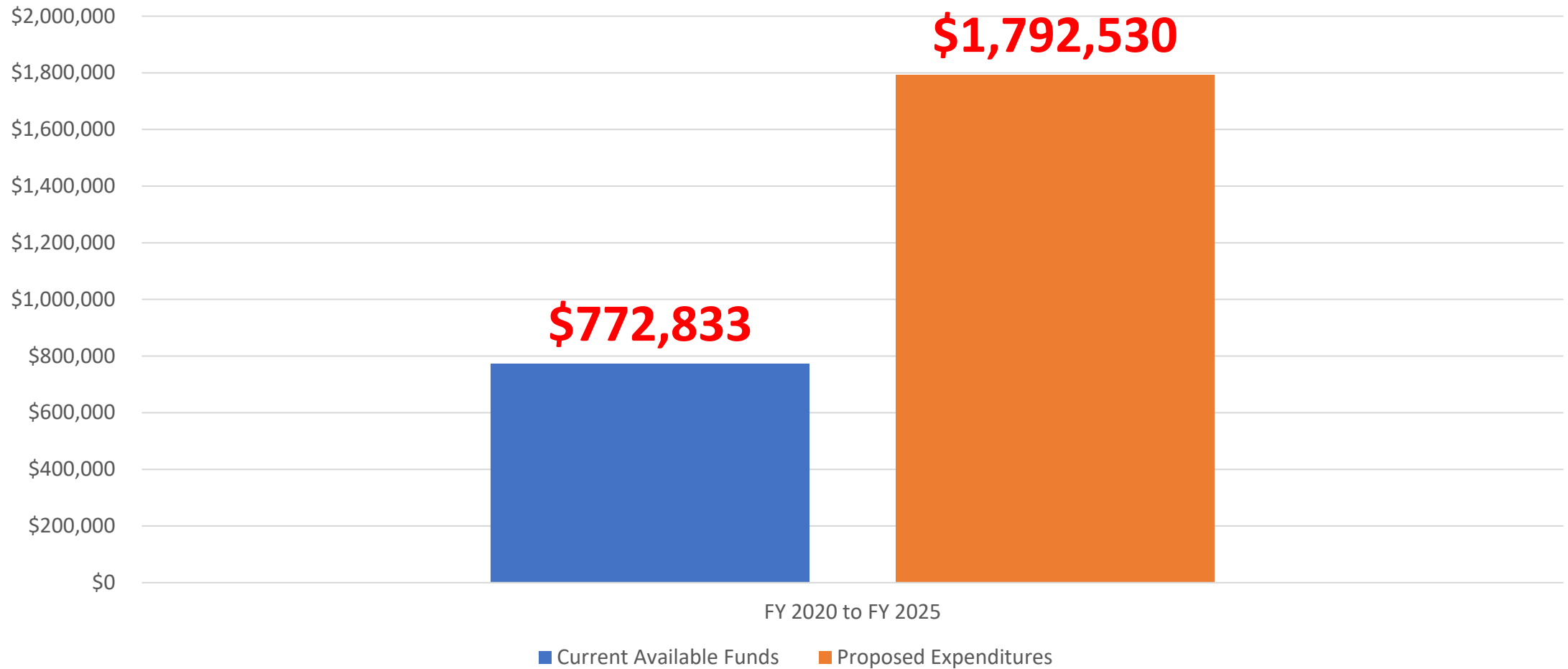


Chart One

Shortfall in Funding For Reserve Expenditures With the Proposed Assessment Increase - Through 2025

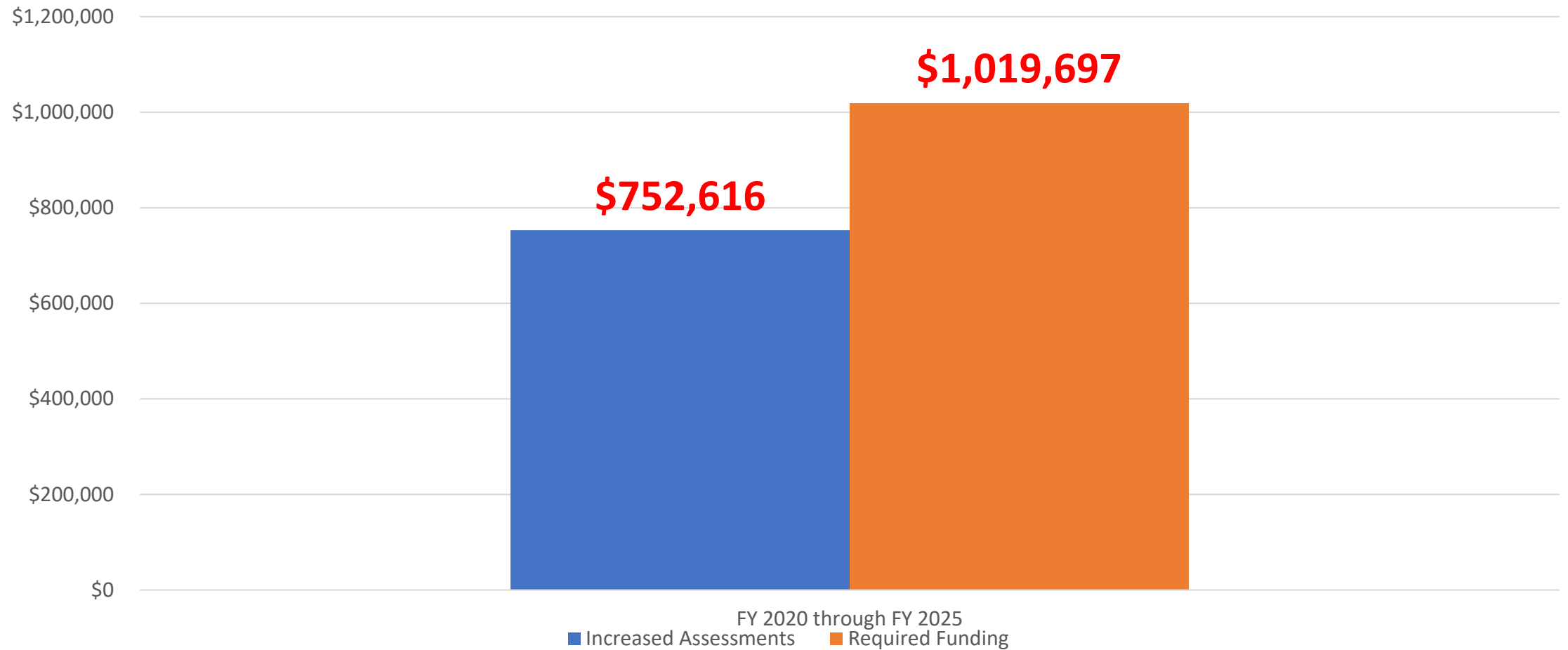


Chart Two

Chart Three

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:	<u>\$350,049</u>
Total Available All Sources:	\$772,833

Chart Four

Reserve Study Component Expenditures – Through 2025

Property Elements:
Roads, Drainage,
Irrigation, Tennis Courts
and Basketball Court,
Fences and Gates.

Clubhouse Elements:
Building, Furniture,
Exercise Equipment,
HVAC Equipment.

Pool Elements: Pool and
Decking,

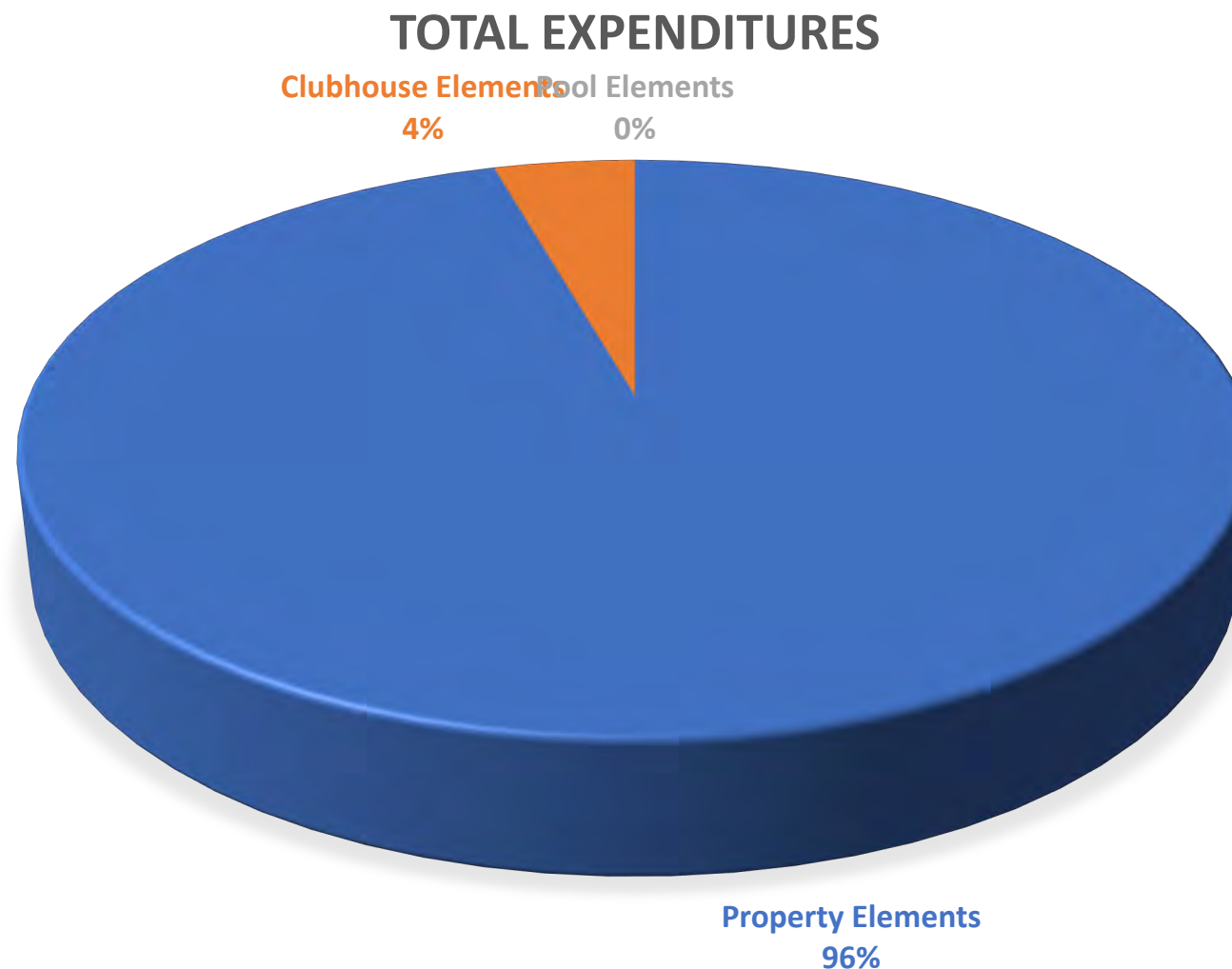


Chart Five

BRIGHTON LAKES
Community Development District

Annual Operating and Debt Service Budget
Fiscal Year 2020

Version 1.0 Modified Tentative Budget
(Approved on 05/02/2019)

Prepared by:



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Brighton Lakes
Community Development District

Operating Budget
Fiscal Year 2020

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

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU MAY -2019	PROJECTED JUN - SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
REVENUES							
Interest - Investments	\$ 4,888	\$ 15,297	\$ 9,500	\$ 11,413	5,707	\$ 17,120	\$ 15,000
Room Rentals	(105)	118	100	47	25	72	25
Interest - Tax Collector	37	250	-	385	-	385	350
Special Assmnts- Tax Collector	837,155	837,624	837,157	829,721	7,436	837,157	962,593
Special Assmnts- Discounts	(28,956)	(30,158)	(33,486)	(30,730)	-	(30,730)	(38,504)
Other Miscellaneous Revenues	4,227	-	-	-	-	-	-
Gate Bar Code/Remotes	4,272	2,036	100	1,373	687	2,060	1,500
Access Cards	278	532	1,000	426	213	639	500
TOTAL REVENUES	821,796	825,699	814,371	812,635	14,067	826,702	941,464
EXPENDITURES							
Administrative							
P/R-Board of Supervisors	6,800	5,800	6,000	5,600	400	6,000	6,000
FICA Taxes	520	444	459	428	31	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	11,975	5,988	17,963	7,000
ProfServ-Legal Services	20,238	25,132	12,000	30,161	10,000	40,161	25,000
ProfServ-Mgmt Consulting Serv	46,906	48,313	49,762	33,175	16,587	49,762	51,255
ProfServ-Property Appraiser	305	-	751	-	751	751	751
ProfServ-Special Assessment	5,000	5,483	5,305	3,793	1,512	5,305	5,305
ProfServ-Trustee Fees	7,125	7,177	8,450	7,758	692	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	1,933	967	2,900	3,300
Postage and Freight	2,365	807	500	776	388	1,164	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	3,403	1,702	5,105	5,832
Legal Advertising	1,565	679	800	551	276	827	1,000
Miscellaneous Services	1,684	1,263	2,600	6,655	3,328	9,983	2,600
Misc-Assessmnt Collection Cost	11,744	11,134	16,743	16,083	660	16,743	19,252
Website Hosting	-	-	-	-	-	-	15,000
Office Supplies	1,523	182	350	436	218	654	800
Annual District Filing Fee	175	175	175	175	-	175	175
Total Administrative	135,341	138,812	132,249	134,035	45,098	179,133	167,039
Field							
ProfServ-Field Management	30,000	75,900	41,390	27,593	13,797	41,390	41,390
ProfServ-Field Management - Onsite Staff	-	-	60,185	40,123	20,062	60,185	60,185
ProfServ-Field Temp Labor	45,465	773	-	-	-	-	-
Contracts-Landscape	159,284	159,284	164,064	117,317	72,616	189,933	217,850
Electricity - General	60,744	62,895	65,000	33,254	16,627	49,881	63,000
Utility - Water & Sewer	3,257	2,888	4,000	2,394	1,197	3,591	3,000
R&M-Common Area	12,240	36,632	30,000	20,934	10,467	31,401	15,000
R&M-Irrigation	6,154	1,999	5,000	2,628	1,314	3,942	5,200
Contracts-Lakes	22,428	26,467	23,400	17,398	8,699	26,097	23,400
R&M-Tree Trimming	-	-	-	-	-	-	20,000
Misc-Contingency	7,157	2,906	7,000	1,475	738	2,213	1,000
Capital Reserve	-	-	46,820	44,825	1,995	46,820	-
Total Field	346,729	369,744	446,859	307,941	147,511	455,452	450,025

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

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU MAY -2019	PROJECTED JUN - SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
Gatehouse							
Contracts-Security Services	66,202	86,376	86,376	55,322	28,792	84,114	89,328
Gate Maintenance	37,173	14,622	16,935	5,009	2,505	7,514	18,000
Capital Outlay	91,425	-	-	-	-	-	-
Total Gatehouse	194,800	100,998	103,311	60,331	31,297	91,628	107,328
Road and Street Facilities							
R&M-Roads & Alleyways	7,851	842	1,000	3,142	1,571	4,713	6,000
R&M-Signage	524	4,474	1,200	225	113	338	1,000
Total Road and Street Facilities	8,375	5,316	2,200	3,367	1,684	5,051	7,000
Community Center							
Contracts-Security Services	30,191	35,433	35,000	21,080	4,960	26,040	35,000
R&M-Clubhouse	15,582	11,536	14,752	15,592	7,796	23,388	14,752
Contract-Pools	29,572	20,123	35,000	11,590	2,340	13,930	7,020
Miscellaneous Services	264	3,532	5,000	1,362	681	2,043	5,000
Capital Reserve	-	-	40,000	48,135	-	48,135	-
Total Community Center	75,609	70,624	129,752	97,759	15,777	113,536	61,772
Reserves							
Reserves	-	-	-	-	-	-	148,300
Total Reserves	-	-	-	-	-	-	148,300
TOTAL EXPENDITURES & RESERVES	760,854	685,494	814,371	603,433	241,366	844,799	941,464
Excess (deficiency) of revenues Over (under) expenditures	60,942	140,205	-	209,202	(227,299)	(18,097)	-
Net change in fund balance	60,942	140,205	-	209,202	(227,299)	(18,097)	-
FUND BALANCE, BEGINNING	981,591	1,042,533	1,182,738	1,182,738	-	1,182,738	1,164,642
FUND BALANCE, ENDING	\$ 1,042,533	\$ 1,182,738	\$ 1,182,738	\$ 1,391,940	\$ (227,299)	\$ 1,164,642	\$ 1,164,642

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.

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.

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.

Budget Narrative
Fiscal Year 2020

EXPENDITURES – Field

<u>Professional Services - Field Management</u>	\$ 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.	
<u>Professional Services - Field Management – Onsite Staff</u>	\$60,185
Costs for personnel at the Amenity Center.	
<u>Contracts - Landscape</u>	\$ 217,850
Blade Runners Landscaping.	
<u>Electricity - General</u>	\$ 63,000
Electricity for accounts with Kissimmee Utility Authority for street lighting, front entry features, fountains and irrigation well.	
<u>Utility – Water & Sewer</u>	\$ 3,000
Expense for accounts with TOHO for water and sewer.	
<u>R&M - Common Area</u>	\$ 15,000
This category is for any items related to maintenance of common areas that are not covered in other field services line items.	
<u>R&M - Irrigation</u>	\$ 5,200
This category is for any items related to maintenance of irrigation areas that are not covered in other field services line items.	
<u>Contracts- Lake</u>	\$ 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.	
<u>Misc - Contingency</u>	\$ 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.	
<u>Contracts - Security System</u>	\$ 89,328
Envera Security System.	

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.

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2020	\$ 1,164,642
Net Change in Fund Balance - Fiscal Year 2020	-
Reserves - Fiscal Year 2020	148,300
Total Funds Available (Estimated) - 09/30/2020	1,312,942

ALLOCATION OF AVAILABLE FUNDS

Assigned Fund Balance

Operating Reserve - First Quarter Operating Capital	198,291 ⁽¹⁾
Clubhouse	40,000
Field	90,000
Landscape	190,967
Recreation Facilities	101,817
Roadways	350,094
Capital Reserve:	
Reserve Study	148,300
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	1,119,469

Total Allocation of Available Funds	1,119,469
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Total Unassigned (undesignated) Cash	\$ 193,473
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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 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2017	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU MAY -2019	PROJECTED JUN - SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
REVENUES							
Interest - Investments	\$ 586	\$ 2,145	\$ 1,900	\$ 2,911	\$ 1,456	\$ 4,367	\$ 3,000
Special Assmnts- Tax Collector	210,542	210,660	210,541	208,671	1,870	210,541	210,541
Special Assmnts- Discounts	(7,282)	(7,585)	(8,422)	(7,728)	-	(7,728)	(8,422)
TOTAL REVENUES	203,846	205,220	204,019	203,854	3,326	207,180	205,119
EXPENDITURES							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	2,953	2,534	4,211	4,045	-	4,045	4,211
Total Administrative	2,953	2,534	4,211	4,045	-	4,045	4,211
<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	97,739	-	97,739	93,940
Total Debt Service	195,242	196,592	197,739	197,739	-	197,739	198,940
TOTAL EXPENDITURES	198,195	199,126	201,950	201,784	-	201,784	203,151
Excess (deficiency) of revenues Over (under) expenditures	5,651	6,094	2,069	2,070	3,326	5,396	1,968
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	-	-	2,069	-	-	-	1,968
TOTAL OTHER SOURCES (USES)	-	-	2,069	-	-	-	1,968
Net change in fund balance	5,651	6,094	2,069	2,070	3,326	5,396	1,968
FUND BALANCE, BEGINNING	180,805	186,456	192,550	192,550	-	192,550	197,946
FUND BALANCE, ENDING	\$ 186,456	\$ 192,550	\$ 194,619	\$ 194,620	\$ 3,326	\$ 197,946	\$ 199,914

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 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ADOPTED BUDGET FY 2019	ACTUAL THRU MAY -2019	PROJECTED JUN - SEP-2019	TOTAL PROJECTED FY 2019	ANNUAL BUDGET FY 2020
REVENUES						
Interest - Investments	\$ 224	\$ 200	\$ 251	\$ 126	\$ 377	\$ 200
Special Assmnts- Tax Collector	254,990	220,651	218,691	1,960	220,651	220,651
Special Assmnts- Discounts	(9,182)	(8,826)	(8,100)	-	(8,100)	(8,826)
TOTAL REVENUES	246,032	212,025	210,842	2,086	212,928	212,025
EXPENDITURES						
<i>Administrative</i>						
Misc-Assessmnt Collection Cost	3,655	4,413	4,239	-	4,239	4,413
Total Administrative	3,655	4,413	4,239	-	4,239	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	71,305	-	71,305	66,820
Total Debt Service	181,107	209,306	209,305	-	209,305	208,820
TOTAL EXPENDITURES	184,762	213,719	213,544	-	213,544	213,233
Excess (deficiency) of revenues		-				
Over (under) expenditures	61,270	(1,694)	(2,702)	2,086	(617)	(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)	(2,702)	2,086	(617)	(1,208)
FUND BALANCE, BEGINNING	1,443	62,713	62,713	-	62,713	62,097
FUND BALANCE, ENDING	\$ 62,713	\$ 61,019	\$ 60,011	\$ 2,086	\$ 62,097	\$ 60,888

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

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	\$1,281.75	\$1,114.72	15%	\$0.00	\$0.00	n/a	\$976.76	\$976.76	0%	\$2,258.51	\$2,091.48	8%	7	0	6
1/2 Acre Lot	\$1,281.75	\$1,114.72	15%	\$0.00	\$0.00	n/a	\$976.76	\$976.76	0%	\$2,258.51	\$2,091.48	8%	4	0	4
65' lot	\$1,281.75	\$1,114.72	15%	\$0.00	\$0.00	n/a	\$488.38	\$488.38	0%	\$1,770.13	\$1,603.10	10%	244	0	241
85' lot	\$1,281.75	\$1,114.72	15%	\$0.00	\$0.00	n/a	\$586.06	\$586.06	0%	\$1,867.80	\$1,700.78	10%	162	0	159
H - 65' lot	\$1,281.75	\$1,114.72	15%	\$ 632.26	\$632.26	0%	\$0.00	\$0.00	n/a	\$1,914.00	\$1,746.98	10%	100	100	0
I - 65' lot	\$1,281.75	\$1,114.72	15%	\$ 632.26	\$632.26	0%	\$0.00	\$0.00	n/a	\$1,914.00	\$1,746.98	10%	84	84	0
J - 65' lot	\$1,281.75	\$1,114.72	15%	\$ 632.26	\$632.26	0%	\$0.00	\$0.00	n/a	\$1,914.00	\$1,746.98	10%	150	149	0
													751	333	410

Sixth Order of Business

6B.

RESOLUTION 2019-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT MAKING A DETERMINATION OF BENEFIT AND IMPOSING SPECIAL ASSESSMENTS FOR FISCAL YEAR 2019/2020; PROVIDING FOR THE COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENTS TO THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

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

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

WHEREAS, the Board of Supervisors (“**Board**”) of the District hereby determines to undertake various operations and maintenance and other activities described in the District’s budget (“**Adopted Budget**”) for the fiscal year beginning October 1, 2019 and ending September 30, 2020 (“**Fiscal Year 2019/2020**”), attached hereto as **Exhibit “A”** and incorporated by reference herein; and

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

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

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

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

WHEREAS, the District has previously levied an assessment for debt service, which the District desires to collect for Fiscal Year 2019/2020; and

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

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

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

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

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

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

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

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

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

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

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

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

PASSED AND ADOPTED this 11th day of July, 2019.

ATTEST:

**BRIGHTON LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

By: _____

Its: _____

Exhibit A: Budget

Exhibit B: Assessment Roll

Seventh Order of Business

7B

RESOLUTION 2019-05

THE ANNUAL APPROPRIATION RESOLUTION OF THE BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT (“DISTRICT”) RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGETS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019, AND ENDING SEPTEMBER 30, 2020; AUTHORIZING BUDGET AMENDMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2019, submitted to the Board of Supervisors (“**Board**”) of the Brighton Lakes Community Development District (“**District**”) proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2019 and ending September 30, 2020 (“**Fiscal Year 2019/2020**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

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

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

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

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

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

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

SECTION 1. BUDGET

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

- b. The Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* (“**Adopted Budget**”), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District’s Local Records Office and identified as “The Budget for the Brighton Lakes Community Development District for the Fiscal Year Ending September 30, 2020.”
- d. The Adopted Budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2019/2020, the sum of \$ _____ to be raised by the levy of assessments and/or otherwise, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

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

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2019/2020 or within 60 days following the end of the Fiscal Year 2019/2020 may amend its Adopted Budget for that fiscal year as follows:

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

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

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

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

PASSED AND ADOPTED THIS 11th DAY OF JULY, 2019.

ATTEST:

**BRIGHTON LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

By:_____

Its:_____

Eighth Order of Business

8A.

MINUTES OF MEETING

BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT

The meeting of the Board of Supervisors of the Brighton Lakes Community Development District was held Thursday, May 2, 2019 at 6:00 p.m. at the Brighton Lakes Recreation Center, 4250 Brighton Lakes Boulevard, Kissimmee, Florida.

Present and constituting a quorum were:

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

Also present were:

Bob Koncar	District Manager
Kristen Suit	District Manager
Tucker Mackie (via phone)	District Attorney
Mark Vincutonis (via phone)	District Engineer
Ariel Medina	Field Services Supervisor
Travis Forrest	Blade Runners
Brian Holliday	Envera
Joe Craig (via phone)	Sitex

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. Suit called the roll and a quorum was established.

THIRD ORDER OF BUSINESS Audience Comments

- Audience comments were received.

FOURTH ORDER OF BUSINESS Approval of Minutes

A. Minutes of January 3, 2019

- Ms. Suit asked if there were any changes, additions or corrections to the minutes. Corrections were made and will be made part of the final record.

On MOTION by Ms. Jennings seconded by Ms. Incandela with all in favor, the meeting minutes of January 3, 2019 were approved as amended. 3-0

B. Minutes of February 7, 2019

- Ms. Suit asked if there were any changes, additions or corrections to the minutes. There being none,

On MOTION by Ms. Incandela seconded by Mr. Rodriguez, Jr with all in favor, the meeting minutes of February 7, 2019 were approved as presented. 3-0

FIFTH ORDER OF BUSINESS

Organizational Matters

A. Consideration of Appointment to Fill Vacant Seat #4

- Ms. Suit indicated two resumes were submitted for consideration to fill the vacant seat #4. Mr. Crary is the only candidate present at today's meeting.
- Ms. Incandela had previously made the motion for Mr. McCrary to be appointed to the Board and wanted to renew that motion.

On MOTION by Ms. Incandela seconded by Ms. Jennings with all in favor, appointing Mr. John Crary to fill the vacant seat #4 was approved. 3-0

B. Oath of Office

- Ms. Suit being a Notary Public of the State of Florida administered the Oath of Office to Mr. Crary.
- Ms. Mackie reviewed a number of items with Mr. Crary as it relates to being on a governmental board and discussed the Sunshine Law.

C. Resolution 2019-02, Designation of Officers

- Mr. Koncar provided the purpose of the resolution. He opened up the floor for nominations for Chairman.
- Mr. Rodriguez, Jr. nominated Ms. Jennings as Chairman. Ms. Jennings declined the nomination for Chairman. Ms. Jennings nominated Mr. Rodriguez, Jr for Chairman.

On MOTION by Ms. Jennings seconded by Ms. Incandela with all in favor, nomination of Marcial Rodriguez, Jr as Chairman was approved. 4-0

- The next nomination is Vice-Chairman. Mr. Rodriguez nominated Ms. Incandela. Ms. Incandela declined the offer, but nominated Ms. Jennings as Vice-Chairman.

On MOTION by Ms. Incandela seconded by Mr. Rodriguez with all in favor, nomination of Brenda Jennings as Vice-Chairman was approved. 4-0

On MOTION by Ms. Incandela seconded by Mr. Rodriguez with all in favor, resolution 2019-02 designating officers with Marcial Rodriguez, Jr Chair, Brenda Jennings Vice Chair, Michelle Incandela, Nestor Olmo and John Crary Assistant Secretary, Bob Koncar and Kristen Suit Secretary, Stephen Bloom Treasurer and Alan Baldwin Assistant Treasurer was adopted. 4-0

SIXTH ORDER OF BUSINESS

Vendors Report

Bladerunner

- Ms. Incandela suggested moving Mr. Frawley's report prior to the vendors report since he works very closely with the landscapers.
- Mr. Frawley was not present at today's meeting; however, his report was read to the Board indicating the following:
 - Not receiving report sent from Bladerunner and Inframark Report
 - Pool resurfacing
 - Pavers
 - Meeting with Mr. Blanco regarding hurricane readiness
- Ms. Incandela indicated based on Mr. Frawley's report there appears to be no issues which require the Board's decision.
- Mr. Forrest provided a report on work currently being done. By next week all the work currently being done will be cleaned and complete.
- Mr. Forrest indicated the communication with Mr. Blanco, Mr. Medina and Mr. Frawley has been great.

- There are a number of proposals they worked on which Mr. Medina and Mr. Frawley will present to the Board.
- Discussion ensued regarding the fire ants. Mr. Forrest suggested a product called Top Choice which is guaranteed for a year although it is expensive and only covers 5,000 square feet.
- The question was asked where the gap was in terms of Mr. Frawley being left out and whether it was just a specific incident. Mr. Forrest stated Mr. Frawley wants to be in the loop about everything.
- Mr. Medina indicated the sharing of information had not been occurring with Mr. Frawley, but this has now been rectified.
- Ms. Mackie asked whether the independent contractor agreement which the Board approved with Mr. Frawley had been fully executed.
- Ms. Suit informed Ms. Mackie that Mr. Frawley did not wish to sign the document as he stated it was too wordy and too much language in it though it did provide him to have \$5,000 spending authorization between meetings.

Envera

- Jordan, the Field Supervisor, provided his report to the Board. He is not aware of any outstanding issues with the equipment service. He did complete the work order for the community gate.
- Discussion ensued regarding camera damage. Mr. Rodriguez, Jr. requested the vendor provide the Board with a full detailed invoice for installation, labor and parts as this invoice will be given to the individual who caused the damage.

Sitex

- Mr. Craig presented his report to the Board via teleconference. He indicated they are transitioning into the summer with lots of rain.
- Mr. Craig indicated they have been coming every two weeks to ensure nothing is missed and everything is being treated multiple times.

SEVENTH ORDER OF BUSINESS

Continued Discussion Regarding Reserve Study and Reserve Funding

- Item will be discussed during the budget presentation.

EIGHTH ORDER OF BUSINESS

Presentation of Fiscal Year 2020 Proposed Budget

- Ms. Suit indicated they have two budgets to present to the Board. One is using the fund balance to offset the increase and the second one is a budget increasing assessments.

A. FY2020 Budget Using Fund Balance

- Mr. Koncar stated part of this discussion is the result of their discussion at the last meeting about the reserve study.
- Mr. Koncar reviewed the reserves with the Board. If the Board is going to spend everything in the reserve study through 2025, the assessments would need to increase on average by \$219,000 a year. In order to achieve this the District would need an increase of 26% in the current assessment rate to raise \$219,000 a year and that would be on an ongoing basis.
- Mr. Koncar reviewed the proposed expenses per year in reserve money to keep up with the reserve study.

B. FY2020 Budget Increasing Assessments

- Mr. Koncar stated as mentioned by Ms. Suit there are two proposals. One with no increase in assessment and the other with a 10% increase.
- The 10% increase raises about \$86,000 a year, additional revenue that could go into reserve in addition to what is already being placed in reserves. In both budgets, there is an extra \$120,000 that is being put aside.
- If the Board did not increase assessments based on the current budget of 2020 that is proposed, the District would put an extra \$120,000 aside for reserve. If they increase the assessments by 10% that would provide an additional \$86,000 and that is almost \$200,000 that you could put aside in addition to what is already there in the budget.
- Mr. Koncar stated he does not believe using fund balance is a good idea at all. He recommends increasing assessments because you cannot use the fund balance and meet the requirements of the spending plan of the District.
- The second budget shows a 10% increase.

- 173 • Ms. Incandela questioned why are all the lots the same price as it is showing
174 the same increases for all the property sizes. It is just showing a flat
175 assessment increase of 26% across the board.
- 176 • The Board reviewed the budget pages which showed with and without increase
- 177 • Further discussion ensued regarding the assessments and budget.
- 178 • Ms. Mackie provided the process as it relates to an increase as well as
179 advertising process.
- 180 • Mr. Koncar suggested a bigger meeting room where a presentation can be
181 done since the budget was increased due to the recommendation of the
182 reserve study.
- 183 • Mr. Koncar stated they can change line items in the budget but cannot increase
184 the assessments.
- 185 • Further discussion ensued regarding locations for the public hearing meeting.
186 Discussion ensued regarding doing incremental increases. The question was
187 asked regarding the dollar figure in terms of a 10% or a 26% increase; Mr.
188 Koncar provided the answer.
- 189 • Ms. Suit informed the Board she receives quarterly reports of where the Board
190 is in terms of CDs as well when the CDs have matured and if the interest rates
191 are trending.
- 192 • Extensive discussion ensued regarding the budget, reserves, assessment
193 increase.
- 194 • Ms. Suit indicated another item which needs to be considered which is not in
195 the budget, but will be a significant amount for the ADA website compliance.
196 Ms. Suit stated as per her conversation with Ms. Mackie this is something the
197 Board has to do going forward.
- 198 • Ms. Mackie stated there is no proposal in the agenda package, but they have
199 been working with District staff on making sure the District is taking active
200 measures to remediate their existing website to make it ADA compliant with
201 WCAG 2.0 standard. At the next meeting they will be prepared to present the
202 Board with a formal proposal for which Ms. Suit is doing the ground work

203 necessary. There are several vendors that provide this service. Further
204 discussion ensued.

205 • However, they are looking at least two other companies to see if they could
206 bring the price down but their estimate at a minimum would be \$15,000 for
207 next year. Ms. Suit indicated the Board will have to consider removing all the
208 items on the website which are not required. As well discussed not including
209 invoices anymore because this is a large portion of the agendas.

210 • Ms. Mackie stated the specific number of agenda packages which is stated in
211 Statute 189 where the District is required to maintain a website and requires
212 them to include the previous 12 months of agenda packages. She suggested
213 going back and remediate those. Further discussion ensued to this regard.

214 • Further discussion ensued regarding what percentage to increase the
215 assessments by.

216 • Mr. Vincutonis provided his input as it relates to the roads and the dollar figure
217 presented in the reserve study.

218 • Mr. Koncar stated the reserve study has facilitated the Board doing a budget
219 increase. However, that is not necessarily all there is as Mr. Vincutonis stated
220 there could be some increases, the estimates are conservative but the other
221 thing that the Chairman brought up is you have some reserves now, but if you
222 did have a major event here you would really strain to recover with what they
223 have and that is another issue and the public needs to see the whole picture.

224 • Ms. Incandela stated to Ms. Mackie her concern is there are a lot of new
225 members in the community and the number one question when they bring up
226 roadways is why is this the Districts' responsibility. She thinks this has to be
227 explained in the letter and also be prepared in the presentation.

228 • Ms. Mackie stated one thing which would be helpful when the board makes
229 the motion on the resolution is delegating the chair the ability to review the
230 mailing and provide comment to make sure this is a letter the community
231 would understand.

232 • Ms. Incandela asked that the letter be sent to all Board members for
233 comments.

- Discussion ensued regarding meeting location and meeting time.

C. Consideration of Resolution 2019-03, Approving the Proposed Budget and Setting the Public Hearing for July 11, 2019 at 6:00 pm

On MOTION by Ms. Incandela seconded by Mr. Rodriguez with all in favor, resolution 2019-3, approving the proposed budget with an O & M assessment increase of 15% and adding \$15,000 to the budget for the ADA website compliance and setting the public hearing for July 11, 2019 at 6:00 pm was adopted. 4-0

NINTH ORDER OF BUSINESS

Business Items

A. Consideration of the Financial Audit Report for September 2018

- Mr. Koncar stated this was a clean audit and there were no exceptions.

On MOTION by Ms. Jennings seconded by Ms. Incandela with all in favor the FY2018 audit report was accepted. 4-0

B. Request for Proposals for Auditing Services beginning FY2019

i. Appointment of Audit Review Committee

- Mr. Koncar stated it is recommended every three years that you have an audit committee which looks at audit selection for the auditor. He believes it is time to do this, and the Board can act as the audit committee or they can appoint residents to the audit committee. It is up to the Board the make-up of the audit committee.

On MOTION by Ms. Incandela seconded by Mr. Crary with all in favor the CDD Board of Supervisors servicing as the Audit Committee was approved. 4-0

- Mr. Koncar indicated they will solicit four audit firms that will make a presentation in writing.

C. Review of Draft Parking Policy and Intent to Initiate Rulemaking

- Ms. Mackie stated at previous meeting of the Board it was discussed that the Board was interested in going through the rulemaking process to adopt a rule in respect to parking at the amenity center as well as certain District roadways with respect to people parking within the right-of-way and additional areas highlighted by Mr. Frawley.
- Included in the agenda package is a proposed rule which Ms. Mackie reviewed with the Board.
- Discussion ensued regarding the areas of parking and signage.

On MOTION by Ms. Incandela seconded by Jennings with all in favor the draft parking policy and intent to initiate rulemaking approving publishing for rulemaking to be held at the September 5, 2019 Board meeting was approved. 4-0

TENTH ORDER OF BUSINESS

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 Repave on Blvd, Entrance to Phase 1/Phase 2 Divide

- Ms. Suit indicated this was discussed at a previous meeting.
- Mr. Vincutonis indicated they filled in all those cracks along the entrance to try to prolong the life of the asphalt.
- Ms. Incandela asked Mr. Vincutonis which areas should they start with when they begin the paving. He suggested the boulevard probably to the bridge near the entrance. Further discussion ensued regarding the roadway.
- It was placed on hold for further discussion after the budget presentation.

ELEVENTH ORDER OF BUSINESS

District Manager's Report

A. Financial Statements

- Ms. Suit informed the Board that they are over budget for year to date by \$50,000.

On MOTION by Ms. Incandela seconded by Ms. Jennings with all in favor the financial statements for March 2019 were approved. 4-0

B. Check Register and Invoices

On MOTION by Ms. Incandela seconded by Mr. Rodriguez, Jr with all in favor the check register and invoices were approved. 4-0

TWELFTH ORDER OF BUSINESS

Staff Report

A. Attorney

i. Update regarding Street Tree Trimming

- Ms. Mackie provided a brief overview to the Board.
- Ms. Incandela asked what the legal cost has been since dealing with this specific issue. She indicated she is not prepared to make a response to the HOA without having the amount it has cost the District so far and without an evaluation as to the future cost.
- Ms. Mackie will forward the requested information.
- Ms. Jennings requested prior to accepting the offer from the HOA she would like input from Mr. Pain, the HOA President.
- Mr. Pain provided his input and information as it relates to the tree trimming discussion.
- Further discussion ensued regarding this matter.

ii. Update regarding Letters to Homeowners with personal property on District-owned property

- Ms. Mackie provided an overview of this concern.
- Further discussion ensued regarding this issue.
- Mr. Vincutonis provided his input on this issue.

iii. Update regarding Brightview Withholding of Final Payment

- Ms. Mackie stated as the Board had directed, a letter was sent to Brightview regarding items which were deficit in respect to maintenance at the time of

transition to the new landscape vendor. This was transmitted that there was work and the District will be keeping their final payment. An initial response of receipt of the letter was received from Brightview.

B. CDD Landscaping & Maintenance Liaison Report

C. Field Manager

i. Field Management Report

- Mr. Medina indicated they are doing three community reviews; one is the one they do with Mr. Frawley which has been very convenient for Inframark and the community. They are doing one review at the beginning of the month for landscaping which Mr. Blanco does with the landscaper and then does a second review by himself to go over the work that has been completed.
- Mr. Medina has been working on enhancing the reports.
- Mr. Medina stated he agrees with Mr. Frawley regarding the work done on the pool. An incident occurred which the cost for repair will be deducted from the vendor's final payment. However, Mr. Medina has a meeting set with the vendor and will discuss the issues and concerns which arose and will provide a follow-up report to the Board.
- Mr. Medina discussed the concerns addressed by Mr. Frawley regarding the pavers. As per Mr. Medina, the area of concern which Mr. Frawley mentioned was not included in the original quote.
- The delay of reopening the pool was not caused by the pavers but by the County.

• Sidewalk Grinding Proposals

- Ms. Suit indicated Mr. Medina presented three proposals. One is from Vice Painting in the amount of \$29,888, one from Superior Sidewalk Services in the amount of \$104,750 and one from Inframark in the amount of \$23,436.

On MOTION by Mr. Rodriguez, Jr seconded by Ms. Jennings with all in favor the proposal from Inframark for sidewalk grinding in the amount of \$23,436 was approved. 4-0

ii. Discussion of Repainting Entrance Wall and Trim

- Mr. Rodriguez stated to make it the same color as the complex versus the pink and the trim he would make it a cream color. Mr. Medina will obtain quotes for this.

THIRTEENTH ORDER OF BUSINESS

Supervisor Requests and Comments

- Mr. Koncar informed the Board he will be taking a secondary role with Ms. Suit being the primary District Manager. He plans on attending the July 11, 2019 meeting for the presentation.
- Ms. Incandela questioned the status about the missing gym equipment. As well, questioned about the equipment which needs to be repaired. Mr. Medina stated there has been some equipment which was repaired.
- Mr. Crary asked Ms. Mackie about the 12 acre parcel out front whether anything changed. Ms. Mackie stated they have been monitoring and nothing has come to their attention.

FOURTEENTH ORDER OF BUSINESS Other Business

- None.

FIFTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Rodriguez, Jr seconded by Mr. Crary with all in favor the meeting was adjourned. 4-0

Secretary

Chairman/Vice-Chair

Ninth Order of Business

9A.


COMMERCIAL LANDSCAPING, INC.

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

Estimate

Date	Estimate #
1/24/2019	4290

Name / Address

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

Project

Playground mulch

Description	Qty	Cost	Total
Playground Volta Circle Install 60 yards at Volta Circle playground	60	40.00	2,400.00
		Total	\$2,400.00
Acceptance of Estimate - The above prices, specifications are satisfactory and are hereby accepted. Blade Runners Commercial Landscaping Inc. is authorized to do the work as specified.		Approval Signature	

BLADE RUNNERS

COMMERCIAL LANDSCAPING, INC.

3951 CENTER LOOP, ORLANDO, FL 32808
TEL. 407.306.0600 FAX. 407.306.0500

Estimate

Date	Estimate #
1/24/2019	4289

Name / Address

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

Project

Playground mulch

Description	Qty	Cost	Total
Playground Chapala Dr Install 65 yards at Chapala Dr playground	65	40.00	2,600.00
		Total	\$2,600.00
Acceptance of Estimate - The above prices, specifications are satisfactory and are hereby accepted. Blade Runners Commercial Landscaping Inc. is authorized to do the work as specified.		Approval Signature	



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

Estimate

Date	Estimate #
1/24/2019	4288

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

			Project
			Playground mulch
Description	Qty	Cost	Total
Playground club house Install 50 yards at clubhouse playground	50	40.00	2,000.00
		Total	\$2,000.00
Acceptance of Estimate - The above prices, specifications are satisfactory and are herby accepted. Blade Runners Commercial Landscaping Inc. is authorized to do the work as specified.		Approval Signature	



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

Estimate

Date	Estimate #
1/24/2019	4295

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

Project

Description	Qty	Cost	Total
Viburnum hedge on blvd up to guard house Install 55, 15 gl Viburnum to fill in on blvd up to guard house	55	95.00	5,225.00
		Total	\$5,225.00
Acceptance of Estimate - The above prices, specifications are satisfactory and are hereby accepted. Blade Runners Commercial Landscaping Inc. is authorized to do the work as specified.		Approval Signature	


COMMERCIAL LANDSCAPING, INC.

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

Estimate

Date	Estimate #
1/24/2019	4292

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

Project

Description	Qty	Cost	Total
Viburnum hedge by tennis court Install 18, 7 gl Viburnum to fill in by tennis court	18	32.00	576.00
		Total	\$576.00
Acceptance of Estimate - The above prices, specifications are satisfactory and are hereby accepted. Blade Runners Commercial Landscaping Inc. is authorized to do the work as specified.		Approval Signature	



COMMERCIAL LANDSCAPING, INC.

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

Estimate

Date	Estimate #
3/28/2019	4329

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

Project

[illegible]

9B.

CHURCHILLSGROUP

Working hard for your leisure

Inframark

Brighton Lakes
Kissimmee, FL 34746

Agenda Page 65

Estimate #1878

From Churchills
407 557 2730
mail@churchillsgroup.com
www.churchillsgroup.com
1101 Miranda Ln #131
Kissimmee
FL 34741

Bill To Brighton Lakes CDD

Sent On 06/25/2019

Job Title Filter grids

SERVICE / PRODUCT	DESCRIPTION	QTY.	UNIT COST	TOTAL
GRIDS_19	Following resurfacing it has been noted that the existing grids are worn/failing allowing DE to return to the pool, we recommend replacement of all grids ASAP. Renew DE grids	54	\$32.50	\$1,755.00*

Total

\$1,755.00

* Non-taxable

All parts and/or materials remain the property of Churchill's until payment is made in full. The customer agrees and grants to Churchill's or its nominees free and unencumbered access for the removal of any parts and materials when the invoice payment terms have been exceeded.

This is an estimate, the estimated price is valid for 30 days. By signing/returning this document you certify that you have authority to approve these work items and you are able to furnish payment for the work. You are also agreeing that you have read these terms and agree not to hold Churchills or its nominees responsible for warranties offered by the equipment manufacturers. Churchills and its nominees offer a 30 day labor warranty on all repairs.

CHURCHILLSGROUP

Working hard for your leisure

Inframark

Brighton Lakes
Kissimmee, FL 34746

Estimate #1878

From Churchills
407 557 2730
mail@churchillsgroup.com
www.churchillsgroup.com
1101 Miranda Ln #131
Kissimmee
FL 34741

Bill To

Sent On 06/25/2019

Job Title Filter grids

Notes Continued...

Additional warranties are offered by the respective equipment/parts manufacturer.

A deposit may be required, no fee for cash or check payment.

NOTE: Payment by link on estimate, credit card/PayPal will incur convenience fee of 3.5% or net proceeds only applied as account credit).

To accept the estimated work please respond to e-mail.

Twelfth Order of Business

12A.

BRIGHTON LAKES
Community Development District

Financial Report

May 31, 2019

Prepared by:



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<u>FINANCIAL STATEMENTS</u>	Page #
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BRIGHTON LAKES
Community Development District

Financial Statements

(Unaudited)

May 31, 2019

Balance Sheet
May 31, 2019

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2015 DEBT SERVICE FUND	SERIES 2017 DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>				
Cash - Checking Account	\$ 144,707	\$ -	\$ -	\$ 144,707
Due From Other Funds	-	15,569	12,420	27,989
Investments:				
Certificates of Deposit - 12 Months	263,529	-	-	263,529
Certificates of Deposit - 6 Months	131,717	-	-	131,717
Money Market Account	934,380	-	-	934,380
SBA Account	12,557	-	-	12,557
Reserve Fund	-	49,477	20,820	70,297
Revenue Fund	-	129,574	26,771	156,345
TOTAL ASSETS	\$ 1,486,890	\$ 194,620	\$ 60,011	\$ 1,741,521
<u>LIABILITIES</u>				
Accounts Payable	\$ 66,950	\$ -	\$ -	\$ 66,950
Sales Tax Payable	11	-	-	11
Due To Other Funds	27,989	-	-	27,989
TOTAL LIABILITIES	94,950	-	-	94,950
<u>FUND BALANCES</u>				
Restricted for:				
Debt Service	-	194,620	60,011	254,631
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:	449,140	-	-	449,140
TOTAL FUND BALANCES	\$ 1,391,940	\$ 194,620	\$ 60,011	\$ 1,646,571
TOTAL LIABILITIES & FUND BALANCES	\$ 1,486,890	\$ 194,620	\$ 60,011	\$ 1,741,521

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 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	\$ 6,333	\$ 11,413	\$ 5,080	120.14%
Room Rentals	100	50	47	(3)	47.00%
Interest - Tax Collector	-	-	385	385	0.00%
Special Assmnts- Tax Collector	837,157	816,201	829,721	13,520	99.11%
Special Assmnts- Discounts	(33,486)	(32,647)	(30,730)	1,917	91.77%
Gate Bar Code/Remotes	100	60	1,373	1,313	1373.00%
Access Cards	1,000	667	426	(241)	42.60%
TOTAL REVENUES	814,371	790,664	812,635	21,971	99.79%

EXPENDITURES

Administration

P/R-Board of Supervisors	6,000	4,000	5,600	(1,600)	93.33%
FICA Taxes	459	306	428	(122)	93.25%
ProfServ-Arbitrage Rebate	600	-	-	-	0.00%
ProfServ-Dissemination Agent	1,000	1,000	-	1,000	0.00%
ProfServ-Engineering	5,000	3,333	11,975	(8,642)	239.50%
ProfServ-Legal Services	12,000	8,000	30,161	(22,161)	251.34%
ProfServ-Mgmt Consulting Serv	49,762	33,175	33,175	-	66.67%
ProfServ-Property Appraiser	751	751	-	751	0.00%
ProfServ-Special Assessment	5,305	5,305	3,793	1,512	71.50%
ProfServ-Trustee Fees	8,450	8,450	7,758	692	91.81%
Auditing Services	4,046	4,046	4,000	46	98.86%
Communication - Telephone	5,000	3,333	1,933	1,400	38.66%
Postage and Freight	500	333	776	(443)	155.20%
Insurance - General Liability	8,708	6,531	7,133	(602)	81.91%
Printing and Binding	4,000	2,667	3,403	(736)	85.08%
Legal Advertising	800	533	551	(18)	68.88%
Miscellaneous Services	2,600	1,732	6,655	(4,923)	255.96%
Misc-Assessmnt Collection Cost	16,743	16,212	16,083	129	96.06%
Office Supplies	350	233	436	(203)	124.57%
Annual District Filing Fee	175	175	175	-	100.00%
Total Administration	132,249	100,115	134,035	(33,920)	101.35%

Field

ProfServ-Field Management	41,390	27,593	27,593	-	66.67%
ProfServ - Field Management Onsite Staff	60,185	40,123	40,123	-	66.67%
Contracts-Landscape	164,064	109,376	117,317	(7,941)	71.51%
Electricity - General	65,000	43,333	33,254	10,079	51.16%

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

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
Utility - Water & Sewer	4,000	2,664	2,394	270	59.85%
R&M-Common Area	30,000	20,000	20,934	(934)	69.78%
R&M-Irrigation	5,000	3,333	2,628	705	52.56%
R&M-Lake	23,400	15,600	17,398	(1,798)	74.35%
Misc-Contingency	7,000	4,667	1,475	3,192	21.07%
Capital Reserve	46,820	-	44,825	(44,825)	95.74%
Total Field	446,859	266,689	307,941	(41,252)	68.91%
<u>Gatehouse</u>					
Contracts-Security Services	86,376	57,584	55,322	2,262	64.05%
Miscellaneous Services	16,935	11,290	5,009	6,281	29.58%
Total Gatehouse	103,311	68,874	60,331	8,543	58.40%
<u>Road and Street Facilities</u>					
R&M-Roads & Alleyways	1,000	750	3,142	(2,392)	314.20%
R&M-Signage	1,200	900	225	675	18.75%
Total Road and Street Facilities	2,200	1,650	3,367	(1,717)	153.05%
<u>Community Center</u>					
Contracts-Security Services	35,000	23,333	21,080	2,253	60.23%
R&M-Clubhouse	14,752	9,836	15,592	(5,756)	105.69%
R&M-Pools	35,000	23,333	11,590	11,743	33.11%
Miscellaneous Services	5,000	3,333	1,362	1,971	27.24%
Capital Reserve	40,000	-	48,135	(48,135)	120.34%
Total Community Center	129,752	59,835	97,759	(37,924)	75.34%
TOTAL EXPENDITURES	814,371	497,163	603,433	(106,270)	74.10%
Excess (deficiency) of revenues Over (under) expenditures	-	293,501	209,202	(84,299)	0.00%
Net change in fund balance	\$ -	\$ 293,501	\$ 209,202	\$ (84,299)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2018)	1,182,738	1,182,738	1,182,738		
FUND BALANCE, ENDING	\$ 1,182,738	\$ 1,476,239	\$ 1,391,940		

BRIGHTON LAKES
Community Development District

Debt Service Schedules

May 31, 2019

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 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
<u>REVENUES</u>					
Interest - Investments	\$ 1,900	\$ 1,267	\$ 2,911	\$ 1,644	153.21%
Special Assmnts- Tax Collector	210,541	205,271	208,671	3,400	99.11%
Special Assmnts- Discounts	(8,422)	(8,212)	(7,728)	484	91.76%
TOTAL REVENUES	204,019	198,326	203,854	5,528	99.92%
<u>EXPENDITURES</u>					
<u>Administration</u>					
Misc-Assessmnt Collection Cost	4,211	4,106	4,045	61	96.06%
Total Administration	4,211	4,106	4,045	61	96.06%
<u>Debt Service</u>					
Principal Debt Retirement	100,000	100,000	100,000	-	100.00%
Interest Expense	97,739	97,739	97,739	-	100.00%
Total Debt Service	197,739	197,739	197,739	-	100.00%
TOTAL EXPENDITURES	201,950	201,845	201,784	61	99.92%
Excess (deficiency) of revenues					
Over (under) expenditures	2,069	(3,519)	2,070	5,589	100.05%
<u>OTHER FINANCING SOURCES (USES)</u>					
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	\$ (3,519)	\$ 2,070	\$ 5,589	100.05%
FUND BALANCE, BEGINNING (OCT 1, 2018)	192,550	192,550	192,550		
FUND BALANCE, ENDING	\$ 194,619	\$ 189,031	\$ 194,620		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 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
<u>REVENUES</u>					
Interest - Investments	\$ 200	\$ 133	\$ 251	\$ 118	125.50%
Special Assmnts- Tax Collector	220,651	215,128	218,691	3,563	99.11%
Special Assmnts- Discounts	(8,826)	(8,604)	(8,100)	504	91.77%
TOTAL REVENUES	212,025	206,657	210,842	4,185	99.44%
<u>EXPENDITURES</u>					
<u>Administration</u>					
Misc-Assessmnt Collection Cost	4,413	4,304	4,239	65	96.06%
Total Administration	4,413	4,304	4,239	65	96.06%
<u>Debt Service</u>					
Principal Debt Retirement	138,000	138,000	138,000	-	100.00%
Interest Expense	71,306	71,306	71,305	1	100.00%
Total Debt Service	209,306	209,306	209,305	1	100.00%
TOTAL EXPENDITURES	213,719	213,610	213,544	66	99.92%
Excess (deficiency) of revenues					
Over (under) expenditures	(1,694)	(6,953)	(2,702)	4,251	159.50%
<u>OTHER FINANCING SOURCES (USES)</u>					
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)	\$ (6,953)	\$ (2,702)	\$ 4,251	159.50%
FUND BALANCE, BEGINNING (OCT 1, 2018)	62,713	62,713	62,713		
FUND BALANCE, ENDING	\$ 61,019	\$ 55,760	\$ 60,011		

Notes to the Financial Statements

May 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 - \$66,950.
- **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 99% collected.
- **2017 Series DS** - Special Assessments Tax Collector collections are 99% collected.

► **Expenses**

- **2015 Series DS** - Principal Debt Retirement paid in full.
- **2015 Series DS** - Interest Expense paid in full.
- **2017 Series DS** - Principal Debt Retirement paid in full.
- **2017 Series DS** - Interest Expense paid in full.

Notes to the Financial Statements

May 31, 2019

Financial Overview / Highlights

- ▶ Total Non-Ad valorem special assessments are 99% collected.
- ▶ The General Fund expenditures are at 74% of the YTD budget higher than the prorated 67%.
- ▶ Significant variances explained below.

Variance Analysis

Account Name	Annual Budget	YTD Actual	% YTD Budget	Explanation
Expenditures				
<u>Administrative</u>				
ProfServ - Engineering	\$ 5,000	\$ 11,975	240%	Hanson Walter & Assoc - Fees related to: Attend workshops, review Wetland plans and plots (\$1,076), preconstruction meeting for pavement repair (\$1,161), prepare pavement mill and resurface map (\$2,103), Indenture site visit (\$3,205) & cost estimates for Split Blvd, update Wetland buffer, exhibit to show silt fence (\$3,063).
ProfServ-Legal Services	\$ 12,000	\$ 30,161	251%	Hopping Green & Sams - Fees related to: Utility Construction, landscape RFP documents, Brightview performance issues, prepare form of agreement with Blade Runners & attendance at board workshop by phone, Agreement for Pool repairs.
Miscellaneous Services	\$ 2,600	\$ 6,655	256%	Reserve Advisors - Reserve Advisors fee paid (\$5,650), ADA Site Compliance (\$199), Bank fees (\$444) & Inframark fees (\$341).
Office Supplies	\$ 350	\$ 436	125%	Inframark fees through May.
<u>Field</u>				
Contracts Landscape	\$ 164,064	\$ 117,317	72%	Four months of Service - Brightview Oct - Nov (\$26,548), Blade Runners Feb - May (\$90,770).
Capital Reserve	\$ 46,820	\$ 44,825	96%	All Terrain Tractor Svc - Asphalt repairs (\$44,825)
<u>Road and Street Facilities</u>				
R&M-Roads & Alleyways	\$ 1,000	\$ 3,142	314%	All Terrain Tractor Svc - Asphalt repairs (\$3,000).
<u>Community Center</u>				
R&M - Clubhouse	\$ 14,752	\$ 15,592	106%	Prestige Air Conditioning - Two A/C systems (\$7,351), Terminix Pest Control (\$769), Home Depot purchases (\$275), Bright House Networks - Phone/Internet (\$1,514), Enhanced Business Solutions - Pressure Washing/Roof Sealer (\$3,000).
Capital Reserve	\$ 40,000	\$ 48,135	120%	Pool Specialists of Florida - Pool resurfacing (\$41,542) & Serve US - Security Camera System (\$6,594).

BRIGHTON LAKES
Community Development District

Supporting Schedules

May 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
04/09/19	29,445	17	601	30,064	19,843	4,990	5,230
04/09/19	10,372	-	212	10,584	6,986	1,757	1,841
05/15/19	2,088	(50)	43	2,080	1,373	345	362
05/15/19	11,571	(344)	236	11,463	7,566	1,903	1,994
TOTAL	\$ 1,186,159	\$ 46,558	\$ 24,366	\$ 1,257,083	\$ 829,721	\$ 208,671	\$ 218,691
% COLLECTED				99%	99%	99%	99%
Total O/S				\$ 11,265	\$ 7,435	\$ 1,870	\$ 1,960

Cash and Investment Report
May 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%	\$ 144,707
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	1.75%	\$ 934,380
Operating Account- Fund A	SBA	Local Gov. Surplus Trust Fund	N/A	2.58%	\$ 12,557
GF Subtotal					\$ 1,486,890
<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%	\$ 20,820
Series 2015 Revenue Account	US Bank	Open-Ended CP	N/A	0.20%	\$ 129,574
Series 2017 Revenue Account	US Bank	Open-Ended CP	N/A	0.20%	\$ 26,771
DS Subtotal					\$ 226,642
Total					\$ 1,713,532

Brighton Lakes CDD

Bank Reconciliation

Bank Account No. 8978 BB&T - GF Checking
Statement No. 05-19
Statement Date 5/31/2019

G/L Balance (LCY)	144,707.21	Statement Balance	181,428.09
G/L Balance	144,707.21	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	181,428.09
Subtotal	144,707.21	Outstanding Checks	36,720.88
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	144,707.21	Ending Balance	144,707.21
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
3/13/2019	Payment	3193	THE POOL SPECIALIST OF FLORIDA, INC.	22,553.50	0.00	22,553.50
5/6/2019	Payment	3225	MARCIAL RODRIGUEZ	183.87	0.00	183.87
5/23/2019	Payment	3235	TERMINIX PROCESSING CENTER	60.00	0.00	60.00
5/23/2019	Payment	3236	TERMINIX PROCESSING CENTER	45.00	0.00	45.00
5/24/2019	Payment	3237	INFRAMARK, LLC	13,778.54	0.00	13,778.54
5/30/2019	Payment	DD00427	Payment of Invoice 009551	99.97	0.00	99.97
Total Outstanding Checks.....				36,720.88		36,720.88

12B.

BRIGHTON LAKES
Community Development District

Payment Register by Fund
For the Period from 4/1/2019 to 5/31/2019
(Sorted by Payee)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERAL FUND - 001								
001	3205	04/08/19	ALL TERRAIN TRACTOR SVC, INC.	18-2179	ASPHALT REPAIRS	R&M-Roads & Alleyways	546081-54101	\$3,000.00
001	3212	04/15/19	BLADE RUNNERS	453227A	MARCH LANDSCAPE MAINTENANCE	Contracts-Landscape	534050-53901	\$18,154.00
001	3227	05/08/19	BLADE RUNNERS	453476	REPAIR GROUND DAMAGE AT LIFT STATION	R&M-Common Area	546016-53901	\$555.00
001	3231	05/13/19	BLADE RUNNERS	4341	REMOVAL/REPLACE TREE	R&M-Common Area	546016-53901	\$900.00
001	3231	05/13/19	BLADE RUNNERS	453514	APRIL LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$18,154.00
001	3208	04/08/19	CHURCHILLS	10110	MARCH 2019 POOL SVC	R&M-Pools	546074-57204	\$193.05
001	3213	04/15/19	CHURCHILLS	10144	MARCH 2019 CHEMICAL DELIVERY	R&M-Pools	546074-57204	\$95.80
001	3215	04/24/19	CHURCHILLS	10201	APRIL POOL SERVICE	R&M-Pools	546074-57204	\$585.00
001	3215	04/24/19	CHURCHILLS	19208	PUMP/MOTOR REPAIRS	R&M-Pools	546074-57204	\$1,243.64
001	3229	05/10/19	CHURCHILLS	10234	APRIL CHEMICALS	R&M-Pools	546074-57204	\$292.80
001	3216	04/24/19	ENHANCED BUSINESS SOLUTIONS	LAKES-041119	POOL DECK PAVER REPAIRS	POOL DECK PAVER REPR	546074-57204	\$1,450.00
001	3204	04/04/19	ENVERA SYSTEMS LLC	678130	APR ILGATE ACCESS	Contracts-Security Services	534037-53904	\$7,198.00
001	3210	04/10/19	ENVERA SYSTEMS LLC	678131	4/1-6/30/19 CLB HSE ACCESS	Contracts-Security Services	534037-53904	\$246.00
001	3218	05/01/19	ENVERA SYSTEMS LLC	679142	MAY GATE ACCESS MONITORING	Contracts-Security Services	534037-57204	\$7,198.00
001	3228	05/08/19	FEDEX	6-536-34151	APRIL POSTAGE	Postage and Freight	541006-51301	\$104.85
001	3233	05/20/19	FEDEX	6-552-04788	MAY POSTAGE	Postage and Freight	541006-51301	\$27.91
001	3209	04/09/19	HANSON, WALTER & ASSOCIATES	5267862	ENGINEERING SVCS THRU MAR 2019	ProfServ-Engineering	531013-51501	\$281.25
001	3211	04/10/19	HANSON, WALTER & ASSOCIATES	5267553	GEN ENGINEERING THRU 2/28/19	ProfServ-Engineering	531013-51501	\$2,102.50
001	3232	05/16/19	HANSON, WALTER & ASSOCIATES	5268313	GEN ENGINEERING THRU 4/30/19	ProfServ-Engineering	531013-51501	\$3,205.00
001	3219	05/02/19	HOME DEPOT	040519-7008	CABLES/CLEANER/LIGHTS/BATTERIES/CONCRETE	R&M-Common Area	546016-53901	\$241.72
001	3206	04/08/19	HOPPING GREEN & SAMS	106328	GEN COUNSEL THRU FEB 2019	ProfServ-Legal Services	531023-51401	\$4,746.50
001	3206	04/08/19	HOPPING GREEN & SAMS	106329	MTHLY MEETING THRU FEB 2019	ProfServ-Legal Services	531023-51401	\$936.18
001	3234	05/20/19	HOPPING GREEN & SAMS	107143	GEN COUNSEL THRU MAR 2019	ProfServ-Legal Services	531023-51401	\$1,238.50
001	3203	04/01/19	INFRAMARK, LLC	39409	MARCH MANAGEMENT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,146.83
001	3203	04/01/19	INFRAMARK, LLC	39409	MARCH MANAGEMENT FEES	ProfServ-Field Management	531016-53901	\$3,449.17
001	3203	04/01/19	INFRAMARK, LLC	39409	MARCH MANAGEMENT FEES	ProfServ - Field Management Onsite Staff	531106-53901	\$5,015.42
001	3203	04/01/19	INFRAMARK, LLC	39409	MARCH MANAGEMENT FEES	Postage and Freight	541006-51301	\$9.00
001	3203	04/01/19	INFRAMARK, LLC	39409	MARCH MANAGEMENT FEES	Printing and Binding	547001-51301	\$1,394.30
001	3203	04/01/19	INFRAMARK, LLC	39409	MARCH MANAGEMENT FEES	Office Supplies	551002-51301	\$16.50
001	3203	04/01/19	INFRAMARK, LLC	39409	MARCH MANAGEMENT FEES	ProfServ-Special Assessment	531038-51301	\$442.08
001	3217	04/29/19	INFRAMARK, LLC	40290	APRIL MANAGEMENT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,146.83
001	3217	04/29/19	INFRAMARK, LLC	40290	APRIL MANAGEMENT FEES	ProfServ-Field Management	531016-53901	\$3,449.17
001	3217	04/29/19	INFRAMARK, LLC	40290	APRIL MANAGEMENT FEES	ProfServ - Field Management Onsite Staff	531106-53901	\$5,015.42
001	3217	04/29/19	INFRAMARK, LLC	40290	APRIL MANAGEMENT FEES	Postage and Freight	541006-51301	\$9.50
001	3217	04/29/19	INFRAMARK, LLC	40290	APRIL MANAGEMENT FEES	Printing and Binding	547001-51301	\$136.20
001	3217	04/29/19	INFRAMARK, LLC	40290	APRIL MANAGEMENT FEES	ProfServ-Special Assessment	531038-51301	\$442.08
001	3217	04/29/19	INFRAMARK, LLC	40290	APRIL MANAGEMENT FEES	Miscellaneous Services	549001-57204	\$409.37
001	3217	04/29/19	INFRAMARK, LLC	40290	APRIL MANAGEMENT FEES	Miscellaneous Services	549001-57204	\$313.66
001	3217	04/29/19	INFRAMARK, LLC	40290	APRIL MANAGEMENT FEES	Miscellaneous Services	549001-51301	\$18.76
001	3217	04/29/19	INFRAMARK, LLC	40290	APRIL MANAGEMENT FEES	R&M-Pools	546074-57204	\$229.40

BRIGHTON LAKES
Community Development District

Payment Register by Fund
For the Period from 4/1/2019 to 5/31/2019
(Sorted by Payee)

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
001	3237	05/24/19	INFRAMARK, LLC	CM40290	TO CREDIT CHARGE MADE ON INV 40290	Miscellaneous Services	549001-51301	(\$18.76)
001	3237	05/24/19	INFRAMARK, LLC	41025	MAY MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,146.83
001	3237	05/24/19	INFRAMARK, LLC	41025	MAY MGMT FEES	ProfServ-Field Management	531016-53901	\$3,449.17
001	3237	05/24/19	INFRAMARK, LLC	41025	MAY MGMT FEES	ProfServ - Field Management Onsite Staff	531106-53901	\$5,015.42
001	3237	05/24/19	INFRAMARK, LLC	41025	MAY MGMT FEES	Postage and Freight	541006-51301	\$7.50
001	3237	05/24/19	INFRAMARK, LLC	41025	MAY MGMT FEES	Printing and Binding	547001-51301	\$350.65
001	3237	05/24/19	INFRAMARK, LLC	41025	MAY MGMT FEES	Office Supplies	551002-51301	\$16.50
001	3237	05/24/19	INFRAMARK, LLC	41025	MAY MGMT FEES	ProfServ-Special Assessment	531038-51301	\$442.08
001	3237	05/24/19	INFRAMARK, LLC	41025	MAY MGMT FEES	CRASH REPORT	549001-51301	\$18.40
001	3237	05/24/19	INFRAMARK, LLC	41025	MAY MGMT FEES	REFUSE REMOVAL	549900-53901	\$350.75
001	3214	04/15/19	MAGNOSEC CORP	211	3/11-3/24/19 SECURITY	Contracts-Security Services	534037-57204	\$1,240.00
001	3220	05/02/19	MAGNOSEC CORP	214	3/25-4/7/19 SECURITY SERVICES	Contracts-Security Services	534037-57204	\$1,178.00
001	3220	05/02/19	MAGNOSEC CORP	220	SECURITY SVCS 4/8-4/21/19	Contracts-Security Services	534037-57204	\$1,240.00
001	3230	05/10/19	MAGNOSEC CORP	223	4/22-5/5/19 SECURITY SRV	Contracts-Security Services	534037-57204	\$1,240.00
001	DD00412	04/01/19	BRIGHT HOUSE NETWORKS	071055501030919 ACH	PRD 3/13-4/12/19 #5071055501	R&M-Clubhouse	546015-57204	\$99.97
001	DD00411	04/15/19	CENTURYLINK-ACH	032219-2871 ACH	BILL PRD 3/22-4/21/19	Miscellaneous Services	549001-53904	\$292.13
001	DD00414	04/01/19	BRIGHT HOUSE NETWORKS	025014901031019	BILL PRD 3/14-4/13/19	R&M-Clubhouse	546015-57204	\$201.94
001	DD00415	04/18/19	TOHO WATER AUTHORITY	032119 ACH	2/20-3/21/19 WTR ACH	Utility - Water & Sewer	543021-53901	\$124.13
001	DD00417	04/22/19	CENTURYLINK-ACH	040119-8906 ACH	APR SERVICE ACH #311238906	311238906	541003-51301	\$284.23
001	DD00416	04/15/19	KUA	040319 ACH	2/19-3/21/19 ELEC ACH	Electricity - General	543006-53901	\$4,188.18
001	DD00418	04/25/19	BRIGHT HOUSE NETWORKS	071021501040919	PRD 4/8-5/7/19 #0050710215-01	R&M-Clubhouse	546015-57204	\$89.97
001	DD00419	04/30/19	BRIGHT HOUSE NETWORKS	071055501041419 ACH	PRD 4/13-5/12/19 VOLTA GATE #0050710555	R&M-Clubhouse	546015-57204	\$99.97
001	DD00420	05/14/19	CENTURYLINK-ACH	042219-2871 ACH	BILL PRD 4/22-5/21/19 #311362871	Miscellaneous Services	549001-53904	\$291.37
001	DD00422	05/20/19	KUA	050219 ACH	3/26-4/24/19 ELECTRIC ACH	Electricity - General	543006-53901	\$4,772.77
001	DD00425	05/22/19	CENTURYLINK-ACH	050119-8906 ACH	MAY SERVICE #311238906	Communication - Telephone	541003-51301	\$284.23
001	DD00423	05/25/19	BRIGHT HOUSE NETWORKS	071021501050919 ACH	5/8-6/7/19 SERVICE #0050710215-01 ACH	R&M-Clubhouse	546015-57204	\$89.97
001	DD00424	05/01/19	BRIGHT HOUSE NETWORKS	025014901041519 ACH	4/19-5/13/19 SERVICE #0050250149-01 ACH	R&M-Clubhouse	546015-57204	\$201.94
001	DD00426	05/21/19	TOHO WATER AUTHORITY	042119 ACH	WATER BILL PRD 3/21-4/21/19	Utility - Water & Sewer	543021-53901	\$1,543.52
001	DD00427	05/30/19	BRIGHT HOUSE NETWORKS	071055501051419 ACH	5/13-6/12/19 VOLTA GATE #50710555-01	Miscellaneous Services	549001-53904	\$99.97
001	3221	05/02/19	SITEX AQUATICS, LLC	2874A	APRIL AQUATIC MAINTENANCE	R&M-Lake	546042-53901	\$1,950.00
001	3207	04/08/19	TERMINIX PROCESSING CENTER	384149103	3/13/19 PEST CONTROL	3950470	546015-57204	\$58.00
001	3222	05/02/19	TERMINIX PROCESSING CENTER	384846900	PEST CONTROL 4/4/19	3950470	546015-57204	\$45.00
001	3223	05/02/19	TERMINIX PROCESSING CENTER	384846528	PEST CONTROL 4/4/19	3950470	546015-57204	\$58.00
001	3235	05/23/19	TERMINIX PROCESSING CENTER	385726250	MAY PEST CONTROL	3950470	546015-57204	\$60.00
001	3236	05/23/19	TERMINIX PROCESSING CENTER	385726535	5/2/19 PEST CONTROL	3950470	546015-57204	\$45.00
001	3224	05/06/19	BRENDA J. JENNINGS	PAYROLL	May 06, 2019 Payroll Posting			\$184.70
001	3226	05/09/19	JOHN M. CRARY	PAYROLL	May 09, 2019 Payroll Posting			\$84.70
001	3225	05/06/19	MARCIAL RODRIGUEZ	PAYROLL	May 06, 2019 Payroll Posting			\$183.87
001	DD00421	05/06/19	MICHELLE INCANDELA	PAYROLL	May 06, 2019 Payroll Posting			\$184.70
Fund Total								\$134,988.19

Total Checks Paid	\$134,988.19
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12C.

**NOTICE OF MEETINGS
BRIGHTON LAKES
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Brighton Lakes Community Development District will hold their meetings for Fiscal Year 2020 at the Brighton Lakes Recreation Center, 4250 Brighton Lakes Boulevard, Kissimmee, Florida at 6:00 p.m. on the first Thursday of every other month unless otherwise indicated below.

November 7, 2019
January 2, 2020
March 5, 2020
May 7, 2020
July 2, 2020
September 3, 2020

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. A copy of the agenda for a particular meeting may be obtained by contacting the District Manager at Inframark, Infrastructure Management Services 210 North University Drive, Suite 702, Coral Springs, Florida, 33071, or by calling 407-566-1935 during normal business hours. The meeting may be continued to a date, time, and place to be specified on the record at the meeting.

There may be occasions when one or more Supervisors may participate by telephone. At the above location there may be present a speaker telephone so that any interested person can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in a meeting or workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting or workshop by contacting the District Manager at Inframark, Infrastructure Management Services at (954) 603-0033. If you are hearing or speech impaired, please contact the Florida Relay Service at 711, who can aid you in contacting the District Office.

A person who decides to appeal any decision made at these meetings or workshop with respect to any matter considered at the meetings or workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Kristen Suit
District Manager

12D.



MARY JANE ARRINGTON
OSCEOLA COUNTY SUPERVISOR OF ELECTIONS

April 16, 2019

Ms. Sandra H. Demarco
Recording Manager
Inframark Infrastructure Management Services
210 N. University Drive
Suite 702
Coral Springs, FL 33071

RE: Brighton Lakes Community Development District – Registered Voters

Dear Ms. Demarco:

Thank you for your letter of March 26, 2019 requesting confirmation of the number of registered voters within the Brighton Lakes Community Development District as of April 15, 2019.

The number of registered voters within the Brighton Lakes CDD is 1,539 as of April 15, 2019.

If I can be of further assistance please contact me at 407.742.6000.

Respectfully yours,

A handwritten signature in blue ink that reads "Mary Jane Arrington".

Mary Jane Arrington
Supervisor of Elections

Vote
Osceola

Thirteenth Order of Business

13B.

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

BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT

FIELD MAINTENANCE HIGHLIGHT REPORT

JULY 2019

COMPLETED ITEMS:


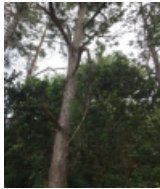


- Meet with contractors monthly and performed a drive through
- Followed up with vendors on pending items
- Reviewed and processed invoices on a weekly basis
- Performed irrigation maintenance/repairs
- Returned phone calls
- Solved resident inquiries made by phone and email
- Respond to emails and communications as needed
- Performed community light review
- Removed fallen trees throughout the community
- Repaired playground borders
- Filled holes in exercise area
- Repaired bathroom at Clubhouse
- Followed up with vendor to repair gym equipment


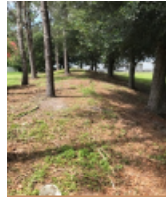

ATTACHED:

- Landscape and Community Review
- 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	Photos
Weed and Disease Control (Turf)	Throughout the community	6/19/2019	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	6/19/2019	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	6/19/2019	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	6/19/2019	Ongoing	All fertilizers shall be applied at least three times per year (February, May and October) (please provide schedules for future services)	
Irrigation boxes need cleaning and trimming service	Throughout the community	6/19/2019	No completed	Irrigation	
Broken branch's	At Brighton Lakes Blvd near to the security guard.	6/19/2019	Pending	Remove broken branch's from the tree near to the security guard houses.	
Viburnum was removed and left at the berms area	At Brighton Lakes Blvd near to the security guard.	6/19/2019	No completed	After the irrigation repair the crew just left a viburnum removed at the berms area.	
Ants mount need treatment services.	Throughout the community	6/19/2019	Pending	Provide Ants mounts treatments schedules	

Irrigation leak	At Brighton Lakes Blvd near to the security guard.	6/19/2019	No completed	Irrigation leak in valve.	
Weed and Disease Control.	At Chapala dr. burn next to the Loews fence.	6/19/2019	Pending	the beds need Weed killer treatment.	
Weed and Disease Control.	At Milano place N.	6/19/2019	Pending	the beds need Weed killer treatment.	
Pest and Disease control (Shrubs)	Throughout the community	6/19/2019	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.	

**BRIGHTON LAKES COMMUNITY
DEVELOPMENT DISTRICT
CHURCHILLS**



FACILITY REPORT

Brighton Lakes – Main & Wading Pool

Service Month **To June 25th 2019**

Service Frequency **3 x Weekly**

MAIN POOL:

Following pool re-opening there have been some issues:

1 floor return is missing

Outlet for chemical feeders was constantly tripping out as at ground level and affected by rainfall, these were relocated last week by Inframark and feeders are now functional.

The filter grids are breaking down/calcified, the grid material is failing allowing DE back to the pool, an estimate has been sent to replace all the grids.

Tech's have been reminded that all records must be kept up to date and on site, records have been damaged by rainfall as there is no dry container for their storage in the equipment area, we have requested new storage. We will now be keeping a supplementary record online, as we now have the padlock code the tech will also update the record in the notice box. As a reminder DoH requires water testing on ALL days not just on our visit days.

Water quality has been affected by only having 3 service visits per week, previous provider attended 5 times per week during summer months, whilst the saving to the HOA is then considerable we cannot lengthen our 3 visits to equal time spent on 5 visits. An estimate for summer service has been provided.

WADING POOL:

There were no maintenance or operational issues.

A break in a feeder line was repaired (no cost).

New cartridge filters will be required soon due to normal wear.

**BRIGHTON LAKES COMMUNITY
DEVELOPMENT DISTRICT
BLADE RUNNERS**

Landscape Maintenance Report

Brighton lakes Community Development District

Agenda Page 259

Landscape Maintenance (Boulevard)

MAY
5/6/2019
5/7/2019
5/8/2019
5/13/2019
5/14/2018
5/15/2019
5/20/2019
5/21/2019
5/22/2019
5/28/2019
5/29/2019
5/30/2019

Landscape Maintenance (Retention Ponds)

APRIL
5/10/2019
5/17/2019
5/24/2019
5/31/2019
6/7/2019

Fertilization Report:

5-17-19 Sprayed fungus to shrubs plus fret Blvd (24-0-11)

Irrigation Reports (see attached)

Extra Services

- Ride Blvd. sprayed for fire ants every Friday
- FINISHED Palm tree trimming along Blvd.

BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT SITEX

BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT

OPERATIONS & MAINTENANCE HIGHLIGHT

SITEX AQUATICS MANAGEMENT REPORT

June 2019

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

POND1-Hydrilla & Algae treated for follow up

POND2- Hydrilla & Algae treated & Spot treated shoreline grasses

POND3- Hydrilla & Algae treated & Spot treated shoreline grasses

POND4-Hydrilla & Algae treated

POND5- Hydrilla & Algae spot treated

POND6- Grasses spot treated

POND7- Hydrilla & Algae treated

POND8- Hydrilla spot treated

POND9- Hydrilla & Algae spot treated

ADDITIONAL NOTES:

This month we have been experiencing heavy rainfall and our focus has been on targeting the hydrilla to ensure proper storm water flow and function of the ponds. Please don't hesitate to reach to myself or my staff should you need anything.

Regards

Joe Craig

President

Sitex Aquatics llc.

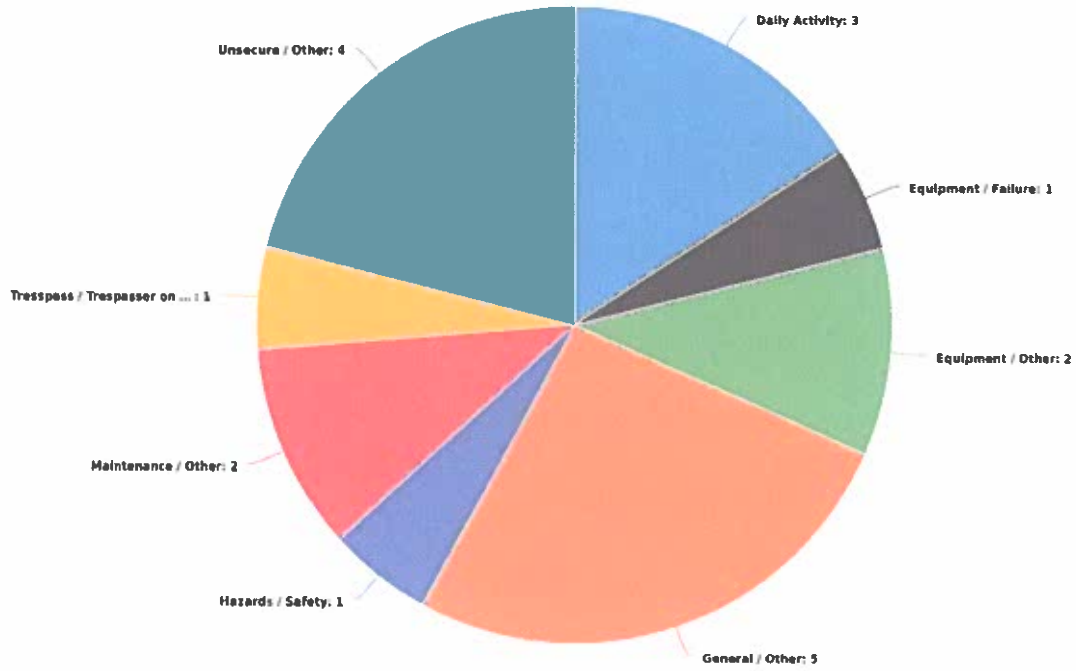
**BRIGHTON LAKES COMMUNITY
DEVELOPMENT DISTRICT
MAGNOSEC**

Brighton Lakes CDD Recreation Center/Sev

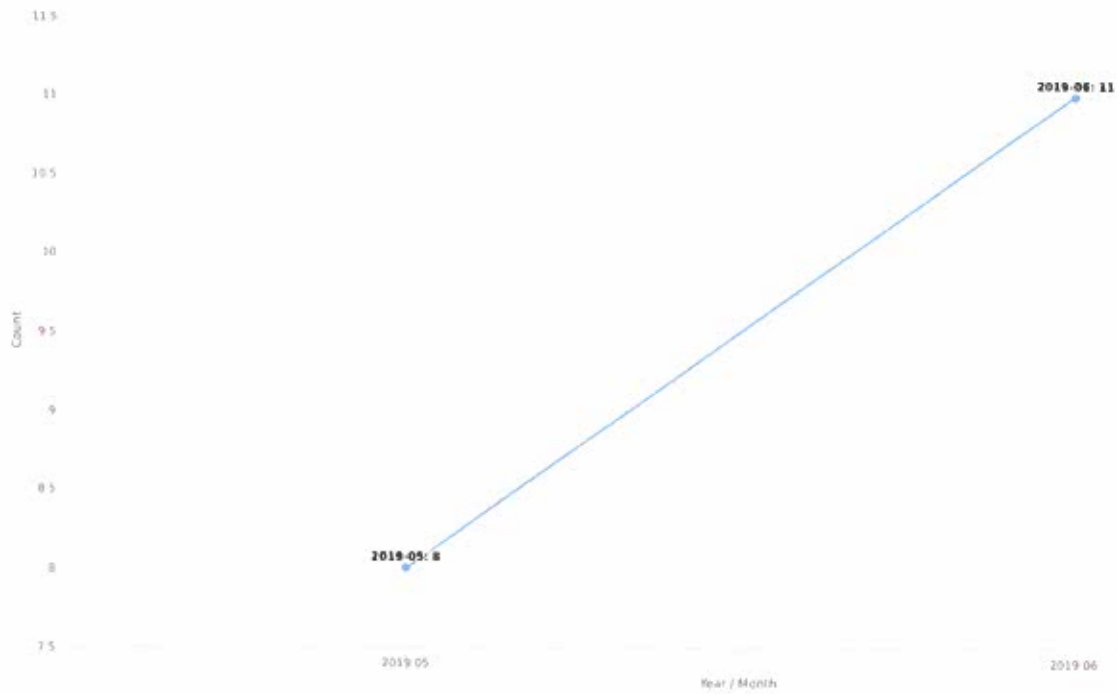
05/01/2019 - 06/19/2019



Incident Category



Year / Month



Incident Category vs Year / Month

05/01/2019 - 06/19/2019



Incident Category	2019-05	2019-06	Total
Daily Activity		3	3
Equipment / Failure		1	1
Equipment / Other		2	2
General / Other	2	3	5
Hazards / Safety	1		1
Maintenance / Other	1	1	2
Tresspass / Trespasser on Site		1	1
Unsecure / Other	4		4
Total	8	11	19