

**SEATON CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
PUBLIC HEARING & REGULAR MEETING
AUGUST 23, 2022**

**SEATON CREEK RESERVE
COMMUNITY DEVELOPMENT DISTRICT AGENDA
AUGUST 23, 2022 AT 2:00 P.M.
BARTRAM PARK EXECUTIVE CENTER
LOCATED AT 12724 GRAN BAY PARKWAY WEST, SUITE 410
JACKSONVILLE, FL 32258**

| | | |
|--------------------------------------|--------------|------------------|
| District Board of Supervisors | Chair | Ross Puzzitiello |
| | Vice-Chair | Rick Puzzitiello |
| | Supervisor | Ward Huntley |
| | Supervisor | Chris Mayo |
| | Supervisor | Zenzi Rogers |
| District Manager | Inframark | Brian Lamb |
| | Inframark | Robert Koncar |
| District Attorney | Kutak Rock | Wes Haber |
| District Engineer | Prosser Inc. | Brad Davis |

All cellular phones and pagers must be turned off while in the meeting room

The District Agenda is comprised of four different sections:

The meeting will begin at **2:00 p.m.**

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) 873-7300, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1 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.

Board of Supervisors
Seaton Creek Reserve Community Development District

Dear Board Members:

The Public Hearing & Regular Meeting of the Seaton Creek Reserve Community Development District will be held on **August 23, 2022 at 2:00 p.m. at the Bartram Park Executive Center located at 12724 Gran Bay Parkway West Suite 410, Jacksonville, FL 32258.** Please let us know at least 24 hours in advance if you are planning to call into the meeting. Following is the Agenda for the Meeting:

Call In Number: 1-866-906-9330

Access Code: 4863181

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT ON AGENDA ITEMS**
- 3. RECESS TO PUBLIC HEARINGS**
- 4. PUBLIC HEARING ON ADOPTING FINAL FISCAL YEAR 2023 BUDGET**
 - A. Open Public Hearing on Final Fiscal Year 2023 Budget
 - B. Staff Presentations
 - C. Public Comments
 - D. Consideration of Resolution 2022-12; Adopting Fiscal Year 2023 Budget.....Tab 01
 - i. Developer Budget Funding Agreement.....Tab 02
 - E. Close Public Hearing on Final Fiscal Year 2023 Budget
- 5. RETURN TO REGULAR MEETING**
- 6. BUSINESS ITEMS**
 - A. Consideration of Resolution 2022-13; Setting FY 2023 Meeting Schedule.....Tab 03
 - B. General Matters of the District
- 7. CONSENT AGENDA ITEMS**
 - A. Consideration of Audit Committee & Regular Meeting Minutes May 24, 2022.....Tab 04
 - B. Consideration of Operations and Maintenance Expenditures May 2022.....Tab 05
 - C. Consideration of Operations and Maintenance Expenditures June 2022.....Tab 06
 - D. Consideration of Operations and Maintenance Expenditures July 2022.....Tab 07
 - E. Review of Financial Statements for Month Ending July 31, 2022.....Tab 08
- 8. VENDOR AND STAFF REPORTS.**
 - A. District Counsel
 - B. District Manager
 - C. District Engineer
- 9. BOARD MEMBERS COMMENTS**
- 10. PUBLIC COMMENTS**
- 11. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,

Brian Lamb
Inframark

RESOLUTION 2022-12

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SEATON CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT ADOPTING A BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022, AND ENDING SEPTEMBER 30, 2023; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager submitted, prior to June 15th, to the Board of Supervisors (“**Board**”) of the Seaton Creek Reserve Community Development District (“**District**”) a proposed budget for the next ensuing budget year (“**Proposed Budget**”), along with an explanatory and complete financial plan for each fund, pursuant to the provisions of Sections 189.016(3) and 190.008(2)(a), Florida Statutes;

WHEREAS, the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District at least 60 days prior to the adoption of the Proposed Budget pursuant to the provisions of Section 190.008(2)(b), Florida Statutes;

WHEREAS, the Board held a duly noticed public hearing pursuant to Section 190.008(2)(a), Florida Statutes;

WHEREAS, the District Manager posted the Proposed Budget on the District’s website at least 2 days before the public hearing pursuant to Section 189.016(4), Florida Statutes;

WHEREAS, the Board is required to adopt a resolution approving a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year pursuant to Section 190.008(2)(a), Florida Statutes; and

WHEREAS, the Proposed Budget projects the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:

Section 1. Budget

- a. That the Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District’s records office, and hereby approves certain amendments thereto, as shown below.
- b. That the Proposed Budget as amended by the Board attached hereto as **Exhibit A**, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures for fiscal year 2021-2022 and/or revised projections for fiscal year 2022-2023.
- c. That the adopted budget, as amended, shall be maintained in the office of the District Manager and at the District’s records office and identified as “The Budget for the Seaton

Creek Reserve Community Development District for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023.”

- d. The final adopted budget shall be posted by the District Manager on the District’s website within 30 days after adoption pursuant to Section 189.016(4), Florida Statutes.

Section 2. Appropriations. There is hereby appropriated out of the revenues of the District (the sources of the revenues will be provided for in a separate resolution), for the fiscal year beginning October 1, 2022, and ending September 30, 2023, the sum of \$ \$60,000.00, which sum is deemed by the Board to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

| | |
|--------------------|--------------|
| Total General Fund | \$ 60,000.00 |
|--------------------|--------------|

*Not inclusive of any collection costs or early payment discounts.

Section 3. Budget Amendments. Pursuant to Section 189.016(6), Florida Statutes, the District at any time within the fiscal year or within 60 days following the end of the fiscal year may amend its budget for that fiscal year as follows:

- a. The Board may authorize an increase or decrease in line item appropriations within a fund by motion recorded in the minutes if the total appropriations of the fund do not increase.
- b. The District Manager or Treasurer may authorize an increase or decrease in line item appropriations within a fund if the total appropriations of the fund do not increase and if the aggregate change in the original appropriation item does not exceed \$10,000 or 10% of the original appropriation.
- c. Any other budget amendments shall be adopted by resolution and be consistent with Florida law. This includes increasing any appropriation item and/or fund to reflect receipt of any additional unbudgeted monies and making the corresponding change to appropriations or the unappropriated balance.

The District Manager or Treasurer must establish administrative procedures to ensure that any budget amendments are in compliance with this section and Section 189.016, Florida Statutes, among other applicable laws. Among other procedures, the District Manager or Treasurer must ensure that any amendments to budget(s) under subparagraph c. above are posted on the District’s website within 5 days after adoption pursuant to Section 189.016(7), Florida Statutes.

Section 4. Effective Date. This Resolution shall take effect upon the passage and adoption of this Resolution by the Board.

Passed and Adopted on August 23, 2022.

Attested By:

**Seaton Creek Reserve Community
Development District**

Print Name: _____
Secretary/Assistant Secretary

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

Exhibit A: FY 2022-2023 Adopted Budget

2023

SEATON CREEK

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023
FINAL ANNUAL OPERATING BUDGET



August 23, 2022

SEATON CREEK

COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2023

FINAL ANNUAL OPERATING BUDGET

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August 23, 2022

SEATON CREEK

COMMUNITY DEVELOPMENT DISTRICT

BUDGET INTRODUCTION

Background Information

The Seaton Creek Community Development District is a local special purpose government authorized by Chapter 190, Florida Statutes, as amended. The Community Development District (CDD) is an alternative method for planning, financing, acquiring, operating and maintaining community-wide infrastructure in master planned communities. The CDD also is a mechanism that provides a “solution” to the State’s needs for delivery of capital infrastructure to service projected growth without overburdening other governments and their taxpayers. CDDs represent a major advancement in Florida’s effort to manage its growth effectively and efficiently. This allows the community to set a higher standard for construction along with providing a long-term solution to the operation and maintenance of community facilities.

The following report represents the District budget for Fiscal Year 2023, which begins on October 1, 2022. The District budget is organized by fund to segregate financial resources and ensure that the segregated resources are used for their intended purpose, and the District has established the following funds.

| <u>Fund Number</u> | <u>Fund Name</u> | <u>Services Provided</u> |
|---------------------------|-------------------------|--|
| 001 | General Fund | Operations and Maintenance of Community Facilities |

Facilities of the District

The District’s existing facilities include storm-water management (lake and water control structures), wetland preserve areas, street lighting, landscaping, entry signage, entry features, irrigation distribution facilities, recreational center, parks, pool facility, tennis courts and other related public improvements.

Maintenance of the Facilities

In order to maintain the facilities, the District conducts hearings to adopt an operating budget each year. This budget includes a detailed description of the maintenance program along with an estimate of the cost of the program. The funding of the maintenance budget is levied as a non-ad valorem assessment on your property by the District Board of Supervisors.

SEATON CREEK

COMMUNITY DEVELOPMENT DISTRICT

| | Fiscal Year 2022 Final Operating Budget | Current Period Actuals 10/1/21 - 3/31/22 | Projected Revenues & Expenditures 4/1/22 to 6/30/22 | Total Actuals and Projections Through 9/30/22 | Over/(Under) Budget Through 9/30/22 |
|---|--|--|---|--|---|
| REVENUES | | | | | |
| SPECIAL ASSESSMENTS - SERVICE CHARGES | | | | | |
| Operations & Maintenance Assmts-Tax Roll | 60,000.00 | 0.00 | 60,000.00 | 60,000.00 | 0.00 |
| TOTAL SPECIAL ASSESSMENTS - SERVICE CHARGES | \$60,000.00 | \$0.00 | \$60,000.00 | \$60,000.00 | \$0.00 |
| CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES | | | | | |
| Developer Contributions | 0.00 | 15,000.00 | (15,000.00) | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES | \$0.00 | \$15,000.00 | (\$15,000.00) | \$0.00 | \$0.00 |
| Other Miscellaneous Revenues | | | | | |
| Miscellaneous | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL Other Miscellaneous Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| TOTAL REVENUES | \$60,000.00 | \$15,000.00 | \$45,000.00 | \$60,000.00 | \$0.00 |
| EXPENDITURES | | | | | |
| LEGISLATIVE | | | | | |
| Supervisor Fees | 2,400.00 | 0.00 | 2,400.00 | 2,400.00 | 0.00 |
| TOTAL LEGISLATIVE | \$2,400.00 | \$0.00 | \$2,400.00 | \$2,400.00 | \$0.00 |
| FINANCIAL & ADMINISTRATIVE | | | | | |
| District Manager | 18,000.00 | 4,500.00 | 13,500.00 | 18,000.00 | 0.00 |
| District Engineer | 5,000.00 | 204.50 | 4,795.50 | 5,000.00 | 0.00 |
| Disclosure Report | 2,400.00 | 0.00 | 1,050.00 | 1,050.00 | (1,350.00) |
| Trustees Fees | 4,000.00 | 0.00 | 0.00 | 0.00 | (4,000.00) |
| Auditing Services | 5,000.00 | 99.88 | 0.00 | 99.88 | (4,900.12) |
| Accounting Services | 4,500.00 | 1,125.00 | (1,125.00) | 0.00 | (4,500.00) |
| Postage, Phone, Faxes, Copies | 100.00 | 0.00 | 100.00 | 100.00 | 0.00 |
| Public Officials Insurance | 2,500.00 | 1,973.00 | 0.00 | 1,973.00 | (527.00) |
| Legal Advertising | 2,675.00 | 224.75 | 775.25 | 1,000.00 | (1,675.00) |
| Bank Fees | 150.00 | 25.00 | 125.00 | 150.00 | 0.00 |
| Email Hosting Vendor | 600.00 | 0.00 | 0.00 | 0.00 | (600.00) |
| Website Administration | 1,500.00 | 375.00 | 1,125.00 | 1,500.00 | 0.00 |
| ADA Website Fee | 1,900.00 | 2,900.00 | 0.00 | 2,900.00 | 1,000.00 |
| Dues, Licenses & Fees | 175.00 | 175.00 | 0.00 | 175.00 | 0.00 |
| Miscellaneous Fees | 100.00 | 0.00 | 100.00 | 100.00 | 0.00 |
| TOTAL FINANCIAL & ADMINISTRATIVE | \$48,600.00 | \$11,602.13 | \$20,445.75 | \$32,047.88 | (\$16,552.12) |
| LEGAL COUNSEL | | | | | |
| District Counsel | 3,500.00 | 4,560.00 | 0.00 | 4,560.00 | 1,060.00 |
| TOTAL LEGAL COUNSEL | \$3,500.00 | \$4,560.00 | \$0.00 | \$4,560.00 | \$1,060.00 |
| ELECTRIC UTILITY SERVICES | | | | | |
| Electric Utility Services - Street lights | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Electric Utility Services - All Others | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ELECTRIC UTILITY SERVICES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| GARBAGE/SOLID WASTE CONTROL SERVICES | | | | | |
| Garbage Collection | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL GARBAGE/SOLID WASTE CONTROL SERVICES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| WATER-SEWER COMBINATION SERVICES | | | | | |
| Water Utility Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL WATER-SEWER COMBINATION SERVICES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| OTHER PHYSICAL ENVIRONMENT | | | | | |
| Waterway Management Program | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Waterway Improvement & Repair | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Entrance Monument & Wall Maintenance Repair | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| General Property & Casualty Insurance | 5,500.00 | 2,411.00 | 3,089.00 | 5,500.00 | 0.00 |
| Landscape Maintenance - Contract | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Landscape Maintenance - Other | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Plant Replacement Program | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Irrigation Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Pool Maintenance - Other | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Pool Maintenance - Contract | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Amenity Center Cleaning & Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Amenity Center Pest Control | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Amenity Center Maintenance & Repair | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER PHYSICAL ENVIRONMENT | \$5,500.00 | \$2,411.00 | \$3,089.00 | \$5,500.00 | \$0.00 |
| TOTAL EXPENDITURES | \$60,000.00 | \$18,573.13 | \$25,934.75 | \$44,507.88 | (\$15,492.12) |
| EXCESS OF REVENUES OVER (UNDER) EXPENDITURES | \$0.00 | (\$3,573.13) | \$19,065.25 | \$15,492.12 | \$15,492.12 |

FISCAL YEAR 2022 BUDGET ANALYSIS

SEATON CREEK

COMMUNITY DEVELOPMENT DISTRICT

| | Fiscal Year 2022 Final Operating Budget | Total Actuals and Projections Through 9/30/22 | Over/(Under) Budget Through 9/30/22 | Fiscal Year 2023 Final Operating Budget | Increase / (Decrease) from FY 2021 to FY 2023 |
|---|--|--|---|---|---|
| REVENUES | | | | | |
| SPECIAL ASSESSMENTS - SERVICE CHARGES | | | | | |
| Operations & Maintenance Assmts-Tax Roll | 60,000.00 | 60,000.00 | 0.00 | 60,000.00 | 0.00 |
| TOTAL SPECIAL ASSESSMENTS - SERVICE CHARGES | \$60,000.00 | \$60,000.00 | \$0.00 | \$60,000.00 | \$0.00 |
| CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES | | | | | |
| Developer Contributions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Other Miscellaneous Revenues | | | | | |
| Miscellaneous | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL Other Miscellaneous Revenues | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| TOTAL REVENUES | \$60,000.00 | \$60,000.00 | \$0.00 | \$60,000.00 | \$0.00 |
| EXPENDITURES | | | | | |
| LEGISLATIVE | | | | | |
| Supervisor Fees | 2,400.00 | 2,400.00 | 0.00 | 2,400.00 | 0.00 |
| TOTAL LEGISLATIVE | \$2,400.00 | \$2,400.00 | \$0.00 | \$2,400.00 | \$0.00 |
| FINANCIAL & ADMINISTRATIVE | | | | | |
| District Manager | 18,000.00 | 18,000.00 | 0.00 | 15,775.00 | (2,225.00) |
| District Engineer | 5,000.00 | 5,000.00 | 0.00 | 3,000.00 | (2,000.00) |
| Disclosure Report | 2,400.00 | 1,050.00 | (1,350.00) | 4,200.00 | 1,800.00 |
| Trustees Fees | 4,000.00 | 0.00 | (4,000.00) | 4,200.00 | 200.00 |
| Auditing Services | 5,000.00 | 99.88 | (4,900.12) | 5,000.00 | 0.00 |
| Accounting Services | 4,500.00 | 0.00 | (4,500.00) | 9,000.00 | 4,500.00 |
| Postage, Phone, Faxes, Copies | 100.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| Public Officials Insurance | 2,500.00 | 1,973.00 | (527.00) | 2,500.00 | 0.00 |
| Legal Advertising | 2,675.00 | 1,000.00 | (1,675.00) | 1,000.00 | (1,675.00) |
| Bank Fees | 150.00 | 150.00 | 0.00 | 150.00 | 0.00 |
| Email Hosting Vendor | 600.00 | 0.00 | (600.00) | 0.00 | (600.00) |
| Website Administration | 1,500.00 | 1,500.00 | 0.00 | 1,500.00 | 0.00 |
| ADA Website Fee | 1,900.00 | 2,900.00 | 1,000.00 | 1,900.00 | 0.00 |
| Dues, Licenses & Fees | 175.00 | 175.00 | 0.00 | 175.00 | 0.00 |
| Miscellaneous Fees | 100.00 | 100.00 | 0.00 | 100.00 | 0.00 |
| TOTAL FINANCIAL & ADMINISTRATIVE | \$48,600.00 | \$32,047.88 | (\$16,552.12) | \$48,600.00 | \$0.00 |
| LEGAL COUNSEL | | | | | |
| District Counsel | 3,500.00 | 4,560.00 | 1,060.00 | 3,500.00 | 0.00 |
| TOTAL LEGAL COUNSEL | \$3,500.00 | \$4,560.00 | \$1,060.00 | \$3,500.00 | \$0.00 |
| ELECTRIC UTILITY SERVICES | | | | | |
| Electric Utility Services - Street lights | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Electric Utility Services - All Others | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ELECTRIC UTILITY SERVICES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| GARBAGE/SOLID WASTE CONTROL SERVICES | | | | | |
| Garbage Collection | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL GARBAGE/SOLID WASTE CONTROL SERVICES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| WATER-SEWER COMBINATION SERVICES | | | | | |
| Water Utility Services | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL WATER-SEWER COMBINATION SERVICES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| OTHER PHYSICAL ENVIRONMENT | | | | | |
| Waterway Management Program | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Waterway Improvement & Repair | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Entrance Monument & Wall Maintenance Repair | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| General Property & Casualty Insurance | 5,500.00 | 5,500.00 | 0.00 | 5,500.00 | 0.00 |
| Landscape Maintenance - Contract | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Landscape Maintenance - Other | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Plant Replacement Program | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Irrigation Maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Pool Maintenance - Other | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Pool Maintenance - Contract | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Amenity Center Cleaning & Supplies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Amenity Center Pest Control | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Amenity Center Maintenance & Repair | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL OTHER PHYSICAL ENVIRONMENT | \$5,500.00 | \$5,500.00 | \$0.00 | \$5,500.00 | \$0.00 |
| TOTAL EXPENDITURES | \$60,000.00 | \$44,507.88 | (\$15,492.12) | \$60,000.00 | \$0.00 |
| EXCESS OF REVENUES OVER (UNDER) EXPENDITURES | \$0.00 | \$15,492.12 | \$15,492.12 | \$0.00 | \$0.00 |

FISCAL YEAR 2023

FINAL ANNUAL OPERATING BUDGET

SEATON CREEK

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Financial & Administrative

District Manager

The District retains the services of a consulting manager, who is responsible for the daily administration of the District's business, including any and all financial work related to the Bond Funds and Operating Funds of the District, and preparation of the minutes of the Board of Supervisors. In addition, the District Manager prepares the Annual Budget(s), implements all policies of the Board of Supervisors, and attends all meetings of the Board of Supervisors.

District Engineer

Consists of attendance at scheduled meetings of the Board of Supervisors, offering advice and consultation on all matters related to the works of the District, such as bids for yearly contracts, operating policy, compliance with regulatory permits, etc.

Disclosure Reporting

On a quarterly and annual basis, disclosure of relevant district information is provided to the Muni Council, as required within the bond indentures.

Trustees Fees

This item relates to the fee assessed for the annual administration of bonds outstanding, as required within the bond indentures.

Auditing Services

The District is required to annually undertake an independent examination of its books, records and accounting procedures. This audit is conducted pursuant to State Law and the Rules of the Auditor General.

Postage, Phone, Fax, Copies

This item refers to the cost of materials and service to produce agendas and conduct day-to-day business of the District.

Public Officials Insurance

The District carries Public Officials Liability in the amount of \$1,000,000.

Legal Advertising

This is required to conduct the official business of the District in accordance with the Sunshine Law and other advertisement requirements as indicated by the Florida Statutes.

Bank Fees

The District operates a checking account for expenditures and receipts.

Dues, Licenses & Fees

The District is required to file with the County and State each year.

Miscellaneous Fees

To provide for unbudgeted administrative expenses.

Office Supplies

Cost of daily supplies required by the District to facilitate operations.

Website Administration

This is for maintenance and administration of the Districts official website.

SEATON CREEK

COMMUNITY DEVELOPMENT DISTRICT

GENERAL FUND 001

Legal Counsel

District Counsel

Requirements for legal services are estimated at an annual expenditures on an as needed and also cover such items as attendance at scheduled meetings of the Board of Supervisor's, Contract preparation and review, etc.

Electric Utility Services

Electric Utility Services

This item is for street lights, pool, recreation facility and other common element electricity

Other Physical Environment

Waterway Management System

This item is for maintaining the multiple waterways that compose the District's waterway management system and aids in controlling nuisance vegetation that may otherwise restrict the flow of water

Property & Casualty Insurance

The District carries \$1,000,000 in general liability and also has sovereign immunity.

Entry & Walls Maintenance

This item is for maintaining the main entry feature and other common area walls.

Landscape Maintenance

The District contracts with a professional landscape firm to provide service through a public bid process. This fee does not include replacement material or irrigation repairs.

Miscellaneous Landscape

This item is for any unforeseen circumstances that may effect the appearance of the landscape program.

Plant Replacement Program

This item is for landscape items that may need to be replaced during the year.

**SEATON CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2022/2023 BUDGET FUNDING AGREEMENT**

This Agreement (the "Agreement") is made and entered into this ____ day of _____, 2022, by and between:

SEATON CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in the City of Jacksonville, Florida with a mailing address of 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607 (the "District"), and

PECAN ENTERPRISES, LLC, a Florida limited liability company and the developer of the lands in the District with a mailing address of 22700 Royalton Road, Strongsville, Ohio 44149 (the "Developer"; and together with the District, the "Parties").

Recitals

WHEREAS, the District was established by an ordinance adopted by the City Council of the City of Jacksonville, Florida, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure; and

WHEREAS, the District, pursuant to Chapter 190, Florida Statutes, is authorized to levy such taxes, special assessments, fees and other charges as may be necessary in furtherance of the District's activities and services; and

WHEREAS, Developer presently is developing the majority of all real property ("**Property**") within the District, which Property will benefit from the timely construction and acquisition of the District's facilities, activities and services and from the continued operations of the District; and

WHEREAS, the District is adopting its general fund budget for Fiscal Year 2022/2023, which year commences on October 1, 2022, and concludes on September 30, 2023 (the "FY 2023 Budget"); and

WHEREAS, the FY 2023 Budget, which both parties recognize may be amended from time to time in the sole discretion of the District, is attached hereto and incorporated herein by reference as **Exhibit A**; and

WHEREAS, the District has the option of levying non-ad valorem assessments on all land, including the Property owned by the Developer, that will benefit from the activities, operations and services set forth in the FY 2023 Budget, or utilizing such other revenue sources as may be available to it; and

WHEREAS, in lieu of levying assessments on the Property, the Developer is willing to provide such funds as are necessary to allow the District to proceed with its operations as described in **Exhibit A**; and

WHEREAS, the Developer agrees that the activities, operations and services provide a special and peculiar benefit equal to or in excess of the costs reflected on **Exhibit A** to the Property; and

WHEREAS, the Developer has agreed to enter into this Agreement in lieu of having the District levy and collect any non-ad valorem assessments as authorized by law against the Property located within the District for the activities, operations and services set forth in **Exhibit A**;

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which are hereby acknowledged, the parties agree as follows:

SECTION 1. The Developer agrees to make available to the District the monies necessary for the operation of the District, as called for in the FY 2023 Budget attached hereto as **Exhibit A**, within fifteen (15) days of written request by the District. Amendments to the FY 2023 Budget as shown on **Exhibit A** adopted by the District at a duly noticed meeting shall have the effect of amending this Agreement without further action of the parties. Funds provided hereunder shall be placed in the District's general checking account. In no way shall the foregoing in any way affect the District's ability to levy special assessments upon the property within the District, including the Property, in accordance with Florida law, to provide funds for any unfunded expenditures whether such expenditures are the result of an amendment to the District's FY 2023 Budget or otherwise. These payments are made by Developer in lieu of operation and maintenance assessments which might otherwise be levied or imposed by the District.

SECTION 2. The District shall have the right to file a continuing lien (the "Lien") upon the Property described in **Exhibit B** for all payments due and owing under the terms of this Agreement and for interest thereon, and for reasonable attorneys' fees, paralegals' fees, expenses and court costs incurred by the District incident to the collection of funds under this Agreement or for enforcement of this Lien, and all sums advanced and paid by the District for taxes and payment on account of superior interests, liens and encumbrances in order to preserve and protect the District's Lien. The Lien shall be effective as of the date and time of the recording of a "Notice of Lien for the FY 2023 Budget" in the public records of Duval County, Florida, stating among other things, the description of the real property and the amount due as of the recording of the Notice, and the existence of this Agreement. The District Manager, in its sole discretion, is hereby authorized by the District to file the Notice of Lien for the FY 2023 Budget on behalf of the District, without the need of further Board action authorizing or directing such filing. At the District Manager's direction, the District may also bring an action at law against the record title holders to the Property to pay the amount due under this Agreement, or may foreclose the Lien against the Property in any manner authorized by law. The District may partially release any filed

Lien for portions of the Property subject to a plat if and when the Developers have demonstrated, in the District's sole discretion, such release will not materially impair the ability of the District to enforce the collection of funds hereunder. In the event the Developers sell any of the Property described in **Exhibit B** after the execution of this Agreement, the Developers' rights and obligations under this Agreement shall remain the same, provided however that the District shall only have the right to file a Lien upon the remaining Property owned by the Developers.

SECTION 3. In the event Developer fails to make payments as and when due to the District pursuant to this Agreement, the District shall have the following remedies, in addition to other remedies available at law and equity:

A. At the Board's direction, the District may bring an action at law against the record title holder to the Property to pay the amount due under this Agreement, or may foreclose the Lien against the Property in any manner authorized by law. The District may enforce the collection of funds due under this Agreement by action against Developer in the appropriate judicial forum in and for Duval County, Florida. The enforcement of the collection of funds in this manner shall be in the sole discretion of the District Manager on behalf of the District.

B. The District hereby finds that the activities, operations and services set out in **Exhibit A** provide a special and peculiar benefit to the Property, which benefit is initially allocated on an equal developable acreage basis. Developer agrees that the activities, operations and services set forth in **Exhibit A** provide a special and peculiar benefit to the Property equal to or in excess of the costs set out in **Exhibit A**, on an equal developable acreage basis. Therefore, in the alternative, or in addition to the other methods of collection set forth in this Agreement, the District, in its sole discretion, may choose to certify amounts due hereunder as a non ad valorem assessment on all or any part of the Property for collection, either through the Uniform Method of Collection set forth in Chapter 197 or under any method of direct bill and collection authorized by Florida law. Such assessment, if imposed, may be certified on the next available tax roll of the Duval County property appraiser. Developer hereby waives and/or relinquishes any rights it may have to challenge or object to such assessments if imposed, as well as the means of collection thereof.

SECTION 4. This instrument shall constitute the final and complete expression of the agreement between the parties relating to the subject matter of this Agreement. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both of the parties hereto.

SECTION 5. The execution of this Agreement has been duly authorized by the appropriate body or official of all parties hereto, each party has complied with all the requirements of law, and each party has full power and authority to comply with the terms and provisions of this instrument.

SECTION 6. This Agreement may be assigned, in whole or in part, by either party only upon the written consent of the other, which consent shall not be unreasonably withheld. In the

event that Developer sells or otherwise disposes of its business or of all or substantially all of its assets relating to the lands within the District, including the Property, Developer will expressly require that the purchaser agree to be bound by the terms of this Agreement. In the event of such sale or disposition, Developer may place into escrow an amount equal to the then unfunded portion of the adopted FY 2023 Budget to fund any budgeted expenses that may arise during the remainder of the fiscal year and provide the District evidence of assignment of this Agreement to the purchaser. Upon confirmation of the deposit of said funds into escrow, and evidence of such assignment to, and assumption by the purchaser, the Developer's obligation under this Agreement shall be deemed fulfilled and this Agreement terminated with respect to Developer's obligations. The parties hereto recognize that Developer is responsible for expenditures of the District in the FY 2023 Budget and that expenditures approved by the Board may exceed the amount adopted in the FY 2023 Budget. Developer shall notify the District in writing ninety (90) days prior to an anticipated sale or disposition of all or substantially all of the Property.

SECTION 7. A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which shall include, but not be limited to, the right of damages, injunctive relief and specific performance and specifically including the ability of the District to enforce any and all payment obligations under this Agreement in the manner described in Paragraph 3 above.

SECTION 8. This Agreement is solely for the benefit of the parties hereto and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any person or entity not a party hereto. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or entity other than the parties hereto any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon the parties hereto and their respective representatives, successors and assigns subject to the terms of Paragraph 6 above.

SECTION 9. This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida. Venue shall be in Duval County, Florida.

SECTION 10. This Agreement has been negotiated fully between the parties as an arm's length transaction. The parties participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen and selected the language, and the doubtful language will not be interpreted or construed against any party.

SECTION 11. The Agreement shall be effective after execution by both parties hereto. The enforcement provisions of this Agreement shall survive its termination, until all payments due under this Agreement are paid in full.

SECTION 12. In the event that either party is required to enforce this Agreement by court proceedings or otherwise, then the parties agree that the substantially prevailing party shall be entitled to recover from the other all costs incurred, including reasonable attorneys' fees, paralegal fees and expert witness fees and costs for trial, alternative dispute resolution, or appellate proceedings.

IN WITNESS WHEREOF, the parties execute this Agreement the day and year first written above.

ATTEST:

**SEATON CREEK RESERVE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairman/Vice Chairman

PECAN ENTERPRISES, LLC,
a Florida limited liability company

Witness

By: _____
Its: _____

Exhibit A: Fiscal Year 2022/2023 Budget
Exhibit B: Description of the Property

Exhibit A

Fiscal Year 2022/2023 Budget

Exhibit B

Description of the Property

RESOLUTION 2022-13

A RESOLUTION OF THE BOARD OF SUPERVISORS OF SEATON CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Seaton Creek Reserve Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the City of Jacksonville, Florida; and

WHEREAS, the District’s Board of Supervisors (hereinafter the “Board”), is statutorily authorized to exercise the powers granted to the District, but has not heretofore met; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time, and location of the District’s meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF SEATON CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT THAT:

Section 1. The annual public meeting schedule of the Board of Supervisors of the for the Fiscal Year 2023 attached hereto and incorporated by reference herein as Exhibit A is hereby approved and will be published and filed in accordance with the requirements of Florida law.

Section 2. The District Manager is hereby directed to submit a copy of the Fiscal Year 2023 annual public meeting schedule to the City of Jacksonville and the Department of Economic Opportunity.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 23RD DAY OF AUGUST, 2022

ATTEST:

**SEATON CREEK RESERVE
COMMUNITY DEVELOPMENT
DISTRICT**

SECRETARY/ASSISTANT SECRETARY

CHAIRMAN

EXHIBIT A

**BOARD OF SUPERVISORS MEETING DATES
SEATON CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023**

| | | |
|------------------|-----------------|------------------|
| October | 25, 2022 | 2:00 p.m. |
| November | 22, 2022 | 2:00 p.m. |
| December | 27, 2022 | 2:00 p.m. |
| January | 24, 2023 | 2:00 p.m. |
| February | 21, 2023 | 2:00 p.m. |
| March | 21, 2023 | 2:00 p.m. |
| April | 25, 2023 | 2:00 p.m. |
| May | 23, 2023 | 2:00 p.m. |
| June | 27, 2023 | 2:00 p.m. |
| July | 25, 2023 | 2:00 p.m. |
| August | 22, 2023 | 2:00 p.m. |
| September | 26, 2023 | 2:00 p.m. |

**All meetings will convene at the Bartram Park Executive Center located at 12724 Gran Bay
Parkway West Suite 410, Jacksonville, FL 32258.**

SEATON CREEK RESERVE COMMUNITY DEVELOPMENT DISTRICT

May 24, 2022, Minutes of the Audit Committee and Regular Meeting

Minutes of the Audit Committee and Regular Meeting

The Audit Committee and Regular Meetings of the Board of Supervisors for the Seaton Creek Reserve Community Development District was held on **Tuesday, May 24, 2022, at 2:00 p.m.** at the Bartram Park Executive Center located at 12724 Gran Bay Pkwy West, Suite 410, Jacksonville, FL 32258.

1. CALL TO ORDER

Bryan Radcliff called the Audit Committee and Regular Meetings of the Board of Supervisors of the Seaton Creek Reserve Community Development District to order on **Tuesday, May 24, 2022, at 2:01 p.m.**

Board Members Present and Constituting a Quorum:

| | | |
|---------------------|------------|----------------------------|
| Ross Puzzitiello | Chair | |
| Zenzi Rogers | Supervisor | |
| Chris Mayo | Supervisor | |
| Michael Della-Penta | Supervisor | (appointed at the meeting) |

Staff Members Present:

| | | |
|----------------|------------------------------|-----------------------|
| Bryan Radcliff | District Manager, Inframark | |
| Brian Lamb | District Manager, Inframark | (via conference call) |
| Wes Herber | District Counsel, Kutak Rock | (via conference call) |
| Bob Koncur | | |
| Janice Davis | | |

There were no members of the general public in attendance.

2. RECESS TO AUDIT COMMITTEE MEETING

Mr. Radcliff directed the Board to recess to the Audit Committee Meeting.

3. AUDIT COMMITTEE MEETING

A. Open the Audit Committee Meeting

| | |
|--------------|---------------------------------|
| MOTION TO: | Open the Audit Meeting |
| MADE BY: | Supervisor Rogers |
| SECONDED BY: | Supervisor Mayo |
| DISCUSSION: | None further |
| RESULT: | Called to Vote: Motion PASSED |
| | 4/0 - Motion Passed Unanimously |

B. Evaluate and Rank the Audit Proposals

i. Grau & Associates

C. Finalize the Ranking and Consideration of Audit Committee Recommendation

The Board ranked Grau & Associates as their recommended vendor for financial auditing services for the District.

D. Close the Audit Committee Meeting

| | |
|--------------|---------------------------------|
| MOTION TO: | Close the Audit Meeting |
| MADE BY: | Supervisor Rogers |
| SECONDED BY: | Supervisor Mayo |
| DISCUSSION: | None further |
| RESULT: | Called to Vote: Motion PASSED |
| | 4/0 - Motion Passed Unanimously |

4. RETURN AND PROCEED TO REGULAR MEETING

Mr. Lamb directed the Board to proceed to the regular meeting.

5. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS

There were no audience questions or comments on agenda items.

6. BUSINESS ITEMS

A. Acceptance of Board Resignation, Seat

The Board Accepted the resignation of Ward Huntley from the Board of Supervisors of Seaton Creek Reserve CDD.

| | |
|--------------|----------------------------------|
| MOTION TO: | Accept Ward Huntley resignation. |
| MADE BY: | Supervisor Rogers |
| SECONDED BY: | Supervisor Mayo |
| DISCUSSION: | None further |
| RESULT: | Called to Vote: Motion PASSED |
| | 4/0 - Motion Passed Unanimously |

B. Appointment of Board Supervisor to Open Seat & Administer Oath of Office

The Board Appointed Michael Dela Penta to seat # 3 of the Board of Supervisors of Seaton Creek Reserve CDD. Mr. Radcliff read Mr. Penta his oath of office. Mr. Penta accepted compensation.

| | |
|--------------|--|
| MOTION TO: | Appoint Michael Dela Penta to seat #3 of the Board of Supervisors. |
| MADE BY: | Supervisor Rogers |
| SECONDED BY: | Supervisor Mayo |
| DISCUSSION: | None further |
| RESULT: | Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously |

C. Consideration of Resolution 2022-10; Re Designating Officers

The Board Adopted Resolution 2022-10; Redesignating Officers and maintained Ross Puzzitiello as Chair and Rick Puzzitiello as Vice Chair.

| | |
|--------------|--|
| MOTION TO: | Adopt Resolution 2022-10. |
| MADE BY: | Supervisor Rogers |
| SECONDED BY: | Supervisor Mayo |
| DISCUSSION: | None further |
| RESULT: | Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously |

D. Consideration of Audit Committee Recommendations and Evaluation

The Board Approved a motion to accept the recommendation of Grau & Associates for auditing services from the audit committee.

| | |
|--------------|--|
| MOTION TO: | Accept the recommendation of Grau & Associates for auditing services from the Audit Committee. |
| MADE BY: | Supervisor Rogers |
| SECONDED BY: | Supervisor Mayo |
| DISCUSSION: | None further |
| RESULT: | Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously |

E. Consideration of Resolution 2022-11; Approving Proposed FY 2023 Budget & Setting Public Hearing

The Board Adopted Resolution 2022-11, Approving the Proposed FY 2023 Budget and Setting the Public Hearing.

| | |
|--------------|---------------------------------|
| MOTION TO: | Resolution 2022-11. |
| MADE BY: | Supervisor Rogers |
| SECONDED BY: | Supervisor Mayo |
| DISCUSSION: | None further |
| RESULT: | Called to Vote: Motion PASSED |
| | 4/0 - Motion Passed Unanimously |

F. General Matters of the District

There were no general matters of the District.

7. CONSENT AGENDA

A. Consideration of Regular Meeting Minutes January 25, 2022

B. Consideration of Operations and Maintenance Expenditures March 2022

C. Consideration of Operations and Maintenance Expenditures April 2022

The Board Approved consent agenda items A – C (Regular meeting minutes from 01/25/2022, O & M Expenditures for March 2022, O & M Expenditures for April 2022)

| | |
|--------------|-----------------------------------|
| MOTION TO: | Approve Consent Agenda Items A-C. |
| MADE BY: | Supervisor Rogers |
| SECONDED BY: | Supervisor Mayo |
| DISCUSSION: | None further |
| RESULT: | Called to Vote: Motion PASSED |
| | 4/0 - Motion Passed Unanimously |

D. Review of Financial Statements for Month Ending April 30, 2022

The Board had no questions regarding the financials for the month ending 04/30/2022.

8. VENDOR AND STAFF REPORTS.

A. District Counsel

B. District Manager

C. District Engineer

There were no staff reports at this time.

9. SUPERVISOR REQUESTS AND COMMENTS

There were no supervisor requests or comments.

10. PUBLIC COMMENTS

There were no public comments.

11. ADJOURNMENT

| | |
|--------------|---------------------------------|
| MOTION TO: | Adjourn at 2:10 p.m. |
| MADE BY: | Supervisor Rogers |
| SECONDED BY: | Supervisor Mayo |
| DISCUSSION: | None further |
| RESULT: | Called to Vote: Motion PASSED |
| | 5/0 - Motion Passed Unanimously |

**Please note the entire meeting is available on disc.*

**These minutes were done in summary format.*

**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

Printed Name

Title:

- ☐ **Secretary**
☐ **Assistant Secretary**

Title:

- ☐ **Chairman**
☐ **Vice Chairman**

Recorded by Records Administrator

Signature

Date

Official District Seal

Seaton Creek CDD Community Development District Summary of Operations and Maintenance Invoices

| Vendor | Invoice/Account Number | Amount | Vendor Total | Comments/Description |
|-------------------------------|------------------------|------------------|--------------|--------------------------------|
| Monthly Contract | | | | |
| Monthly Contract Sub-Total | | \$ 0.00 | | |
| Variable Contract | | | | |
| Variable Contract Sub-Total | | \$ 0.00 | | |
| Utilities | | | | |
| Utilities Sub-Total | | \$ 0.00 | | |
| Regular Services | | | | |
| Kutak Rock LLP | 3027207 | \$ 430.50 | | Professional Service 4.30.2022 |
| Regular Services Sub-Total | | \$ 430.50 | | |
| Additional Services | | | | |
| Additional Services Sub-Total | | \$ 0.00 | | |
| TOTAL: | | \$ 430.50 | | |

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

April 30, 2022

Mr. Brian Lamb
Seaton Creek CDD
Meritus Districts
Suite 120
2005 Pan Am Circle
Tampa, FL 33607

RBH
3107
5140

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3027207

Client Matter No. 18223-1

Invoice No. 3027207

18223-1

Re: General Counsel

For Professional Legal Services Rendered

| | | | | |
|-------------|--------------|------|--------|--|
| 03/01/22 | W. Haber | 0.30 | 108.00 | Confer with counsel for landowner regarding resignation letter; prepare sample of same |
| 03/04/22 | K. Jusevitch | 0.10 | 16.50 | Distribute legislative newsletter |
| 03/10/22 | C. Stuart | 0.30 | 126.00 | Review proposed legislation; monitor committee activity and agendas; monitor Amendment 12 implementation |
| 03/15/22 | W. Haber | 0.20 | 72.00 | Confer with Lamb regarding vacancy |
| 03/18/22 | W. Haber | 0.30 | 108.00 | Confer with Puzzitiello regarding schedule and March meeting |
| TOTAL HOURS | | 1.20 | | |

PRIVILEGED AND CONFIDENTIAL
ATTORNEY-CLIENT COMMUNICATION AND/OR WORK PRODUCT

KUTAK ROCK LLP

Seaton Creek CDD

April 30, 2022

Client Matter No. 18223-1

Invoice No. 3027207

Page 2

TOTAL FOR SERVICES RENDERED

\$430.50

TOTAL CURRENT AMOUNT DUE

\$430.50

UNPAID INVOICES:

March 3, 2022

Invoice No. 3009869

1,275.00

March 31, 2022

Invoice No. 3022853

427.50

TOTAL DUE

\$2,133.00

Seaton Creek CDD Community Development District Summary of Operations and Maintenance Invoices

| Vendor | Invoice/Account Number | Amount | Vendor Total | Comments/Description |
|--------------------------------------|------------------------|--------------------|--------------|--|
| Monthly Contract | | | | |
| Inframark | 79460 | \$ 2,003.61 | | District Management Service - 06/30/2022 |
| Monthly Contract Sub-Total | | \$ 2,003.61 | | |
| Variable Contract | | | | |
| Variable Contract Sub-Total | | \$ 0.00 | | |
| Utilities | | | | |
| Utilities Sub-Total | | \$ 0.00 | | |
| Regular Services | | | | |
| Regular Services Sub-Total | | \$ 0.00 | | |
| Additional Services | | | | |
| Additional Services Sub-Total | | \$ 0.00 | | |
| TOTAL: | | \$ 2,003.61 | | |

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary



2002 West Grand Parkway North
Suite 100
Katy, TX 77449

BILL TO

Seaton Creek Reserve CDD
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

INVOICE#

#79460

CUSTOMER ID

C2424

PO#**DATE**

6/30/2022

NET TERMS

Net 30

DUE DATE

7/30/2022

Services provided for the Month of: June 2022

| DESCRIPTION | QTY | UOM | RATE | MARKUP | AMOUNT |
|-----------------------------|-----|-----|----------|--------|----------|
| B/W Copies- May | 7 | Ea | 0.52 | | 3.62 |
| Website Maintenance / Admin | 1 | Ea | 125.00 | | 125.00 |
| Accounting Services | 1 | Ea | 375.00 | | 375.00 |
| District Management | 1 | Ea | 1,500.00 | | 1,500.00 |
| Subtotal | | | | | 2,003.62 |

Subtotal

\$2,003.62

Tax

\$0.00

Total Due

\$2,003.62

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:

Account Name: INFRAMARK, LLC

ACH - Bank Routing Number: 111000614 / Account Number: 912593196

Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.

Seaton Creek CDD Community Development District Summary of Operations and Maintenance Invoices

| Vendor | Invoice/Account Number | Amount | Vendor Total | Comments/Description |
|--------------------------------------|------------------------|--------------------|--------------|---|
| Monthly Contract | | | | |
| Inframark | 77997 | \$ 2,002.08 | | District Management Services - 5.26.2022. |
| Monthly Contract Sub-Total | | \$ 2,002.08 | | |
| Variable Contract | | | | |
| Variable Contract Sub-Total | | \$ 0.00 | | |
| Utilities | | | | |
| Utilities Sub-Total | | \$ 0.00 | | |
| Regular Services | | | | |
| Kutak Rock LLP | 3064175 | \$ 252.00 | | Professional Legal Service - 6.7.2022 |
| Regular Services Sub-Total | | \$ 252.00 | | |
| Additional Services | | | | |
| Additional Services Sub-Total | | \$ 0.00 | | |
| TOTAL: | | \$ 2,254.08 | | |

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

Meritus Districts
A Division of Inframark, LLC

INVOICE

2005 Pan Am Circle
Suite 300
Tampa, FL 33607

INVOICE#
#77997

DATE
5/26/2022

CUSTOMER ID
C2424

NET TERMS
Net 30

PO#

DUE DATE
6/25/2022

BILL TO

Seaton Creek Reserve CDD
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

Services provided for the Month of: May 2022

| DESCRIPTION | QTY | UOM | RATE | AMOUNT |
|--|-----|-----|----------|----------|
| Copies - B/W Copies- May | 4 | Ea | 0.52 | 2.08 |
| Website Maintenance - Website Maintenance / Admin | 1 | Ea | 125.00 | 125.00 |
| Accounting Services - Accounting Services | 1 | Ea | 375.00 | 375.00 |
| District Management Services - District Management | 1 | Ea | 1,500.00 | 1,500.00 |
| Subtotal | | | | 2,002.08 |

Subtotal \$2,002.08

Tax \$0.00

Total Due \$2,002.08

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

Please include CUSTOMER ID and the invoice number on the check stub of your payment.
Phone: 813-397-5122 | Fax: 813-873-7070

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

June 7, 2022

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3064175

Client Matter No. 18223-1

Mr. Brian Lamb
Seaton Creek CDD
Meritus Districts
Suite 120
2005 Pan Am Circle
Tampa, FL 33607

RM 574.00
3157

Invoice No. 3064175
18223-1

Re: General Counsel

For Professional Legal Services Rendered

| | | | | |
|----------|----------|------|--------|--|
| 05/20/22 | W. Haber | 0.20 | 72.00 | Review agenda for May meeting |
| 05/24/22 | W. Haber | 0.50 | 180.00 | Prepare for and participate in Board meeting |

TOTAL HOURS 0.70

TOTAL FOR SERVICES RENDERED \$252.00

TOTAL CURRENT AMOUNT DUE \$252.00

UNPAID INVOICES:

March 31, 2022 Invoice No. 3022853 427.50

TOTAL DUE \$679.50

Seaton Creek Reserve Community Development District

Financial Statements
(Unaudited)

Period Ending
July 31, 2022



Inframark LLC
2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607
Phone (813) 873-7300 ~ Fax (813) 873-7070

Seaton Creek CDD
Balance Sheet
As of 7/31/2022

(In Whole Numbers)

| | <u>General Fund</u> | <u>Total</u> |
|---------------------------------|---------------------|-------------------|
| Assets | | |
| Cash-Operating Account | <u>1,531.00</u> | <u>1,531.00</u> |
| Total Assets | <u>1,531.00</u> | <u>1,531.00</u> |
| Liabilities | | |
| Accounts Payable | <u>10,006.00</u> | <u>10,006.00</u> |
| Total Liabilities | <u>10,006.00</u> | <u>10,006.00</u> |
| Fund Equity & Other Credits | <u>(8,474.00)</u> | <u>(8,474.00)</u> |
| Total Liabilities & Fund Equity | <u>1,531.00</u> | <u>1,531.00</u> |

Seaton Creek CDD
Statement of Revenues, Expenditures Changes In Fund Balance
From 10/1/2021 Through 7/31/2022

1 - General Fund
(In Whole Numbers)

| | Total Budget - Original | Current Period Actual | YTD Budget Variance - Original | Percent Total Budget Remaining - Original |
|----------------------------------|-------------------------|-----------------------|-----------------------------------|--|
| Revenues | | | | |
| Special Assessments - Service | | | | |
| Operations & Maintenance Assmts- | 60,000.00 | 0.00 | (60,000.00) | (100)% |
| Tax Roll | | | | |
| Contributions & Donations From | | | | |
| Private Sources | | | | |
| Developer Contributions | 0.00 | 15,000.00 | 15,000.00 | 0 % |
| Total Revenues | 60,000.00 | 15,000.00 | (45,000.00) | (75)% |
| Expenditures | | | | |
| Legislative | | | | |
| Supervisor Fees | 2,400.00 | 0.00 | 2,400.00 | 100 % |
| Financial & Administrative | | | | |
| District Manager | 18,000.00 | 7,500.00 | 10,500.00 | 58 % |
| District Engineer | 5,000.00 | 205.00 | 4,796.00 | 96 % |
| Disclosure Report | 2,400.00 | 0.00 | 2,400.00 | 100 % |
| Trustee Fees | 4,000.00 | 0.00 | 4,000.00 | 100 % |
| Accounting Services | 4,500.00 | 1,875.00 | 2,625.00 | 58 % |
| Auditing Services | 5,000.00 | 100.00 | 4,900.00 | 98 % |
| Postage, Phone, Faxes, Copies | 100.00 | 6.00 | 94.00 | 94 % |
| Public Officials Insurance | 2,500.00 | 1,973.00 | 527.00 | 21 % |
| Legal Advertising | 2,675.00 | 225.00 | 2,450.00 | 92 % |
| Bank Fees | 150.00 | 131.00 | 19.00 | 13 % |
| Dues, Licenses, & Fees | 175.00 | 175.00 | 0.00 | 0 % |
| Miscellaneous Fees | 100.00 | 107.00 | (7.00) | (7)% |
| Email Hosting Vendor | 600.00 | 0.00 | 600.00 | 100 % |
| Website Administration | 1,500.00 | 625.00 | 875.00 | 58 % |
| ADA Website Fee | 1,900.00 | 2,900.00 | (1,000.00) | (53)% |
| Legal Counsel | | | | |
| District Counsel | 3,500.00 | 5,243.00 | (1,743.00) | (50)% |
| Other Physical Environment | | | | |
| Property & Casualty Insurance | 5,500.00 | 2,411.00 | 3,089.00 | 56 % |
| Total Expenditures | 60,000.00 | 23,474.00 | 36,526.00 | 61 % |

1 - General Fund
(In Whole Numbers)

| | Total Budget - Original | Current Period Actual | YTD Budget Variance - Original | Percent Total Budget Remaining - Original |
|--------------------------------------|-------------------------|-----------------------|-----------------------------------|--|
| Excess of Revenues Over (Under) | 0.00 | (8,474.00) | (8,474.00) | 0 % |
| Expenditures | | | | |
| Excess of Revenue/Other Sources Over | 0.00 | (8,474.00) | (8,474.00) | 0 % |
| Expenditures/Other Uses | | | | |
| Fund Balance, End of Period | 0.00 | (8,474.00) | (8,474.00) | 0 % |

Seaton Creek CDD
Reconcile Cash Accounts

Summary

Cash Account: 10101 Cash-Operating Account
Reconciliation ID: 07/31/2022
Reconciliation Date: 7/31/2022
Status: Locked

| | |
|----------------------------------|-----------------|
| Bank Balance | 1,531.35 |
| Less Outstanding Checks/Vouchers | 0.00 |
| Plus Deposits in Transit | 0.00 |
| Plus or Minus Other Cash Items | 0.00 |
| Plus or Minus Suspense Items | <u>0.00</u> |
| Reconciled Bank Balance | 1,531.35 |
| Balance Per Books | <u>1,531.35</u> |
| Unreconciled Difference | <u>0.00</u> |

Click the Next Page toolbar button to view details.

Detail

Cash Account: 10101 Cash-Operating Account
Reconciliation ID: 07/31/2022
Reconciliation Date: 7/31/2022
Status: Locked
Cleared Checks/Vouchers

| Document Number | Document Date | Document Description | Document Amount | Payee |
|-------------------------|---------------|------------------------|-----------------|-------|
| CD006 | 7/21/2022 | Service Charges - July | <u>20.99</u> | |
| Cleared Checks/Vouchers | | | <u>20.99</u> | |