

Wynnmere East Community Development District

12051 Corporate Boulevard, Orlando, FL 32817; 407-723-5900

www.wynnmerereastcdd.com

The following is the proposed agenda for the Board of Supervisors Meeting for the Wynnmere East Community Development District, scheduled to be held on **Thursday, June 3, 2021 at 7:00 p.m. at the Holiday Inn Express & Suites located at 226 Teco Road, Ruskin, Florida 33570. The attendance of three Board Members is required to constitute a quorum.**

To attend the meeting, please use the below conference call information:

Phone: **1-844-621-3956**
Access Code: **790 393 986 #**

PROPOSED BOARD OF SUPERVISORS' MEETING AGENDA

Administrative Matters

- Roll Call to Confirm Quorum
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*
- 1. **Consideration of the Minutes of the May 6, 2021 Board of Supervisors' Meeting**
(provided under separate cover)
- 2. **Letter from Supervisor of Elections, Hillsborough County**

Business Matters

3. **Consideration of Resolution 2021-05, Approving a Preliminary Budget for Fiscal Year 2022 and Setting a Public Hearing Date *[Suggested Date, August 5, 2021]***
4. **Review of Landscape Maintenance and Improvements**
5. **Ratification of Payment Authorizations No. 162 - 164**
6. **Review of Monthly Financials**

Other Business

Staff Reports

District Counsel
District Engineer
District Manager

Supervisor Requests and Audience Comments

Adjournment



**Wynnmere East
Community Development District**

Minutes

(provided under separate cover)

**Wynnmere East
Community Development District**

Supervisor of Elections



Craig Latimer
Supervisor of Elections

Our Vision: To be the best place in America to vote

GOVERNOR'S
STERLING
AWARD
RECIPIENT

April 20, 2021

To Whom It May Concern,

As per F.S. 190.006, you'll find the number of qualified registered electors for your Community Development District as of April 15, 2021, listed below.

Community Development District	Number of Registered Electors
Wynnmere East	450

We ask that you respond to our office with a current list of CDD office holders by **June 1st** and that you update us throughout the year if there are changes. This will enable us to provide accurate information to potential candidates during filing and qualifying periods.

Please note it is the responsibility of each district to keep our office updated with current district information. If you have any questions, please do not hesitate to contact me at (813) 384-3944 or ewhite@hcsoe.org.

Respectfully,

Enjoli White
Candidate Services Liaison



**Wynnmere East
Community Development District**

Resolution 2021-05

RESOLUTION 2021-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WYNNMERE EAST COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED OPERATION AND MAINTENANCE BUDGET FOR FISCAL YEAR 2021/2022; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING, AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Wynnmere East Community Development District (“**District**”) prior to June 15, 2021 a proposed operation and maintenance budget for the fiscal year beginning October 1, 2021 and ending September 30, 2022 (“**Proposed Budget**”); and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WYNNMERE EAST COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget, including any modifications made by the Board, 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.** The public hearing on said Proposed Budget is hereby declared and set for the following date, hour, and location:

DATE: August 5, 2021

HOUR: 7:00 p.m.

LOCATION: Southshore Regional Library, Study Room 2
15816 Beth Shields Way
Ruskin, Florida 33573

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 Hillsborough County at least 60 days prior to the hearing set above.

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

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

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

PASSED AND ADOPTED ON JUNE 3, 2021.

Attest:

**Wynnmere East Community
Development District**

Print Name: _____
Secretary / Assistant Secretary

Print Name: _____
Chair/Vice Chair of the Board of Supervisors

Exhibit A: Proposed Budget for Fiscal Year 2021/2022

Wynnmere East Community Development District
 FY 2022 Proposed Preliminary O&M Budget
Exhibit A

	Actual through 4/30/2021	Anticipated 5/2021-9/2021	Anticipated FY 2021 Totals	FY 2021 Adopted Budget	FY 2022 Proposed Budget
Revenues					
On-Roll Assessments	\$194,631.05	\$0.00	\$194,631.05	\$192,150.00	\$192,150.00
Other Income & Other Financing Sources	\$2,078.48	\$0.00	\$2,078.48	\$0.00	\$0.00
Carry Forward Revenue	\$8,983.31	\$6,416.69	\$15,400.00	\$15,400.00	\$24,925.00
Net Revenues	\$205,692.84	\$6,416.69	\$212,109.53	\$207,550.00	\$217,075.00
General & Administrative Expenses					
Supervisor Fees	\$3,800.00	\$4,000.00	\$7,800.00	\$3,600.00	\$9,600.00
D&O Insurance	2,785.00	0.00	2,785.00	3,000.00	3,000.00
Trustee Services	3,717.38	0.00	3,717.38	4,000.00	4,000.00
District Management	23,333.31	16,666.69	40,000.00	40,000.00	40,000.00
Field Management	68.53	750.00	818.53	1,500.00	1,000.00
Engineering	475.00	2,375.00	2,850.00	6,000.00	6,000.00
Dissemination Agent	2,500.00	2,500.00	5,000.00	5,000.00	5,000.00
District Counsel	8,077.30	8,077.30	16,154.60	10,000.00	12,000.00
Assessment Administration	5,000.00	0.00	5,000.00	5,000.00	5,000.00
Reamortization Schedule	0.00	250.00	250.00	250.00	250.00
Audit	0.00	3,800.00	3,800.00	5,000.00	5,000.00
Postage & Shipping	77.66	77.66	155.32	100.00	150.00
Copies	0.00	0.00	0.00	100.00	100.00
Legal Advertising	411.24	411.24	822.48	1,500.00	1,500.00
Meeting Room	0.00	0.00	0.00	0.00	1,800.00
Contingency	2,587.83	17,412.17	20,000.00	20,000.00	13,500.00
Office Supplies	125.00	250.00	375.00	250.00	250.00
Web Site Maintenance	1,300.00	1,400.00	2,700.00	2,700.00	2,700.00
Dues, Licenses, and Fees	175.00	0.00	175.00	200.00	175.00
Electric	13,756.36	13,756.36	27,512.72	28,000.00	28,000.00
Pond Maintenance	0.00	6,000.00	6,000.00	6,000.00	6,000.00
General Insurance	3,404.00	0.00	3,404.00	3,700.00	3,700.00
Property & Casualty	1,789.00	0.00	1,789.00	150.00	1,850.00
Irrigation Maintenance	0.00	0.00	0.00	0.00	5,000.00
Landscaping Maintenance & Material	43,679.42	15,000.00	58,679.42	58,000.00	58,000.00
Flower & Plant Replacement	0.00	1,500.00	1,500.00	3,500.00	3,500.00
Total General & Administrative Expenses	\$117,062.03	\$94,226.42	\$211,288.45	\$207,550.00	\$217,075.00
Total Expenses	\$117,062.03	\$94,226.42	\$211,288.45	\$207,550.00	\$217,075.00
Income (Loss) from Operations	\$88,630.81	(\$87,809.73)	\$821.08	\$0.00	\$0.00
Other Income (Expense)					
Interest Income	\$21.66	\$0.00	\$21.66	\$0.00	\$0.00
Total Other Income (Expense)	\$21.66	\$0.00	\$21.66	\$0.00	\$0.00
Net Income (Loss)	\$88,652.47	(\$87,809.73)	\$842.74	\$0.00	\$0.00

Wynnmere East CDD
FY 2021-2022 Proposed Debt Service Fund Budget
Series 2016

	FY 2022 Proposed Budget
REVENUES:	
Series 2016	\$ 513,153.14
TOTAL REVENUES	<u>\$ 513,153.14</u>
EXPENDITURES:	
Series 2016 - Interest 11/01/2021	\$ 138,384.38
Series 2016 - Principal 05/01/2022	\$ 100,000.00
Series 2016 - Interest 05/01/2022	\$ 138,384.38
TOTAL EXPENDITURES	<u>\$ 376,768.76</u>
EXCESS REVENUES	<u>\$ 136,384.38</u>
Series 2016 - Interest 11/01/2022	\$ 136,384.38

Wynnmere East Community Development District
O & M Budget Item Description FY 2022

Revenues:

On-Roll Assessments:

The District can levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year. Assessments collected via the tax collector are referred to as "On-Roll Assessments."

Carry Forward Revenue:

Unused income from a prior year which is available as cash for the current year.

Interest Income:

Income from interest earnings.

General & Administrative Expenses:

Supervisor Fees:

Chapter 190 of the Florida Statutes allows for a member of the Board of Supervisors to be compensated for meeting attendance and to receive up to \$200.00 per meeting plus payroll taxes. The amount for the Fiscal Year is based upon all supervisors attending the meetings.

D&O Insurance:

Supervisors' and Officers' liability insurance.

Trustee Services:

The Trustee submits invoices annually for services rendered on bond series. These fees are for maintaining the District trust accounts.

District Management:

The District receives Management and Administrative services as part of a Management Agreement with PFM Group Consulting, LLC. These Services are further outlined in Exhibit "A" of the Management Agreement.

Field Management:

Reimbursable expenses such as rental car, gas, tolls and/or mileage incurred by the Field Manager for site visits.

Engineering:

The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of invoices, and all other engineering services as requested by the District throughout the year.

Dissemination Agent:

When bonds are issued for the District, the Bond Indenture requires continuing disclosure, which the dissemination agent provides to the trustee and bond holders.

District Counsel:

Wynnmere East Community Development District
O & M Budget Item Description FY 2022

The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts, and all other legal services as requested by the District throughout the year.

Assessment Administration:

The District can levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year. It is typically collected via the Tax Collector. The District Manager submits an Assessment Roll to the Tax Collector annually by the deadline set by the Tax Collector or Property Appraiser.

Re-amortization Schedule:

When debt is paid on a bond series, a new amortization schedule must be recalculated. This can occur up to four times per year per bond issue.

Audit:

Chapter 218 of the Florida Statutes requires a District to conduct an annual financial audit by an Independent Certified Public Accounting firm. Some exceptions apply.

Postage & Shipping:

Mail, overnight deliveries, correspondence, etc.

Copies:

Printing and binding Board agenda packages, letterhead, envelopes, and copies.

Legal Advertising:

The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to monthly meetings, special meetings, and public hearings for the District.

Meeting Room

Fee charged for renting a room for the monthly advertised meeting.

Bank Fees:

Bank fees associated with the services the District uses with the bank (e.g. remote deposit capture, positive pay, wire transfers, ACH payments, monthly maintenance, etc.).

Contingency:

Other administrative and grounds expenses incurred throughout the year.

Office Supplies:

General office supplies.

Website Maintenance:

Website maintenance fee.

Wynnmere East Community Development District
O & M Budget Item Description FY 2022

Dues, Licenses, and Fees:

The District is required to pay an annual fee to the Department of Economic Opportunity.

Electric:

Districts' streetlights based on fees and consumption.

Aquatic Contract:

Maintaining and monitoring storm water retention ponds within the District.

General Insurance:

General liability insurance.

Property & Casualty:

Insurance to protect property and cover casualty.

Landscaping Maintenance & Material:

Contracted landscaping and Common Area Maintenance within the boundaries of the District.

Flower & Plant Replacement:

Purchase of materials and labor to replace flowers and plants within the District.

**Wynnmere East
Community Development District**

Landscape Maintenance and Improvements

**Wynnmere East
Community Development District**

Payment Authorization No. 162 - 164

**WYNNMERE EAST
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 162
4/30/2021

Item No.	Payee	Invoice Number	FY21 General Fund
1	Caliber Residential & Commercial Services Community Lawn	116	\$ 3,000.00
2	PFM Group Consulting LLC Dist. Mgmt. Fee Apr 2021 Postage/ Fed Ex Mar 2021	DM-04-2021-0055 OE-EXP-04-51	\$ 3,333.33 \$ 12.47
3	U.S. Bank. Trustee Services 04/01/2021-03-31-2022	6108593	\$ 3,717.38
			<hr/> \$10,063.18
			<hr/> TOTAL \$10,063.18 <hr/>

Board Member

Lubna Sikder

From: MONA LEWIS <magdiva77@aol.com>
Sent: Wednesday, May 5, 2021 9:01 AM
To: Lubna Sikder
Subject: Re: Wynnmere East PA #162

EXTERNAL EMAIL: Use care with links and attachments.

Approval to pay invoice #162

Mona Lewis

On May 4, 2021, at 5:11 PM, Lubna Sikder <sikderl@pfm.com> wrote:

Hi Mona,

Please review and approve PA #162 for Wynnmere East CDD.

Lubna Sikder
District Accountant
PFM Group Consulting LLC
12051 Corporate Blvd., Orlando, FL 32817
407.723.5900 - main number // 407.723.5901 - fax
844.736.4233 // 844.PFM.4CDD
sikderl@pfm.com

<WE PA 162.pdf>

**WYNNMERE EAST
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 163
5/18/2021

Item No.	Payee	Invoice Number	FY21 General Fund
1	Board Member Fees Budget Workshop May 6, 2021		
	Mona Lewis	--	\$ 200.00
	Renee Lee	--	\$ 200.00
2	Caliber Residential & Commercial Services		
	Landscape Maintenance May 2021	119	\$ 3,000.00
3	PFM Group Consulting LLC		
	Dist. Mgmt. Fee May 2021	DM-05-2021-0055	\$ 3,333.33
	Postage/ Fed Ex Apr 2021	OE-EXP-05-60	\$ 4.59
4	Straley Robin Vericker		
	Legal Counsel thru 04/15/2021	19702	\$ 408.22
5	TECO (Paid online)		
	Acct # 211005933836 Svcs 3/30/21 - 04/28/21	--	\$ 20.20
	Acct # 211005934289 Svcs 3/30/21 - 04/28/21	--	\$ 913.22
	Acct # 221001988080 Svcs 3/30/21 - 04/28/21	--	\$ 1,354.15
6	VGlobal Tech		
	Monthly Website Fee May 2021	2699	\$ 100.00
			\$9,533.71
TOTAL			\$9,533.71

Board Member

**WYNNMERE EAST
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 164
5/20/2021

Item No.	Payee	Invoice Number	FY21 General Fund
1	Caliber Residential & Commercial Services		
	Landscape Misc.	115	\$ 10,200.00
	Landscape Misc.	117	\$ 4,750.00
			<hr/> \$14,950.00
		TOTAL	\$14,950.00

Board Member

**Wynnmere East
Community Development District**

Monthly Financials

Wynnmere East CDD
Statement of Financial Position
As of 4/30/2021

	General Fund	Debt Service Fund	Capital Projects Fund	General Long-Term Debt	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$226,056.42				\$226,056.42
Prepaid Expenses	1,858.69				1,858.69
Deposits	2,825.00				2,825.00
Debt Service Reserve Series 2016		\$193,137.50			193,137.50
Revenue Series 2016		191,202.81			191,202.81
Interest Series 2016		140,246.88			140,246.88
Prepayment Series 2016		997.76			997.76
Sinking Fund Series 2016		100,000.00			100,000.00
Acquisition/Construction Series 2016			\$28.39		28.39
Total Current Assets	\$230,740.11	\$625,584.95	\$28.39	\$0.00	\$856,353.45
<u>Investments</u>					
Amount Available in Debt Service Funds				\$625,584.95	\$625,584.95
Amount To Be Provided				4,699,415.05	4,699,415.05
Total Investments	\$0.00	\$0.00	\$0.00	\$5,325,000.00	\$5,325,000.00
Total Assets	\$230,740.11	\$625,584.95	\$28.39	\$5,325,000.00	\$6,181,353.45
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Accounts Payable	\$10,231.84				\$10,231.84
Total Current Liabilities	\$10,231.84	\$0.00	\$0.00	\$0.00	\$10,231.84
<u>Long Term Liabilities</u>					
Revenue Bonds Payable - Long-Term				\$5,325,000.00	\$5,325,000.00
Total Long Term Liabilities	\$0.00	\$0.00	\$0.00	\$5,325,000.00	\$5,325,000.00
Total Liabilities	\$10,231.84	\$0.00	\$0.00	\$5,325,000.00	\$5,335,231.84
<u>Net Assets</u>					
Net Assets, Unrestricted	(\$6,961.01)				(\$6,961.01)
Net Assets - General Government	147,800.12				147,800.12
Current Year Net Assets - General Government	79,669.16				79,669.16
Net Assets, Unrestricted		\$377,446.41			377,446.41
Current Year Net Assets, Unrestricted		248,138.54			248,138.54
Net Assets, Unrestricted			\$28.39		28.39
Total Net Assets	\$220,508.27	\$625,584.95	\$28.39	\$0.00	\$846,121.61
Total Liabilities and Net Assets	\$230,740.11	\$625,584.95	\$28.39	\$5,325,000.00	\$6,181,353.45

Wynnmere East CDD
Statement of Activities
As of 4/30/2021

	General Fund	Debt Service Fund	Capital Projects Fund	General Long- Term Debt	Total
<u>Revenues</u>					
On-Roll Assessments	\$194,631.05				\$194,631.05
Other Income & Other Financing Sources	2,078.48				2,078.48
On-Roll Assessments		\$388,372.99			388,372.99
Total Revenues	<u>\$196,709.53</u>	<u>\$388,372.99</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$585,082.52</u>
<u>Expenses</u>					
Supervisor Fees	\$3,800.00				\$3,800.00
D&O Insurance	2,785.00				2,785.00
Trustee Services	3,717.38				3,717.38
District Management	23,333.31				23,333.31
Field Management	68.53				68.53
Engineering	475.00				475.00
Dissemination Agent	2,500.00				2,500.00
District Counsel	8,077.30				8,077.30
Assessment Administration	5,000.00				5,000.00
Postage & Shipping	77.66				77.66
Legal Advertising	411.24				411.24
Contingency	2,587.83				2,587.83
Office Supplies	125.00				125.00
Web Site Maintenance	1,300.00				1,300.00
Dues, Licenses, and Fees	175.00				175.00
Electric	13,756.36				13,756.36
General Insurance	3,404.00				3,404.00
Property & Casualty	1,789.00				1,789.00
Landscaping Maintenance & Material	43,679.42				43,679.42
Interest Payments		\$140,246.88			140,246.88
Total Expenses	<u>\$117,062.03</u>	<u>\$140,246.88</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$257,308.91</u>
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income	\$21.66				\$21.66
Interest Income		\$12.16			12.16
Dividends		0.27			0.27
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$21.66</u>	<u>\$12.43</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$34.09</u>
Change In Net Assets	\$79,669.16	\$248,138.54	\$0.00	\$0.00	\$327,807.70
Net Assets At Beginning Of Year	<u>\$140,839.11</u>	<u>\$377,446.41</u>	<u>\$28.39</u>	<u>\$0.00</u>	<u>\$518,313.91</u>
Net Assets At End Of Year	<u><u>\$220,508.27</u></u>	<u><u>\$625,584.95</u></u>	<u><u>\$28.39</u></u>	<u><u>\$0.00</u></u>	<u><u>\$846,121.61</u></u>

Wynnmere East CDD
 Budget to Actual
 For the Month Ending 04/30/2021

	Actual	Year To Date Budget	Variance	FY 2021 Adopted Budget
<u>Revenues</u>				
On-Roll Assessments	\$194,631.05	\$112,087.50	\$82,543.55	\$192,150.00
Other Income & Other Financing Sources	2,078.48	0.00	2,078.48	0.00
Carry Forward	0.00	8,983.31	(8,983.31)	15,400.00
Net Revenues	\$196,709.53	\$121,070.81	\$75,638.72	\$207,550.00
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$3,800.00	\$2,100.00	\$1,700.00	\$3,600.00
D&O Insurance	2,785.00	1,750.00	1,035.00	3,000.00
Trustee Services	3,717.38	2,333.31	1,384.07	4,000.00
District Management	23,333.31	23,333.31	0.00	40,000.00
Field Management	68.53	875.00	(806.47)	1,500.00
Engineering	475.00	3,500.00	(3,025.00)	6,000.00
Dissemination Agent	2,500.00	2,916.69	(416.69)	5,000.00
District Counsel	8,077.30	5,833.31	2,243.99	10,000.00
Assessment Administration	5,000.00	2,916.69	2,083.31	5,000.00
Reamortization Schedule	0.00	145.81	(145.81)	250.00
Audit	0.00	2,916.69	(2,916.69)	5,000.00
Postage & Shipping	77.66	58.31	19.35	100.00
Copies	0.00	58.31	(58.31)	100.00
Legal Advertising	411.24	875.00	(463.76)	1,500.00
Contingency	2,587.83	11,666.76	(9,078.93)	20,000.00
Office Supplies	125.00	145.81	(20.81)	250.00
Web Site Maintenance	1,300.00	1,575.00	(275.00)	2,700.00
Dues, Licenses, and Fees	175.00	116.69	58.31	200.00
Electric	13,756.36	16,333.31	(2,576.95)	28,000.00
Aquatic Contract	0.00	3,500.00	(3,500.00)	6,000.00
General Insurance	3,404.00	2,158.31	1,245.69	3,700.00
Property & Casualty	1,789.00	87.50	1,701.50	150.00
Landscaping Maintenance & Material	43,679.42	33,833.31	9,846.11	58,000.00
Flower & Plant Replacement	0.00	2,041.69	(2,041.69)	3,500.00
Total General & Administrative Expenses	\$117,062.03	\$121,070.81	(\$4,008.78)	\$207,550.00
Total Expenses	\$117,062.03	\$121,070.81	(\$4,008.78)	\$207,550.00
Income (Loss) from Operations	\$79,647.50	\$0.00	\$79,647.50	\$0.00
<u>Other Income (Expense)</u>				
Interest Income	\$21.66	\$0.00	\$21.66	\$0.00
Total Other Income (Expense)	\$21.66	\$0.00	\$21.66	\$0.00
Net Income (Loss)	\$79,669.16	\$0.00	\$79,669.16	\$0.00

**Wynnmere East
Community Development District**

Staff Reports