

**BRIGHTON LAKES  
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA PACKAGE**

**January 4, 2024**

**6:00 p.m.**

**Join on your computer or mobile app**  
**[Click here to join the meeting](#)**

**Or call in (audio only)**  
**[646-838-1601, 494446920#](#)**



313 CAMPUS STREET  
CELEBRATION, FLORIDA 34747

**Brighton Lakes Community Development District**

**Board of Supervisors**

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

**Staff:**

Gabriel Mena, District Manager  
 Tucker Mackie/ Ryan Dugan, District Counsel  
 Mark Vincutonis/ Peter Glasscock, District Engineer  
 Kerry Satterwhite, Director of Field Operations  
 Dennis Hisler, CDD Landscaping & Maintenance Liaison

**Meeting Agenda**

**Thursday, January 4, 2024 – 6:00 p.m.**

- 1. Call to Order and Roll Call**
- 2. Pledge of Allegiance**
- 3. Audience Comments -Limit to 3 Minutes**
- 4. Staff Reports**
  - A. Field Management
    1. Review of the Field Manager Report
    - 2.Consideration for Envera Proposal to Upgrade Barrier Arms Kariba Gate..... P.3
    - 3.Consideration for Envera Proposal to Upgrade Barrier Arms Main Gate ..... P.4
    - 4.Consideration for Envera Proposal to Upgrade Barrier Arms Volta Gate..... P.5
  - B. Landscaper-Blade Runner
    - 1.Review of the Irrigation Check Report October 2023 ..... P.6
    - 2.Review of the Irrigation Check Report November 2023 ..... P.12
  - C. Aquatics
  - D. CDD Liaison
  - E. District Engineer
  - F. District Counsel
    1. Settlement Proposal for Sitex Aquatics
  - G. District Manager
    - 1.Consideration of the November 2, 2023, Meeting Minutes..... P.18
    - 2.Review of the Financial Statements..... P.30
    - 3.Consideration of the Check Register ..... P.48
    4. Review of the Project Manual for RFP Landscaping Services  
(Under Separate Cover)
- 5. Business Items**
  - A. Discussion Regarding the Emergency Gate Access Procedure
  - B. Consideration of Resolution 2024-01, Designating Officers, and Treasurer..... P.54
  - C. Consideration of Inframark Agreement  
(Under Separate Cover)
- 6. Supervisor Requests**
- 7. Adjournment**

*The next regular meeting is scheduled for Thursday, February 8, 2024, at 6:00 p.m.*

**District Office:**

313 Campus Street  
 Celebration, FL 34747  
 407-566-1935  
[www.BrightonLakesCDD.org](http://www.BrightonLakesCDD.org)

**Meeting Location:**

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



# Proposal for Repair

<b>Client/Community</b>	Brighton Lakes (Kariba)	<b>Proposal Date:</b>	11/20/23
-------------------------	-------------------------	-----------------------	----------

Qty.	Equipment to Be Repaired/Replaced	Unit Cost	Extended Cost
2	15' Round Boom Barrier Arm	624.00	<b>\$1248.00</b>
2	Round Boom Flange	655.50	<b>\$1311.00</b>
2	15' LEDs	214.00	<b>\$428.00</b>
2	Hourly Service Labor	85.00	<b>\$170.00</b>
1	Trip Charge	42.00	<b>\$42.00</b>

**Total Charges \$3,199.00**  
**(Plus any applicable taxes)**

### Scope of Work:

Kariba Gate – Upgrade Barrier arms to Round style with respective flange and LEDs.

HIDDEN EYES, LLC d/b/a Envera Systems:	
Signature	
Print Name	Brandon Quinn
Title / Position	Service Coordinator
Date	11/20/23

CLIENT:	
Signature	
Print Name	
Title / Position	
Date	



# Proposal for Repair

<b>Client/Community</b>	Brighton Lakes (Main)	<b>Proposal Date:</b>	11/20/23
-------------------------	-----------------------	-----------------------	----------

Qty.	Equipment to Be Repaired/Replaced	Unit Cost	Extended Cost
2	15' Round Boom Barrier Arm	624.00	<b>\$1248.00</b>
2	Round Boom Flange	655.50	<b>\$1311.00</b>
2	15' LEDs	214.00	<b>\$428.00</b>
2	Hourly Service Labor	85.00	<b>\$170.00</b>
1	Trip Charge	42.00	<b>\$42.00</b>

**Total Charges \$3,199.00**  
**(Plus any applicable taxes)**

### Scope of Work:

Main Gate – Upgrade Barrier arms to Round style with respective flange and LEDs.

HIDDEN EYES, LLC d/b/a Envera Systems:	
Signature	
Print Name	Brandon Quinn
Title / Position	Service Coordinator
Date	11/20/23

CLIENT:	
Signature	
Print Name	
Title / Position	
Date	



# Proposal for Repair

<b>Client/Community</b>	Brighton Lakes (Volta)	<b>Proposal Date:</b>	11/20/23
-------------------------	------------------------	-----------------------	----------

Qty.	Equipment to Be Repaired/Replaced	Unit Cost	Extended Cost
2	15' Round Boom Barrier Arm	624.00	<b>\$1248.00</b>
2	Round Boom Flange	655.50	<b>\$1311.00</b>
2	15' LEDs	214.00	<b>\$428.00</b>
2	Hourly Service Labor	85.00	<b>\$170.00</b>
1	Trip Charge	42.00	<b>\$42.00</b>

**Total Charges \$3,199.00**  
**(Plus any applicable taxes)**

### Scope of Work:

Volta Gate – Upgrade Barrier arms to Round style with respective flange and LEDs.

HIDDEN EYES, LLC d/b/a Envera Systems:	
Signature	
Print Name	Brandon Quinn
Title / Position	Service Coordinator
Date	11/20/23

CLIENT:	
Signature	
Print Name	
Title / Position	
Date	



**COMMERCIAL LANDSCAPING ORLANDO, LLC.**

19 N TEXAS AVE, ORLANDO, FL 32805  
 TEL 407.306.0600  
 WWW.BLADERUNNERSORLANDO.COM

PROPERTY: Brighton Lakes  
 NAME: J-R  
 DATE: Oct 23 TIME: \_\_\_\_\_  
 PAGE: 1 OF: 3  
 timer A

CURRENT

ADJUSTED

A START TIME	10:00 pm
B START TIME	

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

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

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

Running from A All day?  
 bad timing timer

COMMENTS: (Attach extra sheet if necessary) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 CUSTOMER SIGNATURE                      DATE                      INSPECTED BY BLADE RUNNERS TECH



**COMMERCIAL LANDSCAPING ORLANDO, LLC.**

19 N TEXAS AVE, ORLANDO, FL 32805  
 TEL 407.306.0600  
 WWW.BLADERUNNERSORLANDO.COM

PROPERTY: Brighton Lakes  
 NAME: J.R  
 DATE: Oct 23 TIME: \_\_\_\_\_  
 PAGE: 2 OF: 3

CURRENT

ADJUSTED

A START TIME	
B START TIME	

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

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

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

COMMENTS: (Attach extra sheet if necessary) \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CUSTOMER SIGNATURE

\_\_\_\_\_  
 DATE

INSPECTED BY BLADE RUNNERS TECH



**COMMERCIAL LANDSCAPING ORLANDO, LLC.**

19 N TEXAS AVE, ORLANDO, FL 32805  
 TEL 407.306.0600  
 WWW.BLADERUNNERSORLANDO.COM

PROPERTY: Brighton Lakes  
 NAME: J.R.  
 DATE: Sep 23 TIME: \_\_\_\_\_  
 PAGE: 3 OF: 3

CURRENT

ADJUSTED

A START TIME	
B START TIME	

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

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

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

COMMENTS: (Attach extra sheet if necessary) \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

CUSTOMER SIGNATURE

DATE

INSPECTED BY J.R. BLADE RUNNERS TECH





**COMMERCIAL LANDSCAPING ORLANDO, LLC.**

19 N TEXAS AVE, ORLANDO, FL 32805  
 TEL 407.306.0600  
 WWW.BLADERUNNERSORLANDO.COM

PROPERTY: Brighton Lakes  
 NAME: AR  
 DATE: Sep 23 TIME: \_\_\_\_\_  
 PAGE: \_\_\_\_\_ OF: \_\_\_\_\_

*Time B @ Pool.*

CURRENT

ADJUSTED

A START TIME	11:00 pm
B START TIME	

M	<del>S</del>	W	T	<del>F</del>	S	<del>S</del>	A RUN DAYS	<del>M</del>	<del>T</del>	<del>W</del>	<del>T</del>	<del>F</del>	<del>S</del>	<del>S</del>	A RUN DAYS
M	T	W	T	F	S	S	B RUN DAYS	M	T	W	T	F	S	S	B RUN DAYS

ZONE NUMBER	1	2	3	4	5	6	7	8	9	10	11	12
SPRAY OR ROTOR S OR R	R	S	-	R	R	R	R	S	R	R	R	S
CURRENT	20	20	-	30	30	30	30	30	30	30	30	30
ADJUSTED RUN TIME												
MAINTENANCE REPAIR												
PARTIAL CLOG												
ARC OR RADIUS ADJ.												
HEAD STRAIGHTENED												
HEAD MISSING/BROKEN												
CHANGE 4" TO 6" POP UP												
CHANGE 6" TO 12" POP UP												
HEAD RAISED SHRUB												
SEVERE CLOG												
INCORRECT NOZZLE												
RELOCATION												
LEAK IN HEAD												
LEAK IN PIPE												
HEAD NOT ROTATING												
VALVE NOT OPERATING												
OTHER - SEE COMMENTS												

COMMENTS: (Attach extra sheet if necessary) \_\_\_\_\_

CUSTOMER SIGNATURE

DATE

INSPECTED BY BLADE RUNNERS TECH



**COMMERCIAL LANDSCAPING ORLANDO, LLC.**

19 N TEXAS AVE, ORLANDO, FL 32805  
 TEL 407.306.0600  
 WWW.BLADERUNNERSORLANDO.COM

PROPERTY: Brighton Lakes  
 NAME: JR  
 DATE: Oct 23 TIME: \_\_\_\_\_  
 PAGE: \_\_\_\_\_ OF: \_\_\_\_\_

CURRENT

ADJUSTED Amex C

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

M	<u>○</u>	W	T	<u>○</u>	S	S	A RUN DAYS	M	<u>○</u>	W	<u>○</u>	<u>○</u>	<u>○</u>	<u>○</u>	<u>○</u>	A RUN DAYS
M	T	W	T	F	S	S	B RUN DAYS	M	T	W	T	F	S	S	B RUN DAYS	

ZONE NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13
SPRAY OR ROTOR S OR R	S	S	S	S	R	S	S	S	R	S	S	R	S
CURRENT	<u>W</u>	<u>W</u>	<u>W</u>	<u>W</u>	<u>W</u>	<u>W</u>	<u>W</u>	<u>W</u>	<u>W</u>	<u>W</u>	<u>S</u>	<u>S</u>	<u>○</u>
ADJUSTED RUN TIME													
MAINTENANCE REPAIR													
PARTIAL CLOG													
ARC OR RADIUS ADJ.													
HEAD STRAIGHTENED													
HEAD MISSING/BROKEN													
CHANGE 4" TO 6" POP UP													
CHANGE 6" TO 12" POP UP													
HEAD RAISED SHRUB													
SEVERE CLOG													
INCORRECT NOZZLE													
RELOCATION													
LEAK IN HEAD													
LEAK IN PIPE													
HEAD NOT ROTATING													
VALVE NOT OPERATING													
OTHER - SEE COMMENTS													

COMMENTS: (Attach extra sheet if necessary) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 CUSTOMER SIGNATURE                      / /                      DATE                      INSPECTED BY BLADE RUNNERS TECH



**COMMERCIAL LANDSCAPING ORLANDO, LLC.**

19 N TEXAS AVE, ORLANDO, FL 32805  
 TEL 407.306.0600  
 WWW.BLADERUNNERSORLANDO.COM

PROPERTY: Brighton Lakes  
 NAME: J.R  
 DATE: Oct 23 TIME: \_\_\_\_\_  
 PAGE: \_\_\_\_\_ OF: \_\_\_\_\_

*Timer E*

CURRENT

ADJUSTED

A START TIME	11:00 pm
B START TIME	

M	<u>T</u>	W	T	<u>F</u>	S	S	A RUN DAYS	<u>M</u>	<u>T</u>	<u>W</u>	<u>T</u>	<u>F</u>	<u>S</u>	<u>S</u>	A RUN DAYS ✓
M	T	W	T	F	S	S	B RUN DAYS	M	T	W	T	F	S	S	B RUN DAYS

ZONE NUMBER	1	2	3	4	5	6	7	8	9	10	11	
SPRAY OR ROTOR S OR R	S	S	S	S	S	S	S	S	S	S	R	
CURRENT	15	15	15	15	15	15	15	15	15	15	15.	
ADJUSTED RUN TIME												
MAINTENANCE REPAIR												
PARTIAL CLOG												
ARC OR RADIUS ADJ.												
HEAD STRAIGHTENED												
HEAD MISSING/BROKEN												
CHANGE 4" TO 6" POP UP												
CHANGE 6" TO 12" POP UP												
HEAD RAISED SHRUB												
SEVERE CLOG												
INCORRECT NOZZLE												
RELOCATION												
LEAK IN HEAD												
LEAK IN PIPE												
HEAD NOT ROTATING												
VALVE NOT OPERATING												
OTHER - SEE COMMENTS												

COMMENTS: (Attach extra sheet if necessary) \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_ / / \_\_\_\_\_  
 CUSTOMER SIGNATURE DATE INSPECTED BY BLADE RUNNERS TECH



**COMMERCIAL LANDSCAPING ORLANDO, LLC.**

19 N TEXAS AVE, ORLANDO, FL 32805  
 TEL 407.306.0600  
 WWW.BLADERUNNERSORLANDO.COM

PROPERTY: Brighton Lakes.

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

DATE: Nov - 2023 TIME: \_\_\_\_\_

PAGE: 1 OF: 3

Time A

CURRENT

ADJUSTED

A START TIME	10:00 pm
B START TIME	

M	<u>T</u>	W	T	<u>F</u>	S	S	A RUN DAYS
M	T	W	T	F	S	S	B RUN DAYS

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

ZONE NUMBER	1	2	3	4	5	6	7	8	9	10	11	12
SPRAY OR ROTOR S OR R	R	R	R	R	R	S	R	R/S	R/S	R	R	R/S
CURRENT	20	20	20	20	20	20	30	20	20	20	20	20
ADJUSTED RUN TIME												
MAINTENANCE REPAIR												
PARTIAL CLOG												
ARC OR RADIUS ADJ.												
HEAD STRAIGHTENED												
HEAD MISSING/BROKEN												
CHANGE 4" TO 6" POP UP												
CHANGE 6" TO 12" POP UP												
HEAD RAISED SHRUB												
SEVERE CLOG												
INCORRECT NOZZLE												
RELOCATION												
LEAK IN HEAD												
LEAK IN PIPE												
HEAD NOT ROTATING												
VALVE NOT OPERATING												
OTHER - SEE COMMENTS												

COMMENTS: (Attach extra sheet if necessary) \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

CUSTOMER SIGNATURE

DATE

INSPECTED BY BLADE RUNNERS TECH



**COMMERCIAL LANDSCAPING ORLANDO, LLC.**

19 N TEXAS AVE, ORLANDO, FL 32805  
 TEL 407.306.0600  
 WWW.BLADERUNNERSORLANDO.COM

PROPERTY: Brighton Lakes  
 NAME: \_\_\_\_\_  
 DATE: Nov - 2023 TIME: \_\_\_\_\_  
 PAGE: 2 OF: 3

CURRENT

ADJUSTED

A START TIME	
B START TIME	

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

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

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

COMMENTS: (Attach extra sheet if necessary) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 CUSTOMER SIGNATURE                      DATE                      INSPECTED BY BLADE RUNNERS TECH



**COMMERCIAL LANDSCAPING ORLANDO, LLC.**

19 N TEXAS AVE, ORLANDO, FL 32805  
 TEL 407.306.0600  
 WWW.BLADERUNNERSORLANDO.COM

PROPERTY: Brighton Lakes  
 NAME: 1R  
 DATE: Nov - 2023 TIME: \_\_\_\_\_  
 PAGE: 3 OF: 3

CURRENT

ADJUSTED

A START TIME	
B START TIME	

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

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

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

COMMENTS: (Attach extra sheet if necessary) \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 CUSTOMER SIGNATURE                      DATE                      INSPECTED BY BLADE RUNNERS TECH



**COMMERCIAL LANDSCAPING ORLANDO, LLC.**

19 N TEXAS AVE, ORLANDO, FL 32805  
 TEL 407.306.0600  
 WWW.BLADERUNNERSORLANDO.COM

PROPERTY: Brighton Lakes  
 NAME: \_\_\_\_\_  
 DATE: Nov-2023 TIME: \_\_\_\_\_  
 PAGE: \_\_\_\_\_ OF: \_\_\_\_\_

Timer B

CURRENT

ADJUSTED

A START TIME	11:00 pm
B START TIME	

M	<u>T</u>	W	T	<u>F</u>	S	<u>S</u>	A RUN DAYS	M	T	W	T	F	S	S	A RUN DAYS
M	T	W	T	F	S	S	B RUN DAYS	M	T	W	T	F	S	S	B RUN DAYS

ZONE NUMBER	1	2	3	4	5	6	7	8	9	10	11	12
SPRAY OR ROTOR S OR R	R	S	-	R	R	R	R	S	R	R	R	S
CURRENT	20	20	N/A	30	30	30	30	30	30	30	30	30
ADJUSTED RUN TIME												
MAINTENANCE REPAIR												
PARTIAL CLOG												
ARC OR RADIUS ADJ.												
HEAD STRAIGHTENED												
HEAD MISSING/BROKEN												
CHANGE 4" TO 6" POP UP												
CHANGE 6" TO 12" POP UP												
HEAD RAISED SHRUB												
SEVERE CLOG												
INCORRECT NOZZLE												
RELOCATION												
LEAK IN HEAD												
LEAK IN PIPE												
HEAD NOT ROTATING												
VALVE NOT OPERATING												
OTHER - SEE COMMENTS												

COMMENTS: (Attach extra sheet if necessary) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 CUSTOMER SIGNATURE                      DATE                      INSPECTED BY BLADE RUNNERS TECH



**COMMERCIAL LANDSCAPING ORLANDO, LLC.**

19 N TEXAS AVE, ORLANDO, FL 32805  
 TEL 407.306.0600  
 WWW.BLADERUNNERSORLANDO.COM

PROPERTY: Brighton Lakes  
 NAME: \_\_\_\_\_  
 DATE: Nov - 2023 TIME: \_\_\_\_\_  
 PAGE: \_\_\_\_\_ OF: \_\_\_\_\_

*Timer C*

CURRENT

ADJUSTED

A START TIME	10:00 pm
B START TIME	

M	<u>T</u>	W	T	<u>F</u>	S	S	A RUN DAYS	M	T	W	T	F	S	S	A RUN DAYS
M	T	W	T	F	S	S	B RUN DAYS	M	T	W	T	F	S	S	B RUN DAYS

ZONE NUMBER	1	2	3	4	5	6	7	8	9	10	11	12	13
SPRAY OR ROTOR S OR R	S	S	S	S	R	S	S	S	R	S	S	R	S
CURRENT	20	20	20	20	20	20	20	20	20	20	20 <sup>15</sup>	S	20
ADJUSTED RUN TIME													
MAINTENANCE REPAIR													
PARTIAL CLOG													
ARC OR RADIUS ADJ.													
HEAD STRAIGHTENED													
HEAD MISSING/BROKEN													
CHANGE 4" TO 6" POP UP													
CHANGE 6" TO 12" POP UP													
HEAD RAISED SHRUB													
SEVERE CLOG													
INCORRECT NOZZLE													
RELOCATION													
LEAK IN HEAD													
LEAK IN PIPE													
HEAD NOT ROTATING													
VALVE NOT OPERATING													
OTHER - SEE COMMENTS													

COMMENTS: (Attach extra sheet if necessary) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 CUSTOMER SIGNATURE                      DATE                      INSPECTED BY BLADE RUNNERS TECH





**COMMERCIAL LANDSCAPING ORLANDO, LLC.**

19 N TEXAS AVE, ORLANDO, FL 32805  
 TEL 407.306.0600  
 WWW.BLADERUNNERSORLANDO.COM

CURRENT

PROPERTY: Brighton Lakes

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

DATE: NOV 2023 TIME: \_\_\_\_\_

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

Timer E  
 ADJUSTED

A START TIME	11 PM
B START TIME	

M	<u>T</u>	W	T	<u>F</u>	S	S	A RUN DAYS
M	T	W	T	F	S	S	B RUN DAYS

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

ZONE NUMBER	1	2	3	4	5	6	7	8	9	10	11	
SPRAY OR ROTOR S OR R	S	S	S	S	S	S	S	S	S	S	R	
CURRENT	15	15	15	15	15	15	15	15	15	15	15	
ADJUSTED RUN TIME												
MAINTENANCE REPAIR												
PARTIAL CLOG												
ARC OR RADIUS ADJ.												
HEAD STRAIGHTENED												
HEAD MISSING/BROKEN												
CHANGE 4" TO 6" POP UP												
CHANGE 6" TO 12" POP UP												
HEAD RAISED SHRUB												
SEVERE CLOG												
INCORRECT NOZZLE												
RELOCATION												
LEAK IN HEAD												
LEAK IN PIPE												
HEAD NOT ROTATING												
VALVE NOT OPERATING												
OTHER - SEE COMMENTS												

COMMENTS: (Attach extra sheet if necessary) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 CUSTOMER SIGNATURE

\_\_\_\_\_  
 DATE

J.R.  
 INSPECTED BY BLADE RUNNERS TECH

**MINUTES OF  
BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT**

The workshop of the Board of Supervisors of the Brighton Lakes Community Development District was held Thursday, November 2, 2023, at 6:01 p.m. at the Brighton Lakes Clubhouse, 4250 Brighton Lakes Boulevard, Kissimmee, FL 34746.

Present and constituting a quorum were:

Marcial Rodriguez	Chairman
John Crary	Vice Chairman
Michelle Incandela	Assistant Secretary
Nadine Singh	Assistant Secretary
Mark Peters	Assistant Secretary

Also participating were:

Angel Montagna	Vice President of District Services
Gabriel Mena	Inframark, District Manager
Freddy Blanco	Inframark, Field Manager
Dennis Hisler	District Agent, CDD Field Liaison
Mark Vincutonis	District Engineer
Peter Glasscock	District Engineer
Tucker Mackie	District Counsel
Ryan Dugan	District Counsel
Dylan Townsend	Envera Rep.
Juan Ramirez	Bladerunners Rep.

Residents and Members of the Public

*This is not a certified or verbatim transcript but rather represents the context and summary of the meeting. The full meeting is available in audio format upon request. Contact the District Office for any related costs for an audio copy.*

**FIRST ORDER OF BUSINESS** **Call to Order and Roll Call**

Mr. Mena called the meeting to order at 6:01 p.m.  
Mr. Mena called the roll.

**SECOND ORDER OF BUSINESS** **Pledge of Allegiance**

The Board did not hold the Pledge of Allegiance for this workshop meeting.

**THIRD ORDER OF BUSINESS** **Audience Comments**

A. Gerry Frawley, 2532 Chapala Dr:

Brighton Lakes CDD  
 November 2, 2023, meeting

- 49 i. Urgently seeks resolution for both the recent bridge damage and the
- 50 damaged stop sign.
- 51 ii. Toho water broke the newly paved sidewalk along Pleasant Hill Rd with
- 52 heavy equipment and requests prompt repair.
- 53 iii. Raises concern about a significant hole next to the backflow valve, with an
- 54 exposed electrical box and wires. Inquires about responsibility for fixing
- 55 this issue, mentioning Reyes.com LLC as a subcontractor for CenturyLink.
- 56 iv. Ms. Incandela, who recently conducted a workshop with Mr. Frawley,
- 57 proposes scheduling another workshop to further discuss these matters with
- 58 Inframark, landscaping, legal representatives, and Mr. Frawley himself. Ms.
- 59 Incandela is keen on addressing and resolving landscaping problems.
- 60 v. Mr. Mena updates that the stop sign and bridge issues have been submitted
- 61 to insurance, and efforts are underway to determine replacement costs. Mt.
- 62 Blanco has obtained one quote, estimating the cost at approximately \$1000.
- 63

**B. Mel Brown 4311 Milano Place**

- 64
- 65
- 66 i. Inquires about the status of street parking:
- 67
- 68 1. Legal counsel has clarified that the CDD lacks authority over street parking,
- 69 as all roads fall under the jurisdiction of the County. Enforcing regulations
- 70 on street parking would infringe on County rights and is not permissible
- 71 under the interpretation of current law.
- 72 2. Ms. Incandela emphasizes that the CDD is legally prohibited from engaging
- 73 in any actions related to street parking enforcement.
- 74 3. Ms. Brown points out that the HOA bylaws explicitly prohibit street
- 75 parking.
- 76 4. Ms. Incandela reiterates that the CDD does not possess the authority to
- 77 enforce street parking regulations.
- 78
- 79 ii. Mr. Peters recalls a time when sheriffs issued tickets for parking on the wrong
- 80 side of the road or blocking driveways.
- 81
- 82 ii. Mr. Crary suggests that Ms. Brown reach out to the County to obtain
- 83 information on street parking rules and enforcement.
- 84

**C. Marlene Brown, 4311 Milano Place:**

- 85
- 86
- 87 i. Expresses gratitude for the Clubhouse updates, seeks information on the
- 88 status of the tennis awning, and expresses concern about a sagging tennis
- 89 net.
- 90 1. Mr. Blanco provides an update, mentioning a delay in the awning
- 91 installation scheduled for early October. Assures that efforts are being
- 92 made to clean the court and address the sagging net.
- 93 2. Mr. Crary advises Marlene Brown to inform Mr. Hisler, and Inframark
- 94 will take measures to address the issue promptly.
- 95

Brighton Lakes CDD  
 November 2, 2023, meeting

- 96           ii.    Raises concerns about protocol procedures in case the front entrance is
- 97                    blocked due to an accident, citing a recent incident where the entryway was
- 98                    obstructed for approximately 45 minutes.
- 99
- 100           1.    Ms. Incandela suggests notifying Inframark in such situations.
- 101           2.    Marlene Brown questions the procedure for late-night incidents when
- 102                    no one is working. Seeks clarification on what residents should do
- 103                    outside normal working hours.
- 104           3.    Mr. Crary, referencing a conversation with a police officer, indicates
- 105                    that it was anticipated to be a brief 15-minute blockage with limited
- 106                    alternatives. Mr. Crary proposes adding a discussion on emergency gate
- 107                    procedures.
- 108

**D. Joe Klesko:**

- 111           i.    Extends appreciation to Mr. Hisler and Mr. Blanco for their dedicated
- 112                    work in beautifying the community.
- 113           ii.   Comments on Marlene Brown’s concerns, noting that the Orlando
- 114                    Police Department defers road-related matters to the Florida Highway
- 115                    Patrol.
- 116           iii.   Suggests putting up a sign at the emergency gate to indicate when it's
- 117                    open, possibly using an electric sign.
- 118           1.    Mr. Crary explains that current regulations mandate two ingress/egress
- 119                    points for communities, but Brighton Lakes was constructed before this
- 120                    rule.
- 121

**FOURTH ORDER OF BUSINESS**

**Staff Reports**

**A. Aquatics**

- 125           i.    Derek From Cross Creek introduced himself and presented his proposal
- 126
- 127           1.    Discussed the treatment plan and highlighted some perks of signing
- 128                    with Cross Creek.
- 129           2.    Locked in an annual price.
- 130           3.    Acknowledged that the initial cost is almost mandatory due to the
- 131                    poor condition of the ponds.
- 132           4.    Mr. Crary raised concerns about using pond water for irrigation and
- 133                    its impact on the treatment plan. Derek explained that it would
- 134                    minimally affect the treatment process, causing a slight slowdown
- 135                    as chemicals would need to be diluted more than usual.
- 136           5.    Mr. Crary inquired about the information presented in the reports,
- 137                    and Derek assured that they would provide both laymen’s
- 138                    information and more detailed metrics.
- 139           6.    Ms. Incandela asked about the frequency of regular reports, and
- 140                    Derek mentioned that the Board would receive a pond report at
- 141                    every meeting.
- 142           7.    Ms. Incandela sought information on the timeline for fixing the
- 143                    ponds, and Derek estimated it would take 2-3 months to gain
- 144                    control, with ongoing maintenance to keep them in good condition.

Brighton Lakes CDD  
 November 2, 2023, meeting

- 145 8. Mr. Hisler asked about treating larger ponds with fish, and Derek
- 146 explained that the approach depends on the vegetation present,
- 147 requiring adjustments for each pond.
- 148 9. Derek highlighted untreated submerged plants as a significant issue,
- 149 contributing to algae growth, and suggested that treating these plants
- 150 would alleviate the problem.
- 151 10. Ms. Incandela inquired about the trash removal policy, and Derek
- 152 explained that they handle small debris on the shoreline. Boat-
- 153 required debris removal is extra and scheduled for their next pickup,
- 154 with emergency pickups available.
- 155 11. Crary emphasized the consistent removal of small trash as an
- 156 ongoing concern.
- 157 12. Ms. Incandela asked who would attend meetings from the company,
- 158 and Derek identified Matt Jones as their representative. Ms.
- 159 Incandela expressed past concerns about good presentations
- 160 followed by poor service, but Derek expressed confidence in Matt.
- 161 13. Derek mentioned their work with Bellalago, and Ms. Incandela
- 162 asked about the system's comparison. Derek noted the differences,
- 163 highlighting that Bellalago has stormwater ponds.
- 164 14. Mr. Vincutonis asked if the vendor would propose additional items.
- 165 Derek clarified that while upselling is possible, the agreement price
- 166 covers all normal work and items.
- 167 15. Mr. Hisler inquired about handling bullrush, and Derek
- 168 recommended removing the vegetation instead of just cutting and
- 169 leaving it.
- 170 16. Mr. Vincutonis addressed seasonal improvements in cooler months
- 171 and concerns about algae growth in the summer. Derek assured that
- 172 treatments would be adjusted each month, avoiding unnecessary
- 173 herbicide use and potentially requiring additional work in hotter
- 174 months.
- 175 17. Derek confirmed that dye would be applied at no additional charge.
- 176 18. Mr. Vincutonis asked about the company's longevity, and Derek
- 177 stated they have been in business for 20 years with around 60
- 178 employees and clients throughout Orlando.

**B.** (The board returned to discussing the Envera report, considering the possibility of having the Envera representative, Mr. Townsend, leave the meeting.)

- 182 i. Envera Report: Stickers at the front gate kiosk were replaced, and the tennis
- 183 court reader was repaired.
- 184
- 185
- 186 1. Mr. Vincutonis noted that the LED light on the arm is no longer
- 187 functioning.
- 188 2. Ms. Montagna inquired about issues with resident stickers, citing
- 189 numerous complaints about access problems.
- 190 3. Mr. Mena asked about "addresses not existing" in the system, and Mr.
- 191 Townsend explained it was a locating issue that should be resolved.
- 192 4. Mr. Rodriguez raised concerns about sagging gate arms. Mr. Townsend
- 193 suggested upgrading to octagon arms that open forward/backward

Brighton Lakes CDD  
 November 2, 2023, meeting

- 194 instead of up/down and proposed seeking proposals for this at the next  
 195 meeting.  
 196 5. Mr. Crary brought up a previous request for a different language on the  
 197 kiosk stickers two months ago and questioned why it hasn't been  
 198 updated. Mr. Mena committed to forwarding the information to Envera  
 199 for resolution.  
 200 a. Correspondence was drafted for first responders regarding the  
 201 emergency gate access system.  
 202

203 **C. Field Report**

- 204  
 205 i. Freddy provided updates in the field report, noting an irrigation leak for  
 206 #11, a leak caused by Toho at #13, and some landscaping beds  
 207 requiring weeding at #15.  
 208  
 209 1. Mr. Crary highlighted the need to inspect all beds for weed control, as  
 210 there are more than a few affected.  
 211 2. Mentioned the issue of dirty pool chairs that need cleaning and repair.  
 212 a. Proposed adding a proposal for broken pool chairs to the next  
 213 agenda, with the recommendation to replace them with similar ones.  
 214 3. Addressed the need for repairs to an ADA chair, mentioning that Mr.  
 215 Blanco has already requested a new battery and pool chairs. Discussed  
 216 the importance of explaining the chair's operation to the Board.  
 217 a. Discussed the usual process, suggesting on-site staff assistance  
 218 or posting a sign with step-by-step instructions.  
 219 b. Emphasized the need to discuss with a lawyer for a quick  
 220 resolution.  
 221 c. Proposed resolving the issue by having David conduct weekly  
 222 equipment testing.  
 223

224 **D. Bladerunners**

- 225  
 226 i. Mr. Ramirez presented updates on various items:  
 227  
 228 1. Ongoing work on irrigation, with the need for replacements around the  
 229 community. Irrigation was damaged near the bridge by heavy  
 230 machinery, and there are pressure issues with the pump near the  
 231 Clubhouse.  
 232 2. The irrigation pump near stargrass is being tampered with, and there's a  
 233 need to install a box/lock for security.  
 234 3. Mulch near Sweetspire is still submerged.  
 235 4. Grass near the white fence has been cut.  
 236 5. Granular weed control is scheduled to be applied in two weeks.  
 237 6. Large viburnums were damaged by a Bobcat.  
 238 7. Mr. Rodriguez requested Mr. Blanco to discuss with TOHO the prompt  
 239 repair of the front leak.  
 240 8. Ms. Singh inquired about the removal of Brazilian pepper trees.  
 241 9. Mr. Peters asked about damage to a resident's yard by the landscaping  
 242 crew. Bladerunners replaced the damaged sod and fixed the irrigation.

Brighton Lakes CDD  
 November 2, 2023, meeting

243 ii. Viburnum Replacement Proposal

244

- 245 1. A motion was made to accept the viburnum replacement proposal  
 246 (Bladerunners Est. #521), which involves removing broken viburnum  
 247 for \$270.

248

249

250

251

252

On MOTION by Mr. Crary, seconded by Ms. Incandela, with all in favor, unanimous approval was given to accept the viburnum replacement proposal by Bladerunners in the amount of \$270.

253

254

255

256

257

258

2. Brazilian Pepper Tree Proposal:  
 The board also voted on the Brazilian Pepper tree proposal (Bladerunners Est. #522), which entails removing two Brazilian pepper trees for \$450.

259

260

261

262

On MOTION by Mr. Crary, seconded by Ms. Incandela, with all in favor, unanimous approval was given to accept the Brazilian Pepper Tree Proposal by Bladerunners in the amount of \$450.

263

264

iii. Removal of Trees Blocking the Flag - Is This Needed?

265

266

267

268

1. Bladerunners can trim the trees blocking the flag and will explore the possibility of removal in the future.

269

270

iv. Special Meeting/Workshop

271

272

273

274

275

276

277

278

279

280

1. A list of items from Bladerunners regarding Mr. Frawley and problems related to management oversight were discussed.  
 2. A workshop is scheduled for December 7th.  
     a. The board considered whether staff should independently investigate landscaping issues before the meeting.  
     b. Ms. Incandela highlighted two issues - Bladerunners' performance and Inframark's supervision.  
     c. A motion was made to authorize staff to schedule the meeting and approve all associated expenses.

281

282

283

284

On MOTION by Ms. Incandela, seconded by Mr. Crary, with all in favor, unanimous approval was given to accept and schedule the workshop meeting for December 7<sup>th</sup>, 2023.

285

286

E. Aquatics

287

288

289

i. Consideration of Aquatic Services Vendor Proposals

290

291

1. Estate Management Services Proposal  
 2. Solitude Proposals

Brighton Lakes CDD  
 November 2, 2023, meeting

- 292 3. Sorko Services Proposal  
 293 4. Cross Creek Environmental  
 294  
 295 ii. Mr. Mena quickly summarized the proposals, and the comparison sheet,  
 296 and highlighted differences. The board discussed the proposals and  
 297 raised additional questions. Mr. Mena clarified that these proposals are  
 298 solely for pond maintenance, and fountain maintenance details would  
 299 need to be addressed later.  
 300  
 301 1. Derek (CrossCreek) offered to include fountain maintenance as part of  
 302 the deal.  
 303 iii. Motioned to select Cross Creek  
 304  
 305 On MOTION by Mr. Peters, seconded by Ms.  
 306 Incandela, with a vote 4-1, Mr. Crary opposed, and  
 307 majority approval was given to accept Cross Creek.  
 308  
 309 iv. Terminating Sitex  
 310  
 311 1. Currently withholding the October payment for \$2690. Ryan Dugan  
 312 suggested there may be grounds for withholding.  
 313 2. A letter from counsel to Sitex explaining the reasons for withholding  
 314 payment.  
 315 3. Motion to terminate the pond and fountain agreement immediately to  
 316 offset damages caused by Sitex to the ponds.  
 317  
 318 On MOTION by Ms. Incandela, seconded by Mr.  
 319 Crary, with all in favor, unanimous approval was  
 320 given to terminate the pond and fountain agreement  
 321 with Sitex.  
 322  
 323 4. Mr. Crary asked about the process for the District standard agreement,  
 324 expressing concerns about the final contract before execution.  
 325 a. Mr. Dugan is to send the agreement to Mr. Crary and Mr. Mena  
 326 for final input.  
 327 5. Mr. Peters asked about evaluating vendor performance in the absence  
 328 of qualified evaluators.  
 329 a. Mr. Crary suggested expanding the checklist for a definitive  
 330 assessment.  
 331 b. Ms. Incandela pointed out that evaluating pond performance is  
 332 more challenging than assessing landscape performance since  
 333 the latter is visually apparent, whereas pond treatments require  
 334 some lead time to take effect.  
 335 c. Michelle expressed a desire to specifically address the  
 336 appointment of a liaison for pond inspections, with Inframark  
 337 covering the associated costs.  
 338 d. Mr. Crary identified the issue as an accountability challenge and  
 339 suggested a checklist signed off by both the Inframark field  
 340 manager and the district agent.





390  
391  
392  
393  
394  
395  
396  
397  
398  
399  
400  
401  
402  
403  
404  
405  
406  
407  
408  
409  
410  
411  
412  
413  
414  
415  
416  
417  
418  
419  
420  
421  
422  
423  
424  
425  
426  
427  
428  
429  
430  
431  
432  
433  
434  
435  
436  
437  
438

On MOTION by Mr. Crary, seconded by Ms. Singh, with all in favor, unanimous approval was given to install LED lights on the security guard house pole, involving the installation of two lights by Inframark in the amount of \$975.

vi. Concerns regarding K&D concrete and damages:

1. Mr. Peters expressed dissatisfaction with the service provided for the sidewalk project. He disapproved of the sidewalk being excavated and left open for three weeks. Mark was particularly displeased with the slow pace of Inframark's progress, especially as the vendor was working on weekends. He expressed frustration with the continual excuses.
2. Mr. Crary proposed that in next year's sidewalk contract, there should be a focus on ensuring compliance with the Americans with Disabilities Act (ADA).

F. CDD Liaison

- i. Following criticism directed at Inframark, it's important to acknowledge that, despite Inframark's slow progress over the last five days, the new vendor has inflicted significant damage to the community during the replacement of the sidewalk.

G. District Engineer

- i. Deliberation on the Roadway Repaving Contract with Middlesex Paving, LLC:
  1. A Change Order from Middlesex was received today, deemed necessary for contract compliance.
  2. The punch list has narrowed down to only two or three items:
    - a. Installation of speed humps
    - b. Repair of curb in Huron Circle
    - c. Rectification of standing water by the guard house in the visitor lane
      - Possible solutions involve adding an inlet and directing it to the curb, incurring an additional cost. Another more expensive option is elevating the slope. Initial exploration will focus on no-cost alternatives.
  3. John Crary highlighted two concerns:
    - a. A hole in Stargrass was filled with asphalt by the vendor, with no observed inspections. He requested a redo of this patch.
    - b. The staging area, previously promised to be repaired with old sod removed and new sod laid.
  4. A motion was proposed to accept the change order

Brighton Lakes CDD  
 November 2, 2023, meeting

439  
 440  
 441  
 442  
 443  
 444  
 445  
 446  
 447  
 448  
 449  
 450  
 451  
 452  
 453  
 454  
 455  
 456  
 457  
 458  
 459  
 460  
 461  
 462  
 463  
 464  
 465  
 466  
 467  
 468  
 469  
 470  
 471  
 472  
 473  
 474  
 475  
 476  
 477  
 478  
 479  
 480  
 481  
 482  
 483  
 484  
 485  
 486  
 487

On MOTION by Ms. Incandela, seconded by Mr. Crary, with all in favor, unanimous approval was given to accept the change order.

- ii. Mr. Crary raised the topic of the annual engineer report and expressed his belief that the maintenance map is perplexing.
- iii. Requested an in-depth asphalt walkway report from the engineer. Mr. Glasscock recommended that the damage isn't extensive and suggested addressing it with a shallow milling, perhaps around 2 inches.
- iv. Disseminated the annual Engineering report:
  - 1. Inframark will be responsible for obtaining prices for the items identified in the report.

**H. District Counsel**

- i. Assessment of the Disclosure of Public Financing and Maintenance of Improvements to Real Property Undertaken by the Brighton Lakes CDD:

On MOTION by Ms. Incandela, seconded by Mr. Crary, with all in favor, unanimous approval was given to accept the Disclosure of Public Financing and Maintenance of Improvements to Real Property Undertaken by the Brighton Lakes CDD.

- ii. Remark on public parking: It has never been sensed that the Board desired to pursue this matter with the County, leading to no escalation of the issue.
- iii. Examination of the Amended and Restated Disclosure of Public Finance.
- iv. Landscape Request for Proposal (RFP) - evaluation criteria:
  - 1. Feedback:
    - a. Suggested adjustment: Reduce the weight of "price" to 20 points and increase the weight of "understanding of the scope" to 20 points.
  - 2. Motion to approve the revised evaluation criteria:

On MOTION by Mr. Crary, seconded by Ms. Incandela, with all in favor, unanimous approval was given to accept the revised RFP evaluation criteria.

- v. Authorization of scope - Motion to empower District staff to prepare a project manual and advertise the RFP with Supervisor feedback for the January meeting:

Brighton Lakes CDD  
 November 2, 2023, meeting

488  
 489  
 490  
 491  
 492  
 493  
 494  
 495  
 496  
 497  
 498  
 499  
 500  
 501  
 502  
 503  
 504  
 505  
 506  
 507  
 508  
 509  
 510  
 511  
 512  
 513  
 514  
 515  
 516  
 517  
 518  
 519  
 520  
 521  
 522  
 523  
 524  
 525  
 526  
 527  
 528  
 529  
 530  
 531  
 532  
 533  
 534  
 535  
 536

On MOTION by Mr. Peters, seconded by Ms. Singh, with all in favor, unanimous approval was given to empower District staff to prepare a project manual and advertise the RFP with Supervisor feedback for the January meeting.

**I. District Manager**

**FIFTH ORDER OF BUSINESS**

**Business Items**

- i. Review of the MagnoSec Amendment Regarding a Price Increase:
  - 1. It is proposed to table this item. Approval will be deferred until Lemuel is present in person at the January meeting.
    - i. The suggestion is to examine and refine the scope, coordinating with John.
- ii. Examination of the 3rd Quarter Website Audit (not conducted)

**SIXTH ORDER OF BUSINESS**

**Business Administration**

- i. Review of the Regular Minutes from September 7, 2023
- ii. Review of the Workshop Minutes from October 12, 2023
  - 1. Motion to approve both sets of minutes with changes Mr. Crary provided before the meeting:

On MOTION by Mr. Crary, seconded by Ms. Singh, with all in favor, unanimous approval was given to approve both sets of minutes with changes Mr. Crary provided before the meeting.

- iii. Evaluation of the Financial Statements
  - 1. No comments
  - 2. Consideration of the Check Register

On MOTION by Mr. Crary, seconded by Ms. Incandela, with all in favor, unanimous approval was given to approve the check register.

**SEVENTH ORDER OF BUSINESS**

**Supervisor Requests**

- i. Mr. Peters: Comment regarding the roof project - the metal cap has some paint on it and doesn't look great. Mr. Blanco will address this concern with the vendor.
- ii. Mr. Crary: Update on the mule? Ms. Incandela mentioned she thought this idea was abandoned due to cost-benefit.
  - a. Can Inframark provide a truck for field services?
- iii. Ms. Singh: Street signs - there should be a template.
  - a. All capital letters.
  - b. What did the proposal/proof say?
- iv. Ms. Incandela: How to reduce the time for the meeting? The manager explained that a lot of time is spent interacting with residents. The manager

Brighton Lakes CDD  
November 2, 2023, meeting

537 clarified that discussions should always be moving towards action, instead  
538 of just talking for the sake of talking.  
539

540 **EIGHTH ORDER OF BUSINESS**

**Adjournment**

541

542 On MOTION by Mr. Singh, seconded by Mr.  
543 Rodriguez, with all in favor, unanimous approval  
544 was given to adjourn the meeting at 11:13 p.m.

545

546

547

548

549

550

\_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Chair/ Vice Chair

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

*Financial Report*

*November 30, 2023*

Prepared by:



**BRIGHTON LAKES**  
Community Development District

---

**Table of Contents**

<b><u>FINANCIAL STATEMENTS</u></b>	<b><u>Page</u></b>
Balance Sheet - All Funds .....	1 - 2
Statement of Revenues, Expenditures and Changes in Fund Balance	
General Fund .....	3 - 4
Debt Service Fund(s) .....	5 - 7
Capital Project Fund .....	8
Notes to the Financial Statements .....	9 - 10
 <b><u>SUPPORTING SCHEDULES</u></b>	
Non-Ad Valorem Special Assessments Schedule .....	11
Cash and Investment Report .....	12
Bank Reconciliation .....	13

---

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

**Financial Statements**

**(Unaudited)**

**November 30, 2023**



**BRIGHTON LAKES**

Community Development District

**Governmental Funds**

**Balance Sheet**  
November 30, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>GENERAL FUND</u>	<u>SERIES 2017 DEBT SERVICE FUND</u>	<u>SERIES 2022-1 DEBT SERVICE FUND</u>	<u>SERIES 2022-2 DEBT SERVICE FUND</u>	<u>SERIES 2022-1 CAPITAL PROJECTS FUND</u>	<u>TOTAL</u>
<b><u>ASSETS</u></b>						
Cash - Checking Account	\$ 361,076	\$ -	\$ -	\$ -	\$ -	\$ 361,076
Due From Other Funds	-	22,873	34,391	18,598	-	75,862
Investments:						
Money Market Account	1,516,572	-	-	-	-	1,516,572
SBA Account	13,704	-	-	-	-	13,704
Construction Fund	-	-	-	-	1,178,070	1,178,070
Reserve Fund	-	21,413	-	-	-	21,413
Revenue Fund	-	12,424	18,894	7,247	-	38,565
<b>TOTAL ASSETS</b>	<b>\$ 1,891,352</b>	<b>\$ 56,710</b>	<b>\$ 53,285</b>	<b>\$ 25,845</b>	<b>\$ 1,178,070</b>	<b>\$ 3,205,262</b>
<b><u>LIABILITIES</u></b>						
Accounts Payable	\$ 63,545	\$ -	\$ -	\$ -	\$ -	\$ 63,545
Accrued Expenses	1,127	-	-	-	-	1,127
Due To Other Funds	75,862	-	-	-	-	75,862
<b>TOTAL LIABILITIES</b>	<b>140,534</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>140,534</b>

**BRIGHTON LAKES**

Community Development District

**Governmental Funds**

**Balance Sheet**  
November 30, 2023

<b>ACCOUNT DESCRIPTION</b>	<b>GENERAL FUND</b>	<b>SERIES 2017 DEBT SERVICE FUND</b>	<b>SERIES 2022-1 DEBT SERVICE FUND</b>	<b>SERIES 2022-2 DEBT SERVICE FUND</b>	<b>SERIES 2022-1 CAPITAL PROJECTS FUND</b>	<b>TOTAL</b>
<b>FUND BALANCES</b>						
<b>Restricted for:</b>						
Debt Service	-	56,710	53,285	25,845	-	135,840
Capital Projects	-	-	-	-	1,178,070	1,178,070
<b>Assigned to:</b>						
Operating Reserves	241,925	-	-	-	-	241,925
Reserves - Capital Projects	732,771	-	-	-	-	732,771
Reserves - Clubhouse	31,865	-	-	-	-	31,865
Reserves - Field	91,995	-	-	-	-	91,995
Reserves - Landscape	190,967	-	-	-	-	190,967
Reserves - Recreation Facilities	101,817	-	-	-	-	101,817
Reserves - Roadways	350,094	-	-	-	-	350,094
<b>Unassigned:</b>	9,384	-	-	-	-	9,384
<b>TOTAL FUND BALANCES</b>	<b>\$ 1,750,818</b>	<b>\$ 56,710</b>	<b>\$ 53,285</b>	<b>\$ 25,845</b>	<b>\$ 1,178,070</b>	<b>\$ 3,064,728</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 1,891,352</b>	<b>\$ 56,710</b>	<b>\$ 53,285</b>	<b>\$ 25,845</b>	<b>\$ 1,178,070</b>	<b>\$ 3,205,262</b>

**BRIGHTON LAKES**

Community Development District

**General Fund**

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>VARIANCE (\$) FAV(UNFAV)</b>	<b>YTD ACTUAL AS A % OF ADOPTED BUD</b>
<b>REVENUES</b>					
Interest - Investments	\$ 30,000	\$ 5,000	\$ 13,388	\$ 8,388	44.63%
Room Rentals	50	8	23	15	46.00%
Interest - Tax Collector	52	17	725	708	1394.23%
Special Assmnts- Tax Collector	1,207,552	103,667	123,900	20,233	10.26%
Special Assmnts- Discounts	(48,302)	(4,147)	(5,170)	(1,023)	10.70%
Other Miscellaneous Revenues	-	-	36	36	0.00%
Gate Bar Code/Remotes	1,500	250	524	274	34.93%
Access Cards	100	25	-	(25)	0.00%
<b>TOTAL REVENUES</b>	<b>1,190,952</b>	<b>104,820</b>	<b>133,426</b>	<b>28,606</b>	<b>11.20%</b>

**EXPENDITURES**

**Administration**

P/R-Board of Supervisors	14,400	2,400	2,000	400	13.89%
FICA Taxes	1,102	184	153	31	13.88%
ProfServ-Arbitrage Rebate	600	-	-	-	0.00%
ProfServ-Engineering	35,000	5,833	9,794	(3,961)	27.98%
ProfServ-Legal Services	35,000	5,833	4,757	1,076	13.59%
ProfServ-Mgmt Consulting	58,973	9,829	9,829	-	16.67%
ProfServ-Property Appraiser	387	-	-	-	0.00%
ProfServ-Special Assessment	5,305	884	-	884	0.00%
ProfServ-Trustee Fees	7,758	-	4,041	(4,041)	52.09%
Auditing Services	3,600	-	-	-	0.00%
Website Compliance	2,000	333	405	(72)	20.25%
Communication - Telephone	14,000	2,333	2,680	(347)	19.14%
Postage and Freight	1,200	200	25	175	2.08%
Insurance - General Liability	18,756	4,689	-	4,689	0.00%
Printing and Binding	1,500	250	-	250	0.00%
Legal Advertising	2,500	417	55	362	2.20%
Miscellaneous Services	500	83	739	(656)	147.80%
Misc-Assessment Collection Cost	24,151	2,074	2,375	(301)	9.83%
Office Supplies	250	42	-	42	0.00%
Annual District Filing Fee	175	175	175	-	100.00%
<b>Total Administration</b>	<b>227,157</b>	<b>35,559</b>	<b>37,028</b>	<b>(1,469)</b>	<b>16.30%</b>

**Field**

ProfServ-Field Management	42,632	7,105	7,105	-	16.67%
ProfServ - Field Management Onsite Staff	61,991	10,332	10,332	-	16.67%
Contracts-Landscape	217,848	36,308	36,308	-	16.67%
Electricity - General	82,000	13,667	10,506	3,161	12.81%
Utility - Water & Sewer	7,000	1,167	360	807	5.14%

**BRIGHTON LAKES**

Community Development District

**General Fund**

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
R&M-Common Area	60,000	10,000	1,953	8,047	3.26%
R&M-Irrigation	15,000	2,500	4,203	(1,703)	28.02%
R&M-Lake	32,280	5,380	-	5,380	0.00%
R&M-Trees and Trimming	6,000	-	450	(450)	7.50%
R&M-Bush Hogging	6,000	1,000	3,000	(2,000)	50.00%
Misc-Contingency	750	125	-	125	0.00%
<b>Total Field</b>	<b>531,501</b>	<b>87,584</b>	<b>74,217</b>	<b>13,367</b>	<b>13.96%</b>
<b>Gatehouse</b>					
Contracts-Security Services	74,574	12,429	12,614	(185)	16.91%
R&M-Gate	3,000	500	2,280	(1,780)	76.00%
<b>Total Gatehouse</b>	<b>77,574</b>	<b>12,929</b>	<b>14,894</b>	<b>(1,965)</b>	<b>19.20%</b>
<b>Capital Expenditures &amp; Projects</b>					
Capital Reserve	263,100	-	25,344	(25,344)	9.63%
<b>Total Capital Expenditures &amp; Projects</b>	<b>263,100</b>	<b>-</b>	<b>25,344</b>	<b>(25,344)</b>	<b>9.63%</b>
<b>Road and Street Facilities</b>					
R&M-Roads & Alleyways	15,000	5,000	-	5,000	0.00%
R&M-Sidewalks	5,000	1,250	-	1,250	0.00%
R&M-Signage	1,000	250	641	(391)	64.10%
<b>Total Road and Street Facilities</b>	<b>21,000</b>	<b>6,500</b>	<b>641</b>	<b>5,859</b>	<b>3.05%</b>
<b>Community Center</b>					
Contracts-Security Services	61,028	10,171	10,621	(450)	17.40%
R&M-Clubhouse	15,000	2,500	840	1,660	5.60%
R&M-Pools	25,872	4,312	4,846	(534)	18.73%
Miscellaneous Services	3,500	583	-	583	0.00%
Capital Projects	5,068	-	-	-	0.00%
<b>Total Community Center</b>	<b>110,468</b>	<b>17,566</b>	<b>16,307</b>	<b>1,259</b>	<b>14.76%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,230,800</b>	<b>160,138</b>	<b>168,431</b>	<b>(8,293)</b>	<b>13.68%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	(39,848)	(55,318)	(35,005)	20,313	87.85%
<b>OTHER FINANCING SOURCES (USES)</b>					
Contribution to (Use of) Fund Balance	(39,848)	-	-	-	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(39,848)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Net change in fund balance	\$ (39,848)	\$ (55,318)	\$ (35,005)	\$ 20,313	87.85%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>1,785,822</b>	<b>1,785,822</b>	<b>1,785,822</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,745,974</b>	<b>\$ 1,730,504</b>	<b>\$ 1,750,817</b>		

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

Debt Service Schedules

November 30, 2023

**BRIGHTON LAKES**

Community Development District

*Series 2017 Debt Service Fund*

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<b><u>REVENUES</u></b>					
Interest - Investments	\$ 4	\$ 1	\$ 503	\$ 502	12575.00%
Special Assmnts- Tax Collector	220,651	18,942	22,640	3,698	10.26%
Special Assmnts- Discounts	(8,826)	(787)	(945)	(158)	10.71%
<b>TOTAL REVENUES</b>	<b>211,829</b>	<b>18,156</b>	<b>22,198</b>	<b>4,042</b>	<b>10.48%</b>
<b><u>EXPENDITURES</u></b>					
<b><u>Administration</u></b>					
Misc-Assessment Collection Cost	4,413	379	434	(55)	9.83%
<b>Total Administration</b>	<b>4,413</b>	<b>379</b>	<b>434</b>	<b>(55)</b>	<b>9.83%</b>
<b><u>Debt Service</u></b>					
Principal Debt Retirement	162,000	-	-	-	0.00%
Interest Expense	47,385	23,693	23,693	-	50.00%
<b>Total Debt Service</b>	<b>209,385</b>	<b>23,693</b>	<b>23,693</b>	<b>-</b>	<b>11.32%</b>
<b>TOTAL EXPENDITURES</b>	<b>213,798</b>	<b>24,072</b>	<b>24,127</b>	<b>(55)</b>	<b>11.28%</b>
Excess (deficiency) of revenues Over (under) expenditures	(1,969)	(5,916)	(1,929)	3,987	97.97%
<b><u>OTHER FINANCING SOURCES (USES)</u></b>					
Contribution to (Use of) Fund Balance	(1,969)	-	-	-	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(1,969)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Net change in fund balance	\$ (1,969)	\$ (5,916)	\$ (1,929)	\$ 3,987	97.97%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>58,639</b>	<b>58,639</b>	<b>58,639</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 56,670</b>	<b>\$ 52,723</b>	<b>\$ 56,710</b>		

**BRIGHTON LAKES**

Community Development District

*Series 2022-1 Debt Service Fund*

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<b><u>REVENUES</u></b>					
Interest - Investments	\$ 1,225	\$ 204	\$ 507	\$ 303	41.39%
Special Assmnts- Tax Collector	331,754	28,480	34,039	5,559	10.26%
Special Assmnts- Discounts	(13,270)	(1,139)	(1,420)	(281)	10.70%
<b>TOTAL REVENUES</b>	<b>319,709</b>	<b>27,545</b>	<b>33,126</b>	<b>5,581</b>	<b>10.36%</b>
<b><u>EXPENDITURES</u></b>					
<b><u>Administration</u></b>					
Misc-Assessment Collection Cost	6,635	570	652	(82)	9.83%
<b>Total Administration</b>	<b>6,635</b>	<b>570</b>	<b>652</b>	<b>(82)</b>	<b>9.83%</b>
<b><u>Debt Service</u></b>					
Principal Debt Retirement	226,000	-	-	-	0.00%
Interest Expense	88,550	44,275	44,275	-	50.00%
<b>Total Debt Service</b>	<b>314,550</b>	<b>44,275</b>	<b>44,275</b>	<b>-</b>	<b>14.08%</b>
<b>TOTAL EXPENDITURES</b>	<b>321,185</b>	<b>44,845</b>	<b>44,927</b>	<b>(82)</b>	<b>13.99%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	(1,476)	(17,300)	(11,801)	5,499	799.53%
<b><u>OTHER FINANCING SOURCES (USES)</u></b>					
Contribution to (Use of) Fund Balance	(1,476)	-	-	-	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(1,476)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Net change in fund balance	\$ (1,476)	\$ (17,300)	\$ (11,801)	\$ 5,499	799.53%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>65,086</b>	<b>65,086</b>	<b>65,086</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 63,610</b>	<b>\$ 47,786</b>	<b>\$ 53,285</b>		

**BRIGHTON LAKES**

Community Development District

*Series 2022-2 Debt Service Fund*

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<b><u>REVENUES</u></b>					
Interest - Investments	\$ 400	\$ 67	\$ 224	\$ 157	56.00%
Special Assmnts- Tax Collector	179,405	15,401	18,408	3,007	10.26%
Special Assmnts- Discounts	(7,176)	(616)	(768)	(152)	10.70%
<b>TOTAL REVENUES</b>	<b>172,629</b>	<b>14,852</b>	<b>17,864</b>	<b>3,012</b>	<b>10.35%</b>
<b><u>EXPENDITURES</u></b>					
<b><u>Administration</u></b>					
Misc-Assessment Collection Cost	3,588	308	353	(45)	9.84%
<b>Total Administration</b>	<b>3,588</b>	<b>308</b>	<b>353</b>	<b>(45)</b>	<b>9.84%</b>
<b><u>Debt Service</u></b>					
Principal Debt Retirement	128,000	-	-	-	0.00%
Interest Expense	41,313	20,657	20,657	-	50.00%
<b>Total Debt Service</b>	<b>169,313</b>	<b>20,657</b>	<b>20,657</b>	<b>-</b>	<b>12.20%</b>
<b>TOTAL EXPENDITURES</b>	<b>172,901</b>	<b>20,965</b>	<b>21,010</b>	<b>(45)</b>	<b>12.15%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	(272)	(6,113)	(3,146)	2,967	1156.62%
<b><u>OTHER FINANCING SOURCES (USES)</u></b>					
Contribution to (Use of) Fund Balance	(272)	-	-	-	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(272)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Net change in fund balance	\$ (272)	\$ (6,113)	\$ (3,146)	\$ 2,967	1156.62%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>28,991</b>	<b>28,991</b>	<b>28,991</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 28,719</b>	<b>\$ 22,878</b>	<b>\$ 25,845</b>		



**BRIGHTON LAKES**

Community Development District

*Series 2022-1 Capital Projects Fund*

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending November 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b>REVENUES</b>					
Interest - Investments	\$ -	\$ -	\$ 11,204	\$ 11,204	0.00%
<b>TOTAL REVENUES</b>	<b>-</b>	<b>-</b>	<b>11,204</b>	<b>11,204</b>	<b>0.00%</b>
<b>EXPENDITURES</b>					
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Excess (deficiency) of revenues Over (under) expenditures	-	-	11,204	11,204	0.00%
Net change in fund balance	\$ -	\$ -	\$ 11,204	\$ 11,204	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>-</b>	<b>-</b>	<b>1,166,867</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,178,071</b>		

**Notes to the Financial Statements**

*November 30, 2023*

<b>General Fund</b>
---------------------

▶ **Assets**

■ **Cash and Investments** - The District has one Money Market and Checking account with Bank United (See Cash & Investments Report for further details) and one trust fund account with the State Board of Administration.

■ **Due To Other Funds** - Assessment collections due to Debt Service to be paid in January.

▶ **Liabilities**

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

■ **Accrued Expenses** - R&M common area.

■ **Due To Other Funds** - Assessments collected by tax collector. Payments to US Bank transferred in January.

▶ **Fund Balance**

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

Operating Reserve	240,549	1st Q Operating reserves sch A - FY23-24 budget.
Reserves - Capital Projects	732,771	Reserves approved by board.
Reserves - Clubhouse	31,865	" "
Reserves - Field	91,995	" "
Reserves - Landscape	190,967	" "
Reserves - Recreation Facilities	101,817	" "
Reserves - Roadways	350,094	" "
<b>Total Reserves</b>	<b><u>\$ 1,740,058</u></b>	

**Notes to the Financial Statements**

**November 30, 2023**

**Financial Overview / Highlights**

- ▶ Total Non-Ad valorem special assessments are 10% collected and total revenue is 11% of adopted budget.
- ▶ General Fund expenditures are 14% of the Adopted budget.
- ▶ Significant variances explained below.

**Variance Analysis**

Account Name	Annual Budget	YTD Actual	% YTD Budget	Explanation
<b>Expenditures</b>				
<b><u>Administrative</u></b>				
ProfServ-Engineering	\$ 35,000	\$ 9,794	28%	Roadway repaving project & consulting services.
ProfServ-Trustee Fees	\$ 7,758	\$ 4,041	52%	Trustee fees for series 2017.
Website Compliance	\$ 2,000	\$ 405	20%	Website ADA compliance fees YTD.
Communication - Telephone	\$ 14,000	\$ 2,680	19%	Fees for Charter Communications & Century Link YTD.
Miscellaneous Services	\$ 500	\$ 739	148%	Email & domain renewals.
Annual District Filing Fee	\$ 175	\$ 175	100%	Filing fees paid in full.
<b><u>Field</u></b>				
R&M-Bush Hogging	\$ 6,000	\$ 3,000	50%	Oct'23 Bush Hogging fees.
<b><u>Gatehouse</u></b>				
Contracts-Security Services	\$ 74,574	\$ 12,614	17%	Additional Access control monitoring fees.
R&M-Gate	\$ 3,000	\$ 2,280	76%	200 Proximity cards & windshield stickers.
<b><u>Capital Expenditures &amp; Projects</u></b>				
Capital Reserve	\$ 263,100	\$ 25,344	10%	Final payment for roof replacement & wood work.
<b><u>Road and Street Facilities</u></b>				
R&M-Signage	\$ 1,000	\$ 641	64%	New aluminum signs purchased for district .
<b><u>Community Center</u></b>				
Contracts-Security Services	\$ 61,028	\$ 10,621	17%	Monthly fee is based on number of hours performed.
R&M - Pools	\$ 25,872	\$ 4,846	19%	Monthly pool service plus incidentals.

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

Supporting Schedules

November 30, 2023

**BRIGHTON LAKES**  
Community Development District

**Non-Ad Valorem Special Assessments - Osceola County Tax Collector  
(Monthly Collection Distributions)  
For the Fiscal Year Ending September 30, 2024**

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	ALLOCATION BY FUND			
					General Fund	Series 2017 Debt Service Fund	Series 2022-1 Debt Service Fund	Series 2022-2 Debt Service Fund
<b>Assessments Levied FY 2024</b>				\$ 1,939,361	\$ 1,207,552	\$ 220,651	\$ 331,754	\$ 179,405
<b>Allocation %</b>				100%	62.27%	11.38%	17.11%	9.25%
11/10/23	\$ 32,808	\$ 1,752	\$ 670	\$ 35,230	\$ 21,936	\$ 4,008	\$ 6,027	\$ 3,259
11/24/23	154,063	6,550	3,144	163,758	101,964	18,632	28,013	15,149
<b>TOTAL</b>	<b>\$ 186,871</b>	<b>\$ 8,303</b>	<b>\$ 3,814</b>	<b>\$ 198,987</b>	<b>\$ 123,900</b>	<b>\$ 22,640</b>	<b>\$ 34,039</b>	<b>\$ 18,408</b>
<b>% COLLECTED</b>				<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>	<b>10%</b>
<b>Total O/S</b>				<b>\$ 1,740,373</b>	<b>\$ 1,083,651</b>	<b>\$ 198,011</b>	<b>\$ 297,715</b>	<b>\$ 160,997</b>

**Cash and Investment Report**

**November 30, 2023**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>INVESTMENT TYPE</u>	<u>MATURITY</u>	<u>YIELD</u>	<u>BALANCE</u>
<b><u>GENERAL FUND</u></b>					
Checking Account - Operating	BankUnited	Public Funds Checking	N/A	0.00%	\$ 361,076 <sup>(1)</sup>
Money Market Account	BankUnited	MMA	N/A	5.45%	\$ 1,516,572
Operating Account- Fund A	SBA	Local Gov. Surplus Trust Fund	N/A	5.64%	\$ 13,704
				<b>GF Subtotal</b>	<u>\$ 1,891,352</u>
<b><u>DEBT SERVICE FUNDS</u></b>					
Series 2017 Reserve Account	US Bank	Open-Ended CP	N/A	5.35%	\$ 21,413
Series 2017 Revenue Account	US Bank	Open-Ended CP	N/A	5.35%	\$ 12,424
Series 2022-1 Revenue Fund	US Bank	Open-Ended CP	N/A	4.93%	\$ 18,894
Series 2022-2 Revenue Fund	US Bank	Open-Ended CP	N/A	4.93%	\$ 7,247
				<b>DS Subtotal</b>	<u>\$ 59,978</u>
<b><u>CAPITAL PROJECTS FUNDS</u></b>					
Series 2022-1 Construction Fund	US Bank	Open-Ended CP	N/A	4.93%	\$ 1,178,070
				<b>CP Subtotal</b>	<u>\$ 1,178,070</u>
				<b>Total</b>	<u><u>\$ 3,129,400</u></u>

Note (1) - Transferring \$76K to US Bank for Debt Service in January.

**Brighton Lakes CDD**

Bank Reconciliation

Bank Account No. 9878 BankUnited GF  
 Statement No. 11-23  
 Statement Date 11/30/2023

<b>G/L Balance (LCY)</b>	361,075.61	<b>Statement Balance</b>	396,540.32
<b>G/L Balance</b>	361,075.61	<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
	<hr/>		
<b>Subtotal</b>	361,075.61	<b>Subtotal</b>	396,540.32
<b>Negative Adjustments</b>	0.00	<b>Outstanding Checks</b>	35,464.71
	<hr/>	<b>Differences</b>	0.00
<b>Ending G/L Balance</b>	361,075.61	<b>Ending Balance</b>	361,075.61
<b>Difference</b>	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Outstanding Checks</b>						
11/15/2023	Payment	1040	MARCIAL RODRIGUEZ	184.70	0.00	184.70
11/28/2023	Payment	1042	BLADE RUNNERS COMMERCIAL	450.00	0.00	450.00
11/28/2023	Payment	1043	INFRAMARK, LLC	13,633.01	0.00	13,633.01
11/28/2023	Payment	1044	MAGNOSEC CORP	2,128.00	0.00	2,128.00
11/30/2023	Payment	1045	BLADE RUNNERS COMMERCIAL	18,154.00	0.00	18,154.00
11/30/2023	Payment	1046	ENVERA SYSTEMS LLC	915.00	0.00	915.00
<b>Total Outstanding Checks.....</b>				<b>35,464.71</b>		<b>35,464.71</b>

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

Check Register and Invoices

*October to November 2023*



**BRIGHTON LAKES**

Community Development District

**Payment Register by Fund  
For the Period from 10/01/23 to 11/30/23  
(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>GENERAL FUND - 001</b>							
<b>CHECK # 1015</b>							
001	10/03/23	ENVERA SYSTEMS LLC	731755	SEC SVCS OCT'23	Contracts-Security Services	534037-53904	\$246.00
001	10/03/23	ENVERA SYSTEMS LLC	731754	SEC SVCS- THRU OCT 2023	Contracts-Security Services	534037-53904	\$6,184.15
<b>Check Total</b>							<b>\$6,430.15</b>
<b>CHECK # 1016</b>							
001	10/03/23	INFRAMARK, LLC	99872	AUG 2023 MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,771.25
001	10/03/23	INFRAMARK, LLC	99872	AUG 2023 MGMT FEES	ProfServ-Field Management	531016-53901	\$3,552.67
001	10/03/23	INFRAMARK, LLC	99872	AUG 2023 MGMT FEES	ProfServ - Field Management Onsite Staff	531106-53901	\$5,165.92
001	10/03/23	INFRAMARK, LLC	99872	AUG 2023 MGMT FEES	Postage and Freight	541006-51301	\$12.60
001	10/03/23	INFRAMARK, LLC	99872	AUG 2023 MGMT FEES	ProfServ-Special Assessment	531038-51301	\$442.08
001	10/03/23	INFRAMARK, LLC	99872	AUG 2023 MGMT FEES	BAY STATE ALARM	549001-57204	\$999.98
001	10/03/23	INFRAMARK, LLC	99872	AUG 2023 MGMT FEES	GO DADDY	549001-51301	\$24.35
001	10/03/23	INFRAMARK, LLC	99872	AUG 2023 MGMT FEES	POOL PERMIT	546074-57204	\$431.25
<b>Check Total</b>							<b>\$15,400.10</b>
<b>CHECK # 1017</b>							
001	10/03/23	TECHNI-POOLS	51869	SEC FURNITURE / TURN OFF ELECTRIC EQUIP	R&M-Pools	546074-57204	\$125.00
001	10/03/23	TECHNI-POOLS	51926	SEP 2023 COMMERCIAL POOL SVCS	R&M-Pools	546074-57204	\$2,156.00
<b>Check Total</b>							<b>\$2,281.00</b>
<b>CHECK # 1018</b>							
001	10/06/23	BLADE RUNNERS COMMERCIAL	458712	REMOVE DEAD PINE TREE - 2712 PATRICIA CRCL	R&M Trees and Trimming	546099-53901	\$850.00
<b>Check Total</b>							<b>\$850.00</b>
<b>CHECK # 1019</b>							
001	10/06/23	HOME DEPOT	090523-7008	CLEANING SUPPLIES/PAINT/CONCRETE	BLEACH / SCRUB BRUSH	546016-53901	\$103.78
001	10/06/23	HOME DEPOT	090523-7008	CLEANING SUPPLIES/PAINT/CONCRETE	PAINT / CONCRETE	546016-53901	\$11.45
001	10/06/23	HOME DEPOT	090523-7008	CLEANING SUPPLIES/PAINT/CONCRETE	SCREWS/STEEL SHEET	546016-53901	\$30.91
001	10/06/23	HOME DEPOT	090523-7008	CLEANING SUPPLIES/PAINT/CONCRETE	CLEANING SUPPLIES	546016-53901	\$99.70
001	10/06/23	HOME DEPOT	090523-7008	CLEANING SUPPLIES/PAINT/CONCRETE	CLEANING SUPPLIES	546016-53901	\$123.81
<b>Check Total</b>							<b>\$369.65</b>
<b>CHECK # 1020</b>							
001	10/06/23	MAGNOSEC CORP	1327	SEC SVCS FROM 08/07/23-08/20/23	Contracts-Security Services	534037-57204	\$2,128.00
001	10/06/23	MAGNOSEC CORP	1362	SEC SVCS 9/5-9/17/23	Contracts-Security Services	534037-57204	\$2,204.00
<b>Check Total</b>							<b>\$4,332.00</b>
<b>CHECK # 1021</b>							
001	10/06/23	TERMINIX PROCESSING CENTER	437754131	09/07/2023 PEST CONTROL	R&M-Clubhouse	546015-57204	\$82.00
<b>Check Total</b>							<b>\$82.00</b>
<b>CHECK # 1022</b>							
001	10/06/23	TERMINIX PROCESSING CENTER	437754129	09/07/2023 PEST CONTROL	R&M-Clubhouse	546015-57204	\$72.00
<b>Check Total</b>							<b>\$72.00</b>
<b>CHECK # 1023</b>							
001	10/09/23	FEDEX	8-266-51403	POSTAGE 9/15/23	Postage and Freight	541006-51301	\$12.46
<b>Check Total</b>							<b>\$12.46</b>

**BRIGHTON LAKES**

Community Development District

**Payment Register by Fund  
For the Period from 10/01/23 to 11/30/23  
(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid	
<b>CHECK # 1024</b>								
001	10/12/23	INFRAMARK, LLC	101873	VARIABLE CHARGES - SEPT 2023	Postage and Freight	541006-51301	\$15.12	
							<b>Check Total</b>	<u>\$15.12</u>
<b>CHECK # 1025</b>								
001	10/12/23	KUTAK ROCK LLP	3283526 3423-4	LEGAL COUNSEL THRU AUG 2023	ProfServ-Legal Services	531023-51401	\$927.50	
001	10/12/23	KUTAK ROCK LLP	3283525 3423-1	LEGAL COUNSEL THRU AUG 2023	ProfServ-Legal Services	531023-51401	\$2,307.38	
							<b>Check Total</b>	<u>\$3,234.88</u>
<b>CHECK # 1026</b>								
001	10/25/23	BLADE RUNNERS COMMERCIAL	458728	OCT 2023 MAINT	Contracts-Landscape	534050-53901	\$18,154.00	
							<b>Check Total</b>	<u>\$18,154.00</u>
<b>CHECK # 1027</b>								
001	10/25/23	DENNIS HISLER	HD-WJ41749916	REIMBURSEMENT	R&M-Common Area	546016-53901	\$23.94	
							<b>Check Total</b>	<u>\$23.94</u>
<b>CHECK # 1028</b>								
001	10/25/23	HANSON, WALTER & ASSOCIATES	5288679	EMERGENCY ACCESS JUNE BERRY WAY	ProfServ-Engineering	531013-51501	\$712.50	
001	10/25/23	HANSON, WALTER & ASSOCIATES	5288741	ROADWAY REPAVING PROJECT	ProfServ-Engineering	531013-51501	\$4,587.50	
							<b>Check Total</b>	<u>\$5,300.00</u>
<b>CHECK # 1029</b>								
001	10/25/23	INNERSYNC STUDIO, LTD	21705	WEBSITE / COMPLIANCE SVC	Website Compliance	534397-51301	\$388.13	
							<b>Check Total</b>	<u>\$388.13</u>
<b>CHECK # 1030</b>								
001	10/25/23	KUTAK ROCK LLP	3295542	LEGAL COUNSEL THRU SEPT 2023	ProfServ-Legal Services	531023-51401	\$2,900.37	
001	10/25/23	KUTAK ROCK LLP	3295543	ROADWAY RESURFACE PROJ THRU SEPT 2023	ProfServ-Legal Services	531023-51401	\$735.50	
							<b>Check Total</b>	<u>\$3,635.87</u>
<b>CHECK # 1031</b>								
001	10/25/23	TERMINIX PROCESSING CENTER	439046911	GEN PEST CONTROL 10/11/23	R&M-Clubhouse	546015-57204	\$72.00	
							<b>Check Total</b>	<u>\$72.00</u>
<b>CHECK # 1032</b>								
001	10/25/23	TERMINIX PROCESSING CENTER	439046477	GEN PEST CONTROL 10/11/23	R&M-Clubhouse	546015-57204	\$82.00	
							<b>Check Total</b>	<u>\$82.00</u>
<b>CHECK # 1033</b>								
001	10/30/23	DEPARTMENT OF ECONOMIC OPPORTUNITY 87756		2024 DISTRICT FILING FEES	Annual District Filing Fee	554007-51301	\$175.00	
							<b>Check Total</b>	<u>\$175.00</u>
<b>CHECK # 1034</b>								
001	11/07/23	BLADE RUNNERS COMMERCIAL	458784	BUSH HUGGING	R&M-Bush Hogging	546212-53901	\$3,000.00	
001	11/07/23	BLADE RUNNERS COMMERCIAL	458765	REPLACED VALVE AT RIGHT SIDE OF THE BRIDGE	R&M-Irrigation	546041-53901	\$898.73	
001	11/07/23	BLADE RUNNERS COMMERCIAL	458764	FIX MAIN LINE BROKEN NEXT TO SIDEWALK	R&M-Irrigation	546041-53901	\$486.30	
							<b>Check Total</b>	<u>\$4,385.03</u>
<b>CHECK # 1035</b>								
001	11/07/23	ENVERA SYSTEMS LLC	732872	GATE ACCES NOV 2023	Contracts-Security Services	534037-53904	\$6,184.15	
							<b>Check Total</b>	<u>\$6,184.15</u>

**BRIGHTON LAKES**

Community Development District

**Payment Register by Fund  
For the Period from 10/01/23 to 11/30/23  
(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>CHECK # 1036</b>							
001	11/07/23	EXERCISE SYSTEMS INC	25740	BI-MONTHLY PREVENTIVE MAINT FOR FITNESS CENTER	R&M-Clubhouse	546015-57204	\$230.00
001	11/07/23	EXERCISE SYSTEMS INC	051755	SAFETY CORD/CABLE	R&M-Clubhouse	546015-57204	\$311.95
							<b>Check Total</b>
							<u>\$541.95</u>
<b>CHECK # 1037</b>							
001	11/07/23	MAGNOSEC CORP	1380	SEC SVCS 09/18/23-10/01/23	Contracts-Security Services	534037-57204	\$2,109.00
001	11/07/23	MAGNOSEC CORP	1395	SEC SVCS 10/02/23-10/15/23	Contracts-Security Services	534037-57204	\$1,976.00
							<b>Check Total</b>
							<u>\$4,085.00</u>
<b>CHECK # 1038</b>							
001	11/07/23	TECHNI-POOLS	52288	OCT 2023 COMMERCIAL POOL SVCS	R&M-Pools	546074-57204	\$2,156.00
							<b>Check Total</b>
							<u>\$2,156.00</u>
<b>CHECK # 1039</b>							
001	11/07/23	U.S. BANK	7102709	TRUSTEE FEES 10/1/23-9/30/24	ProfServ-Trustee Fees	531045-51301	\$4,040.63
							<b>Check Total</b>
							<u>\$4,040.63</u>
<b>CHECK # 1041</b>							
001	11/14/23	OSCEOLA NEWS GAZETTE	F7BA084D-0010	11/30/23 NOTICE OF WORKSHOP	Legal Advertising	548002-51301	\$55.34
							<b>Check Total</b>
							<u>\$55.34</u>
<b>CHECK # 1042</b>							
001	11/28/23	BLADE RUNNERS COMMERCIAL	458870	REMOVE BRAZILIAN PEPPER TREE	R&M Trees and Trimming	546099-53901	\$450.00
							<b>Check Total</b>
							<u>\$450.00</u>
<b>CHECK # 1043</b>							
001	11/28/23	INFRAMARK, LLC	103620	OCT 2023 MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,914.42
001	11/28/23	INFRAMARK, LLC	103620	OCT 2023 MGMT FEES	ProfServ-Field Management	531016-53901	\$3,552.67
001	11/28/23	INFRAMARK, LLC	103620	OCT 2023 MGMT FEES	ProfServ - Field Management Onsite Staff	531106-53901	\$5,165.92
							<b>Check Total</b>
							<u>\$13,633.01</u>
<b>CHECK # 1044</b>							
001	11/28/23	MAGNOSEC CORP	1412	SEC SVCS OCT 16TH - 29TH 2023	Contracts-Security Services	534037-57204	\$2,128.00
							<b>Check Total</b>
							<u>\$2,128.00</u>
<b>CHECK # 1045</b>							
001	11/30/23	BLADE RUNNERS COMMERCIAL	458794	NOV 2023 LANDSCAPE MAINT	Contracts-Landscape	534050-53901	\$18,154.00
							<b>Check Total</b>
							<u>\$18,154.00</u>
<b>CHECK # 1046</b>							
001	11/30/23	ENVERA SYSTEMS LLC	INV000006781	100 NORTEK PROXIMITY CARD CLAMSHELL	R&M Gate	546034-53904	\$915.00
							<b>Check Total</b>
							<u>\$915.00</u>
<b>CHECK # DD699</b>							
001	10/07/23	CHARTER COMMUNICATIONS	2002334092123	BILL PRD 9/21-10/20/23	Communication - Telephone	541003-51301	\$39.99
							<b>Check Total</b>
							<u>\$39.99</u>
<b>CHECK # DD700</b>							
001	10/16/23	CENTURYLINK-ACH	092223-2871 ACH	SERVICE FROM 09/22 - 10/21	Communication - Telephone	541003-51301	\$337.01
							<b>Check Total</b>
							<u>\$337.01</u>
<b>CHECK # DD701</b>							
001	10/23/23	CENTURYLINK-ACH	100123-8906 ACH	BILL PRD 10/1-10/31/23	Communication - Telephone	541003-51301	\$219.14
							<b>Check Total</b>
							<u>\$219.14</u>

**BRIGHTON LAKES**

Community Development District

**Payment Register by Fund  
For the Period from 10/01/23 to 11/30/23  
(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>CHECK # DD702</b>							
001	10/23/23	KUA - ACH	100323 ACH	BILL PRD 826-9/24/23	Electricity - General	543006-53901	\$5,255.67
							<b>Check Total</b>
							<u>\$5,255.67</u>
<b>CHECK # DD703</b>							
001	10/23/23	TOHO WATER AUTHORITY - ACH	092323 ACH	BILL PRD 8/23-9/23/23	Utility - Water & Sewer	543021-53901	\$364.30
							<b>Check Total</b>
							<u>\$364.30</u>
<b>CHECK # DD708</b>							
001	10/26/23	CHARTER COMMUNICATIONS	2009172100823	BILL PRD 10/8-11/7/23	Communication - Telephone	541003-51301	\$149.97
							<b>Check Total</b>
							<u>\$149.97</u>
<b>CHECK # DD709</b>							
001	10/26/23	CHARTER COMMUNICATIONS	2009180100923 ACH	BILL PRD 10/9-11/8/23	Communication - Telephone	541003-51301	\$159.97
							<b>Check Total</b>
							<u>\$159.97</u>
<b>CHECK # DD710</b>							
001	11/07/23	CHARTER COMMUNICATIONS	2002334102123	BILL PRD 10/21-11/20/23	Communication - Telephone	541003-51301	\$39.99
							<b>Check Total</b>
							<u>\$39.99</u>
<b>CHECK # DD711</b>							
001	10/01/23	CHARTER COMMUNICATIONS	1981488091423	BILL PRD 9/14-10/13/23	Communication - Telephone	541003-51301	\$286.02
							<b>Check Total</b>
							<u>\$286.02</u>
<b>CHECK # DD717</b>							
001	10/01/23	CHARTER COMMUNICATIONS	1981488101423	BILL PRD 10/14-11/13/23	Communication - Telephone	541003-51301	\$286.02
							<b>Check Total</b>
							<u>\$286.02</u>
<b>CHECK # DD718</b>							
001	11/21/23	CENTURYLINK-ACH	102223-2871 ACH		Communication - Telephone	541003-51301	\$340.00
							<b>Check Total</b>
							<u>\$340.00</u>
<b>CHECK # DD719</b>							
001	11/21/23	CENTURYLINK-ACH	110123-8906 ACH	BILL PRD 11/1-11/30/23	Communication - Telephone	541003-51301	\$220.46
							<b>Check Total</b>
							<u>\$220.46</u>
<b>CHECK # DD720</b>							
001	11/20/23	KUA - ACH	110223 ACH	BILL PRD 9/24-10/24/23	Electricity - General	543006-53901	\$5,250.07
							<b>Check Total</b>
							<u>\$5,250.07</u>
<b>CHECK # DD721</b>							
001	11/20/23	TOHO WATER AUTHORITY - ACH	102323 ACH	BILL PRD 9/23-10/23/23	Utility - Water & Sewer	543021-53901	\$483.28
							<b>Check Total</b>
							<u>\$483.28</u>
<b>CHECK # DD722</b>							
001	11/26/23	CHARTER COMMUNICATIONS	2009180110923	BILL PRD 11/9-12/8/23	Communication - Telephone	541003-51301	\$159.97
							<b>Check Total</b>
							<u>\$159.97</u>
<b>CHECK # DD723</b>							
001	11/25/23	CHARTER COMMUNICATIONS	2009172110823	BILL PRD 11/8-12/7/23	Communication - Telephone	541003-51301	\$149.97
							<b>Check Total</b>
							<u>\$149.97</u>
<b>CHECK # DD704</b>							
001	10/18/23	JOHN M. CRARY	PAYROLL	October 18, 2023 Payroll Posting			\$84.70
							<b>Check Total</b>
							<u>\$84.70</u>

**BRIGHTON LAKES**

Community Development District

**Payment Register by Fund  
For the Period from 10/01/23 to 11/30/23  
(Sorted by Check / ACH No.)**

Fund No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
<b>CHECK # DD705</b>							
001	10/18/23	DENNIS J. HISLER	PAYROLL	October 18, 2023 Payroll Posting			\$184.70
						<b>Check Total</b>	<u>\$184.70</u>
<b>CHECK # DD706</b>							
001	10/18/23	NADINE N. SINGH	PAYROLL	October 18, 2023 Payroll Posting			\$184.70
						<b>Check Total</b>	<u>\$184.70</u>
<b>CHECK # DD707</b>							
001	10/18/23	MICHELLE INCANDELA	PAYROLL	October 18, 2023 Payroll Posting			\$184.70
						<b>Check Total</b>	<u>\$184.70</u>
<b>CHECK # 1040</b>							
001	11/15/23	MARCIAL RODRIGUEZ	PAYROLL	November 15, 2023 Payroll Posting			\$184.70
						<b>Check Total</b>	<u>\$184.70</u>
<b>CHECK # DD712</b>							
001	11/15/23	JOHN M. CRARY	PAYROLL	November 15, 2023 Payroll Posting			\$84.70
						<b>Check Total</b>	<u>\$84.70</u>
<b>CHECK # DD713</b>							
001	11/15/23	MARK A. PETERS	PAYROLL	November 15, 2023 Payroll Posting			\$184.70
						<b>Check Total</b>	<u>\$184.70</u>
<b>CHECK # DD714</b>							
001	11/15/23	DENNIS J. HISLER	PAYROLL	November 15, 2023 Payroll Posting			\$184.70
						<b>Check Total</b>	<u>\$184.70</u>
<b>CHECK # DD715</b>							
001	11/15/23	NADINE N. SINGH	PAYROLL	November 15, 2023 Payroll Posting			\$184.70
						<b>Check Total</b>	<u>\$184.70</u>
<b>CHECK # DD716</b>							
001	11/15/23	MICHELLE INCANDELA	PAYROLL	November 15, 2023 Payroll Posting			\$184.70
						<b>Check Total</b>	<u>\$184.70</u>
						<b>Fund Total</b>	<u><u>\$133,027.24</u></u>

<b>Total Checks Paid</b>	<b>\$133,027.24</b>
--------------------------	---------------------

**RESOLUTION 2024-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BRIGHTON LAKES COMMUNITY DEVELOPMENT DISTRICT DESIGNATING OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE**

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

**WHEREAS**, the Board of Supervisors (“**Board**”), desires to appoint, Yari Villarrubia as Secretary, Jennifer Goldyn-Leon as Secretary, Stephen Bloom as Treasurer, and Joanne Blanchard as Assistant Treasurer.

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

- 1. District Officers.** Yari Villarrubia is appointed as Secretary, Jennifer Goldyn-Leon is appointed as Secretary, Stephen Bloom is appointed as Treasurer and Joanne Blanchard is appointed as Assistant Treasurer.
- 2. Conflicts.** All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.
- 3. Effective Date.** This Resolution shall become effective on the date of its adoption.

Adopted this 4th day of January 2024.

Attest:

**Brighton Lakes Community Development District**

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chair/ Vice Chair