

St. Augustine Lakes
Community Development District

JUNE 1, 2022

AGENDA

St. Augustine Lakes
Community Development District
475 West Town Place
Suite 114
St. Augustine, Florida 32092
Call in Number: 1-877-304-9269, Code 544032

May 25, 2022

Board of Supervisors
St. Augustine Lakes Community Development District

Dear Board Members:

The Meeting of the St. Augustine Lakes Community Development District will be held Wednesday, June 1, 2022 at 11:00 a.m. at the offices of Governmental Management Services, 475 West Town Place, Suite 114, Florida 32092. Immediately following will be the Board of Supervisors meeting.

- I. Roll Call
- II. Audience Comments (*regarding agenda items listed below*)
- III. Consideration of Minutes of the May 4, 2022 Meeting
- IV. Matters Related to Series 2022 Bond Issue Process
- V. Consideration of Resolution 2022-38, Approving the Proposed Budget (will be sent under separate cover) for Fiscal Year 2023 and Setting a Public Hearing Date to Adopt (August 3, 3033 @ 11:00 a.m.)
- VI. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. Manager – Report on the Number of Registered Voters (0)
- VII. Supervisors Requests
- VIII. Audience Comments
- IX. Financial Statements as of April 30, 2022

- X. Consideration of Funding Request No. 6
- XI. Next Scheduled Meeting – July 6, 2022 at 11:00 a.m.
- XII. Adjournment

THIRD ORDER OF BUSINESS

MINUTES OF MEETING
ST. AUGUSTINE LAKES
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the St. Augustine Lakes Community Development District was held on Wednesday, May 4, 2022 at 11:00 a.m. at the offices of Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida.

Present and constituting a quorum were:

Zenzi Rogers	Chairperson
Chris Mayo	Vice Chairman
Tiffany Csalovszki	Supervisor

Also, present were:

Jim Oliver	District Manager, GMS
Wes Haber <i>by phone</i>	District Counsel

The following is a summary of the actions taken at the May 4, 2022 St. Augustine Lakes Community Development District's regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 11:00 a.m. Three Supervisors were in attendance at the meeting constituting a quorum.

SECOND ORDER OF BUSINESS

Audience Comments (*regarding agenda items listed below*)

Mr. Oliver stated that there were no members of the public present.

THIRD ORDER OF BUSINESS

Consideration of Minutes of the April 6, 2022 Meeting

Mr. Oliver presented the April 6, 2022 meeting minutes and asked for any comments, changes, or corrections. The Board had no changes to the minutes.

On MOTION by Ms. Rogers, seconded by Ms. Csalovszki, with all in favor, the Minutes of the April 6, 2022 Meeting, were approved.

FOURTH ORDER OF BUSINESS

**Acceptance of Minutes of the April 6, 2022
Audit Committee Meeting**

Mr. Oliver stated that this was for the acceptance of the March 2, 2022 Audit Committee meeting.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, Acceptance of the April 6, 2022 Audit Committee Meeting Minutes, were approved.

FIFTH ORDER OF BUSINESS

**Matters Related to the Series 2022 Bond Issue
Process**

Mr. Haber noted that he had no update. He was seeking direction from the Board on when they wanted to kick off that process. He stated that he had all the steps they need to take in place and they need to go ahead. Then they can bring the resolutions and other matters before the Board to start the actual issuance process. All the prerequisites had been completed.

Ms. Rogers noted that she would circle back with her team and follow up.

SIXTH ORDER OF BUSINESS

**Consideration of Audit Engagement Letter
with Berger, Tombs, Elam, Gaines & Frank**

Mr. Oliver noted that the fee was \$3,110 for the Fiscal Year 2022 audit. This will be included in the Fiscal Year 2023 budget.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the Audit Engagement Letter with Berger, Tombs, Elam, Gaines & Frank, was approved.

SEVENTH ORDER OF BUSINESS

Discussion of Fiscal Year 2023 Budget Process

Mr. Oliver stated that for Fiscal Year 2022 the budget was fully developer funded. Before the next meeting, they need to have a call to discuss what it will look like next year. They will need to discuss if there will be any platted lots during the year, will they levy assessments or will it be developer funded, are there any common areas or operations areas that need to be maintained or managed, and what improvements might come on during that year.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber had nothing further to report.

B. Engineer

There being none, the next item followed.

C. Manager

Mr. Oliver noted that they would bring the budget to the next meeting and set a public hearing date in conjunction with their August meeting where they will adopt that budget.

NINTH ORDER OF BUSINESS

Supervisors Requests

There being none, the next item followed.

TENTH ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

ELEVENTH ORDER OF BUSINESS

Financial Statements as of March 31, 2022

Mr. Oliver reviewed the financials as of March 31, 2022 and noted that he would answer any questions. He stated that there were no unusual variances.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the Financial Statements as of March 31, 2022, were approved.

TWELFTH ORDER OF BUSINESS

Consideration of Funding Request No. 5

Mr. Oliver noted that the amount for the funding request was \$3,471.25. There were invoices from Dominion Engineering, GMS, and Supervisor's fees. It also includes a credit for Funding Request No. 3 which charged \$1,568.50 for something that is a capital reimbursement.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, Funding Request No. 5, was approved.
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**THIRTEENTH ORDER OF BUSINESS Next Scheduled Meeting – June 1, 2022 at
11:00 a.m.**

Mr. Oliver stated that the next meeting would be June 1, 2022 at 11:00 a.m.

FOURTEENTH ORDER OF BUSINESS Adjournment

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the meeting was adjourned.
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Secretary/Assistant Secretary

Chairman/Vice Chairman

FIFTH ORDER OF BUSINESS

RESOLUTION 2022-38

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE ST. AUGUSTINE LAKES COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2022/2023 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors ("**Board**") of the St. Augustine Lakes Community Development District ("**District**") prior to June 15, 2022, a proposed budget ("**Proposed Budget**") for the fiscal year beginning October 1, 2022 and ending September 30, 2023 ("**Fiscal Year 2022/2023**"); and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE ST. AUGUSTINE LAKES COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2022/2023 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE:	August 3, 2022
HOUR:	11:00 a.m.
LOCATION:	Offices of GMS, LLC 475 West Town Place, Suite 114 St. Augustine, Florida 32092

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to St. Johns County at least 60 days prior to the hearing set above.

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

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

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

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

PASSED AND ADOPTED THIS 1ST DAY OF JUNE, 2022.

ATTEST:

**ST. AUGUSTINE LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget

SIXTH ORDER OF BUSINESS

C.

April 27, 2022

St. Augustine Lakes CDD
Attn: Sarah Sweeting, Recording Secretary
c/o Governmental Mgmt. Services
475 West Town Place, Suite 114
St. Augustine, FL 32092

Dear Ms. Sweeting:

In response to your request regarding Section 190.006(3)(a)(2)(d), Florida Statutes, the following information is applicable for:

St. Augustine Lakes CDD

0 registered voters in St. Johns County

This number is based on the streets within the legal description on file with this office as of April 15, 2022.

Please contact us if we may be of further assistance.

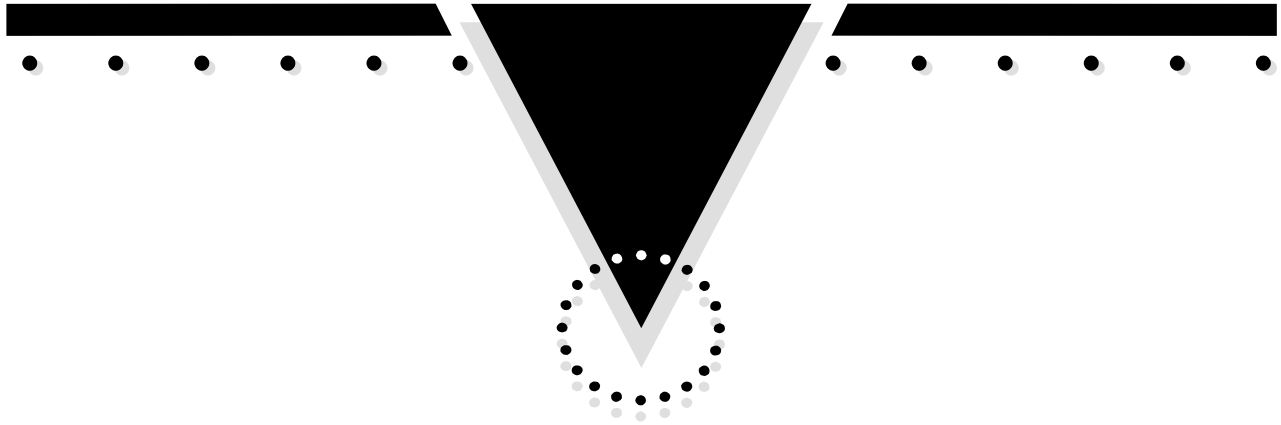
Sincerely,



Vicky C. Oakes
Supervisor of Elections

VO/ew

NINTH ORDER OF BUSINESS



**St Augustine Lakes
Community Development District**

Unaudited Financial Reporting

June 01, 2022



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1	<u>Balance Sheet</u>
2	<u>General Fund Income Statement</u>
3	<u>Month to Month</u>
4	<u>Developer Contributions Schedule</u>

ST AUGUSTINE LAKES
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
April 30, 2022

	<u>General</u>
<u>ASSETS:</u>	
CASH	\$13,602
DUE FROM DEVELOPER	\$8,892
DUE FROM CAPITAL	\$2,282
TOTAL ASSETS	<u><u>\$24,775</u></u>
<u>LIABILITIES:</u>	
ACCOUNTS PAYABLE	\$8,937
DUE TO DEVELOPER	\$2,282
<u>FUND EQUITY:</u>	
FUND BALANCES:	
UNRESTRICTED	\$13,557
TOTAL LIABILITIES & FUND EQUITY	<u><u>\$24,775</u></u>

St Augustine Lakes

Community Development District

GENERAL FUND

Statement of Revenues & Expenditures

For The Period Ending

April 30, 2022

	PROPOSED BUDGET	PRORATED BUDGET 4/30/22	ACTUAL 4/30/22	VARIANCE
<u>REVENUES:</u>				
Developer Contributions	\$93,564	\$47,282	\$47,282	\$0
TOTAL REVENUES	\$93,564	\$47,282	\$47,282	\$0
<u>EXPENDITURES:</u>				
<u>ADMINISTRATIVE:</u>				
Supervisors Fees	\$9,000	\$5,000	\$3,200	\$1,800
FICA Expense	\$689	\$383	\$245	\$138
Engineering	\$9,000	\$5,000	\$790	\$4,210
Attorney	\$18,750	\$10,417	\$3,681	\$6,736
Management Fees	\$33,750	\$18,750	\$16,209	\$2,541
Information Technology	\$1,350	\$750	\$648	\$102
Website Creation/ADA Compliance	\$1,750	\$972	\$0	\$972
Website Maintenance	\$900	\$500	\$432	\$68
Telephone	\$375	\$208	\$47	\$162
Postage	\$750	\$417	\$64	\$353
Insurance	\$5,000	\$5,000	\$3,740	\$1,260
Printing & Binding	\$900	\$500	\$247	\$253
Legal Advertising	\$10,000	\$4,084	\$4,084	\$0
Other Current Charges	\$750	\$417	\$125	\$292
Office Supplies	\$450	\$250	\$63	\$187
Dues, Licenses & Subscriptions	\$150	\$150	\$150	\$0
TOTAL EXPENDITURES	\$93,564	\$52,797	\$33,725	\$19,072
EXCESS REVENUES (EXPENDITURES)	\$0		\$13,557	
FUND BALANCE - Beginning	\$0		\$0	
FUND BALANCE - Ending	\$0		\$13,557	

**St Augustine Lakes
Community Development District**

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Total
REVENUES													
Developer Contributions	\$0	\$0	\$21,750	\$6,692	\$8,380	\$5,421	\$5,040	\$0	\$0	\$0	\$0	\$0	\$47,282
TOTAL REVENUES	\$0	\$0	\$21,750	\$6,692	\$8,380	\$5,421	\$5,040	\$0	\$0	\$0	\$0	\$0	\$47,282
EXPENDITURES													
Supervisors Fees	\$0	\$0	\$0	\$800	\$800	\$1,000	\$600	\$0	\$0	\$0	\$0	\$0	\$3,200
FICA Expense	\$0	\$0	\$0	\$61	\$61	\$77	\$46	\$0	\$0	\$0	\$0	\$0	\$245
Engineering	\$0	\$0	\$0	\$420	\$0	\$370	\$0	\$0	\$0	\$0	\$0	\$0	\$790
Attorney	\$0	\$0	\$3,681	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,681
Assessment Administration	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Management Fees	\$0	\$0	\$1,209	\$3,750	\$3,750	\$3,750	\$3,750	\$0	\$0	\$0	\$0	\$0	\$16,209
Information Technology	\$0	\$0	\$48	\$150	\$150	\$150	\$150	\$0	\$0	\$0	\$0	\$0	\$648
Website Creation/ADA Compliance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Website Administration	\$0	\$0	\$32	\$100	\$100	\$100	\$100	\$0	\$0	\$0	\$0	\$0	\$432
Telephone	\$0	\$0	\$0	\$0	\$47	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$47
Postage	\$0	\$0	\$0	\$0	\$18	\$2	\$45	\$0	\$0	\$0	\$0	\$0	\$64
Insurance	\$0	\$0	\$0	\$3,740	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,740
Printing & Binding	\$0	\$0	\$0	\$0	\$176	\$53	\$18	\$0	\$0	\$0	\$0	\$0	\$247
Legal Advertising	\$0	\$0	\$0	\$3,931	\$76	\$76	\$0	\$0	\$0	\$0	\$0	\$0	\$4,084
Other Current Charges	\$0	\$0	\$0	\$0	\$0	\$35	\$90	\$0	\$0	\$0	\$0	\$0	\$125
Office Supplies	\$0	\$0	\$0	\$0	\$39	\$18	\$6	\$0	\$0	\$0	\$0	\$0	\$63
Dues, Licenses & Subscriptions	\$0	\$0	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150
TOTAL EXPENDITURES	\$0	\$0	\$4,971	\$13,102	\$5,217	\$5,630	\$4,806	\$0	\$0	\$0	\$0	\$0	\$33,725
EXCESS REVENUES (EXPENDITURES)	\$0	\$0	\$16,779	(\$6,411)	\$3,163	(\$209)	\$234	\$0	\$0	\$0	\$0	\$0	\$13,557

**St Augustine Lakes Community Development District
Developer Contributions/Due from Developer**

Funding Request #	Date Prepared	Date Payment Received	Check Amount	Total Funding Request	Capital (Due to Developer)	Over and (short) Balance Due
1	12/8/21	2/11/22	\$ 21,750.00	\$ 21,750.00		\$ -
2	1/18/22	3/4/22	\$ 6,691.70	\$ 6,691.70		\$ -
3	2/23/22	4/18/22	\$ 12,229.63	\$ 8,379.63	\$ 2,281.50	\$ 1,568.50
4	3/29/22			\$ 5,420.82	\$ -	\$ 5,420.82
5	4/27/22			\$ 3,471.25	\$ -	\$ 3,471.25

Due from Developer	\$ 40,671.33	\$ 45,713.40	\$ 2,281.50	\$ 10,460.57
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Total Developer Contributions FY22

\$ 45,713.40

TENTH ORDER OF BUSINESS

St. Augustine Lakes

Community Development District

FY 22 Funding Request #6

May 19, 2022

PAYEE		GENERAL FUND	CAPITAL REIMBURSEMENT
1	Governmental Management Services Inv# 7 - Management Fees - May 2022	\$ 4,048.60	
2	Kutak Rock LLP Inv# 3027271 - General Counsel - February - March 2022	\$ 2,585.18	
3	Supervisor Fees for 5/4/22 Meeting	\$ 600.00	
		\$ 7,233.78	\$ -
TOTAL			<u>\$ 7,233.78</u>

Please make check payable to:

St. Augustine Lakes CDD
475 West Town Place Ste 114
St Augustine FL 32092

1001 Bradford Way
Kingston, TN 37763

Invoice #: 7
Invoice Date: 5/1/22
Due Date: 5/1/22
Case:
P.O. Number:

St. Augustine Lakes CDD
475 West Town Place
Suite 114
St. Augustine, FL

[illegible]

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

April 30, 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. 3027271

Client Matter No. 25223-1

St Augustine Lakes Community Development District
c/o Governmental Management Services
Suite 114
475 West Town Place
St. Augustine, FL 32092

Invoice No. 3027271
25223-1

Re: General Counsel

For Professional Legal Services Rendered

02/01/22	W. Haber	0.50	150.00	Prepare for Board meeting
02/02/22	W. Haber	2.10	630.00	Prepare for and participate in Board meeting
02/02/22	K. Jusevitch	0.20	29.00	Confer with Haber regarding meeting documents
02/07/22	K. Jusevitch	0.20	29.00	Update agency invoice; confer with Fogle
02/08/22	K. Jusevitch	0.50	72.50	Prepare district engineer agreement; confer with Haber
02/09/22	W. Haber	0.50	150.00	Prepare agreement for engineering services and correspondence to Mr. Schaefer regarding same
02/11/22	W. Haber	0.20	60.00	Confer with Schaefer regarding agreement
02/17/22	W. Haber	0.50	150.00	Review agenda for March meeting; review uniform method agreement
02/22/22	K. Jusevitch	0.20	29.00	Review tax collector agreement; confer with Haber
03/01/22	W. Haber	0.30	90.00	Prepare for Board meeting

KUTAK ROCK LLP

St Augustine Lakes Community Development

April 30, 2022

Client Matter No. 25223-1

Invoice No. 3027271

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03/02/22	W. Haber	0.90	270.00	Prepare for and participate in Board meeting
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TOTAL HOURS	6.10
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TOTAL FOR SERVICES RENDERED	\$1,659.50
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DISBURSEMENTS

Meals	11.41
Travel Expenses	293.77
Miscellaneous	250.00

VENDOR: ST AUGUSTINE
COURT REPORTERS;
INVOICE#: 52241; DATE:
11/10/2021 - Transcript of
Hearing Held on November 2,
2021

TOTAL DISBURSEMENTS	<u>555.18</u>
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TOTAL CURRENT AMOUNT DUE	\$2,214.68
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UNPAID INVOICES:

March 30, 2022	Invoice No. 3009889	370.50
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TOTAL DUE	<u>\$2,585.18</u>
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ATTENDANCE SHEET

District: St. Augustine Lakes

Meeting Date: 05.04.22

	Supervisor	In Attendance	Fees
1.	Zenzi Rogers	<input checked="" type="checkbox"/>	\$200
2.	Chris Mayo	<input checked="" type="checkbox"/>	\$200
3.	Tiffany Csalovszki	<input checked="" type="checkbox"/>	\$200
4.	Mike Della Penta <i>ND</i>	<input type="checkbox"/>	\$200
5.	Virgina Feiner <i>ND</i>	<input type="checkbox"/>	\$200

District Manager:

John # May 4, 2022

PLEASE RETURN COMPLETED FORM TO BERNADETTE PERGRINO