



Management & Consulting, LLC
15310 Amberly Drive Suite 175
Tampa, Fl. 33647
813-374-9105

***BALLANTRAE
COMMUNITY DEVELOPMENT
DISTRICT***

Agenda Package

***Board of Supervisors
Regular Meeting***

Date & Time:

***Monday
December 4, 2017
6:30 pm***

Location:

***Ballantrae Community Center
17611 Mentmore Blvd.
Land O' Lakes, Florida***

Note:

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT AGENDA

At the Ballantrae Community Center, located at 17611 Mentmore Blvd.,
Land O' Lakes, Florida 34638.

District Board of Supervisors	James Flateau Richard Levy Steve Bobick Tony Thomas Christopher Milano	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
District Manager	Paul Cusmano	DPFG
District Attorney	Vivek Babbar	Straley, Robin & Vericker
District Engineer	Tonja Stewart	Stantec Consulting Services, Inc.

All cellular phones and pagers must be turned off during the meeting.

The District Agenda is comprised of seven different sections:

The meeting will begin promptly at **6:30 p.m.** with roll call of the Board of Supervisors. Section **two** is **Audience Questions and Comments on Agenda Items**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING. The **third** section is called Staff Reports from **District Counsel, landscaping, field manager, pond manager and District Engineer Reports**. This section allows the staff to update the Board of Supervisors on any pending issues that are being researched for Board action. The **fourth** section is Administrative Matters section and contains meeting minutes and financial statements that require the review and approval of the District Board of Supervisors as a normal course of business. The **fifth** section is called **Business Matters**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 374-9105 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The **sixth** section is called **Staff Reports**. This section allows the District Manager and Maintenance Supervisor to update the Board of Supervisors on any pending issues that are being researched for Board action. The **seventh** section which is called **Audience Comments on Other Items** provides members of the Audience the opportunity to comment on matters of concern to them that were not addressed during the meeting. The same guidelines used during the first audience comment section will apply here as well. The final section is called **Supervisor Comment & Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 374-9105, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

BALLANTRAE COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: **Monday, December 4, 2017**
Time: 6:30 p.m.
Location: Ballantrae Community Center
17611 Mentmore Blvd.
Land O'Lakes, Florida

Conference Call No.: (563) 999-2090
Code: 686859#

AGENDA

I. Roll Call

II. Audience Questions and Comments on Agenda items

III. Staff Reports

A. District Counsel

B. Landscaping

➤ Yellowstone – Maintenance Report

C. DPGF Field Report

Exhibit 1

➤ November Operations Report

➤ November Grade Sheet

➤ November Score Card

D. District Manager

1. LLS Tax Solutions Engagement Letter

Exhibit 2

E. District Engineer

F. Pond Manager

IV. Administrative Matters

A. Approval of Minutes of November 6, 2017 Meeting

Exhibit 3

B. Acceptance of October 2017 Financial Statements

Exhibit 4

V. Business Matters

A. Old Business

B. New Business

VI. Staff Reports

- A. Maintenance Supervisor
- B. District Manager
 - 1- Walk-Around Pond Report

VII. Audience Comments on Other Items

VIII. Supervisor Comments and Request

IX. Adjournment

EXHIBIT 1.

BALLANTRAE

COMMUNITY DEVELOPMENT DISTRICT



**NOVEMBER 2017
OPERATIONS REPORT**

SUMMARY

- Inspection date: November 17, 2017
- Conservation areas have been cut back to the requested buffer line
- Structural Damage to water retention pool is being reviewed for repair by District Engineer
- Leaning fence on pond behind resident's house is secure and needs no repair
- Ponds have Algae and need attention
- Notice was given to American Eco by DM

PLANT MATERIAL AT POOL



Plant material in clubhouse areas performing well



Bushes along fence are growing out to be cut evenly in the future

VILLAGE ENTRANCES



Christmas decorations up



Breamar entrance still needs attention.
Possible irrigation break. Yellowstone notified

PONDS



Discussion of pond issues
between engineer and pond
maintenance needed



Brown ring circling the edge
of most ponds

PONDS CONT.



Major algae issue in
Straiton pond #4



Pond banks soft and wet, possibly
getting mowed twice by HOA and
CDD maintenance

PONDS CONT.



WATER RETENTION STRUCTURE DAMAGE



Cracks in cement



Sidewalk losing
foundation –
beginning to drop



Rain has washed dirt
from the underside of
the sidewalk

NOVEMBER GRADE SHEET

BALLANTRAE VISUAL GRADE SHEET

November 2017

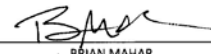
	MAXIMUM VALUE	MONTHLY SCORE	Sep	Aug	July	Comments
TURF MOW (grass height 2-4 inches, patterns changed, free of grass clumps and landscape debris. No more than 1/3 of grass blade to be removed)	5	5	5	5	5	
TURF FERTILITY (dead/browning grass, nutrient levels tested 2 x yearly, fertilizer streaking)	15	13	12.5	11.5	12	
TURF EDGING (sidewalks, curbs, pathways, utility boxes, and other paved surfaces, no discharge, no irregular lines)	5	5	5	5	5	
WEED CONTROL - TURF AREAS (reasonably free of weeds)	10	8	7.5	7	7.5	
TURF INSECT/DISEASE CONTROL (monitor for pests, disease, fungus)	10	9	9	8.5	10	
PLANT FERTILITY (dead/browning shrub, shrubbery shaping, rejuvenation pruning vs tabletop, yellowing)	5	4	4.5	4	4	Annuals at broken village entrance struggle
WEED CONTROL - BED AREAS (reasonably free of weeds)	10	9	9	8.5	9	
PLANT BED INSECT/DISEASE CONTROL (monitor for pests, disease, fungus)	10	9	9	8.5	10	
PRUNING & TREE TRIMMING (15 feet over roadways, 10 feet sidewalks. Palms pruned at 90 degree angle and no "carrot topping")	10	10	10	10	10	
ORNAMENTAL GRASS PRUNING (2-4 inches in height in February)						
CLEANLINESS (debris free, leaf litter, landscape debris)	10	9	9	9	10	
MULCHING (distributed appropriately, bare areas, recommended is 1.5" no bare areas)	5	5	5	5	4.5	
WATER/IRRIGATION MANAGEMENT	15	14	13.5	14	13.5	Pond's erosion problems
PRIOR MAINTENANCE ITEMS ADDRESSED	5	5	4	5	5	
VIGOR/APPEARANCE	10	9	8.5	9	8	
INSECT/DISEASE CONTROL	10	10	9	9	10	
DEADHEADING/PRUNING	10	10	10	10	10	
TOTAL	145	139	130.5	129	133.5	

92% 90% 89% 92%

DATE OF INSPECTION

17-Nov-17

CONTRACTOR SIGNATURE:


BRIAN MAHAR

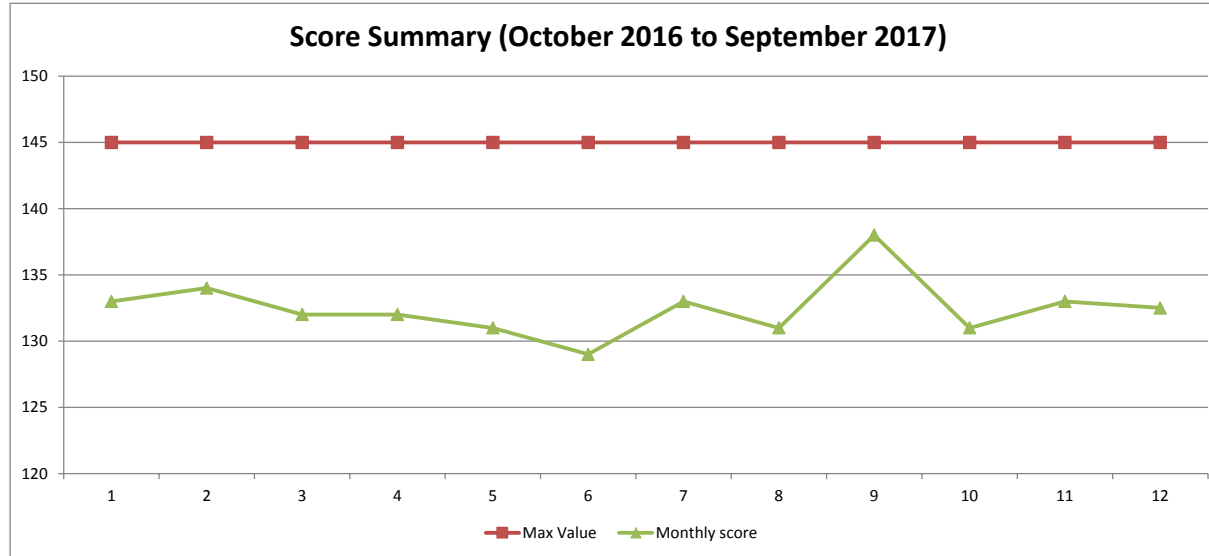
INSPECTOR SIGNATURE:


ADAM COMINGS

(Promote Consistent Maintenance - Landscape Failure at 86%. Deduction based on Quality of Maintenance)

BALLANTRAE SCORECARD FOR VISUAL GRADE SHEET FY 2017

Score Summary (per month)	1	2	3	4	5	6	7	8	9	10	11	12
Max Value	145	145	145	145	145	145	145	145	145	145	145	145
Monthly score	133	134	132	132	131	129	133	131	138	131	133	132.5



LANDSCAPE MAINTENANCE	Max Value	Oct-17	Nov. 17	Dec. 17	Jan. 18	Fed. 18	Mar-17	Apr. 18	May-17	June 18	July 18	Aug. 18	Sept. 18	Avg. Score
Turf Mow	5	4	5	5	5	5	5	5	5	5	5	5	5	4.9
Turf Fertility	15	14	13	12	12	11	11.5	12.5	13	13	13	13	14	12.7
Turf Edging	5	5	5	5	5	5	5	5	5	5	5	5	4	4.9
Weed Control - Turf Area	10	9	8	9	7	8	7	7.5	8.5	9	8.5	7	8.5	8.1
Turf insect/Disease Control	10	9	9	9	10	9	8.5	9	9	10	9	9	10	9.2
Plant Fertility	5	4	4	3	4	4	4	4.5	4	4	4	4	5	4.0
Weed Control - Bed Area	10	8	9	9	9	9	8.5	9	9.5	9	9.5	9	9	9.0
Plant Bed Insect/Disease control	10	9	9	10	10	10	8.5	9	9	10	9	9	10	9.4
Pruning and Tree Trimming	10	9	10	9	10	9	10	10	10	10	10	10	10	9.8
Cleanliness	10	9	9	10	10	10	9	9	9.5	10	9.5	9	9	9.4
Mulching	5	5	5	5	4	5	5	5	5	5	5	5	5	4.9
Water/Irrigation management	15	14	14	13	13	13	14	13.5	12.5	15	12.5	15	14	13.6
Prior maintenance items	5	5	5	5	5	5	5	4	3	4	3	5	0	4.1
SEASONAL COLOR/MAINTENANCE														
Appearance	10	9	9	8	8	8	9	10	8.5	9	8.5	8	9	8.7
Insect/Disease Control	10	10	10	10	10	10	9	10	9.5	10	9.5	10	10	9.8
Misc.	10	10	10	10	10	10	10	10	10	10	10	10	10	10.0
Total	145	133	134	132	132	131	129	133	131	138	131	133	132.5	132.5

EXHIBIT 2.



LLS Tax Solutions
2172 W. Nine Mile Rd.
#352
Pensacola, FL 32534
Telephone: 850-754-0311
Email: liscott@llstax.com

June 23, 2016

Ballantrae Community Development District
c/o Development Planning and Financing Group Inc.
1060 Maitland Center Commons Blvd, Suite 340
Maitland, Florida 33614-8390

Thank you for choosing LLS Tax Solutions Inc. ("LLS Tax") to provide arbitrage services to Ballantrae Community Development District ("Client") for the following bond issues. This Engagement Letter describes the scope of the LLS Tax services, the respective responsibilities of LLS Tax and Client relating to this engagement and the fees LLS Tax expects to charge.

\$7,970,000 Ballantrae Community Development District (Pasco County, Florida) Capital Improvement Revenue Refunding Bonds, Series 2015

SCOPE OF SERVICES

The procedures that we will perform are as follows:

- Assist in calculation of the bond yield, unless previously computed and provided to us.
- Assist in determination of the amount, if any, of required rebate to the federal government.
- Issuance of a report presenting the cumulative results since the issue date of the issue of bonds.
- Preparation of necessary reports and Internal Revenue Service ("IRS") forms to accompany any required payment to the federal government.

As a part of our engagement, we will read certain documents associated with each issue of bonds for which services are being rendered. We will determine gross proceeds of each issue of bonds based on the information provided in such bond documents. You will have sole responsibility for determining any other amounts not discussed in those documents that may constitute gross proceeds of each series of bonds for the purposes of the arbitrage requirements.

TAX POSITIONS AND REPORTABLE TRANSACTIONS

Because the tax law is not always clear, we will use our professional judgment in resolving questions affecting the arbitrage calculations. Unless you instruct us otherwise, we will take the reporting position most favorable to you whenever reasonable. Any of your bond issues may be selected for

review by the IRS, which may not agree with our positions. Any proposed adjustments are subject to certain rights of appeal. Because of the lack of clarity in the law, we cannot provide assurances that the positions asserted by the IRS may not ultimately be sustained, which could result in the assessment of potential penalties. You have the ultimate responsibility for your compliance with the arbitrage laws; therefore, you should review the calculations carefully.

The IRS and some states have promulgated “tax shelter” rules that require taxpayers to disclose their participation in “reportable transactions” by attaching a disclosure form to their federal and/or state income tax returns and, when necessary, by filing a copy with the Internal Revenue Service and/or the applicable state agency. These rules impose significant requirements to disclose transactions and such disclosures may encompass many transactions entered into in the normal course of business. Failure to make such disclosures will result in substantial penalties. In addition, an excise tax is imposed on exempt organizations (including state and local governments) that are a party to prohibited tax shelter transactions (which are defined using the reportable transaction rules). Client is responsible for ensuring that it has properly disclosed all “reportable transactions” and, where applicable, complied with the excise tax provision. The LLS Tax services that are the subject of this Engagement Letter do not include any undertaking by LLS Tax to identify any reportable transactions that have not been the subject of a prior consultation between LLS Tax and Client. Such services, if desired by Client, will be the subject of a separate engagement letter. LLS Tax may also be required to report to the IRS or certain state tax authorities certain tax services or transactions as well as Client’s participation therein. The determination of whether, when and to what extent LLS Tax complies with its federal or state “tax shelter” reporting requirements will be made exclusively by LLS Tax. LLS Tax will not be liable for any penalties resulting from Client’s failure to accurately and timely file any required disclosure or pay any related excise tax nor will LLS Tax be held responsible for any consequences of its own compliance with its reporting obligations. Please note that any disclosure required by or made pursuant to the tax shelter rules is separate and distinct from any other disclosure that Client might be required to or choose to make with its tax returns (e.g., disclosure on federal Form 8275 or similar state disclosure).

PROFESSIONAL FEES AND EXPENSES

Our professional fees for services listed above for the bond year ended March 17, 2017 is \$650, which includes reasonable out-of-pocket expenses. We will bill you upon completion of our services or on a monthly basis. Our invoices are payable upon receipt. Additionally, you may request additional consulting services from us upon occasion; we will bill you for these consulting services at a beforehand agreed upon rate.

Unanticipated factors that could increase our fees beyond the estimate given above include the following (without limitation). Should any of these factors arise we will alert you before additional fees are incurred.

- Investment data provided by you is not in good order or is unusually voluminous.
- Proceeds of bonds have been commingled with amounts not considered gross proceeds of the bonds (if that circumstance has not previously been communicated to us).
- A review or other inquiry by the IRS with respect to an issue of bonds.

ACCEPTANCE

You understand that the arbitrage services, report and IRS forms described above are solely to assist you in meeting your requirements for federal income tax compliance purposes. This Engagement Letter constitutes the entire agreement between Client and LLS Tax with respect to this engagement, supersedes all other oral and written representations, understandings or agreements relating to this engagement, and may not be amended except by the mutual written agreement of the Client and LLS Tax.

Please indicate your acceptance of this agreement by signing in the space provided below and returning a copy of this Engagement Letter to us. Thank you again for this opportunity to work with you.

Very truly yours,
LLS Tax Solutions Inc.

AGREED AND ACCEPTED:
Ballantrae Community Development District

By: Linda L. Scott

Linda L. Scott, CPA

By: _____

Print Name _____

Title _____

Date: _____

EXHIBIT 3.

D. District Engineer

Chairmen requested the District Engineer to be at the December Meeting to give a report on Ayrshire structure.

E. Pond Manager

Mr. Smith presented the Pond Manager report.
Discussion ensued.

FOURTH ORDER OF BUSINESS – Administrative Matters

A. Approval of Minutes of October 2, 2017 Meeting

Mr. Plateau presented the Minutes of October 2, 2017 Meeting and asked for any corrections, comments or questions.

Corrections on line 37, add: at southern end of Ayrshire Blvd, Line 50, change “vital” to “visual”, and Line 76, change “missing” to unpaid payment of \$500.

On a MOTION by Mr. Levy, SECONDED by Mr. Bobick, WITH ALL IN FAVOR, the Board accepted the Minutes of October 2, 2017 Meeting, as amended, for the Ballantrae Community Development District.

B. Acceptance of August 2017 Financial Statements

Mr. Plateau presented the September 2017 Financial Statements and asked for any comments or questions.

Discussion ensued.

On a MOTION by Mr. Levy, SECONDED by Mr. Bobick, WITH ALL IN FAVOR, the Board accepted the August 2017 Financial Statements for the Ballantrae Community Development District.

FIFTH ORDER OF BUSINESS – Business Matters

A. Old Business

Mr. Plateau opened the floor for any old business discussions.

1. Holiday Lighting Cost/Contract

On a MOTION by Mr. Milano, SECONDED by Mr. Levy, WITH ALL IN FAVOR, the Board approved the installation of the holiday lighting, NTE \$19,000 with costs coming out of line item number 91 for \$10,000 and line item number 5 for \$9,000 for the Ballantrae Community Development District.

B. New Business

Mr. Plateau opened the floor for any New Business matters. It was stated that the Audit Company will be coming out for a workshop on January 11th, 6:30.

SIXTH ORDER OF BUSINESS –Staff Reports

A. Maintenance Supervisor

Mr. Fletcher submitted costs for shade structure tarp removal, pending second costs; The Chairmen assigned a contract at his discretion.

B. District Manager

Mr. Flateau requested an update on the Zumba classes being taken out. Mr. Cusmano gave an update on the termination of Zumba Classes being finalized in Ballantrae.

Mr. Flateau requested an update on the Yellowstone proposal to prune and trim Oak trees that were approved. Mr. Cusmano stated he would look up more information on the status.

Mr. Flateau asked for a status on Arbitrage Service for \$8,000, and mentioned the removal of the dock.

1. UPS Check

Mr. Cusmano stated the UPS check had not arrived as of November 6th.

SEVENTH ORDER OF BUSINESS – Audience Comments on Other Items

There being none, next item followed.

EIGHTH ORDER OF BUSINESS - Supervisor Comments and Requests

There being none, next item followed.

NINTH ORDER OF BUSINESS – Adjournment

On a MOTION by Mr. Levy, SECONDED by Mr. Bobick, WITH ALL IN FAVOR, the Board adjourned the meeting for the Ballantrae Community Development District.

**Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.

Signature

Signature

Printed Name

Title: ☐ Secretary ☐ Assistant Secretary

Printed Name

Title: ☐ Vice Chairman ☐ Chairman

EXHIBIT 4.

Ballantrae Community Development District

Financial Statements
(Unaudited)

Period Ending
October 31, 2017

BALLANTRAE CDD
Financial Report Summary - General Fund

a. FUND BALANCE:

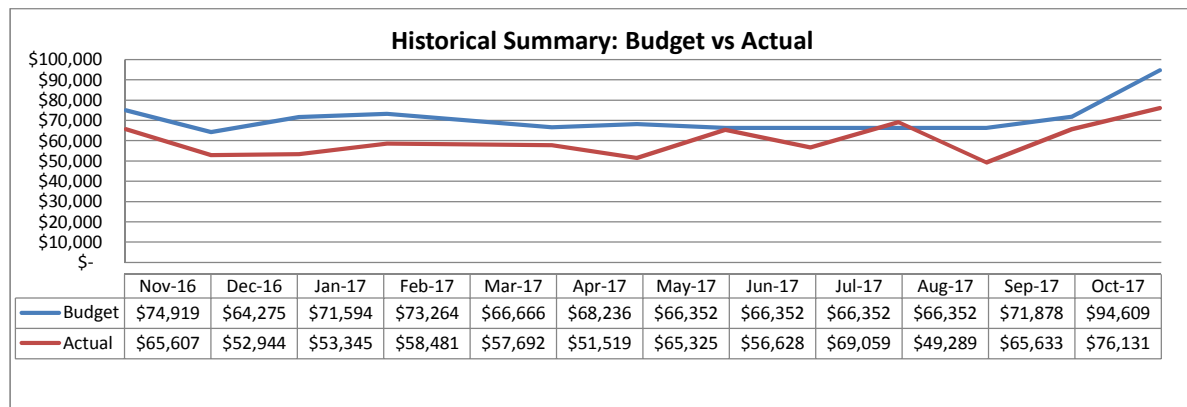
For The Period Ending	10/31/2016 Actual	10/31/2017 Actual	Variance
CASH OPER. ACCT	\$ 62,379	\$ 154,813 (a)	\$ 92,434
CASH DEBIT CARD	1,754	1,863	109
INVESTMENTS	188	189	1
LESS: ACCOUNTS PAYABLE	48,327	16,710	(31,617)
DUE TO OTHER FUNDS	-	-	-
NET CASH BALANCE	\$ 15,994	\$ 140,155	\$ 124,052
UNRESERVED GF BALANCE (UN-ASSIGNED)	\$ 14,902	\$ 142,424	\$ 127,522
NONSPENDABLE PREPAID ITEM	\$ 1,150	\$ 1,150	\$ -
RESERVE GF BALANCE (ASSIGNED) - OPERATIONS	-	-	-
TOTAL GENERAL FUND BALANCE	\$ 16,052	\$ 143,574	\$ 127,522

b. REVENUE AND EXPENDITURES (FY 2018 YTD):

	ACTUAL YEAR-TO-DATE	BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
TOTAL REVENUE (YTD) COLLECTED	\$ 120	\$ -	\$ 120
EXPEND. (YTD) BEFORE OTHER SOURCES & USES	(76,131)	(94,609)	18,478
NET OPERATING CHANGE	\$ (76,011)	\$ (94,609)	\$ 18,598

c. SIGNIFICANT FINANCIAL ACTIVITY:

	ACTUAL YEAR-TO-DATE	BUDGET YEAR-TO-DATE	FAVORABLE (UNFAVORABLE) VARIANCE
REVENUE:			
ASSESSMENTS-ON-ROLL (NET)	\$ -	\$ -	\$ -
EXPENDITURES:			
LEGAL-GENERAL	511	1,442	931
ENGINEERING	1,207	1,500	293
OTHER GENERAL ADMINISTRATIVE	9,285	14,748	5,463
INSURANCE (General, Property)	12,214	8,102	(4,112)
SECURITY	1,320	6,400	5,080
MAINTENANCE STAFF	6,786	12,140	5,354
UTILITIES	11,451	13,647	2,196
CLUBHOUSE OPERATIONS	3,079	4,556	1,477
LANDSCAPING, IRRIGATION & IMPROVE	28,378	23,528	(4,850)
OTHER FIELD OPERATIONS	1,900	8,546	6,647
TOTAL EXPENDITURES	76,131	94,609	18,478



(a) Transfers of \$41.9k (asset reserve) and \$175k (park development) occur in Feb '18

Ballantrae CDD
Balance Sheet
October 31, 2017

	GENERAL FUND	RESERVE FUND	DS-2015 FUND	TOTAL
<u>ASSETS:</u>				
CASH - OPERATING ACCTS	\$ 154,813	-	-	\$ 154,813
CASH - DEBIT CARD BU	1,863	-	-	1,863
INVESTMENTS:				
STATE BOARD OF ADMIN	189	-	-	189
ASSET RESERVE	-	354,782	-	354,782
EMERGENCY RESERVE	-	226,932	-	226,932
PARK DEVELOPMENT	-	610,216	-	610,216
BILL PAYMENT RESERVE	-	150,723	-	150,723
REVENUE-SERIES 2015	-	-	146,653	146,653
RESERVE-SERIES 2015	-	-	222,968	222,968
PREPAYMENT-SERIES 2015	-	-	19	19
ACCOUNTS RECEIVABLE	3,419	-	-	3,419
ASSESSMENTS RECEIVABLE -ON ROLL	1,024,660	-	557,776	1,582,436
DUE FROM OTHER FUNDS	-	-	-	-
DEPOSITS	1,150	-	-	1,150
PREPAID ITEMS	-	-	-	-
TOTAL ASSETS	\$ 1,186,094	\$ 1,342,653	\$ 927,416	\$ 3,456,163
<u>LIABILITIES:</u>				
ACCOUNTS PAYABLE	\$ 16,710	\$ -	\$ -	\$ 16,710
ACCRUED EXPENSE PAYABLE	-	-	-	-
SALES TAX PAYABLE	-	-	-	-
DUE TO OTHER FUNDS	-	-	-	-
DEFERRED REVENUE ON-ROLL	1,024,660	-	557,776	1,582,436
<u>FUND BALANCE:</u>				
NON SPENDABLE (Deposits & Prepaid)	1,150	-	-	1,150
ASSIGNED	-	1,342,653	369,640	1,712,293
UNASSIGNED	143,574	-	-	143,574
TOTAL LIABILITIES & FUND BALANCE	\$ 1,186,094	\$ 1,342,653	\$ 927,416	\$ 3,456,163

Ballantrae CDD
General Fund
Statement of Revenue, Expenses and Changes in Fund Balance
For The Period Beginning October 1, 2017 Ending October 31, 2017

	FY 2018 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUE				
LANDOWNER ASSESSMENTS	\$ 1,024,660	\$ -	\$ -	\$ -
COUNTY EXCESS FUNDS	2,791	-	-	-
FUND BALANCE FORWARD	79,516	-	-	-
INTEREST	-	-	-	-
RENTAL INCOME	-	-	-	-
RECREATION CENTER USE FEES	-	-	-	-
OTHER INCOME (Access Cards & Misc)	-	-	120	120
TOTAL REVENUE	1,106,967	-	120	120
EXPENDITURES				
O&M ADMINISTRATIVE EXPENDITURES:				
BOARD OF SUPERVISORS				
SUPERVISOR STIPENDS	14,000	1,167	1,000	167
PAYROLL SERVICES	-	-	-	-
NEWSLETTER - BIMONTHLY PRINT & MAILING	10,000	833	1,117	(284)
WEBSITE SERVER & NAME	880	73	-	73
PUBLIC OFFICIALS LIABILITY INSURANCE	3,300	3,300	2,500	800
MANAGEMENT SERVICES				
ADMINISTRATIVE SERVICES	-	-	-	-
DISTRICT MANAGEMENT	53,200	4,433	4,433	-
FINANCIAL CONSULTING SERVICES	-	-	-	-
ACCOUNTING SERVICES	-	-	-	-
ENGINEERING & LEGAL SERVICES				
DISTRICT ENGINEER	18,000	1,500	1,207	293
DISTRICT COUNSEL	17,300	1,442	511	931
ADMINISTRATIVE: OTHER				
ANNUAL FINANCIAL AUDIT	3,600	300	-	300
DISCLOSURE REPORT	1,000	83	-	83
TRUSTEES FEES	3,775	3,775	-	3,775
PROPERTY APPRAISER FEE	150	150	175	(25)
LEGAL ADVERTISING	750	63	-	63
ARBITRAGE REBATE CALCULATION	650	54	-	54
DUES: LICENSES AND FEES	1,200	100	60	40
ADMINISTRATIVE CONTINGENCY	5,000	417	-	417
O&M ADMINISTRATIVE SUBTOTAL:	132,805	17,690	11,003	6,687
INSURANCE				
GENERAL LIABILITY	3,025	3,025	6,003	(2,978)
PROPERTY CASUALTY	5,077	5,077	6,211	(1,134)
TOTAL INSURANCE	8,102	8,102	12,214	(4,112)
UTILITY SERVICES				
ELECTRIC UTILITY SERVICES	21,000	1,750	1,236	514
ELECTRIC UTILITY - RECREATION FACILITIES	15,500	1,292	790	502
STREET LIGHTS	103,500	8,625	8,950	(325)
UTILITY - WATER - CLUBHOUSE & POOLS	10,500	875	475	400
STORMWATER ASSESSMENT	2,200	1,105	-	1,105
TOTAL UTILITY SERVICES	152,700	13,647	11,451	2,196
LAKES/PONDS & LANDSCAPE				
AQUATIC CONTRACT	22,800	1,900	1,900	-
LAKES/PONDS: OTHER				
FOUNTAIN REPAIRS & MAINTENANCE	1,500	125	-	125
MITIGATION AREAS: MONITOR & MAINTAIN	1,500	125	-	125
LAKE/POND REPAIRS	10,000	833	-	833
INSTALL REPLACE AQUATIC PLANTS	5,000	417	-	417
LANDSCAPING: CONTRACTS				
LANDSCAPE MAINTENANCE CONTRACT	144,240	12,020	12,019	1
IRRIGATION REPAIRS AND MAINTENANCE	12,000	1,000	-	1,000
REPLACE PLANTS, MULCH & TREES	77,712	6,476	10,435	(3,959)

Ballantrae CDD
General Fund
Statement of Revenue, Expenses and Changes in Fund Balance
For The Period Beginning October 1, 2017 Ending October 31, 2017

	FY 2018 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
SOD & SEED REPLACEMENT	10,000	833	-	833
LANDSCAPE ENHANCEMENT	10,000	833	5,924	(5,091)
EXTRA MOWINGS DURING RAINY SEASON	5,000	417	-	417
RUST PREVENTION FOR IRRIGATION SYSTEM	10,380	865	-	865
FIELD MISCELLANEOUS (INCLUSIVE OF TRAPPER)	13,000	1,083	-	1,083
LAKES/PONDS & LANDSCAPE TOTAL	323,132	26,928	30,278	(3,350)
STREETS, SIDEWALKS, MAINTENANCE & OPERATIONS				
ENTRY & WALLS MAINTENANCE	2,000	2,000	-	2,000
STREET/DECORATIVE LIGHT MAINTENANCE	1,000	83	-	83
SIDEWALK REPAIR & MAINTENANCE	1,500	125	-	125
MAINTENANCE STAFF				
EMPLOYEE - SALARIES	79,480	6,623	5,390	1,233
EMPLOYEE - P/R TAXES	6,083	507	466	41
EMPLOYEE - WORKERS COMP	3,960	3,960	-	3,960
PAYROLL FEES	1,900	158	102	56
EMPLOYEE- HEALTH & PHONE STIPENDS	9,600	800	800	-
MILEAGE	1,100	92	28	64
MAINTENANCE & OPERATIONS SUBTOTAL	106,623	14,349	6,786	7,563
CLUBHOUSE & MISCELLANEOUS				
PARK/FIELD REPAIRS	2,000	167	-	167
CLUBHOUSE FACILITY MAINTENANCE	9,000	750	134	616
CLUBHOUSE TELEPHONE/INTERNET/FAX	4,200	350	452	(102)
MISCELLANEOUS SUPPLIES (Inclusive of Debit Card)	3,500	292	200	92
POOL/FOUNTAIN/SPLASH PAD MAINTENANCE	7,200	600	557	43
POOL PERMITS	750	63	-	63
SEASONAL LIGHTING	10,000	833	-	833
PEST CONTROL	520	43	40	3
CLUBHOUSE MISCELLANEOUS	17,500	1,458	1,696	(238)
SAFETY & SECURITY				
PART-TIME LAW ENFORCEMENT DETAILS	50,000	4,167	1,320	2,847
SALARY FOR SUMMER MONITOR AT BOTH POOLS	23,500	1,958	-	1,958
EMPLOYEE PAYROLL TAXES	2,000	167	-	167
EMPLOYEE WORKER'S COMP	1,300	108	-	108
SECURITY - OTHER (GATE SERVICE)	1,000	83	-	83
CLUBHOUSE/SAFETY & SECURITY	132,470	11,039	4,399	6,640
O&M CONTINGENCY & CAPITAL PROJECTS				
O&M CONTINGENCY	34,257	2,855	-	2,855
TOTAL O&M CONTINGENCY & CAPITAL PROJECTS	34,257	2,855	-	2,855
TOTAL EXPENDITURES	890,089	94,609	76,131	18,478
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	216,878	(94,609)	(76,011)	18,598
OTHER FINANCING SOURCES AND (USES)				
TRANSFER OUT - ASSET RESERVE	41,878	-	-	-
TRANSFER OUT - PARK DEV. RESERVE (CASTLEWAY)	175,000	-	-	-
TOTAL OTHER SOURCES & USES	216,878	-	-	-
TOTAL EXP. INCLUDUNG OTHER FIN. RESOURCES	1,106,967	94,609	76,131	-
NET CHANGE IN FUND BALANCE	-	(94,609)	(76,011)	18,598
FUND BALANCE - BEGINNING	-	-	220,737	-
APPROPRIATED FUND BALANCE	-	-	-	-
FUND BALANCE - ENDING	\$ -	\$ -	\$ 144,726	\$ -

Ballantrae CDD
Reserve Fund
Statement of Revenue, Expenses and Changes in Fund Balance
For The Period Beginning October 1, 2017 Ending October 31, 2017

	FY 2018 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUE				
INTEREST REVENUE				
MMK - PARK DEVELOPMENT (interest)	\$ -	-	\$ 181	\$ 181
MMK - ASSET RESERVE (interest)	-	-	105	105
MMK - EMERGENCY RESERVE (interest)	-	-	67	67
MMK - BILL PAYMENT RESERVE (interest)	-	-	45	45
INTEREST EARNINGS	-	-	-	-
TOTAL REVENUE	-	-	398	398
RESERVES				
BANK FEES	-	-	-	-
ASSET RESERVE	-	-	-	-
TOTAL RESERVES	-	-	-	-
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	-	398	398
OTHER FINANCING SOURCES				
RESERVES & CONTINGENCY TRANSFERS IN				
PROJECTS (CONTINGENCY)	-	-	-	-
EMERGENCY RESERVE	-	-	-	-
ASSET RESERVE	41,878	50,000	-	(50,000)
BILL PAYMENT RESERVE	-	-	-	-
PARK DEVELOPMENT RESERVE	175,000	140,150	-	(140,150)
TOTAL OTHER FINANCING SOURCES (USES)	216,878	190,150	-	(190,150)
NET CHANGE IN FUND BALANCE	216,878	190,150	398	(189,752)
FUND BALANCE - BEGINNING	-	-	1,342,254	1,342,254
FUND BALANCE - ENDING	\$ 216,878	\$ 190,150	\$ 1,342,652	\$ 1,152,502

Ballantrae CDD
Debt Service Fund - Series 2015
Statement of Revenue, Expenses and Changes in Fund Balance
For The Period Beginning October 1, 2017 Ending October 31, 2017

	FY 2018 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUE				
ASSESSMENT - ON-ROLL	\$ 557,776	557,776	\$ -	\$ (557,776)
ASSESSMENT DISCOUNTS	-		-	-
INTEREST EARNINGS	-		266	266
TOTAL REVENUE	557,776	557,776	266	(557,510)
EXPENDITURES				
INTEREST	557,776	557,776	-	(557,776)
PRINCIPAL	-	-	-	-
PRINCIPAL PREPAYMENT	-	-	-	-
TOTAL CONTINGENCY	557,776	557,776	-	-
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	-	266	(557,510)
OTHER FINANCING SOURCES				
TRANSFER-IN	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-
NET CHANGE IN FUND BALANCE	-	-	266	(557,510)
FUND BALANCE - BEGINNING	-	-	369,375	369,375
FUND BALANCE - ENDING	\$ -	\$ -	\$ 369,641	\$ (188,135)

Ballantrae CDD
Bank Reconciliation
October 31, 2017

	<u>BU Acct</u>	<u>New HB Acct</u>	<u>Consolidated Oper accts</u>
Balance Per Bank Statement	\$ 4,446.13	\$ 169,419.16	\$ 173,865.29
Less: Outstanding Checks	-	(19,052.65)	(19,052.65)
<i>Adjusted Bank Balance</i>	<u><u>\$ 4,446.13</u></u>	<u><u>\$ 150,366.51</u></u>	<u><u>\$ 154,812.64</u></u>
Beginning Cash Balance Per Books	\$ 4,836.13	\$ 230,321.34	\$ 235,157.47
Deposits / Transfer	120.00	-	120.00
Transfer From BU account to HB	-	-	-
Cash Disbursements	(510.00)	(79,954.83)	(80,464.83)
<i>Balance Per Books</i>	<u><u>\$ 4,446.13</u></u>	<u><u>\$ 150,366.51</u></u>	<u><u>\$ 154,812.64</u></u>

BALLANTRAE CDD

Check Register FY2018

Date	Ref #	Vendor Name	Memo	Deposits	Disbursements	HB Acct Balance
09/30/2017		EOM Balance Hancock Bank		2,919.00	66,688.48	230,321.34
10/01/2017	1425	DPFG MANAGEMENT & CONSULTING, LLC	CDD Mgmt - October		4,433.00	225,888.34
10/02/2017	1426	American Ecosystems, Inc.	Lake & Pond Maint - October		1,900.00	223,988.34
10/02/2017	1427	Egis Insurance Risk Advisors	Insurance		14,714.00	209,274.34
10/02/2017	1428	Poolsure	Pool Maint - October		481.50	208,792.84
10/09/2017	1429	Duke Energy	Electricity		10,550.67	198,242.17
10/09/2017	1430	Florida Fire Service, Inc.	Fire Extinguisher Maint/Repairs		155.50	198,086.67
10/09/2017	1431	Straley Robin Vericker	Legal Svcs thru 9/15/17		125.00	197,961.67
10/09/2017	1432	Suncoast Rust Control, Inc	Rust Prevention - September		865.00	197,096.67
10/09/2017	1433	Vertex Water Features	Service Call - Fountain		80.00	197,016.67
10/09/2017	1434	William Fletcher	Fuel for Equipment (petty cash reimbursement)		17.36	196,999.31
10/09/2017	1435	Tropicare Termite and Pest Control	Pest Control		40.00	196,959.31
10/13/2017	ACH10132017	Paychex	P/R Fees		54.25	196,905.06
10/13/2017	2000258DD	Gary L. Kubler	9/25-10/8 - P/R		1,228.62	195,676.44
10/13/2017	ACH10132017	Paychex	9/25-10/8 - P/R		999.35	194,677.09
10/13/2017	2000257DD	William Fletcher	9/25-10/8 - P/R		1,594.07	193,083.02
10/17/2017	1436	Darren Petrovich	10/1,2,6 - Patrol		640.00	192,443.02
10/17/2017	1437	Dennis Hobbs	Admin Fee		200.00	192,243.02
10/17/2017	1438	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Annual Filing Fee FY 2018		175.00	192,068.02
10/17/2017	1439	TCASS	9/28, 29 - Patrol		480.00	191,588.02
10/20/2017	1441	Bright House Networks	10/12-11/11 - Cable/Internet/Phone		335.90	191,252.12
10/20/2017	1442	Pasco County Utilities Services Branch	Water		474.81	190,777.31
10/20/2017	1443	Yellowstone Landscape Professionals	Landscape Maint. - Oct / Storm clean up		17,644.25	173,133.06
10/20/2017	1444	Florida Dept of Revenue	3rd Qtr Sales Tax 17		204.33	172,928.73
10/27/2017	1445	Express Press	News Letter - Nov/Dec		1,117.35	171,811.38
10/27/2017	1446	Florida Playstructures & Water Features	Splash Pad Repair		75.00	171,736.38
10/27/2017	1447	Stantec Consulting Services, Inc.	Engineering Svcs thru 10/13/17		1,207.25	170,529.13
10/27/2017	1448	Straley Robin Vericker	Legal Svcs thru 10/15/17		510.75	170,018.38
10/27/2017	1449	Yellowstone Landscape Professionals	Plants & Mulch		10,435.00	159,583.38
10/27/2017	ACH10272017	Paychex	P/R Fees		47.80	159,535.58
10/27/2017	2000265DD	Cecilio A. Thomas Jr.	BOS Mtg - 10/2/17		200.00	159,335.58
10/27/2017	2000264	Christopher Milano	BOS Mtg - 10/2/17		200.00	159,135.58
10/27/2017	2000262DD	Gary L. Kubler	10/9-10/22 - P/R		907.90	158,227.68
10/27/2017	2000260DD	James Plateau	BOS Mtg - 10/2/17		200.00	158,027.68
10/27/2017	ACH10272017	Paychex	10/9-10/22 - P/R		765.15	157,262.53
10/27/2017	2000263	Richard Levy	BOS Mtg - 10/2/17		200.00	157,062.53
10/27/2017	2000259DD	Stephen Bobick	BOS Mtg - 10/2/17		200.00	156,862.53
10/27/2017	2000261DD	William Fletcher	10/9-10/22 - P/R		1,188.72	155,673.81
10/30/2017	1450	The Pool Doctor	Pool Motor Repair & Wash Grids		3,611.30	152,062.51
10/30/2017	1451	Welch Tennis Courts, Inc.	Tennis Courts Maint		1,696.00	150,366.51
10/31/2017		EOM Balance Hancock Bank		0.00	79,954.83	150,366.51



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