

RESERVE AT VAN OAKS

**COMMUNITY DEVELOPMENT
DISTRICT**

November 6, 2023

BOARD OF SUPERVISORS

**REGULAR
MEETING AGENDA**

RESERVE AT VAN OAKS
COMMUNITY DEVELOPMENT DISTRICT

AGENDA
LETTER

Reserve at Van Oaks Community Development District

OFFICE OF THE DISTRICT MANAGER

2300 Glades Road, Suite 410W • Boca Raton, Florida 33431

Phone: (561) 571-0010 • Toll-free: (877) 276-0889 • Fax: (561) 571-0013

October 30, 2023

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

Board of Supervisors

Reserve at Van Oaks Community Development District

Dear Board Members:

The Board of Supervisors of the Reserve at Van Oaks Community Development District will hold a Regular Meeting on November 6, 2023 at 1:00 p.m., at the Holiday Inn Express & Suites Lakeland North I-4, 4500 Lakeland Park Drive, Lakeland, Florida 33809. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Acceptance of Resignation of Supervisor Edmon Rakipi [SEAT 4]; *Term Expires November 2024*
4. Consider Appointment to Fill Unexpired Term of Seat 4
 - A. Administration of Oath of Office to Appointed Supervisor (*the following will be provided in a separate package*)
 - I. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - II. Membership, Obligations and Responsibilities
 - III. Financial Disclosure Forms
 - a. Form 1: Statement of Financial Interests
 - b. Form 1X: Amendment to Form 1, Statement of Financial Interests
 - c. Form 1F: Final Statement of Financial Interests
 - IV. Form 8B – Memorandum of Voting Conflict
5. Consideration of Resolution 2024-01, Appointing and Removing Officers of the District and Providing for an Effective Date
6. Consider Termination of Tree Farm 2, Inc., dba Cornerstone Solutions Group Landscape Services Agreement

- 7. Consideration of Mele Environmental Services, LLC Proposal and Contract for Grounds Maintenance
- 8. Ratification of Consent to Phase 2 Plat
- 10. Acceptance of Unaudited Financial Statements as of September 30, 2023
- 11. Approval of October 2, 2023 Regular Meeting Minutes
- 12. Staff Reports
 - A. District Counsel: *Kutak Rock LLP*
 - B. District Engineer *Poulos & Bennett, LLC*
 - C. District Property Manager: *HomeRiver Group-Orlando*
 - D. District Manager: *Wrathell, Hunt and Associates, LLC*

- NEXT MEETING DATE: December 4, 2023 at 1:00 PM


- QUORUM CHECK

SEAT 1	MEGAN GERMINO	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	GARTH NOBLE	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	MARTHA SCHIFFER	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4		<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	CHRIS TORRES	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

- 13. Board Members' Comments/Requests
- 14. Public Comments
- 15. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675 or Kristen Suit at (410) 207-1802.

Sincerely,



Craig Wrathell
 District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 943 865 3730

RESERVE AT VAN OAKS

COMMUNITY DEVELOPMENT DISTRICT

3

NOTICE OF TENDER OF RESIGNATION

To: Board of Supervisors
Reserve at Van Oaks Community Development District
Attn: Craig Wrathell/Kristen Suit, District Managers
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

From: Edmon Rakipi
Printed Name

Date: 11/03/2023
Date

I hereby tender my resignation as a member of the Board of Supervisors of the *Reserve at Van Oaks Community Development District*. My tendered resignation will be deemed to be effective as of the time a quorum of the remaining members of the Board of Supervisors accepts it at a duly noticed meeting of the Board of Supervisors.

I certify that this Notice of Tender of Resignation has been executed by me and personally presented at a duly noticed meeting of the Board of Supervisors, scanned and electronically transmitted to gillyardd@whhassociates.com or faxed to 561-571-0013 and agree that the executed original shall be binding and enforceable and the fax or email copy shall be binding and enforceable as an original.

Edmon Rakipi
Signature

RESERVE AT VAN OAKS

COMMUNITY DEVELOPMENT DISTRICT

5

RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RESERVE AT VAN OAKS COMMUNITY DEVELOPMENT DISTRICT APPOINTING AND REMOVING OFFICERS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Reserve at Van Oaks Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, the District’s Board of Supervisors desires to appoint and remove Officers of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF RESERVE AT VAN OAKS COMMUNITY DEVELOPMENT DISTRICT THAT:

SECTION 1. The following is/are appointed as Officer(s) of the District effective November 6, 2023:

- _____ is appointed Chair
- _____ is appointed Vice Chair
- _____ is appointed Assistant Secretary
- _____ is appointed Assistant Secretary
- _____ is appointed Assistant Secretary

SECTION 2. The following Officer(s) shall be removed as Officer(s) as of November 6, 2023:

- | | |
|--------------|---------------------|
| _____ | _____ |
| Edmon Rakipi | Assistant Secretary |
| _____ | _____ |
| _____ | _____ |

SECTION 3. The following prior appointments by the Board remain unaffected by this Resolution:

Craig Wrathell is Secretary

Kristen Suit is Assistant Secretary

Craig Wrathell is Treasurer

Jeffrey Pinder is Assistant Treasurer

PASSED AND ADOPTED THIS 6TH DAY OF NOVEMBER, 2023.

ATTEST:

**RESERVE AT VAN OAKS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

RESERVE AT VAN OAKS

COMMUNITY DEVELOPMENT DISTRICT

7

Mele Environmental Services LLC

Phone: (863)327-5693 ,8911 Pine Grove Dr. Lakeland FL 33809

"No Hassles, Just Results."

Specifications for Proposal and Contract for Grounds Maintenance for:

The Reserve at Van Oaks CDD, Auburndale FL

As per Phase 1 map provided by management

MOWING:

- All turf will be mowed once each week while in the growing season (May 1st through September 30th), Retention ponds shall be mowed 6 times annually or upon management request.
- All turf will be mowed every other week during other weeks or as conditions warrant, during the dormant season (October 1st through April 30th).
- All embankments and retention ponds will be mowed as close to waters edge as possible.
- Excessive accumulations of clippings will be removed.
- Mowing height will depend on the season. Typically, the height will range from 2" to 4" depending on the variety of turf.
- Any area found to be too wet for proper mowing will be mowed when the ground is dry enough for proper mowing.

EDGING:

- All surrounding turf areas adjacent to paved surfaces or structural edges such as sidewalks, walkways, driveways, parking areas, curbs, headers and retaining walls, will be edged with a "blade edger" in order to maintain a clean, crisp and consistent edge line within common areas.
- Bed edges will be kept clean and well defined around color beds, shrub beds, open beds and tree rings, so as to prevent encroachment from lawn but not so frequently that the bed line expands into the turf.
- Edging of walkways and curbs will be edged every time the turf is mowed at front entrance and common areas.

WEEDING:

Weeding by hand or by chemical means of all plant bed areas as often as necessary to maintain a reasonably weed-free condition commensurate with the season.

PRUNING AND TRIMMING:

- Shrubs and hedges will be sheared and pruned in a consistent manner to maintain optimum shape and size as growth habit dictates according to the individual potential for each species of plant.
- Plant pruning, trimming and shearing will be accomplished under the supervision of an experienced specialist to assure the function is being performed in accordance with recommended horticultural practices.

IRRIGATION

- Irrigation inspections shall be done (12) times per fiscal year, to ensure system is fully functional and operational. Any damages sustained to sprinklers by our equipment while servicing property will be repaired with no charge to the association. Old wore out sprinklers, controllers or broke pipes shall be charged to the association at a time and material cost.

FERTILIZATION

- Shrubs and ornamentals shall be fertilized (2) times per fiscal year.
- Turf that is irrigated shall be fertilized (3) times per fiscal year, Treatment for fungus and insects on lawn shall be treated as well.

CLEAN UP:

- All excessive trimmings and clippings will be collected and removed from the property.
- All sidewalks will be blown off in order to remove all debris generated during the performances of this contract.
- All lawn areas will be cleared of litter and debris before mowing, so as to not shred or scatter foreign matter.

Not Included in Contract Price(BILLABLE):

- Work performed under this section will be completed on a time and material basis and is not included in this contract maintenance price. Estimates for proposed work will be submitted to the proper authorizing person before any extra worked is commenced.

Examples of extra work available are as follows:

- Annuals: at a rate of \$2.85 per 4" bulb. BILLABLE • Palm tree trimming will be charged separately at a rate of **\$45.00** per palm (not exceeding 9ft) BILLABLE

- Mulching will be charged at a rate of \$55.00 per cubic yard of Pine bark mulch.
BILLABLE
- Removal of plant material that has died due to winter freeze, floods, fire or other Acts of-God. (BILLABLE)
- Major clean up due to storms, hurricanes, tornadoes, or other Act-of-God.
(BILLABLE)

**** CONTRACT FOR GROUNDS MAINTENANCE SERVICES****

This agreement is made by and between hereinafter referred to as the “The Reserve at Van Oaks CDD” and Mele Environmental Services LLC. This Grounds Maintenance Agreement is for services to be provided by Mele Environmental Services LLC. for the client at the following described property, The Reserve at Van Oaks CDD of Auburndale FL.

NOW THEREFORE, the parties referenced above herein desire to enter into this agreement to be governed by the following terms, conditions and stipulations.

1. **Terms.** The term of the agreement shall be for twelve (12) months, commencing on the _____ and terminating on the _____. Mele Environmental Services LLC. agrees to provide the work in the manner prescribed in the “Specifications” attached hereto and incorporated herein for the total sum of: **Thirty Eight thousand Four hundred dollars (\$38,400.00)** annually, payable in monthly installments of: **Thirty Two hundred dollars (\$3,200.00)** at the end of each service month.

Initials: _____

2. **Liabilities.** Mele Environmental Services LLC. shall not be held liable for any loss, damage or delay caused by fire, civil or military authority, inclement weather, animals, vandalism or any other causes beyond their control.

3. **Payments:** Mele Environmental Services LLC. shall provide the Client with a monthly invoice on the first day of each contractual service month representing the monthly installment due for that month. The Client’s failure to receive the invoice shall not constitute just cause for late or non-payment. All invoices are due and payable upon receipt.

4. **Renewal of Contract:** This contract shall renew automatically from the termination date stated in paragraph I herein for a term equal to the term referred to herein. Either party may cause this contract NOT TO RENEW by mailing a “Letter of Intent” to the other party at least thirty (30) days prior to the ordinary termination date

of this contract, by certified mail, stating that they do not wish to renew the contract. All renewals will be governed by a negotiated fee.

5. **Liquidated Damages:** The monthly installments due under this contract are intended to reflect an equal payment for the service provided for the full term of this contract. The monthly installments do not necessarily reflect the actual costs of work performed for a given month, Upon the cancellation or termination of this contract by either party for any reason, Mele Environmental Services LLC. shall have the right to audit the contract and produce a final adjusted bill representing payment for services and materials actually delivered during the duration of the contract, less any previous payments. Payment of this invoice shall be made by the client upon receipt.
6. **Cancellation:** During any active term, this contract may be canceled by either party by providing to the other a "30 Day Written Notice of Cancellation"; delivered by certified mail.
7. **Insurance:** Mele Environmental Services LLC. will carry complete and adequate general liability and property damage insurance at all times.
8. **Invalid Provision:** The invalidity or the unenforceability of a particular provision of this Contract shall not effect the other provisions hereof; and the Contract shall be construed in all respects as if such invalid or unenforceable provision was omitted.
9. **Time:** Time is of the essence to the performance of all obligations under this Contract.
10. **Modification:** No change or modification of this contract shall be valid unless the same is in writing and signed by the parties hereto.
11. **Applicable Law and Binding Effect:** This contract shall be construed and enforced under the Laws of the State of Florida and shall insure to the benefit of and are binding upon the parties hereto and their heirs, personal representatives, successors and assigns.
12. **Venue:** All actions and disputes shall be brought in the proper court of venue, which shall be Polk County, Florida
13. **Attorneys Fees and Costs:** If a dispute arises between the parties wider this Contract and a lawsuit is instituted, the prevailing party shall be entitled to recover its costs and attorney's fees from the non-prevailing party. As used herein, cost and attorney's fees including any costs attorney's fees relating to trial, appellate proceeding

mediation, arbitration, collection agency fees and all other actions taken to enforce the Contract.

14. **Complete Agreement:** This Contract constitutes the complete agreement between the parties hereto in regards to the matters set forth herein and incorporates all prior discussions agreements, arrangements, representations and understandings.

15. **Non-Compete Agreement:** The parties agree that neither party will employ the personnel of the other party.

Sign: _____ Date: _____

The Reserve at Van Oaks CDD

Sign: _____ Date: _____

Mele Environmental Services LLC ,MGRM

By signing this 1 year contract you are agreeing to all terms and conditions above.

RESERVE AT VAN OAKS

COMMUNITY DEVELOPMENT DISTRICT

8

RESERVES AT VAN OAKS PHASE 2

SECTION 26, TOWNSHIP 27 SOUTH, RANGE 25 EAST

POLK COUNTY, FLORIDA

DESCRIPTION:

For a POINT OF REFERENCE commence at the Northwest corner of LOT 12, WOODLAND MEADOWS SUBDIVISION, as per the map or plat thereof as recorded in Plat Book 103, Page 33 of the Public Records of Polk County, Florida; thence along the West boundary line of the Northeast 1/4 of the Southwest 1/4 of said Section 26, N.00°05'46"W., a distance of 178.12 feet to a POINT OF BEGINNING; thence continue along said West boundary line, N.00°05'46"W., a distance of 1,121.34 feet to the West boundary line of the Southeast 1/4 of the Northwest 1/4 of said Section 26; thence along said West boundary line, N.00°03'35"W., a distance of 1,297.92 feet to the North boundary line of the Southeast 1/4 of the Northwest 1/4 of said Section 26; thence along said North boundary line, N.89°48'47"E., a distance of 287.14 feet to the West boundary line of lands described in Official Records Book 4278, Page 1688, of the Public Records of Polk County, Florida; thence along said West boundary line and the West boundary line of lands described in Official Records Book 5617, Page 2132, of the Public Records of Polk County, Florida, S.00°01'24"W., a distance of 540.79 feet to the South boundary line of said lands described in Official Records Book 5617, Page 2132; thence along said South boundary line, N.89°49'47"E., a distance of 175.00 feet to the West right-of-way line of Jeans Road; thence along said West right-of-way line, S.00°00'40"E., a distance of 437.89 feet; thence S.88°53'21"E., a distance of 30.01 feet; thence N.00°00'40"W., a distance of 300.69 feet to the South right-of-way line of Jeans Road; thence along said South right-of-way line, N.89°48'51"E., a distance of 264.44 feet to the West boundary line of lands described in Official Records Book 8848, Page 2025; thence along said West boundary line S.00°05'54"W., a distance of 300.66 feet to the South boundary line of lands described in Official Records Book 8848, Page 2025; thence along said South boundary line, N.89°53'34"E., a distance of 87.93 feet to a proposed wetland setback line; thence along said setback line the following eight (8) courses; (1) S.12°21'20"E., a distance of 215.74 feet; (2) thence S.40°03'15"E., a distance of 41.01 feet; (3) thence S.24°34'29"E., a distance of 47.66 feet; (4) thence S.04°57'10"E., a distance of 125.60 feet; (5) thence S.09°35'04"W., a distance of 187.25 feet; (6) thence S.04°10'20"E., a distance of 20.63 feet; (7) thence S.03°44'07"W., a distance of 61.52 feet; (8) thence S.14°43'35"E., a distance of 51.20 feet; thence S.09°30'34"W., a distance of 23.87 feet; thence S.89°56'03"W., a distance of 169.74 feet; thence S.64°14'45"W., a distance of 55.48 feet; thence S.89°56'03"W., a distance of 120.00 feet; thence S.00°03'57"E., a distance of 370.86 feet; thence N.89°57'56"E., a distance of 120.04 feet; thence S.00°03'13"E., a distance of 170.00 feet; thence S.89°57'56"W., a distance of 490.07 feet; thence S.00°02'04"E., a distance of 120.00 feet; thence S.89°57'56"E., a distance of 14.88 feet; thence N.88°57'18"W., a distance of 71.18 feet; thence S.71°34'38"W., a distance of 25.00 feet; thence S.89°56'03"W., a distance of 100.31 feet to the POINT OF BEGINNING.

Containing 34.34 acres, more or less.

DEDICATION - RESERVE AT VAN OAKS PHASE 2

Know all men by these presents that Meritage Homes of Florida, Inc., a Florida corporation and Jeans Road Land Investments, LLC, a Florida limited liability company (Owners), owners of the lands described hereon have caused this plat of RESERVE AT VAN OAKS PHASE 2 to be made and hereby dedicate to the City of Auburndale, Florida, its successors and assigns, forever, Tract RW-1 (Public Right-of-Way), and to the public, forever, all utility easements shown on this plat for the purposes indicated. A utility easement over the private rights-of-way as shown hereon is dedicated to providers of public utilities for the purposes incidental thereto.

The private rights-of-way as shown hereon shall be reserved by Owner for future conveyance to the Reserve at Van Oaks Homeowners Association, Inc. (Association), or a Community Development District established under Chapter 190 of the Florida Statutes (CDD), or other custodial and maintenance entity for ownership and maintenance. Said private rights-of-way are not dedicated to the City of Auburndale, Florida (City) and will be either privately maintained and/or maintained by an entity other than the City.

Tract Pond 1 (Stormwater); Tracts OS5, OS6, OS7 (Open Space); Tract R3 (Recreation Area); Tract B1 (Wetland Buffer); and Tracts WL1 (Wetland), as shown hereon shall be reserved by Owner for future conveyance to the Association, or a CDD established under Chapter 190 of the Florida Statutes, or other custodial and maintenance entity for ownership and maintenance. Said Tracts are not dedicated to the City and will be either privately maintained and/or maintained by an entity other than the City.

A non-exclusive drainage easement over Tract Pond 1 is hereby granted to the City and Southwest Florida Water Management District.

Other than as set forth above, the drainage easements as shown hereon shall be reserved by Owner for future conveyance to the Association, or a CDD established under Chapter 190 of the Florida Statutes, or other custodial and maintenance entity for ownership and maintenance. Said drainage easements are not dedicated to the City and will be either privately maintained and/or maintained by an entity other than the City.

Owners reserve unto themselves, their successors and assigns, the title to any lands or improvements dedicated to the public or to the City, if for any reason such dedication shall be either voluntarily vacated, voided, or invalidated to the extent consistent with Section 177.085(1), Florida Statutes.

OWNER

Meritage Homes of Florida, Inc., a Florida corporation

_____	_____	_____
Steve Harding	Witness	Witness
Division President		
_____	_____	_____
Print Name	Print Name	Print Name

ACKNOWLEDGMENT

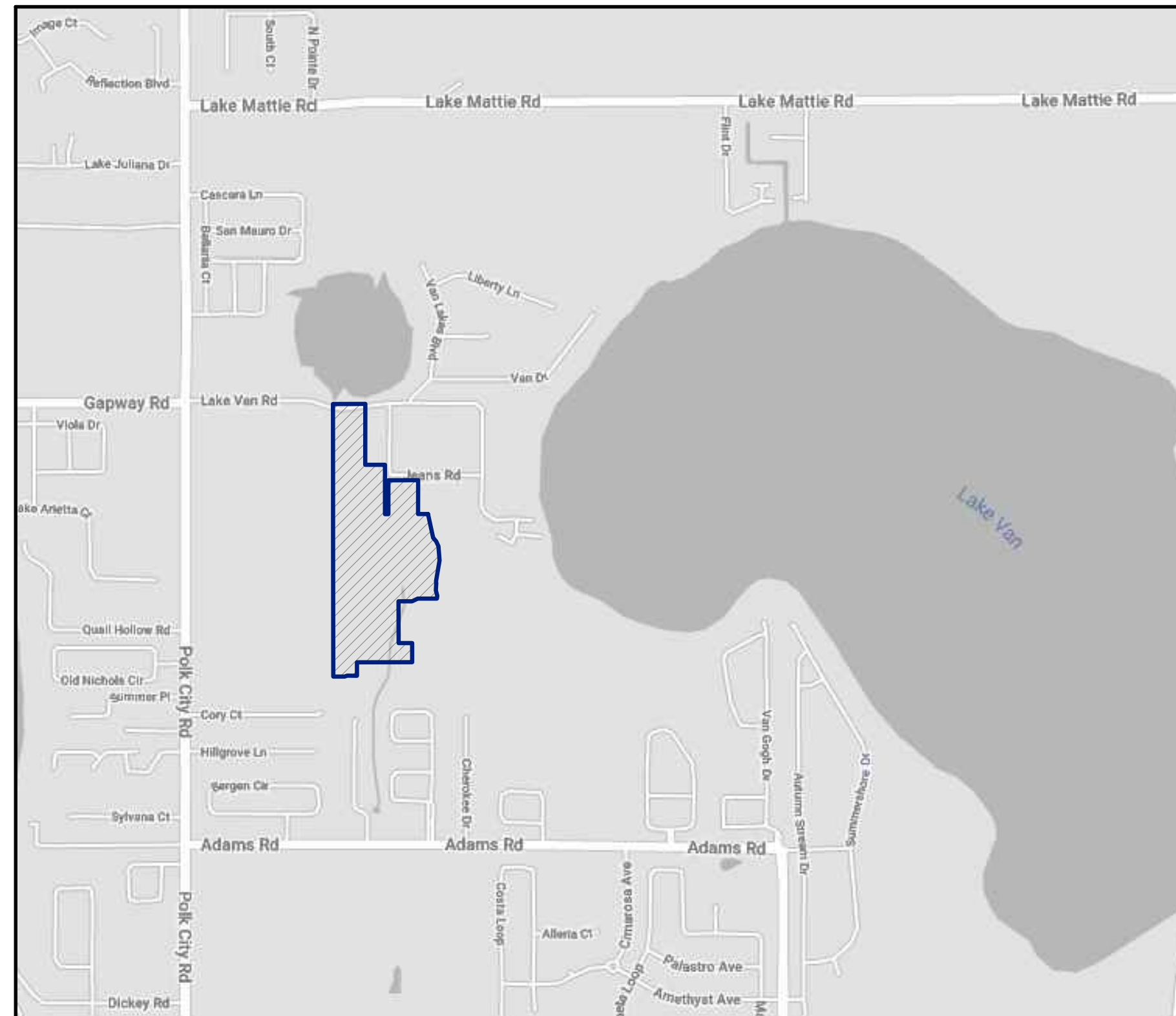
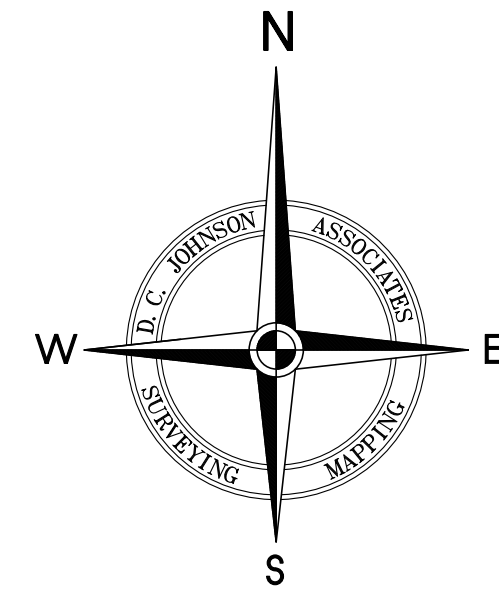
STATE OF FLORIDA)
) ss:
COUNTY OF _____)

I hereby certify on this _____ day of _____, 2023, before me personally appeared by means of physical presence, Steve Harding, who has identified himself to me as the person described in and who executed the foregoing certificate of ownership and dedication and severally acknowledged the execution thereof to be his free act and deed for the uses and purposes therein expressed.

Witness my hand and seal at _____ County, Florida, the day and year aforesaid.

My commission expires: _____

Notary Public, State of Florida at Large



VICINITY MAP
(NOT TO SCALE)

OWNER

Jeans Road Land Investments, LLC, a Florida limited liability company

_____	_____	_____
Susan Collins	Witness	Witness
Manager		
_____	_____	_____
Print Name	Print Name	Print Name

ACKNOWLEDGMENT

STATE OF FLORIDA)
) ss:
COUNTY OF _____)

I hereby certify on this _____ day of _____, 2023, before me personally appeared by means of physical presence, Susan Collins, who has identified herself to me as the person described in and who executed the foregoing certificate of ownership and dedication and severally acknowledged the execution thereof to be her free act and deed for the uses and purposes therein expressed.

Witness my hand and seal at _____ County, Florida, the day and year aforesaid.

My commission expires: _____

Notary Public, State of Florida at Large

REVIEW OF PLAT BY REGISTERED SURVEYOR

This plat has been reviewed in accordance with the Florida Statutes, Section 177.081 for Chapter conformity. The geometric data has not been verified.

Signed and Sealed this the _____ day of _____

Fred P. Ammermann, PLS
Florida Registration LS 4220
Chastain Skillman
Florida Registration LB 262

APPROVAL - CITY OF AUBURNDALE
STATE OF FLORIDA
COUNTY OF POLK
CITY OF AUBURNDALE

This plat is hereby approved by the City of Auburndale in an open meeting this _____ day of _____, 2023.

Tim Pospichal
Mayor

APPROVAL - CITY OF AUBURNDALE
STATE OF FLORIDA
COUNTY OF POLK
CITY OF AUBURNDALE

This plat is hereby approved by the City of Auburndale in an open meeting this _____ day of _____, 2023.

Jeff Tillman
City Manager

APPROVAL - CITY OF AUBURNDALE
STATE OF FLORIDA
COUNTY OF POLK
CITY OF AUBURNDALE

This plat is hereby approved by the City of Auburndale in an open meeting this _____ day of _____, 2023.

Shirley Lowrance
City Clerk

CERTIFICATION

I, Stacy M. Butterfield, Clerk of the Circuit Court, Polk County, Florida, do hereby certify that this plat has been accepted for

recording this _____ day of _____, 2023.

Stacy M. Butterfield, CPA
Polk County Clerk of the Circuit Court & Comptroller

SURVEYOR'S CERTIFICATE

The undersigned, being currently licensed by the State of Florida as a Professional Land Surveyor, does hereby certify that this plat was prepared under my direction and supervision, and said plat complies with all survey requirements of Chapter 177, Florida Statutes, Part I.

Signed and Sealed this _____ day of _____, 2023.

D.C. Johnson & Associates, Inc.
Florida Licensed Business No. 4514

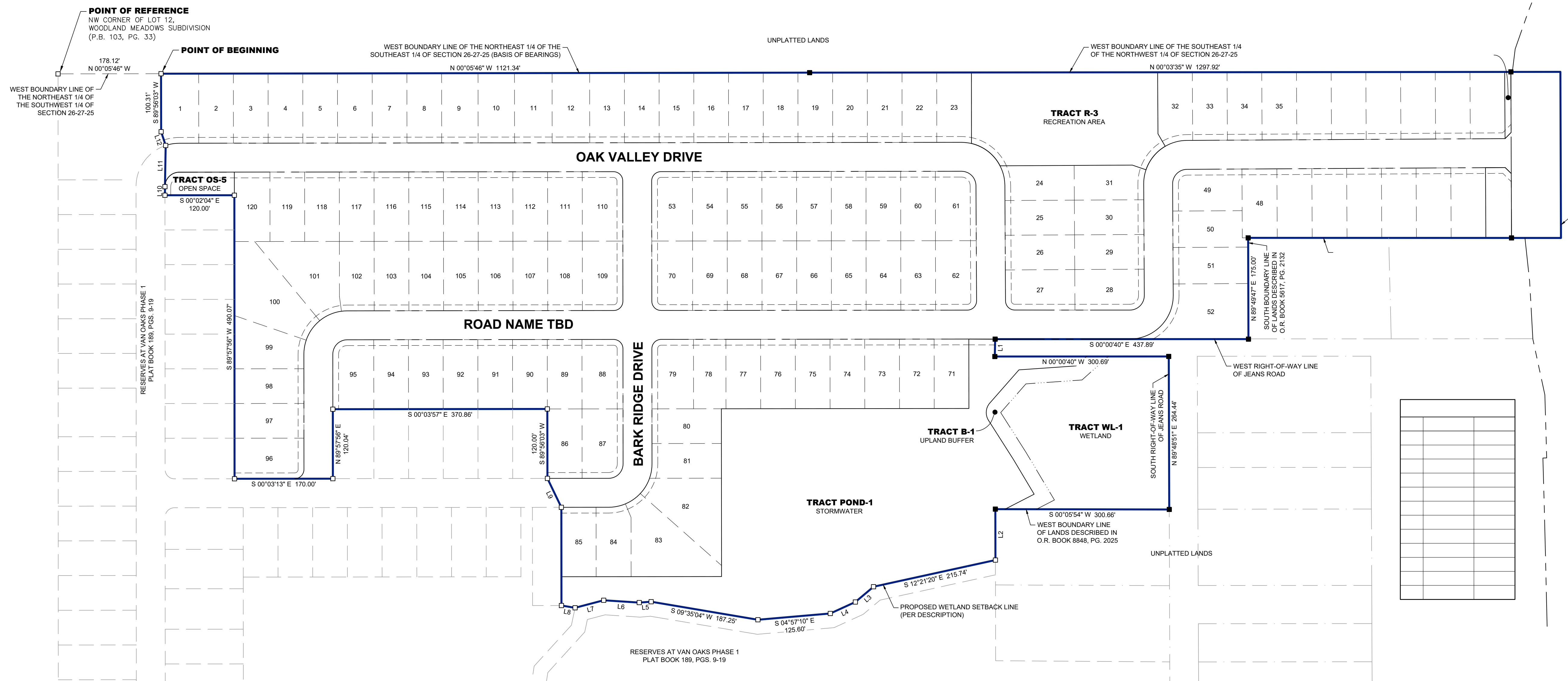
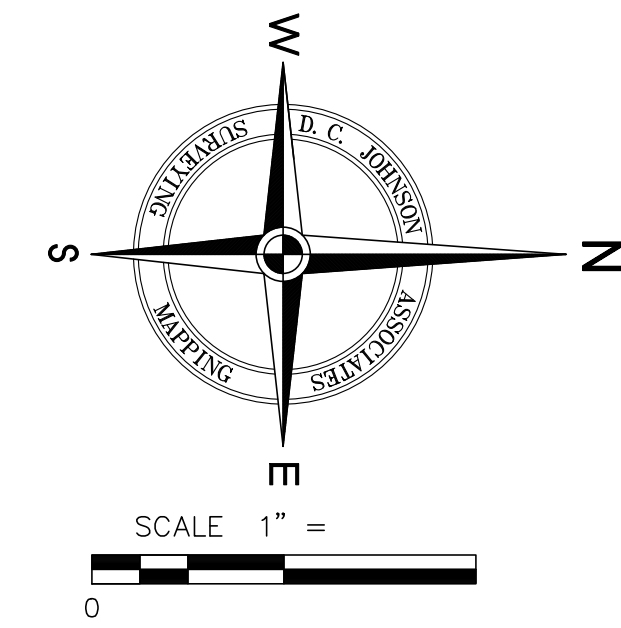
Daniel C. Johnson
Florida Professional Land Surveyor No. 3653

RESERVES AT VAN OAKS PHASE 2

SECTION 26, TOWNSHIP 27 SOUTH, RANGE 25 EAST

POLK COUNTY, FLORIDA

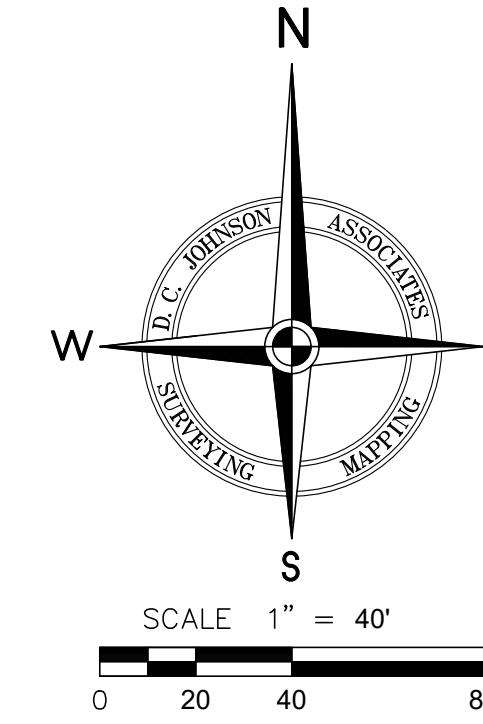
- LEGEND**
- IP, IR = IRON PIPE, IRON ROD
 - CM = CONCRETE MONUMENT
 - P.C.P. = PERMANENT CONTROL POINT
 - O.R. = OFFICIAL RECORDS BOOK
 - P.B. = PLAT BOOK
 - PG. = PAGE
 - = SET 5/8" IR "DC JOHNSON LB 4514"
 - = SET 4"x4" CM "PRM LB 4514"
 - ▲ = SET NAIL & DISK "PCP LB 4514"
 - △ = FOUND NAIL & DISK (SIZE & REGISTRATION NUMBER AS NOTED)
 - = FOUND CM (SIZE & REGISTRATION NUMBER AS NOTED)



RESERVES AT VAN OAKS PHASE 2

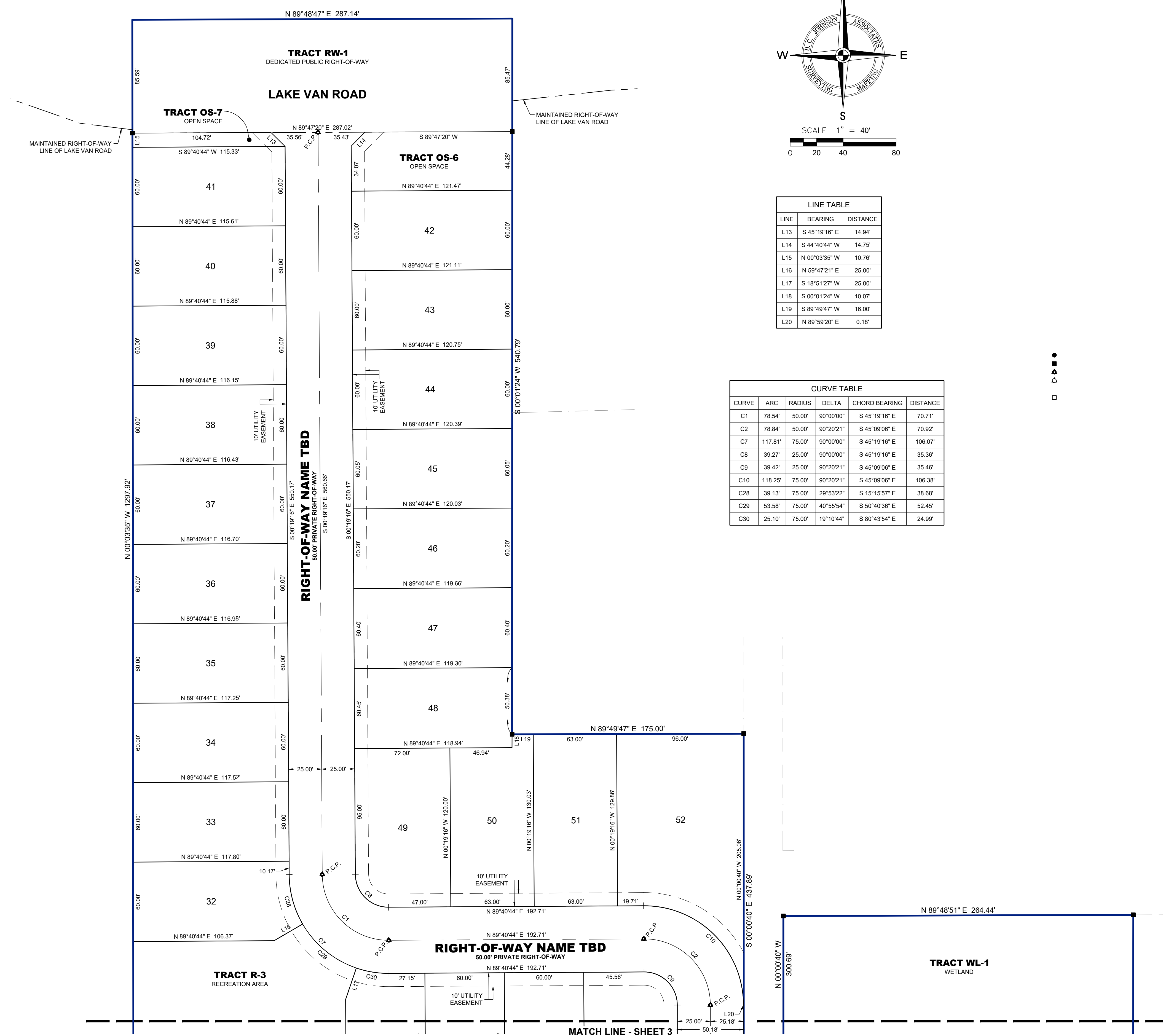
SECTION 26, TOWNSHIP 27 SOUTH, RANGE 25 EAST

POLK COUNTY, FLORIDA



LINE TABLE		
LINE	BEARING	DISTANCE
L13	S 45°19'16" E	14.94'
L14	S 44°40'44" W	14.75'
L15	N 00°03'35" W	10.76'
L16	N 59°47'21" E	25.00'
L17	S 18°51'27" W	25.00'
L18	S 00°01'24" W	10.07'
L19	S 89°48'47" W	16.00'
L20	N 89°59'20" E	0.18'

CURVE TABLE					
CURVE	ARC	RADIUS	DELTA	CHORD BEARING	DISTANCE
C1	78.54'	50.00'	90°00'00"	S 45°19'16" E	70.71'
C2	78.84'	50.00'	90°20'21"	S 45°09'06" E	70.92'
C7	117.81'	75.00'	90°00'00"	S 45°19'16" E	106.07'
C8	39.27'	25.00'	90°00'00"	S 45°19'16" E	35.36'
C9	39.42'	25.00'	90°20'21"	S 45°09'06" E	35.46'
C10	118.25'	75.00'	90°20'21"	S 45°09'06" E	106.38'
C28	39.13'	75.00'	29°53'22"	S 15°15'57" E	38.68'
C29	53.58'	75.00'	40°55'54"	S 50°40'36" E	52.45'
C30	25.10'	75.00'	19°10'44"	S 80°43'54" E	24.99'

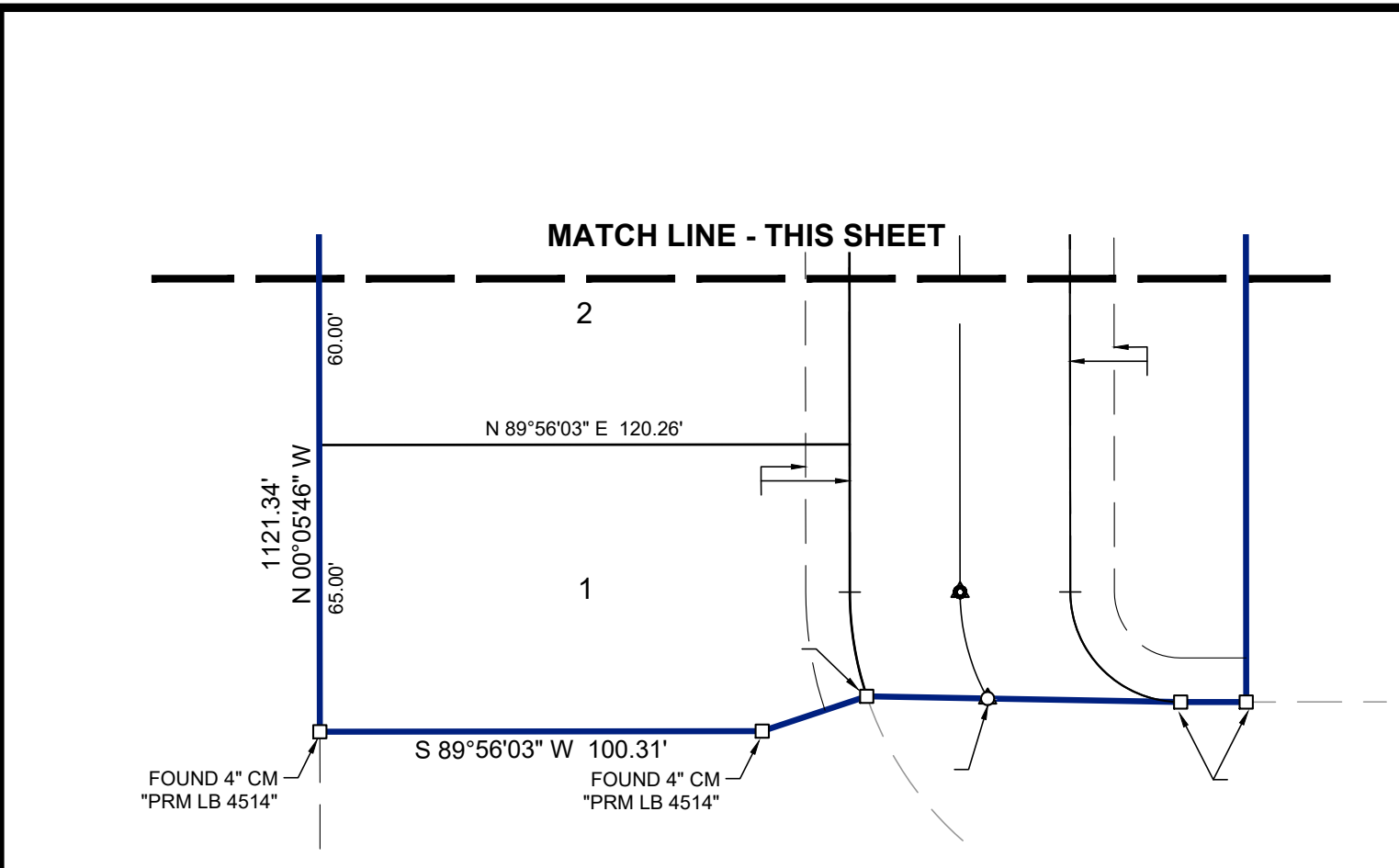
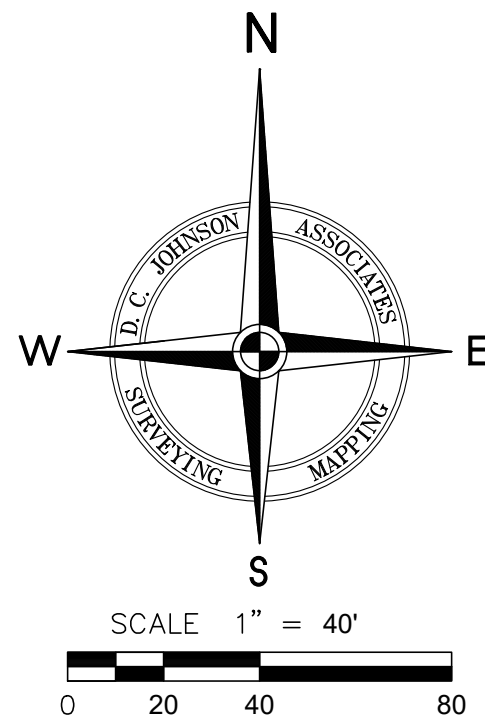
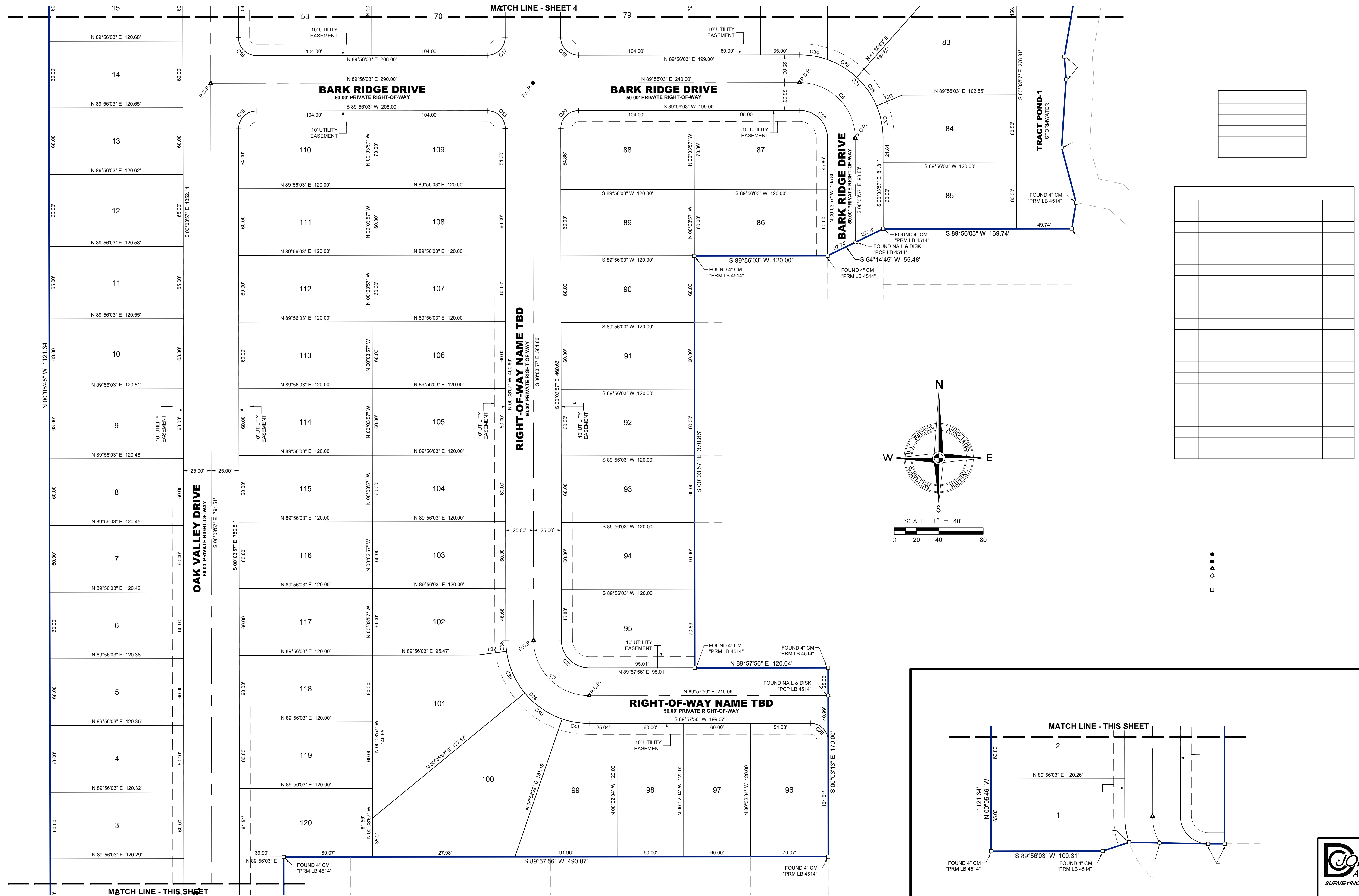


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RESERVES AT VAN OAKS PHASE 2

SECTION 26, TOWNSHIP 27 SOUTH, RANGE 25 EAST

POLK COUNTY, FLORIDA



RESERVE AT VAN OAKS

COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED FINANCIAL STATEMENTS

**RESERVE AT VAN OAKS
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
SEPTEMBER 30, 2023**

**RESERVE AT VAN OAKS
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2023**

	General Fund	Debt Service Fund Series 2023	Capital Projects Fund Series 2023	Total Governmental Funds
ASSETS				
Cash	\$ 4,922	\$ -	\$ -	\$ 4,922
Investments				
Revenue	-	1,834	-	1,834
Reserve	-	129,470	-	129,470
Construction	-	-	431	431
Cost of issuance	-	335	-	335
Interest	-	92,716	-	92,716
Undeposited funds	96,886	-	-	96,886
Due from general fund	-	56	-	56
Total assets	<u>101,808</u>	<u>224,411</u>	<u>431</u>	<u>326,650</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	\$ 29,420	\$ 56	\$ -	\$ 29,476
Due to Landowner	-	14,679	-	14,679
Due to other	6,087	-	-	6,087
Due to debt service fund	56	-	-	56
Landowner advance	75,090	-	-	75,090
Total liabilities	<u>110,653</u>	<u>14,735</u>	<u>-</u>	<u>125,388</u>
Fund balances:				
Restricted for:				
Debt service	-	209,676	-	209,676
Capital projects	-	-	431	431
Unassigned	(8,845)	-	-	(8,845)
Total fund balances	<u>(8,845)</u>	<u>209,676</u>	<u>431</u>	<u>201,262</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 101,808</u>	<u>\$ 224,411</u>	<u>\$ 431</u>	<u>\$ 326,650</u>

**RESERVE AT VAN OAKS
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED SEPTEMBER 30, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Landowner contribution	\$ 35,818	\$ 177,443	\$ 338,399	52%
Total revenues	<u>35,818</u>	<u>177,443</u>	<u>338,399</u>	52%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording	4,000	34,000	45,000	76%
Legal	1,627	5,519	25,000	22%
Engineering	-	1,181	2,000	59%
Audit	-	-	6,000	0%
Arbitrage rebate calculation*	-	-	500	0%
Dissemination agent*	83	417	1,000	42%
Trustee*	-	-	5,000	0%
Telephone	17	200	200	100%
Postage	16	190	500	38%
Printing & binding	42	500	500	100%
Legal advertising	714	5,019	1,500	335%
Annual special district fee	-	175	175	100%
Insurance	-	5,000	5,500	91%
Contingencies/bank charges	-	510	500	102%
Website hosting & maintenance	-	1,680	705	238%
Website ADA compliance	-	210	210	100%
Total professional & administrative	<u>6,499</u>	<u>54,601</u>	<u>94,290</u>	58%
Field Operations				
Contracted services				
Pressure washing	-	-	5,500	0%
Lawn service & mulch	3,200	29,913	90,000	33%
Lift station	-	-	1,800	0%
Wetland monitoring	-	-	4,500	0%
Pool service	-	-	10,800	0%
Cabana janitorial	550	550	7,800	7%
Amenity access control & data management	502	2,478	9,000	28%
Ponds	-	-	3,600	0%
Repairs & supplies				
Pool & cabana maintenance	950	3,800	4,000	95%
Amenity access control repair	-	-	2,500	0%
Irrigation-repair	-	190	3,000	6%
General repairs/supplies	2,361	2,361	5,500	43%
Landscaping-repairs & replacement	900	4,979	5,000	100%
Utilities				
Electricity-irrigation	-	-	3,000	0%
Electricity-entrance monuments	119	119	2,400	5%
Electricity-pool & cabana	896	3,171	6,000	53%
Electricity-street lights	5,084	30,253	26,388	115%
Water-pool	3,890	14,514	3,500	415%
Pool cable	104	578	2,400	24%
Administrative				
Management fee - PM	1,251	15,012	15,012	100%
O&M accounting - DM	333	4,000	4,000	100%
Pool permit	-	-	275	0%
Copies & printing	-	-	3,500	0%
Postage	-	-	2,000	0%
Taxes/insurance				
Crime/fidelity policy/bond	-	-	2,500	0%
Property insurance	-	5,589	6,000	93%
Total field operations	<u>20,140</u>	<u>117,507</u>	<u>229,975</u>	51%
Total expenditures	<u>26,639</u>	<u>172,108</u>	<u>324,265</u>	53%
Excess/(deficiency) of revenues over/(under) expenditures	9,179	5,335	14,134	
Fund balances - beginning	(18,024)	(14,180)	-	
Fund balances - ending	<u>\$ (8,845)</u>	<u>\$ (8,845)</u>	<u>\$ 14,134</u>	

**RESERVE AT VAN OAKS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2023
FOR THE PERIOD ENDED SEPTEMBER 30, 2023**

	Current Month	Year To Date
REVENUES		
Interest	\$ 958	\$ 3,214
Total revenues	958	3,214
EXPENDITURES		
Debt service		
Cost of issuance	5,781	188,270
Total debt service	5,781	188,270
Excess/(deficiency) of revenues over/(under) expenditures	(4,823)	(185,056)
OTHER FINANCING SOURCES/(USES)		
Bond proceeds	-	516,385
Original issue discount	-	(37,074)
Underwriter's discount	-	(77,400)
Total other financing sources	-	401,911
Net change in fund balances	(4,823)	216,855
Fund balances - beginning	214,499	(7,179)
Fund balances - ending	\$ 209,676	\$ 209,676

**RESERVE AT VAN OAKS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2023
FOR THE PERIOD ENDED SEPTEMBER 30, 2023**

	Current Month	Year To Date
REVENUES		
Interest	\$ 2	\$ 431
Total revenues	2	431
EXPENDITURES		
Capital outlay	-	3,353,615
Total expenditures	-	3,353,615
Excess/(deficiency) of revenues over/(under) expenditures	2	(3,353,184)
OTHER FINANCING SOURCES/(USES)		
Bond proceeds	-	3,353,615
Total other financing sources/(uses)	-	3,353,615
Net change in fund balances	2	431
Fund balances - beginning	429	-
Fund balances - ending	\$ 431	\$ 431

RESERVE AT VAN OAKS
COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

**MINUTES OF MEETING
RESERVE AT VAN OAKS
COMMUNITY DEVELOPMENT DISTRICT**

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The Board of Supervisors of the Reserve at Van Oaks Community Development District held a Regular Meeting on October 2, 2023 at 1:00 p.m., at the Holiday Inn Express & Suites Lakeland North I-4, 4500 Lakeland Park Drive, Lakeland, Florida 33809.

Present at the meeting:

Martha Schiffer	Vice Chair
Megan Germino	Assistant Secretary
Chris Torres	Assistant Secretary
Edmon Rakipi (via telephone)	Assistant Secretary

Also present were:

Kristen Suit	District Manager
Jonathan Johnson (via telephone)	District Counsel
Eric Warren (via telephone)	District Engineer
Dean Garrow	Home River Property Management

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 1:00 p.m. Supervisors Schiffer, Germino and Torres were present. Supervisor Rakipi attended via telephone. Supervisor Noble was not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Ratification Items

Ms. Suit presented the following:

A. Updated Amenities Rules/Rates

39 On MOTION by Ms. Schiffer and seconded by Mr. Torres, with all in favor, the
40 Updated Amenities Rules/Rates, were ratified.

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43 B. Fiscal Year 2024 Amended Budget

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45 On MOTION by Mr. Torres and seconded by Ms. Schiffer, with all in favor, the
46 Fiscal Year 2024 Amended Budget, was ratified.

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49 C. Contribution Agreement

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51 On MOTION by Ms. Schiffer and seconded by Mr. Torres, with all in favor, the
52 Contribution Agreement between the CDD and Meritage Homes, was ratified.

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55 **FOURTH ORDER OF BUSINESS** **Acceptance of Unaudited Financial**
56 **Statements as of August 31, 2023**

57
58 Ms. Suit presented the Unaudited Financial Statements as of August 31, 2023.

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60 On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor,
61 the Unaudited Financial Statements as of August 31, 2023, were accepted.

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64 **FIFTH ORDER OF BUSINESS** **Approval of August 7, 2023 Public Hearings**
65 **and Regular Meeting Minutes**

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67 Ms. Suit presented the August 7, 2023 Public Hearings and Regular Meeting Minutes.

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69 On MOTION by Ms. Schiffer and seconded by Mr. Torres, with all in favor, the
70 August 7, 2023 Public Hearings and Regular Meeting Minutes, as presented,
71 were approved.

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74 **SIXTH ORDER OF BUSINESS** **Staff Reports**

75
76 A. District Counsel: Kutak Rock LLP

77 **B. District Engineer: Poulos & Bennett, LLC**

78 There were no District Counsel or District Engineer reports.

79 **C. District Property Manager: HomeRiver Group-Orlando**

80 There was no report.

81 **D. District Manager: Wrathell, Hunt and Associates, LLC**

- 82 • **NEXT MEETING DATE: November 6, 2023 at 1:00 PM**

- 83 ○ **QUORUM CHECK**

84 Ms. Schiffer stated that Cornerstone’s level of service has diminished and a new
 85 landscape contractor was engaged. Ms. Suit stated Staff will need to examine the current
 86 agreement and send a termination letter to Cornerstone. The new contract can be ratified at a
 87 future meeting. She asked the Vice Chair to send a copy of the proposal to Staff. District
 88 Counsel will then draft a form of agreement and the new vendor’s scope of services will be the
 89 exhibit. In light of the CDD’s need to terminate the current landscape services agreement and
 90 subsequent approval of a new proposal, the November 6, 2023 meeting is to be determined.

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92 **SEVENTH ORDER OF BUSINESS**

Board Members’ Comments/Requests

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94 There were no Board Member’s comments or requests.

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96 **EIGHTH ORDER OF BUSINESS**

Public Comments

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98 There were no public comments.

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100 **NINTH ORDER OF BUSINESS**

Adjournment

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**On MOTION by Ms. Schiffer and seconded by Ms. Germino, with all in favor,
 the meeting adjourned at 1:50 p.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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115 _____
Secretary/Assistant Secretary

Chair/Vice Chair

RESERVE AT VAN OAKS

COMMUNITY DEVELOPMENT DISTRICT

STAFF REPORTS

RESERVE AT VAN OAKS COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2023/2024 MEETING SCHEDULE

LOCATION

*Holiday Inn Express & Suites Lakeland North I-4
4500 Lakeland Park Drive, Lakeland, Florida 33809*

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 2, 2023	Regular Meeting	1:00 PM
November 6, 2023	Regular Meeting	1:00 PM
December 4, 2023	Regular Meeting	1:00 PM
February 5, 2024	Regular Meeting	1:00 PM
March 4, 2024	Regular Meeting	1:00 PM
April 1, 2024	Regular Meeting	1:00 PM
May 6, 2024	Regular Meeting	1:00 PM
June 3, 2024	Regular Meeting	1:00 PM
July 1, 2024	Regular Meeting	1:00 PM
August 5, 2024	Regular Meeting	1:00 PM