

**BRIGHTON LAKES
COMMUNITY DEVELOPMENT
DISTRICT**

MARCH 5, 2020

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
John Crary, Assistant Secretary
Mark Peters, Assistant Secretary

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

February 24, 2020

Board of Supervisors
Brighton Lakes Community Development District

Dear Board Members:

A regular meeting of the Board of Supervisors of the Brighton Lakes Community Development District will be held on **Thursday, March 5, 2020 at 6:00 P.M.** at the Brighton Lakes Clubhouse, 4250 Brighton Lakes Boulevard, Kissimmee, FL 34746

1. Pledge of Allegiance
2. Roll Call
3. Audience Comments (Limited to 3 minutes)
4. Approval of Minutes
 - A. Minutes of January 16, 2020 Meeting
5. Update Regarding Completed Bush Hog Maintenance
6. CDD Landscaping & Maintenance Liaison Report
7. Vendor Reports
8. Presentation of the Fiscal Year 2021 Proposed Budget
 - A. Follow-Up Discussion from Board of Supervisors' Workshop Held on March 5, 2020
 - B. Consideration of Resolution 2020-05, Approving the Proposed Budget and Setting the Public Hearing for July 2, 2020 at 6:00 p.m.
9. Engineer's Report
 - A. Proposals for Outstanding Items as Per Hanson Walters report
10. District Manager's Report
 - A. Financial Statements
 - B. Check Register and Invoices
11. Attorney Report
12. Field Management Report
 - A. Proposals for Outstanding Items as Per Hanson Walters Report
 - B. Discussion of Security Services Schedule and Inframark Clubhouse Attendants Scope of Services
 - C. Proposal from Magnosec Security for Additional Days of Coverage

- D. Discussion of Kariba Court Buffer and Maintenance Easement
- E. Proposal from Churchills to Install Chemical Feed Pump
- F. Proposal from Inframark to Install Weatherproof Boxes for Pumps and Elevate Electrical Components
- 13. Other Business
- 14. Supervisor Requests and Comments
- 15. Adjournment

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

Sincerely,

Kristen Suit
District Manager

Fourth Order of Business

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, January 16, 2020 at 6:00 p.m. at the Brighton Lakes Clubhouse, 4250 Brighton Lakes Boulevard, Kissimmee, FL 34746

Present and constituting a quorum were:

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

Also present were:

Kristen Suit	District Manager
Tucker Mackie – <i>by phone</i>	District Attorney
Mark Vincutonis	District Engineer
Gerry Frawley	Landscape & Maintenance CDD Liaison
Lumuel Rivera	Magnosec
Juan Ramirez	BladeRunners
Brian Fackler	Sitex

The following is a summary of the minutes and actions taken at the January 16, 2020 meeting of the Brighton Lakes CDD.

FIRST ORDER OF BUSINESS Pledge of Allegiance

- The Pledge of Allegiance was recited.

SECOND ORDER OF BUSINESS Roll Call

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

THIRD ORDER OF BUSINESS Audience Comments

- Audience comments were received.
 - Status on tree trimming issue between the CDD and HOA.
 - Landscapers are doing a great job.
 - Requested Board to consider having on the next agenda a discussion regarding the 11-acre property.

FOURTH ORDER OF BUSINESS **Approval of Minutes**

A. Minutes of October 22, 2019 Meeting

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

On MOTION by Mr. Crary, seconded by Ms. Incandela with all in favor the minutes of October 22, 2019 were approved as presented. 5-0

B. Minutes of November 7, 2019 Audit Committee Meeting

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

On MOTION by Ms. Incandela, seconded by Ms. Jennings with all in favor the audit committee minutes of November 2019 were approved as presented. 5-0

C. Minutes of November 7, 2019 Meeting

- Ms. Suit asked if there were any corrections, deletions or changes to the minutes. Changes were made to the minutes and will be part of the final records.

On MOTION by Mr. Crary, seconded by Ms. Incandela with all in favor the minutes of November 7, 2019 were approved as amended. 5-0

FIFTH ORDER OF BUSINESS **CDD Landscaping & Maintenance Liaison Report**

- Mr. Frawley presented and discussed the following on his report to the Board.
 - Vandalism at the bicycle rack.
 - Potholes near the exit have been patched.
 - Sidewalks on the side of boulevard the Inframark crew working on it.
 - Irrigation breaks in the system have been fixed.
 - Run-off issue at the end of the tennis court has been fixed.
 - The Crepe Myrtle which was crashed by a car has been replaced.
 - Fire ants throughout the community have been treated.

- 79 ○ A plan in place by Sitex for the treatment of the weeds.
- 80 ○ The abandoned bicycles discussed at the last Board meeting have been
- 81 removed.
- 82 ○ All the CDD sidewalks have been power washed.
- 83 ○ The pavers behind the Community Center will be power washed by
- 84 Inframark.
- 85 ○ Churchill, services the District pools. The current individual responsible for
- 86 maintaining the pool for the last two months has done an excellent job.
- 87 ○ Three large dead trees just near the gate house, a proposal has been
- 88 included in the agenda package to either pull or replace them. The cost for
- 89 this is included in the proposal.
- 90 ○ A proposal for repair of the pavers at the visitors' entrance.
- 91 ○ Discussion regarding the vacant lot.
- 92 ○ A towing company agreement is needed.
- 93 ○ Discussion ensued regarding the smashed van parked in front of the Districts
- 94 emergency exit for the past two months. Mr. Frawley contacted the Sheriff's
- 95 Department, but the vehicle still remains there. The tags have since expired
- 96 and after further discussion, Mr. Peters indicated he will go out with Mr.
- 97 Frawley and they will obtain the VIN number of the vehicle and email this
- 98 information to Lizette who in turn will forward this information to the
- 99 appropriate authorities for the vehicle to be removed.
- 100 ○ Discussion ensued regarding the bush hogging which will take place behind
- 101 several properties. The appropriate residents were informed previously via
- 102 priority mail. A next set of letters will be sent via first class mail indicating the
- 103 mowing which will occur. They are informed any obstruction during this
- 104 process will be at their cost for removal. Further discussion ensued regarding
- 105 this matter.

106

107 **A. Discussion and Consideration of Proposals for Alligator Signs per Map**

- 108 • Proposals were received, one from Fast Signs in the amount of \$553 for the
- 109 sign and the other for installation which will be done by Inframark. Further
- 110 discussion ensued regarding the signs.

On MOTION by Mr. Crary, seconded by Mr. Peters with all in favor the proposal from Fast Signs for Alligator signs in the amount of \$553 and having Inframark install the signs in the amount of \$500 was approved. 5-0

SIXTH ORDER OF BUSINESS

Vendor Reports

A. Brighton Lakes Options

- i. Option 1 – Second Addendum to Remote Monitoring Services Agreement – As of 1/10/20 – Reduce the per home from \$5.06 to \$4.25 – Overall Reduction in Rates of \$1,013.85**
 - ii. Option 2 – Second Addendum to Remote Monitoring Services Agreement – Option 1 + CO-06082 – Upgrade to Existing System, Requires a 12 month Extension to the Current Agreement which Auto-Renews on 1/10/20 – so end date would be 1/9/22**
 - iii. Option 3 – Second Addendum to Remote Monitoring Services Agreement – Option 1 + CO-06072 – Upgrade to Existing System, requires a 24 Month Extension to the Current Agreement Which Auto-Renews on 1/10/20 – So end date would be 1/9/23**
 - iv. Option 4 – Addendum to Services Agreement – New Agreement – CA-06073 – Prepared with An Addendum Similar to the Original Addendum to Current Agreement**
- Ms. Suit presented the Envera amendment to the current contract providing a reduction cost from \$5.06 to \$4.24 and an overall reduction rate would be \$1,013.85. Three other options were provided for upgrades.
 - The Envera representative provided an overview of what each of the upgrades entailed. Discussion was had regarding the individual cost of the exit cameras and ownership of the cameras.
 - Discussion ensued regarding the entry gates. Mr. Peters had several questions which were responded to by the Envera representative.
 - The Board reviewed the options with the breakdown and costs.

On MOTION by Ms. Incandela, seconded by Mr. Peters with all in favor the Envera renewal, option 3, 18-month renewal effective 1/10/20 ending 7/9/22, installation of the additional cameras at no cost and a \$1,013.85 reduction in monthly monitoring rate was approved. 5-0

- Mr. Cray asked about item 10B on the agenda which relates to Envera invoices. Ms. Suit indicated these invoices are related to the lightening issue. She contacted the insurance company and was asked for additional information for the verification documentation which she has provided to Envera who will get all their documentation and provide it to the insurance company who would determine whether the District could be reimbursed.
- Mr. Cray had a question as it relates to grounding. Discussion was had with the Envera representative as it relates to surge protection and low voltage on their equipment. Further discussion ensued on this matter.
- The Envera representative brought an updated version of the contact sheet and shared it with the Board.

Magnosec

- Lumuel Rivera provided his report to the Board. He mentioned his officer informed him residents and/or new residents are trying to get in when the ID is not working. The Board reiterated the importance of not allowing unaccompanied minors in without an adult even if these minors are known by the guard on duty.

Sitex

- The report from Sitex was presented to the Board. Ponds 1, 2, 3 have some algae bloom on it and these ponds have been sprayed last week and there is 14 days between treatment.
- Everything else is looking good. Area off Fox Glen, there is hydrilla in that area, and some of the Sweetspire is starting to turn a little. Discussion ensued regarding removing and cleaning up in the area.

Bladerunners

- Juan Ramirez presented his report to the Board.
- As it relates to irrigation there is a small leak in the middle island, and they are working on it.
- Pest control is being done this week.
- He indicated he has two more trucks of mulch for installation next week.

- 179 • Mr. Ramirez presented a proposal for the removal of the trees near the
- 180 guardhouse as well a proposal for the Jasmine.
- 181 • Further discussion ensued regarding the bush hogging in the conservation and
- 182 the properties effected by this. Ms. Suit indicated to document, take pictures,
- 183 provide the address and the cost and perform the removal and bill the District
- 184 for the work. The District will then seek reimbursement through District
- 185 Counsel.
- 186 • Mr. Frawley asked that Mr. Ramirez be provided copies of the letters sent to the
- 187 resident should any questions or dispute arises about them doing this work
- 188 behind their homes, he can provide them a copy of the letter.
- 189 • Discussion ensued regarding when the letters will be sent out to the residents, as
- 190 well as, where they would start the work.
- 191 • Ms. Suit indicated they have a proposal from Bladerunners for the removal and
- 192 replacement of three dead trees and grind stumps and install three Washington
- 193 Palms, eight to 10 feet in the amount of \$3,000.
- 194 • Mr. Crary suggested not replacing the trees in this area unless they could be
- 195 told the reason why those trees died.

On MOTION by Ms. Jennings, seconded by Mr. Rodriguez Jr with all in favor to remove the three dead trees and replace it with sod in the amount of \$900 was approved. 5-0

SEVENTH ORDER OF BUSINESS

Engineer's Report

A. Consideration of Proposals for Work to be Completed per Hanson Walters report

- 206 • Mr. Vincutonis presented his report to the Board and discussed the emergency
- 207 access area near Juneberry.
- 208 • Discussion ensued regarding what the County would like to see, and he also
- 209 discussed the work to be done along with the price.
- 210 • Mr. Crary had a question as it relates to the proposal provided by Mr.
- 211 Vincutonis for which he provided a response.

- The question was asked if this proposal replaces the gates and the response was that it does. Further discussion ensued on this matter.
- Mr. Crary thanked Mr. Vincutonis for changing his inspection calendar for the community.
- The question was asked about the items on Mr. Vincutonis list, Ms. Suit stated they will check off all the items once completed, and any items not completed will be discussed at the next meeting.

EIGHTH ORDER OF BUSINESS

District Manager's Report

A. Financial Statements

- Ms. Suit asked if the Board had any questions as it relates to the financials. There being none,

On MOTION by Ms. Incandela, seconded by Mr. Rodriguez, Jr with all in favor the financial statements were approved. 5-0

B. Check Register and Invoices

- Ms. Suit asked if the Board had any questions as it relates to the check register and invoices which was provided separately.
- Mr. Crary questioned the Spectrum and Century Link invoice. Ms. Incandela explained it is a bundle service.
- Discussion ensued regarding several invoices.

On MOTION by Ms. Jennings, seconded by Ms. Incandela with all in favor the check register and invoices were approved. 5-0

NINTH ORDER OF BUSINESS

Attorney's Report

A. Consideration of Resolution 2020-04, Adopting an Internal Control Policy

- Ms. Suit presented Resolution 2020-04 which is adopting an internal control policy. In the agenda package, section 4.1.4 was removed by District Counsel.

On MOTION by Ms. Incandela, seconded by Mr. Peters with all in favor resolution 2020-04, Internal Control Policy was adopted. 5-0

- Ms. Mackie provided an update on the street tree trimming. She indicated the mediation date is set for January 28, 2020 and Ms. Incandela will be present for this meeting.
- Ms. Mackie mentioned a parcel. They have continued to reach out to the current owner's counsel to potentially offer to purchase this parcel for the District. The District has not heard back, but was told they would reach out if they are interested.

TENTH ORDER OF BUSINESS

Field Management Report

A. Consideration of Inframark Field Services Work Order for Work to be Completed per Hanson Walters report

- Ms. Suit presented the proposal from Inframark for the work to be completed as per Hanson Walters report. This is the repair of the curb inlets in the amount of \$2,900.
- Mr. Crary had several questions for which answers were provided.

On MOTION by Mr. Crary, seconded by Ms. Incandela with all in favor work order #0081004 for repair of curb inlets in the amount of \$2,900 was approved. 5-0

B. Envera Invoices – For Work to be done over the past 12 months not included in Contract

- Item discussed earlier in the meeting.

C. Basketball Court Resurfacing Proposal

- Ms. Suit presented Mr. Medina's summary of the proposal included in the agenda package.
- Ms. Incandela asked whether it was just the tennis court or was it both the tennis and the basketball courts that needed resurfacing. Mr. Peters indicated it was both. Ms. Suit presented the proposal for consideration.

On MOTION by Mr. Crary, seconded by Ms. Jennings with all in favor proposal from AAA Construction and Resurfacing, Inc for two tennis court, basketball court, resurfacing of the nets and the pickle board court striping in the amount of \$11,970 was approved. 5-0

D. Consideration of Proposal for Repair/Replacement Pavers at Guard House, Visitors Entrance

- Ms. Suit presented a proposal from Lexington Poles in the amount of \$9,435 and option two of that proposal in the amount of \$11,100. There was also a proposal from O & M Home in the amount of \$10,254.

On MOTION by Mr. Crary, seconded by Ms. Jennings with all in favor the O & M Homes proposal in the amount of \$10,254 was approved. 5-0

E. Consideration of Proposal for Replacement of 54 Sidewalk Panels

- Ms. Suit presented a proposal from Driveway Maintenance Inc in the amount of \$11,108, the other proposal was from Inframark in the amount of \$17,500.

On MOTION by Mr. Crary seconded by Ms. Incandela with all in favor the proposal from Driveway Maintenance Inc for the replacement of 54 sidewalk panels in the amount of \$11,108 was approved. 5-0

ELEVENTH ORDER OF BUSINESS

Other Business

- Ms. Suit indicated the presentation of the tentative budget will be at the March meeting and questioned whether the Board would like to have a workshop prior to that meeting at 5:00 p.m.

TWELFTH ORDER OF BUSINESS

Supervisor Requests and Comments

- Mr. Crary indicated he has lived in other States where the County and local governments can piggyback on the contracts of larger municipalities for buying certain infrastructure. He was wondering if the reflective road dividers can be piggybacked from Kissimmee or Osceola County at a better rate.

- 315 • Ms. Incandela requested when the Board is reviewing the agenda package, it
316 appears the questions that require follow-up are from Inframark and related to
317 checks and invoices which are in the agenda package. She suggested when they
318 get the package to start with the check and invoices section this way questions
319 can be sent off to Ms. Suit and be answered either by an email or discussed at
320 the next meeting.
- 321 • Mr. Peters informed the Board the property across the street on Cherry Street
322 has a meeting on February 3, 2020. He also asked who owns the fence that
323 separates them from the new community which is being built on Beale Court.
324 Mr. Frawley indicated the chain fence is owned by whomever owns the
325 property.

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327 **THIRTEENTH ORDER OF BUSINESS Adjournment**

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On MOTION by Mr. Rodriguez, Jr seconded by Mr. Peters with
330 all in favor the meeting adjourned. 5-0

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337 _____
Secretary

Chairman/Vice-Chair

Eighth Order of Business

BRIGHTON LAKES
Community Development District

Annual Operating and Debt Service Budget
Fiscal Year 2021

Version 1.0 Proposed Budget
Printed on 02/24/20

Prepared by:



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Brighton Lakes

Community Development District

Operating Budget

Fiscal Year 2021

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL THRU JAN-2020	PROJECTED FEB- SEP-2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
REVENUES							
Interest - Investments	\$ 15,297	\$ 21,298	\$ 15,000	\$ 3,360	12,500	\$ 15,860	\$ 15,000
Room Rentals	118	240	25	-	25	25	25
Interest - Tax Collector	250	415	350	469	-	469	450
Special Assmnts- Tax Collector	837,624	837,157	962,593	869,000	93,593	962,593	962,598
Special Assmnts- Discounts	(30,158)	(30,612)	(38,504)	(34,657)	(3,847)	(38,504)	(38,504)
Other Miscellaneous Revenues	-	-	-	17,230	-	17,230	-
Gate Bar Code/Remotes	2,036	2,577	1,500	708	1,416	2,124	1,500
Access Cards	532	426	500	16	32	48	100
Insurance Reimbursements	-	1,420	-	-	-	-	-
TOTAL REVENUES	825,699	832,921	941,464	856,126	103,719	959,845	941,169
EXPENDITURES							
<i>Administrative</i>							
P/R-Board of Supervisors	5,800	9,000	6,000	4,200	1,800	6,000	8,400
FICA Taxes	444	689	459	321	138	459	643
ProfServ-Arbitrage Rebate	-	-	600	-	-	-	600
ProfServ-Dissemination Agent	1,000	-	1,000	-	-	-	-
ProfServ-Engineering	8,523	13,516	7,000	2,327	4,654	6,981	10,000
ProfServ-Legal Services	25,132	58,388	25,000	18,576	6,424	25,000	35,000
ProfServ-Mgmt Consulting Serv	48,313	49,762	51,255	17,085	34,170	51,255	52,793
ProfServ-Property Appraiser	-	-	751	-	751	751	751
ProfServ-Special Assessment	5,483	5,561	5,305	1,768	3,537	5,305	5,305
ProfServ-Trustee Fees	7,177	7,758	8,450	4,041	4,409	8,450	8,450
Auditing Services	3,800	4,000	4,000	500	-	500	4,000
Website Compliance	-	-	15,000	1,814	-	1,814	2,680
Communication - Telephone	9,090	3,084	3,300	4,694	9,388	14,000	14,000
Postage and Freight	807	1,854	1,200	321	642	963	1,000
Insurance - General Liability	6,805	9,648	8,060	5,383	2,677	8,060	11,841
Printing and Binding	3,005	4,398	5,832	989	1,978	2,967	4,500
Legal Advertising	679	3,370	1,000	443	886	1,329	1,000
Miscellaneous Services	1,263	9,048	2,600	544	1,088	1,632	2,600
Misc-Assessmnt Collection Cost	11,134	10,710	19,252	16,687	2,565	19,252	19,252
Office Supplies	182	829	800	44	88	132	250
Annual District Filing Fee	175	175	175	175	-	175	175
Total Administrative	138,812	191,790	167,039	79,912	75,195	155,025	183,240
<i>Field</i>							
ProfServ-Field Management	75,900	41,390	41,390	13,797	27,593	41,390	42,632
ProfServ-Field Management - Onsite Staff	-	60,185	60,185	20,062	40,123	60,185	61,991
ProfServ-Field Temp Labor	773	-	-	-	-	-	-
Contracts-Landscape	159,284	185,660	217,850	72,616	145,234	217,850	217,848
Electricity - General	62,895	53,428	63,000	19,749	39,498	59,247	61,375
Utility - Water & Sewer	2,888	4,235	3,000	1,262	2,524	3,786	4,200
R&M-Common Area	36,632	30,974	15,000	12,959	27,000	39,959	15,000
R&M-Irrigation	1,999	18,724	5,200	1,200	-	1,200	5,200
R&M Lake	26,467	25,198	23,400	7,800	15,600	23,400	23,400

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL THRU JAN-2020	PROJECTED FEB- SEP-2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
R&M-Tree Trimming	-	-	20,000	-	-	-	20,000
Misc-Contingency	2,906	1,604	1,000	997	1,994	2,991	3,000
Capital Reserve	-	44,825	-	-	-	-	-
Total Field	369,744	466,223	450,025	150,442	299,566	450,008	454,646
Gatehouse							
Contracts-Security Services	86,376	84,360	89,328	29,120	60,208	89,328	77,168
R&M-Gate	-	-	18,000	1,148	2,296	3,444	5,000
Miscellaneous Services	14,622	11,624	-	-	-	-	-
Total Gatehouse	100,998	95,984	107,328	30,268	62,504	92,772	82,168
Capital Expenditures & Projects							
Capital Reserve	-	-	148,300	23,436	33,332	56,768	165,800
Total Capital Expenditures & Projects	-	-	148,300	23,436	33,332	56,768	165,800
Road and Street Facilities							
R&M-Roads & Alleyways	842	3,142	6,000	-	-	-	4,000
R&M-Sidewalks	-	-	-	-	-	-	20,000
R&M-Signage	4,474	229	1,000	317	634	951	1,915
Total Road and Street Facilities	5,316	3,371	7,000	317	634	951	25,915
Community Center							
Contracts-Security Services	35,433	34,999	35,000	11,532	23,468	35,000	35,000
R&M-Clubhouse	11,536	18,947	14,752	10,480	20,960	15,000	15,000
R&M-Pools	20,123	23,456	7,020	5,160	10,320	15,480	16,000
Miscellaneous Services	3,532	1,166	5,000	65	130	195	5,000
Capital Reserve	-	48,135	-	-	-	-	-
Total Community Center	70,624	126,703	61,772	27,237	54,878	65,675	71,000
TOTAL EXPENDITURES	685,494	884,071	941,464	311,612	526,109	821,199	982,769
Excess (deficiency) of revenues Over (under) expenditures	140,205	(51,150)	-	544,514	(422,390)	138,646	(41,600)
Net change in fund balance	140,205	(51,150)	-	544,514	(422,390)	138,646	(41,600)
FUND BALANCE, BEGINNING	1,042,534	1,182,739	1,131,589	1,131,589	-	1,131,589	1,270,235
FUND BALANCE, ENDING	\$ 1,182,739	\$ 1,131,589	\$ 1,131,589	\$ 1,676,103	\$ (422,390)	\$ 1,270,235	\$ 1,228,635

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

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

Room Rental

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

Special Assessments - Tax Collector

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

Special Assessments - Discounts

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

Gate Bar code/Remotes

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

Access Cards

Revenue from the clubhouse access keys.

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

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

Fica Taxes

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

Professional Services - Engineering

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

BRIGHTON LAKES

Community Development District

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

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

Professional Services - Management Consulting Services

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

Professional Services - Property Appraiser

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

Professional Services - Special Assessment

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

Professional Services - Trustee Fees

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

Auditing Services

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

Communication - Telephone

The District telephone service charges from four Century Link & Brighthouse accounts.

Postage & Freight

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

Budget Narrative
Fiscal Year 2021

EXPENDITURES – Administrative (continued)
--

Insurance - General Liability & Property

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

Printing & Binding

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

Legal Advertising

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

Miscellaneous - Services

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

Misc - Assessment Collection Costs

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

Office Supplies

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

Annual District Filling Fee

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

BRIGHTON LAKES

Community Development District

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

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

Professional Services - Field Management – Onsite Staff

Costs for personnel at the Amenity Center.

Contracts - Landscape

Annual contract with Blade Runners Landscaping.

Electricity - General

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

Utility – Water & Sewer

Expense for accounts with TOHO for water and sewer.

R&M - Common Area

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

R&M - Irrigation

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

R&M - Lake

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

R&M – Tree Trimming

Annual bush hogging.

Misc - Contingency

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

BRIGHTON LAKES

Community Development District

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

Annual contract with Envera Security System.

Miscellaneous Services

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

Capital Expenditures & Projects

Expenses related to new projects within the district.

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

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

R&M - Sidewalks

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

R&M - Signage

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

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

MagneSec Corp. Pool Security

R&M - Clubhouse

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

R&M - Pools

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

R&M - Miscellaneous Services

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

Community Development District

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Anticipated Beginning Fund Balance - Fiscal Year 2021	\$ 1,270,235
Net Change in Fund Balance - Fiscal Year 2021	(41,600)
Reserves - Fiscal Year 2021	165,800
Total Funds Available (Estimated) - 09/30/2021	1,394,435

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

Operating Reserve - First Quarter Operating Capital	204,242 ⁽¹⁾
Clubhouse	31,865
Field	91,995
Landscape	190,967
Recreation Facilities	101,817
Roadways	350,094
Capital Reserve: Reserve Study - FY20	148,300
Capital Reserve FY21 Proposed	165,800
Less: FY 2020 Expenditures & Projections:	
Inframark Fees for Field Service	(23,436)
Athletic Court Resurfacing	(11,970) ⁽²⁾
Brick Paver Installation	(10,254) ⁽²⁾
Sidewalk repairs	(11,108) ⁽²⁾
	<u>(56,768)</u>
Subtotal	<u>1,228,312</u>
Total Allocation of Available Funds	1,228,312

Total Unassigned (undesignated) Cash	\$ 166,123
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Notes

(1) Represents approximately 3 months of operating expenditures.

(2) Projected FY20 Expenditures \$33,332

Brighton Lakes

Community Development District

Debt Service Budgets

Fiscal Year 2021

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL THRU JAN-2020	PROJECTED FEB- SEP-2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
REVENUES							
Interest - Investments	\$ 2,145	\$ 4,130	\$ 3,000	\$ 842	\$ 1,684	\$ 2,526	\$ 2,500
Special Assmnts- Tax Collector	210,660	210,541	210,541	190,070	20,471	210,541	210,541
Special Assmnts- Discounts	(7,585)	(7,698)	(8,422)	(7,580)	(842)	(8,422)	(8,422)
TOTAL REVENUES	205,220	206,973	205,119	183,332	21,313	204,645	204,619
EXPENDITURES							
<i>Administrative</i>							
Misc-Assessmnt Collection Cost	2,534	2,694	4,211	3,650	561	4,211	4,211
Total Administrative	2,534	2,694	4,211	3,650	561	4,211	4,211
<i>Debt Service</i>							
Principal Debt Retirement	95,000	100,000	105,000	-	105,000	105,000	110,000
Interest Expense	101,592	97,739	93,940	47,227	46,713	93,940	89,425
Total Debt Service	196,592	197,739	198,940	47,227	151,713	198,940	199,425
TOTAL EXPENDITURES	199,126	200,433	203,151	50,877	152,274	203,151	203,636
Excess (deficiency) of revenues Over (under) expenditures	6,094	6,540	1,968	132,455	(130,961)	1,494	983
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	-	-	1,968	-	-	-	983
TOTAL OTHER SOURCES (USES)	-	-	1,968	-	-	-	983
Net change in fund balance	6,094	6,540	1,968	132,455	(130,961)	1,494	983
FUND BALANCE, BEGINNING	186,457	192,551	199,091	199,091	-	199,091	200,585
FUND BALANCE, ENDING	\$ 192,551	\$ 199,091	\$ 201,059	\$ 331,546	\$ (130,961)	\$ 200,585	\$ 201,568

AMORTIZATION SCHEDULE

SPECIAL ASSESSMENT BONDS

Period Ending	Balance	Principal	Coupon	Interest	Debt Service	Annual Debt Service
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		2,205,000		781,129	2,986,129	3,137,843

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2021 Proposed Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2019	ACTUAL THRU JAN-2020	PROJECTED FEB- SEP-2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
REVENUES							
Interest - Investments	\$ 224	\$ 366	\$ 200	\$ 191	\$ 382	\$ 573	\$ 500
Special Assmnts- Tax Collector	254,990	220,651	220,651	199,197	21,454	220,651	220,651
Special Assmnts- Discounts	(9,182)	(8,069)	(8,826)	(7,944)	(882)	(8,826)	(8,826)
TOTAL REVENUES	246,032	212,948	212,025	191,444	20,954	212,398	212,325
EXPENDITURES							
<i>Administrative</i>							
ProfServ-Trustee Fees				7,928	-	7,928	
Misc-Assessmnt Collection Cost	3,655	2,822	4,413	3,825	588	4,413	4,413
Total Administrative	3,655	2,822	4,413	11,753	588	12,341	4,413
<i>Debt Service</i>							
Principal Debt Retirement	133,000	138,000	142,000	-	142,000	142,000	147,000
Interest Expense	48,107	71,305	66,820	33,410	33,410	66,820	62,205
Total Debt Service	181,107	209,305	208,820	33,410	175,410	208,820	209,205
TOTAL EXPENDITURES	184,762	212,127	213,233	45,163	175,998	221,161	213,618
Excess (deficiency) of revenues			-				
Over (under) expenditures	61,270	821	(1,208)	146,281	(155,044)	(8,763)	(1,293)
OTHER FINANCING SOURCES (USES)							
Interfund Transfer - In			-	-	-	-	-
TOTAL OTHER SOURCES (USES)	-	-	(1,208)	-	-	-	(1,293)
Net change in fund balance	61,270	821	(1,208)	146,281	(155,044)	(8,763)	(1,293)
FUND BALANCE, BEGINNING	34,321	95,591	63,534	63,534	-	63,534	54,771
FUND BALANCE, ENDING	\$ 95,591	\$ 96,412	\$ 62,326	\$ 209,815	\$ (155,044)	\$ 54,771	\$ 53,478

AMORTIZATION SCHEDULE

SPECIAL ASSESSMENT BONDS

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

BRIGHTON LAKES

Community Development District

Debt Service Funds

Budget Narrative Fiscal Year 2021

REVENUES

Interest - Investments

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

Special Assessment - Tax Collector

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

Special Assessment - Discounts

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

EXPENDITURES - Administrative

Misc. - Assessment Collection Costs

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

Expenditures- Debt Service

Principal Debt Retirement

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

Interest Expense

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

Brighton Lakes

Community Development District

Supporting Budget Schedules

Fiscal Year 2021

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

Product	General Fund 001			2015A DS Per Unit			2017A DS Per Unit			Total Assessments per Unit			Units	Bond Units 2015	Bond Units 2017
	FY 2021	FY 2020	Percent Change	FY 2021	FY 2020	Percent Change	FY 2021	FY 2020	Percent Change	FY 2021	FY 2020	Percent Change			
1/3 Acre Lot	\$1,281.75	\$1,281.75	0.0%	\$0.00	\$0.00	n/a	\$976.76	\$976.76	0%	\$2,258.51	\$2,258.51	0%	7	0	6
1/2 Acre Lot	\$1,281.75	\$1,281.75	0.0%	\$0.00	\$0.00	n/a	\$976.76	\$976.76	0%	\$2,258.51	\$2,258.51	0%	4	0	4
65' lot	\$1,281.75	\$1,281.75	0.0%	\$0.00	\$0.00	n/a	\$488.38	\$488.38	0%	\$1,770.13	\$1,770.13	0%	244	0	241
85' lot	\$1,281.75	\$1,281.75	0.0%	\$0.00	\$0.00	n/a	\$586.06	\$586.06	0%	\$1,867.81	\$1,867.81	0%	162	0	159
H - 65' lot	\$1,281.75	\$1,281.75	0.0%	\$ 632.26	\$632.26	0%	\$0.00	\$0.00	n/a	\$1,914.01	\$1,914.01	0%	100	100	0
I - 65' lot	\$1,281.75	\$1,281.75	0.0%	\$ 632.26	\$632.26	0%	\$0.00	\$0.00	n/a	\$1,914.01	\$1,914.01	0%	84	84	0
J - 65' lot	\$1,281.75	\$1,281.75	0.0%	\$ 632.26	\$632.26	0%	\$0.00	\$0.00	n/a	\$1,914.01	\$1,914.01	0%	150	149	0
													751	333	410

8B

RESOLUTION 2020-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2020/2021 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Brighton Lakes Community Development District (“**District**”) prior to June 15, 2020, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Fiscal Year 2020/2021**”); and

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

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2020/2021 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

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

DATE: July 2, 2020

HOUR: 6:00 p.m.

LOCATION: Brighton Lakes Recreation Center
4250 Brighton Lakes Boulevard
Kissimmee, Florida 34746

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

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

RESOLUTION 2020-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGETS FOR FISCAL YEAR 2020/2021; DECLARING SPECIAL ASSESSMENTS TO FUND THE PROPOSED BUDGETS PURSUANT TO CHAPTERS 170, 190 AND 197, FLORIDA STATUTES; SETTING PUBLIC HEARINGS; ADDRESSING PUBLICATION; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Brighton Lakes Community Development District (“**District**”) prior to June 15, 2020, proposed budgets (“**Proposed Budget**”) for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**Fiscal Year 2020/2021**”); and

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

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

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

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

1. PROPOSED BUDGET APPROVED. The Proposed Budget prepared by the District Manager for Fiscal Year 2020/2021 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. DECLARING ASSESSMENTS. Pursuant to Chapters 170, 190 and 197, *Florida Statutes*, the Assessments shall defray the cost of the Services in the total estimated amounts set forth in the Proposed Budget. The nature of, and plans and specifications for, the Services to be funded by the Assessments are described in the Proposed Budget, all of which are on file and available for public inspection at the “**District’s Office**,” 210 N. University Drive, Suite 702, Coral Springs, Florida 33071. The Assessments shall be levied within the District on all benefitted lots and lands, and shall be apportioned, all as described in the Proposed Budget and the preliminary assessment roll included therein. The preliminary assessment roll is also on file and available for public inspection at the District’s Office. The Assessments shall be paid in one more installments

pursuant to a bill issued by the District in November of 2020, and pursuant to Chapter 170, *Florida Statutes*, or, alternatively, pursuant to the *Uniform Method* as set forth in Chapter 197, *Florida Statutes*.

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

DATE: July 2, 2020

HOUR: 6:00 p.m.

LOCATION: Brighton Lakes Recreation Center
4250 Brighton Lakes Boulevard
Kissimmee, Florida 34746

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

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

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

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

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

PASSED AND ADOPTED THIS 5TH DAY OF MARCH 2020.

ATTEST:

**BRIGHTON LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

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

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

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

PASSED AND ADOPTED THIS 5th DAY OF MARCH, 2020.

ATTEST:

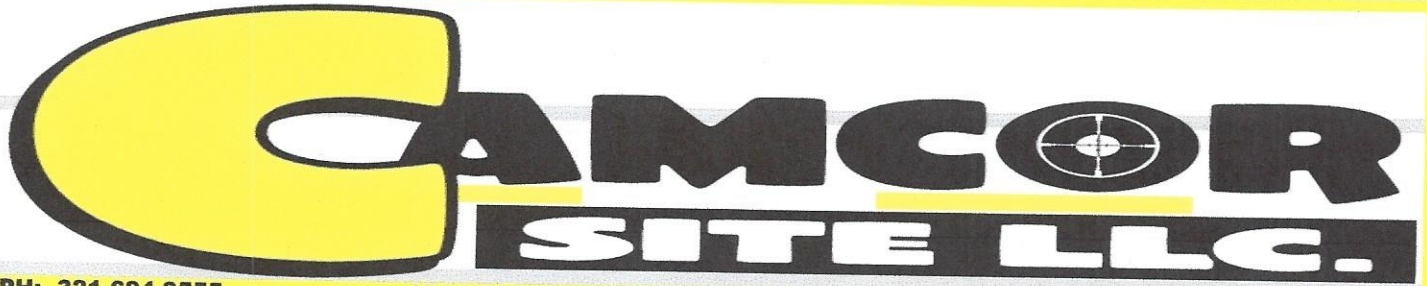
**BRIGHTON LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

By: _____
Its: _____

Ninth Order of Business

9A



PH: 321-624-9555

1711 EASTERN AVE SAINT CLOUD FL

FAX: 407- 891 - 9679

BID PROPOSAL

BID #: 21920

DATE: February 19, 2020

PROPOSAL SCOPE:
PROPOSAL REVISED:
PROJECT NAME:
JOB LOCATION:

BRIGHTON LAKE STORM REPAIR

BRIGHTONLAKE STORM
OSCEOLA COUNTY

GENERAL CONTRACTOR:

HANSON, WALTERS & ASSOCIATES

ATT: MARK



SCOPE OF WORK AND COST

SCOPE OF WORK AND COST

\$43,600.00

TOTAL

\$43,600.00

ALTERNATES / EXCLUSIONS

- 1 ANY ASPHALT AND OR BASE THAT WILL NEED TO BE REPLACED WILL BE PRICED AT THE TIME AND WILL HAVE TO BE APPROVED BEFORE WORK TAKES PLACE
- 2.) ALL WORK FOR DEWATERING IS BASED ON BEING ABLE TO PLUG INSIDE THE MANHOLE IF THE TOPS HAVE TO BE REMOVED TO PLUG COST WILL HAV ETO BE AGREED APOON AT THAT TIME .

- 3.) THIS QUOTE IS ONLY GOOD FOR PATCHING INSIDE OF STRUCTURES AND EXPLORATION OF DAMAGE IF OTHER DAMAGE IS FOUND PRICE WILL NEED TO BE ADJUSTED

SCOPE OF WORK AND COST

PROJECT

21920

DESCRIPTION	QUANTITY			UNIT		TOTAL
				COST	UNIT	COST
MOB AND M.O.T FOR EACH AREA			4	\$1,500.00	EA	\$6,000.00
CURB INLET J-20 EXPLORE /REPAIR						
INSPECT AND REPAIR INSIDE OF STRUCTURE WITH HYRDO CEMENT			1	\$1,800.00	LS	\$1,800.00
PLUG AND DEWATER			1	\$4,500.00	LS	\$4,500.00
CURB REPAIR			40	\$50.00	LF	\$2,000.00
SOD REPAIR			400	\$2.00	SF	\$1,600.00
DEMO AND REPLACE TOP OF CURB INLET IF NEEDED TO REPAIR INSIDE COST NOT IN TOTAL THIS WILL ONLY BE USED IF NEEDED			1	\$5,400.00	LS	
CURB INLET FS-21 EXPLORE / REPAIR						
INSPECT AND REPAIR INSIDE OF STRUCTURE WITH HYRDO CEMENT			1	\$1,800.00	LS	\$1,800.00
PLUG AND DEWATER			1	\$4,500.00	LS	\$4,500.00
CURB REPAIR			40	\$50.00	LF	\$2,000.00
SOD REPAIR			400	\$2.00	SF	\$1,600.00
DEMO AND REPLACE TOP OF CURB INLET IF NEEDED TO REPAIR INSIDE COST NOT IN TOTAL THIS WILL ONLY BE USED IF NEEDED			1	\$5,400.00	LS	
CURB INLET B-6 EXPLORE /REPAIR						
INSPECT AND REPAIR INSIDE OF STRUCTURE WITH HYRDO CEMENT			1	\$1,800.00	LS	\$1,800.00
PLUG AND DEWATER			1	\$4,500.00	LS	\$4,500.00
CURB REPAIR			40	\$50.00	LF	\$2,000.00
SOD REPAIR			400	\$2.00	SF	\$1,600.00
DEMO AND REPLACE TOP OF CURB INLET IF NEEDED TO REPAIR INSIDE COST NOT IN TOTAL THIS WILL ONLY BE USED IF NEEDED			1	\$5,400.00	LS	
MANHOLE J-101 EXPLORE/REPAIR						
INSPECT AND REPAIR INSIDE OF STRUCTURE WITH HYRDO CEMENT			1	\$1,800.00	LS	\$1,800.00
PLUG AND DEWATER			1	\$4,500.00	LS	\$4,500.00
SOD RESTORE			800	\$2.00	SF	\$1,600.00
TOTAL						\$43,600.00

Tenth Order of Business

10A

BRIGHTON LAKES
Community Development District

Financial Report

January 31, 2020

Prepared by:



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BRIGHTON LAKES
Community Development District

Financial Statements

(Unaudited)

January 31, 2020

Balance Sheet
January 31, 2020

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2015 DEBT SERVICE FUND	SERIES 2017 DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>				
Cash - Checking Account	\$ 166,669	\$ -	\$ -	\$ 166,669
Interest/Dividend Receivables	4,189	-	-	4,189
Due From Other Funds	-	5,422	5,682	11,104
Investments:				
Certificates of Deposit - 12 Months	290,006	-	-	290,006
Certificates of Deposit - 6 Months	106,674	-	-	106,674
Money Market Account	1,112,797	-	-	1,112,797
SBA Account	12,741	-	-	12,741
Reserve Fund	-	49,477	20,951	70,428
Revenue Fund	-	276,647	183,182	459,829
Prepaid Items	164	-	-	164
TOTAL ASSETS	\$ 1,693,240	\$ 331,546	\$ 209,815	\$ 2,234,601
<u>LIABILITIES</u>				
Accounts Payable	\$ 5,616	\$ -	\$ -	\$ 5,616
Accrued Expenses	417	-	-	417
Due To Other Funds	11,104	-	-	11,104
TOTAL LIABILITIES	17,137	-	-	17,137
<u>FUND BALANCES</u>				
Nonspendable:				
Prepaid Items	164	-	-	164
Restricted for:				
Debt Service	-	331,546	209,815	541,361
Assigned to:				
Operating Reserves	181,888	-	-	181,888
Reserves - Clubhouse	31,865	-	-	31,865
Reserves - Field	91,995	-	-	91,995
Reserves - Landscape	190,967	-	-	190,967
Reserves - Recreation Facilities	101,817	-	-	101,817
Reserves - Roadways	350,049	-	-	350,049
Unassigned:	727,358	-	-	727,358
TOTAL FUND BALANCES	\$ 1,676,103	\$ 331,546	\$ 209,815	\$ 2,217,464
TOTAL LIABILITIES & FUND BALANCES	\$ 1,693,240	\$ 331,546	\$ 209,815	\$ 2,234,601

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Interest - Investments	\$ 15,000	\$ 5,000	\$ 3,360	\$ (1,640)	22.40%
Room Rentals	25	25	-	(25)	0.00%
Interest - Tax Collector	350	233	469	236	134.00%
Special Assmnts- Tax Collector	962,593	858,409	869,000	10,591	90.28%
Special Assmnts- Discounts	(38,504)	(34,337)	(34,657)	(320)	90.01%
Other Miscellaneous Revenues	-	-	17,230	17,230	0.00%
Gate Bar Code/Remotes	1,500	375	708	333	47.20%
Access Cards	500	167	-	(167)	0.00%
Pool Access Key Fee	-	-	16	16	0.00%
TOTAL REVENUES	941,464	829,872	856,126	26,254	90.94%
EXPENDITURES					
Administration					
P/R-Board of Supervisors	6,000	3,000	4,200	(1,200)	70.00%
FICA Taxes	459	230	321	(91)	69.93%
ProfServ-Arbitrage Rebate	600	-	-	-	0.00%
ProfServ-Dissemination Agent	1,000	1,000	-	1,000	0.00%
ProfServ-Engineering	7,000	2,333	2,327	6	33.24%
ProfServ-Legal Services	25,000	7,500	18,576	(11,076)	74.30%
ProfServ-Mgmt Consulting Serv	51,255	17,085	17,085	-	33.33%
ProfServ-Property Appraiser	751	751	-	751	0.00%
ProfServ-Special Assessment	5,305	1,768	1,768	-	33.33%
ProfServ-Trustee Fees	8,450	4,225	4,041	184	47.82%
Auditing Services	4,000	-	500	(500)	12.50%
Website Compliance	15,000	7,500	1,814	5,686	12.09%
Communication - Telephone	3,300	1,100	4,694	(3,594)	142.24%
Postage and Freight	1,200	400	321	79	26.75%
Insurance - General Liability	8,060	8,060	5,383	2,677	66.79%
Printing and Binding	5,832	1,944	989	955	16.96%
Legal Advertising	1,000	500	443	57	44.30%
Miscellaneous Services	2,600	866	544	322	20.92%
Misc-Assessmnt Collection Cost	19,252	17,168	16,687	481	86.68%
Office Supplies	800	267	44	223	5.50%
Annual District Filing Fee	175	175	175	-	100.00%
Total Administration	167,039	75,872	79,912	(4,040)	47.84%

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
Field					
ProfServ-Field Management	41,390	13,797	13,797	-	33.33%
ProfServ - Field Management Onsite Staff	60,185	20,062	20,062	-	33.33%
Contracts-Landscape	217,850	72,617	72,616	1	33.33%
Electricity - General	63,000	21,000	19,749	1,251	31.35%
Utility - Water & Sewer	3,000	1,000	1,262	(262)	42.07%
R&M-Common Area	15,000	5,000	12,959	(7,959)	86.39%
R&M-Irrigation	5,200	1,733	1,200	533	23.08%
R&M-Lake	23,400	7,800	7,800	-	33.33%
R&M-Trees and Trimming	20,000	6,667	-	6,667	0.00%
Misc-Contingency	1,000	333	997	(664)	99.70%
Total Field	450,025	150,009	150,442	(433)	33.43%
Gatehouse					
Contracts-Security Services	89,328	29,776	29,120	656	32.60%
R&M-Gate	18,000	6,000	1,148	4,852	6.38%
Total Gatehouse	107,328	35,776	30,268	5,508	28.20%
Capital Expenditures & Projects					
Capital Reserve	148,300	-	23,436	(23,436)	15.80%
Total Capital Expenditures & Projects	148,300	-	23,436	(23,436)	15.80%
Road and Street Facilities					
R&M-Roads & Alleyways	6,000	3,000	-	3,000	0.00%
R&M-Signage	1,000	500	317	183	31.70%
Total Road and Street Facilities	7,000	3,500	317	3,183	4.53%
Community Center					
Contracts-Security Services	35,000	11,667	11,532	135	32.95%
R&M-Clubhouse	14,752	4,918	10,480	(5,562)	71.04%
R&M-Pools	7,020	2,340	5,160	(2,820)	73.50%
Miscellaneous Services	5,000	1,667	65	1,602	1.30%
Total Community Center	61,772	20,592	27,237	(6,645)	44.09%
TOTAL EXPENDITURES	941,464	285,749	311,612	(25,863)	33.10%
Excess (deficiency) of revenues					
Over (under) expenditures	-	544,123	544,514	391	0.00%
Net change in fund balance	\$ -	\$ 544,123	\$ 544,514	\$ 391	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2019)	1,131,589	1,131,589	1,131,589		
FUND BALANCE, ENDING	\$ 1,131,589	\$ 1,675,712	\$ 1,676,103		

BRIGHTON LAKES
Community Development District

Debt Service Schedules

January 31, 2020

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Interest - Investments	\$ 3,000	\$ 1,000	\$ 842	\$ (158)	28.07%
Special Assmnts- Tax Collector	210,541	187,753	190,070	2,317	90.28%
Special Assmnts- Discounts	(8,422)	(7,510)	(7,580)	(70)	90.00%
TOTAL REVENUES	205,119	181,243	183,332	2,089	89.38%
EXPENDITURES					
Administration					
Misc-Assessmnt Collection Cost	4,211	3,756	3,650	106	86.68%
Total Administration	4,211	3,756	3,650	106	86.68%
Debt Service					
Principal Debt Retirement	105,000	-	-	-	0.00%
Interest Expense	93,940	47,227	47,227	-	50.27%
Total Debt Service	198,940	47,227	47,227	-	23.74%
TOTAL EXPENDITURES	203,151	50,983	50,877	106	25.04%
Excess (deficiency) of revenues					
Over (under) expenditures	1,968	130,260	132,455	2,195	6730.44%
OTHER FINANCING SOURCES (USES)					
Contribution to (Use of) Fund Balance	1,968	-	-	-	0.00%
TOTAL FINANCING SOURCES (USES)	1,968	-	-	-	0.00%
Net change in fund balance	\$ 1,968	\$ 130,260	\$ 132,455	\$ 2,195	6730.44%
FUND BALANCE, BEGINNING (OCT 1, 2019)	199,091	199,091	199,091		
FUND BALANCE, ENDING	\$ 201,059	\$ 329,351	\$ 331,546		

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending January 31, 2020

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES					
Interest - Investments	\$ 200	\$ 67	\$ 191	\$ 124	95.50%
Special Assmnts- Tax Collector	220,651	196,769	199,197	2,428	90.28%
Special Assmnts- Discounts	(8,826)	(7,870)	(7,944)	(74)	90.01%
TOTAL REVENUES	212,025	188,966	191,444	2,478	90.29%
EXPENDITURES					
Administration					
ProfServ-Trustee Fees	-	-	7,928	(7,928)	0.00%
Misc-Assessmnt Collection Cost	4,413	3,936	3,825	111	86.68%
Total Administration	4,413	3,936	11,753	(7,817)	266.33%
Debt Service					
Principal Debt Retirement	142,000	-	-	-	0.00%
Interest Expense	66,820	33,410	33,410	-	50.00%
Total Debt Service	208,820	33,410	33,410	-	16.00%
TOTAL EXPENDITURES	213,233	37,346	45,163	(7,817)	21.18%
Excess (deficiency) of revenues					
Over (under) expenditures	(1,208)	151,620	146,281	(5,339)	-12109.35%
OTHER FINANCING SOURCES (USES)					
Contribution to (Use of) Fund Balance	(1,208)	-	-	-	0.00%
TOTAL FINANCING SOURCES (USES)	(1,208)	-	-	-	0.00%
Net change in fund balance	\$ (1,208)	\$ 151,620	\$ 146,281	\$ (5,339)	-12109.35%
FUND BALANCE, BEGINNING (OCT 1, 2019)	63,534	63,534	63,534		
FUND BALANCE, ENDING	\$ 62,326	\$ 215,154	\$ 209,815		

Notes to the Financial Statements

January 31, 2020

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).
- **Due From Other Funds** - Assessment collections due to Debt Service.
- **Interest/Dividend Receivable** - Year end accruals for CD's as of September 2019.
- **Other Miscellaneous Revenue** - HOA deposit for Tree Trimming.
- **Prepaid Items** - Security Monitoring for February to March.

► **Liabilities**

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

► **Fund Balance**

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

Operating Reserve	181,888
Reserves - Clubhouse	31,865
Reserves - Field	91,995
Reserves - Landscape	190,967
Reserves - Recreation Facilities	101,817
Reserves - Roadways	350,049
TOTAL	\$ 948,581

Notes to the Financial Statements

January 31, 2020

Financial Overview / Highlights

- ▶ Total Non-Ad valorem special assessments are 90% collected.
- ▶ The General Fund expenditures are at 33% of the YTD Adopted budget.
- ▶ Other Miscellaneous Revenue - HOA Deposit for Tree Trimming.
- ▶ Significant variances explained below.

Variance Analysis

Account Name	Annual Budget	YTD Actual	% YTD Budget	Explanation
Expenditures				
<u>Administrative</u>				
ProfServ-Legal Services	\$ 25,000	\$ 18,576	74%	Expenses related to easement encroachments and continuing research on issues relating to standing, Chapter 720 with HOA are higher than budgeted amount.
Communication - Telephone	\$ 3,300	\$ 4,694	142%	All phone and internet is now in Administrative - Finance.
Insurance - General Liab	\$ 8,060	\$ 5,383	67%	2nd installment was Paid for Insurance for FY '19-'20
Miscellaneous Services	\$ 2,600	\$ 544	21%	Bank fees, Email & Domain renewals.
Annual District Filing Fee	\$ 175	\$ 175	100%	Paid in full.
<u>Field</u>				
ProfServ-Field Management	\$ 41,390	\$ 37,233	90%	Additional Field Service fee in October not budgeted for.
R&M-Common Area	\$ 15,000	\$ 13,500	90%	Sod replacement at pool area, new drainage pipe for Tennis court & new Viburnum at Guard House.
Misc-Contingency	\$ 1,000	\$ 997	100%	Refuse removal & reimbursement to Celebration CDD for container use not budgeted for.
<u>Community Center</u>				
R&M - Clubhouse	\$ 14,752	\$ 7,840	53%	Phone service, Pest control & repair to Gym equipment.
R&M - Pools	\$ 7,020	\$ 5,160	74%	Chemicals for pool.
Miscellaneous Services	\$ 5,000	\$ 3,409	68%	Propane, cleaning supplies & Lights.

Notes to the Financial Statements

January 31, 2020

Debt Service Notes

► Revenue

- **2015 Series DS** - Special Assessments Tax Collector collections are 90% collected.
- **2017 Series DS** - Special Assessments Tax Collector collections are 90% collected.

► Expenses

- **2015 Series DS** - 1st Interest Expense payment made in November next payment due in May.
- **2017 Series DS** - 1st Interest Expense payment made in November next payment due in May.

BRIGHTON LAKES
Community Development District

Supporting Schedules

January 31, 2020

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

					ALLOCATION BY FUND		
Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	General Fund	Series 2015 Debt Service Fund	Series 2017 Debt Service Fund
Assessments Levied FY 2020				\$ 1,393,785	\$ 962,593	\$ 210,541	\$ 220,651
Allocation %				100%	69.06%	15.11%	15.83%
11/12/19	\$ 21,307	\$ 1,205	\$ 435	\$ 22,946	\$ 15,848	\$ 3,466	\$ 3,633
11/22/19	79,156	3,365	1,615	84,137	58,108	12,709	13,320
12/06/19	993,076	42,222	20,267	1,055,565	729,007	159,451	167,107
12/23/19	54,491	2,257	1,112	57,860	39,960	8,740	9,160
01/10/20	24,569	775	501	25,846	17,850	3,904	4,092
01/13/20	11,325	357	231	11,914	8,228	1,800	1,886
TOTAL	\$ 1,183,924	\$ 50,182	\$ 24,162	\$ 1,258,267	\$ 869,000	\$ 190,070	\$ 199,197
% COLLECTED					90%	90%	90%
Total O/S					\$ 135,517	\$ 93,593	\$ 21,454

Cash and Investment Report

January 31, 2020

<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%	\$ 166,669
Certificate of Deposit- 6 Month	BankUnited	CD	2/27/2020	1.88%	\$ 106,674
Certificate of Deposit- 12 Month	BankUnited	CD	6/6/2020	2.42%	\$ 26,476
Certificate of Deposit- 12 Month	BankUnited	CD	3/22/2020	2.74%	\$ 263,529
Subtotal 12 mo CD's					\$ 290,006
Subtotal CD's					\$ 396,679.68
Money Market Account	BankUnited	MMA	N/A	1.50%	\$ 1,112,797
Operating Account- Fund A	SBA	Local Gov. Surplus Trust Fund	N/A	2.58%	\$ 12,741
GF Subtotal					\$ 1,688,887
<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%	\$ 20,951
Series 2015 Revenue Account	US Bank	Open-Ended CP	N/A	0.20%	\$ 276,647
Series 2017 Revenue Account	US Bank	Open-Ended CP	N/A	0.20%	\$ 183,182
DS Subtotal					\$ 530,257
Total					\$ 2,219,144

Brighton Lakes CDD

Bank Reconciliation

Bank Account No. 8978 BB&T GF Checking
Statement No. 01-20A
Statement Date 1/31/2020

G/L Balance (LCY)	166,668.98	Statement Balance	203,292.53
G/L Balance	166,668.98	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	203,292.53
Subtotal	166,668.98	Outstanding Checks	36,623.55
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	166,668.98	Ending Balance	166,668.98
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
8/27/2019	Payment	3310	TERMINIX PROCESSING CENTER	60.00	0.00	60.00
1/21/2020	Payment	3406	MARCIAL RODRIGUEZ	183.87	0.00	183.87
1/29/2020	Payment	3417	INFRAMARK, LLC	13,691.21	0.00	13,691.21
1/30/2020	Payment	DD00503	BRIGHT HOUSE NETWORK	134.97	0.00	134.97
Total Outstanding Checks.....				36,623.55		36,623.55

Twelfth Order of Business

Brighton Lakes CDD Field Management Report

March 2020

Ariel Medina | Field Services Supervisor



313 Campus Street, Celebration, FL 34747
(O) 407-566-4122 | (M) 281-831-0139 |
www.inframarkllms.com

FREDDY BLANCO | Assistant
Maintenance Manager



313 Campus Street | Celebration, FL 34747
Office: 1.407.566.1935 | Mobile:
1.407.947.2489 | www.inframarkllms.com



Content


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

General Updates

- Meet with contractors monthly and performed a drive through
- Meet with Gerry Frawley to performed Community Review
- Meet with Mr. Frawley, Juan Ramirez from Blade Runners, Freddy Blanco from Inframark to perform a review of bush hog project.
- Meet with Kevin Jeffreis from Churchills to discuss pump issues
- Followed up with vendors on pending items
- Reviewed and processed invoices on a weekly basis
- Returned phone calls
- Solved resident inquires made by phone and email
- Respond to emails and communications as needed
- Performed community light review

Landscaping Review

Brighton Lakes Landscape Review Report

Issue	Location	Date of Drive-thru	Status	Field Manager Comments	Photos
Fertilizer(Shrubs)	Throughout the community	10/16/2019	Ongoing	All fertilizers shall be applied at least three times per year (February, May and October)	
Mulch Installation.	Throughout the community	1/13/2020	Ongoing	The mulch installation will be finished by the second week of February.	
Dead tree removal	At Brighton lakes Blvd.	1/13/2020	Pending	Provide proposal for remove and disposal dead trees near to the security guard house.	
Ants treatment	Throughout the community	1/13/2020	Pending	Provide schedule for ants treatments service.	
Bush hog.	Throughout the community	1/13/2020	Pending	The beginning of the bush hog service will be on Tuesday, January 21 2020.	

Work Orders Report

Work Orders

- Installed lake signs.
- Repaired concrete damages at several location as per District Engineers Report
- Filled void spaces and re-sod as per District Engineers Report
- Repaired shelf at Gym
- Repaired Gym Door
- Repaired leak in women's bathroom
- Repaired dividers at gate house
- Pressure washed pavers behind clubhouse

Sitex Report

BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT

OPERATIONS & MAINTENANCE HIGHLIGHT

SITEX AQUATICS MANAGEMENT REPORT

February 2020



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

POND1-Grasses and Algae treated

POND2- Grasses and Algae treated

POND3- Algae treated

POND4-Hydrilla & Algae treated

POND5- Hydrilla & Algae & grasses spot treated

POND6- Grasses spot treated

POND7- Hydrilla & Algae treated

POND8- Shoreline Vegetation treated

POND9- Algae and Grasses treated

ADDITIONAL NOTES:

All ponds have been treated for algae and grasses. Please don't hesitate to reach myself or my staff should you need anything.

Regards

BRIAN FACKLER

Field Operations Manager

Sitex Aquatics Ilc.

12A

February 11, 2020

Brighton Lakes CDD	
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[illegible]

Prepared by Inframark, Ariel Medina, Field Services Supervisor

313 Campus Street, Celebration, FL 407-566-1935] ariel.medina@inframark.com

12C



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

Proposal

This Proposal deals with the provision of Security Services to:

Brighton Lakes CCD

Accepted by _____

Date: _____

Signature: _____

Contents

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

Company Overview

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

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

OWNERS/FOUNDERS:

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

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

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

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

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

Key Personnel

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

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

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

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

Security Officers

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

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

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

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

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

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

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

Contract Overview

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

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

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

All personnel will wear a corporate uniform and official patch.

Security Undertakings – How Can We Help

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Remuneration

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

What else is included for the same price?

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

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

12D



Ariel Medina | Field Services Supervisor



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

FREDDY BLANCO | Assistant
Maintenance Manager



313 Campus Street | Celebration, FL 34747
Office: 1.407.566.1935 | **Mobile:**
1.407.947.2489 | www.inframarkims.com

Brighton Lakes CDD Onsite Review of Lots With Improvements

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Performed on February 4, 2020

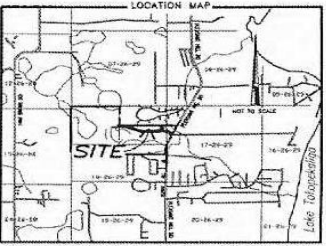
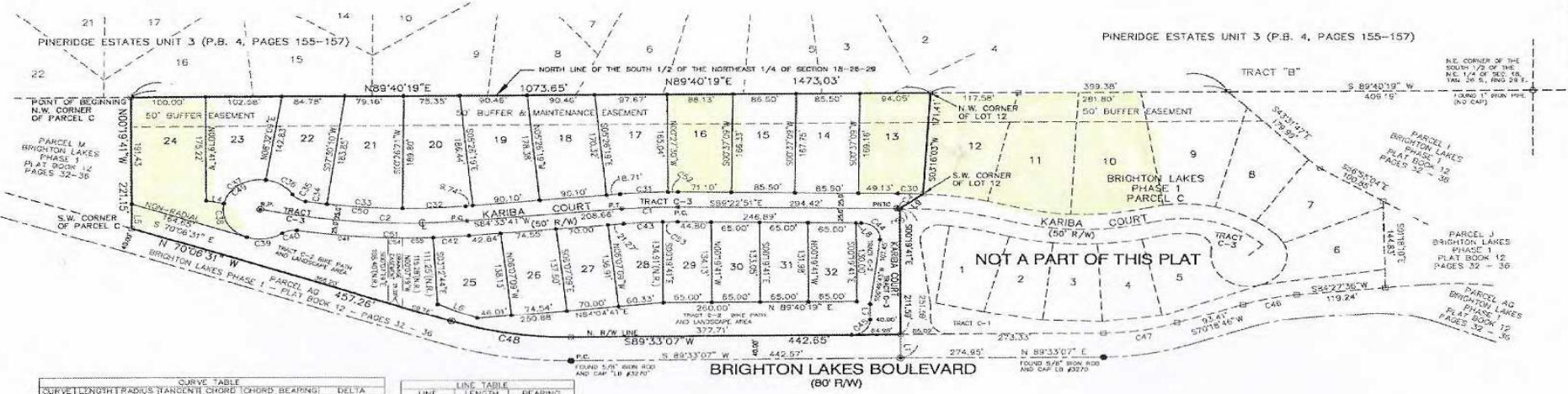


Content

- Marked Map of Kariba Court
- Lot 10
- Lot 11
- Lot 12
- Lot 13
- Lot 16
- Lot 24

BRIGHTON LAKES PHASE 1 - PARCEL C REPLAT
A REPLAT OF A PORTION OF BRIGHTON LAKES PHASE 1 - PARCEL C - PLAT BOOK 13, PAGES 20 - 21
SECTION 18 - TOWNSHIP 26 SOUTH - RANGE 29 EAST
OSCEOLA COUNTY - FLORIDA

DEED RESTRICTIONS FOR THIS PLAT ARE RECORDED IN O.R. BOOK _____ PAGE _____ AND (ARE) (ARE NOT) ACCOMPANIED BY DEED COVENANTS.



CURVE TABLE				
CURVE	LENGTH	RADIUS	CHORD BEARING	DELTA
C1	75.60	715.00	S 75° 35' 25" W	06° 02' 28"
C2	280.15	869.51	N 141° 36' 27" E	18° 19' 48"
C3	152.20	520.00	S 76° 52' 16" E	10° 46' 12"
C4	2.56	820.00	N 148° 2' 28" E	00° 19' 39"
C5	13.79	545.00	N 88° 30' 31" W	03° 33' 08"
C6	64.92	740.00	S 72° 18' 44" E	05° 47' 28"
C7	84.49	822.51	S 72° 18' 44" E	05° 47' 28"
C8	102.02	822.51	S 72° 18' 44" E	05° 47' 28"
C9	29.11	822.51	S 72° 18' 44" E	05° 47' 28"
C10	21.88	25.00	N 11° 20' 11" E	00° 50' 20"
C11	44.63	50.00	S 73° 02' 43" E	01° 38' 18"
C12	75.62	50.00	S 73° 02' 43" E	01° 38' 18"
C13	70.10	50.00	S 73° 02' 43" E	01° 38' 18"
C14	50.71	50.00	S 73° 02' 43" E	01° 38' 18"
C15	48.24	50.00	S 73° 02' 43" E	01° 38' 18"
C16	52.75	690.00	S 73° 02' 43" E	01° 38' 18"
C17	41.98	75.00	S 73° 02' 43" E	01° 38' 18"
C18	39.52	25.00	S 73° 02' 43" E	01° 38' 18"
C19	74.07	300.00	S 73° 02' 43" E	01° 38' 18"
C20	106.24	300.00	S 73° 02' 43" E	01° 38' 18"
C21	163.30	450.00	S 73° 02' 43" E	01° 38' 18"
C22	241.14	50.00	S 73° 02' 43" E	01° 38' 18"
C23	216.62	227.51	S 73° 02' 43" E	01° 38' 18"
C24	232.46	872.51	N 116° 01' 21" E	15° 04' 11"
C25	13.51	740.00	S 73° 02' 43" E	01° 38' 18"
C26	20.20	690.00	S 73° 02' 43" E	01° 38' 18"
C27	20.90	872.51	S 73° 02' 43" E	01° 38' 18"
C28	41.97	872.51	S 73° 02' 43" E	01° 38' 18"

LINE TABLE	
LINE	BEARING
L1	N 00° 19' 41" E
L2	N 45° 08' 18" E
L3	N 60° 19' 41" E
L4	S 78° 27' 45" W
L5	S 00° 19' 41" E
L6	S 60° 19' 41" E
L7	N 60° 19' 41" E
L8	N 60° 19' 41" E
L9	S 57° 11' 33" W

- NOTES:
- ASSUMED NORTH MERIDIAN; BEARINGS BASED ON THE NORTH LINE OF THE N.W. 1/4 OF SECTION 18-26-29 AS S 89° 30' 23" E.
 - ALL LOTS & TRACTS SHALL HAVE A 10.00 FOOT DRAINAGE & UTILITY EASEMENT ALONG ALL FRONT AND SIDE STREET LINES AND A 5.00 FOOT DRAINAGE AND UTILITY EASEMENTS ALONG ALL OTHER LOT LINES UNLESS NOTED OTHERWISE.
 - ALL LOT LINES ARE RADIAL TO CURVES UNLESS NOTED NON-RADIAL (N.R.).
 - TRACT C-2 IS HEREBY DEDICATED AS COMMON AREA AND SHALL BE THE PERPETUAL RESPONSIBILITY OF THE BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT.
 - ALL STREET RIGHTS OF WAY (TRACT C-3) SHALL BE THE PERPETUAL RESPONSIBILITY OF THE BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT. THE PUBLIC USE RIGHTS OVER AND ACROSS SAID RIGHTS OF WAY (TRACT C-3) SHALL INCLUDE A PERPETUAL EASEMENT AND RIGHT OF INGRESS AND EGRESS FOR THE BENEFIT OF DELIVERY AND PICK UP SERVICES, FIRE PROTECTION SERVICES, POLICE SERVICES, AMBULANCE SERVICES, AND OTHER AUTHORITIES OF LAW ENFORCEMENT, UNITED STATES MAIL CARRIERS AND REPRESENTATIVES OF UTILITIES. ALL STREET RIGHTS OF WAY (TRACT C-3) SHALL BE SUBJECT TO AN INGRESS AND EGRESS EASEMENT FOR THE BENEFIT OF OSCEOLA COUNTY FLORIDA FOR ACCESS TO WATER MANAGEMENT AREAS FOR MAINTENANCE AND INSPECTION. ALL STREET RIGHTS OF WAY (TRACT C-3) SHALL BE SUBJECT TO THE JURISDICTION OF OSCEOLA COUNTY IN ESTABLISHING SUCH SPEED LIMITS AND TRAFFIC CONTROL DEVICES DEEMED NECESSARY AND APPROPRIATE BY OSCEOLA COUNTY. ALL STREET RIGHTS OF WAY (TRACT C-3) SHALL BE SUBJECT TO A DRAINAGE & UTILITY EASEMENT.
 - THE 50 FOOT BUFFER AND MAINTENANCE EASEMENT ALONG THE NORTH BOUNDARY IS HEREBY DEDICATED TO AND SHALL BE THE PERPETUAL RESPONSIBILITY OF THE BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT. THE OWNERS OF LOTS 23 THROUGH 24 SHALL NOT BE PERMITTED TO CONSTRUCT ANY IMPROVEMENTS INCLUDING FENCES, OR TO REMOVE VEGETATION OR PLANT VEGETATION WITHIN THE BUFFER AND MAINTENANCE EASEMENT.

DESCRIPTION:

A PORTION OF BRIGHTON LAKES PHASE 1-PARCEL "C", ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 13, PAGES 20 AND 21, OF THE PUBLIC RECORDS OF OSCEOLA COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE NORTHWEST CORNER OF SAID BRIGHTON LAKES PHASE 1-PARCEL C; THENCE NORTH 89°40'19" EAST ALONG THE NORTH LINE OF SAID PARCEL C, SAID LINE BEING THE NORTH LINE OF THE SOUTH 1/4 OF THE NORTHEAST 1/4 OF SECTION 18-26-29, A DISTANCE OF 1,073.65 FEET TO THE NORTHWEST CORNER OF LOT 12 OF SAID PARCEL C; THENCE SOUTH 03°16'03" WEST ALONG THE WEST LINE OF SAID LOT 12, A DISTANCE OF 171.41 FEET TO THE SOUTHWEST CORNER OF SAID LOT 12; THENCE SOUTH 52°11'33" WEST, A DISTANCE OF 39.34 FEET TO A POINT ON THE CENTER LINE OF KARIBA COURT; THENCE SOUTH 00°19'41" EAST, A DISTANCE OF 211.59 FEET ALONG THE CENTERLINE OF SAID KARIBA COURT TO A POINT ON THE NORTH RIGHT OF WAY LINE OF BRIGHTON LAKES BOULEVARD; THENCE SOUTH 89°33'07" WEST ALONG THE NORTH RIGHT OF WAY LINE OF SAID BRIGHTON LAKES BOULEVARD, A DISTANCE OF 442.65 FEET TO A POINT OF CURVE TO THE RIGHT, HAVING A RADIUS OF 460.00 FEET AND A CENTRAL ANGLE OF 20°20'22"; THENCE CONTINUE WESTERLY ALONG SAID RIGHT OF WAY LINE ALONG THE ARC, A DISTANCE OF 163.30 FEET; THENCE CONTINUE ALONG SAID RIGHT OF WAY LINE NORTH 70°06'31" WEST, A DISTANCE OF 457.26 FEET TO THE SOUTHWEST CORNER OF SAID PARCEL C; THENCE NORTH 00°19'41" WEST, A DISTANCE OF 221.15 FEET TO THE POINT OF BEGINNING, CONTAINING 8.71 ACRES, MORE OR LESS.

BRIGHTON LAKES PHASE 1 - PARCEL C REPLAT DEDICATION

KNOW ALL MEN BY THESE PRESENTS, That the corporation named below, being 1 owner in fee simple of the lands described in the foregoing caption to this plat, hereby dedicates said lands and plot for the uses and purposes therein expressed and dedicates the drainage and utility easements and TRACTS C-2 AND C-3 HERETO TO THE PERPETUAL USE OF THE BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT.

IN WITNESS WHEREOF, has caused these presents to be signed and attested to the officer named below and its corporation seal to be affixed hereto on 08/01/03

BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT

(Corporate Seal)

By: [Signature] Title: CHAIRMAN

Attest: [Signature] Title: ASST. SECRETARY

Signed and sealed in the presence of: [Signature]

WITNESS: HEATHER LORAY NICHOLAS GUERMAN

STATE OF FLORIDA, COUNTY OF OSCEOLA

THIS IS CERTIFY, that on August 1, 2003 before me, an officer duly authorized to take acknowledgments in the state and county aforesaid, personally appeared

LOT 10
WINT DYNESDAL O & WINT CAROL M
Mailing Address: 951 E 83RD ST., BROOKLYN, NY 11236



08/29/2018

TrimProperty Record CardTax Collector

InfoValuesBuildingLandXFOBSales

Parcel

19-26-29-2625-0001-0100

Owner Name

WINT DYNESDAL O
WINT CAROL M

Mailing Address

951 E 83RD ST
BROOKLYN, NY 11236

Physical Address

3609 KARIBA CT, KISSIMMEE FL 34746

Property Type

SINGLE FAMILY-IMPROVED

Tax District

300 - OSCEOLA COUNTY

Acres

0.483

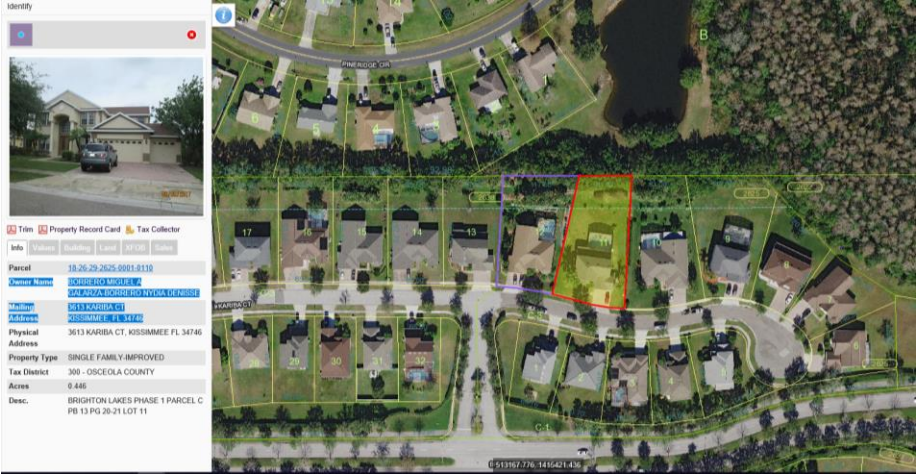
Desc.

BRIGHTON LAKES PHASE 1 PARCEL C
PB 13 PG 20-21 LOT 10



Small Orange Tree
Small Mango Tree


LOT 11
BORRERO MIGUEL A & GALARZA-BORRERO NYDIA DENISSE
Mailing Address: 3613 KARIBA CT., KISSIMMEE, FL 34746



Papaya Trees

LOT 12
DUPUIS CLEMENT
Mailing Address:3615 KARIBA CT., KISSIMMEE, FL 34746

Papaya Trees, Banana Trees, Mango Trees
Wooden boxes, plant material



18-26-29-2625-0001-0120 10/18/2007

Trim Property Record Card Tax Collector

Info Values Building Land XFDB Sales

Parcel 18-26-29-2625-0001-0120

Owner Name DUPUIS CLEMENT

Mailing Address 3615 KARIBA CT, KISSIMMEE, FL 34746

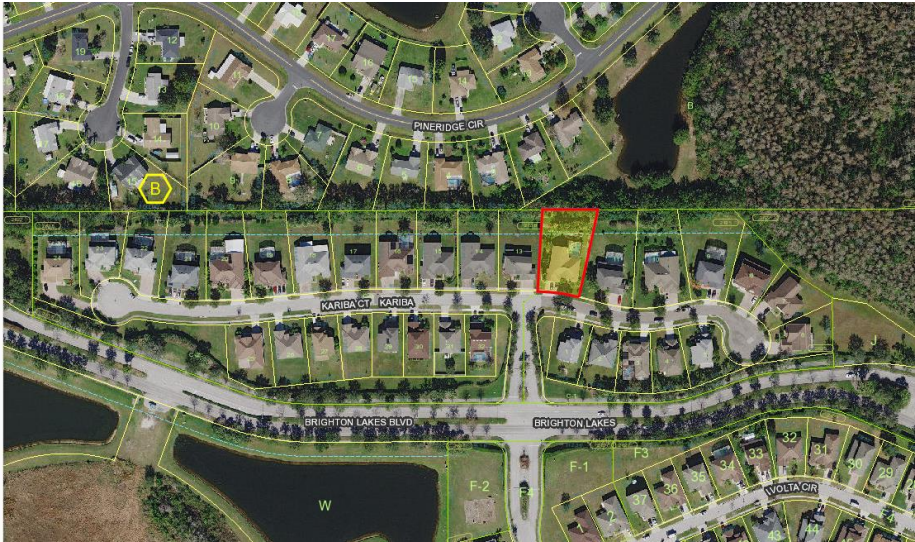
Physical Address 3615 KARIBA CT, KISSIMMEE FL 34746

Property Type SINGLE FAMILY-IMPROVED

Tax District 300 - OSCEOLA COUNTY

Acres 0.417


Desc. BRIGHTON LAKES PHASE 1 PARCEL C PB 13 PG 20-21 LOT 12



LOT 13

CINETTI TODD A

Mailing Address: 8910 GOLD RD APT 1A., OZONE PARK, NY 11417-2047



Trim

Property Record Card

Tax Collector

Info

Values

Building

Land

XFOB

Sales

Parcel	18-26-29-2638-0001-0130
Owner Name	CINETTI TODD A
Mailing Address	8910 GOLD RD APT 1A OZONE PARK, NY 11417-2047
Physical Address	3617 KARIBA CT, KISSIMEE FL 34746
Property Type	SINGLE FAMILY-IMPROVED
Tax District	300 - OSCEOLA COUNTY
Acres	0.346
Desc.	BRIGHTON LAKES PHASE 1 PARCEL C REPLAT PB 15 PG 118 LOT 13



Banana Trees
(These trees were planted by Mr. Dupuis Clement)



LOT 16

WILSON BRIAN & RABAGO CRISTINA GUARDIAN

Mailing Address: PO BOX 584289, KISSIMMEE, FL 34758

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Trim Property Record Card Tax Collector

Info Values Building Land XFOB Sales

Parcel [18-26-29-2638-0001-0160](#)

Owner Name
WILSON BRIAN
RABAGO CRISTINA GUARDIAN

Mailing
Address
PO BOX 584289
KISSIMMEE, FL 34758

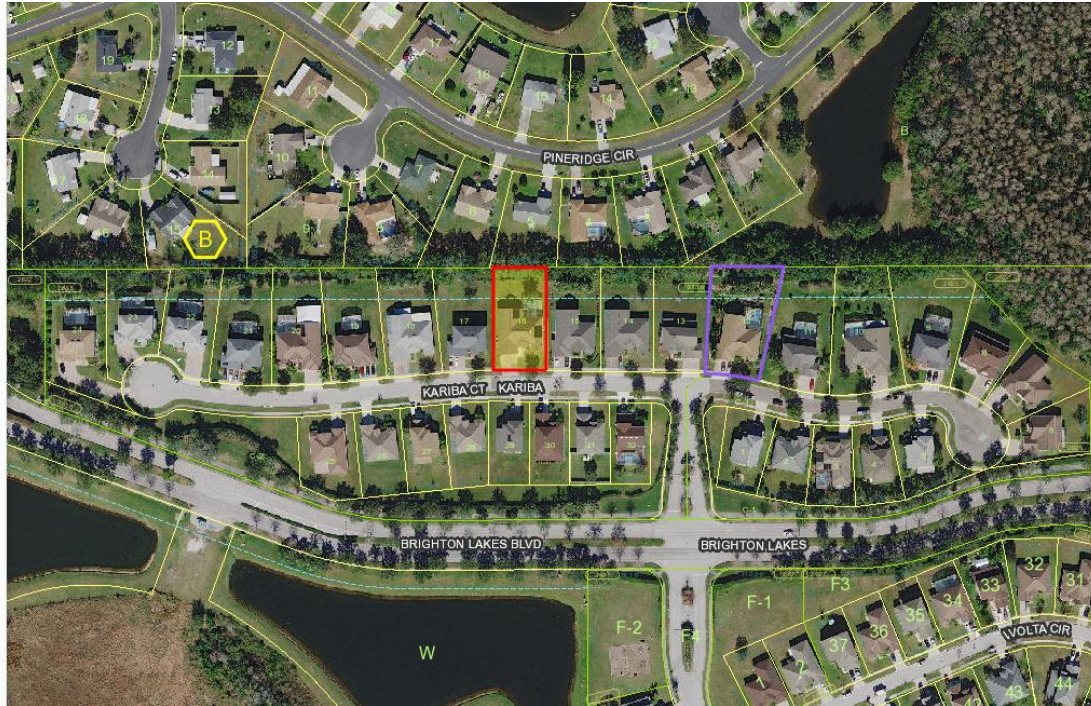
Physical
Address
3625 KARIBA CT, KISSIMMEE FL 34746

Property Type
SINGLE FAMILY-IMPROVED

Tax District
300 - OSCEOLA COUNTY

Acres
0.325

Desc.
BRIGHTON LAKES PHASE 1 PARCEL C
REPLAT PB 15 PG 118 LOT 16



Wooden logs



4 Flower Pots



LOT 24
HUMPHREY WAYNE & HUMPHREY AMYBELLE
Mailing Address: 3641 KARIBA CT., KISSIMMEE, FL 34746



05/05/2017

Trim Property Record Card Tax Collector

Info Values Building Land XFOB Sales

Parcel [18-26-29-2638-0001-0240](#)

Owner Name HUMPHREY WAYNE
HUMPHREY AMYBELLE

Mailing Address 3641 KARIBA CT
KISSIMMEE, FL 34746

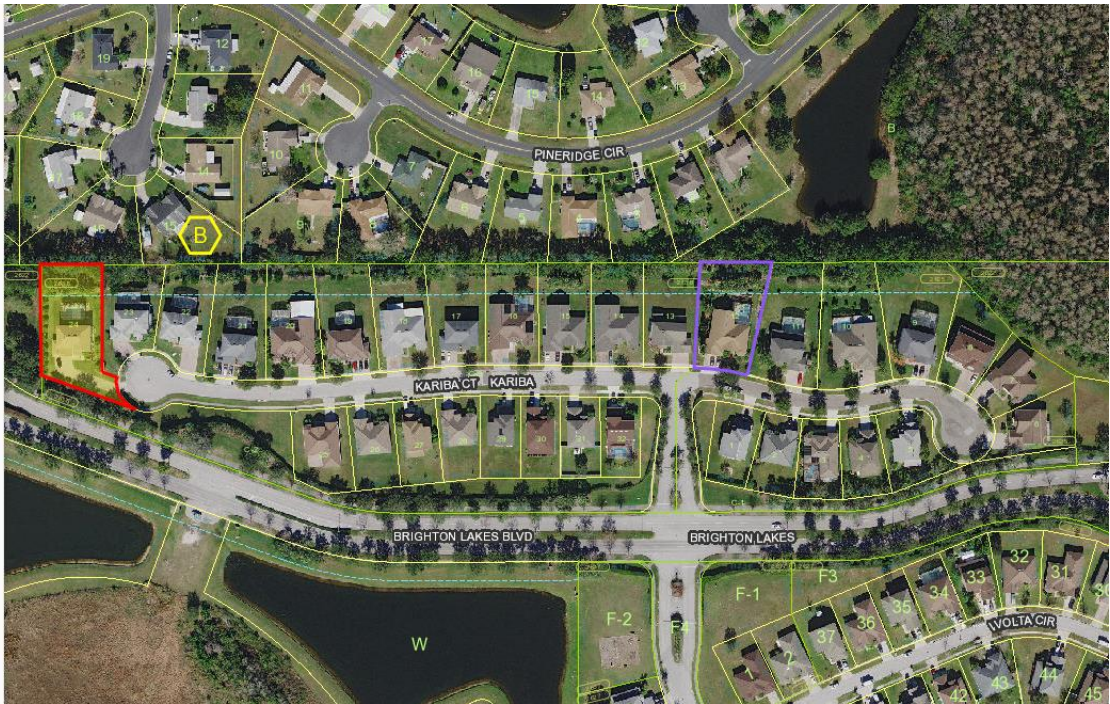
Physical Address 3641 KARIBA CT, KISSIMMEE FL 34746

Property Type SINGLE FAMILY-IMPROVED

Tax District 300 - OSCEOLA COUNTY

Acres 0.482

Desc. BRIGHTON LAKES PHASE 1 PARCEL C
REPLAT PB 15 PG 118 LOT 24



Plant Material in CDD Bed



LOT 23B
RAPALO SARMIENTO LUCILA MARIA
Mailing Address: 2437 HURON CIRCLE, KISSIMMEE, FL 34746



Info	Values	Building
Parcel	18-26-29-2622-0001-022B	
Owner Name	RAPALO SARMIENTO LUCILA MARIA	
Mailing Address	2437 HURON CIR KISSIMMEE, FL 34746	
Physical Address	2437 HURON CIR, KISSIMMEE FL 34746	
Property Type	SINGLE FAMILY-IMPROVED	
Tax District	300 - OSCEOLA COUNTY	
Acres	0.185	
Desc.	BRIGHTON LAKES PHASE 1 PB 12 PG 32-36 LOT 22B	



Plant Material (We were able to talk to homeowner to remove plant material. Fence was installed about 8 feet over property line into CDD property)



LOT 23B
COCKBURN EDGAR BARRIS & COCKBURN MARILYN MAUREEN
Mailing Address: 2439 HURON CIRCLE, KISSIMMEE, FL 34746



Trim
 Property Record Card
 Tax Collector

Info	Values	Building	Land	XFOB	Sales
Parcel	18-26-29-2622-0001-023B				
Owner Name	COCKBURN EDGAR BARRIS COCKBURN MARILYN MAUREEN				
Mailing Address	2439 HURON CIR KISSIMMEE, FL 34746				
Physical Address	2439 HURON CIR, KISSIMMEE FL 34746				
Property Type	SINGLE FAMILY-IMPROVED				
Tax District	300 - OSCEOLA COUNTY				
Acres	0.209				
Desc.	BRIGHTON LAKES PHASE 1 PB 12 PG 32-36 LOT 23B				



Plant material and garden/edge bricks



12E

CHURCHILLSPOOLS

Working hard for your leisure

Inframark

Brighton Lakes
Kissimmee, FL 34746

Estimate #1976

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

Bill To Villa Sol
3050 Puerta Del Sol Blvd
Kissimmee, FL 34747

Sent On 01/29/2020

Job Title Main pool - Feeder Pumps

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT COST	TOTAL
Notes	01.28.20 - Service tech noticed that neither pump had depleted tank supplies over the past weekend. On checking both feeder pump motors were running but on disassembly motor shafts and adjacent parts were noted worn/damaged. Bleach pump was last replaced May 2019 Acid pump has not previously been replaced but has had some parts swapped in as they wore out from salvage parts. We recommend new pumps are housed in a weatherproof box to protect from the elements to prolong expected life. We will attend with Inframark staff to propose a solution for encasement.	1	\$0.00	\$0.00*
STEN_45M2	MAIN POOL - Supply and install new chemical feed pumps connected to existing feeds and electrical.	2	\$678.75	\$1,357.50*

Total

\$1,357.50

* 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.

CHURCHILLSPOOLS

Working hard for your leisure

Inframark

Brighton Lakes
Kissimmee, FL 34746

Estimate #1976

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

Bill To Villa Sol
3050 Puerta Del Sol Blvd
Kissimmee, FL 34747

Sent On 01/29/2020

Job Title Main pool - Feeder Pumps

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.

12F

February 11, 2020

Brighton Lakes CDD	
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Description		Ea.	Total
	Installation of weatherproof box for pumps to protect from the elements to prolong expected life.		\$ 450.00
	Raised electrical boxes to prevent damages		\$ 325.00
	This quote includes materials and labor.		
Prepared by Inframark, Ariel Medina, Field Services Supervisor			\$ 775.00

Prepared by Inframark, Ariel Medina, Field Services Supervisor

313 Campus Street, Celebration, FL 407-566-1935 | ariel.medina@inframark.com