

***St. Augustine Lakes***  
*Community Development District*

OCTOBER 5, 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

---

September 28, 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, October 5, 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 September 14, 2022 Meeting
- IV. Matters Related to Series 2022 Bond Issue Process
- V. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. Manager
- VI. Supervisors Requests
- VII. Audience Comments
- VIII. Financial Statements as of August 31, 2022
- IX. Next Scheduled Meeting – November 2, 2022 at 11:00 a.m.
- X. 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, September 14, 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
Michael Della Penta	Supervisor
Tiffany Csalovszki	Supervisor

Also, present were:

Jim Oliver	District Manager
Wes Haber <i>by phone</i>	District Counsel
Bill Schaefer	District Engineer

*The following is a summary of the actions taken at the September 14, 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. Four 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**

**Affidavit of Publication**

Mr. Oliver noted that they were having public hearings for adoption of the budget and levy of O&M assessments today. He added that they had noticed that in the St. Augustine record on August 22<sup>nd</sup> and August 29<sup>th</sup>. He noted that they had also sent mailed notice to the landowners.

**FOURTH ORDER OF BUSINESS**

**Consideration of Minutes of the August 3, 2022 Meeting**

Mr. Oliver presented the August 3, 2022 meeting minutes. Ms. Tiffany Csalovszki noted the misspelling of her name in the meeting minutes.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, the Minutes of the August 3, 2022 Meeting, were approved as amended.
--

**FIFTH ORDER OF BUSINESS**

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

Mr. Oliver stated that they were still waiting on information. Mr. Haber stated that as they moved forward with the project there would be an acquisition instead of the CDD entering into construction contracts for the actual work. He noted improvements that were not ultimately going to stay with the CDD, such as water and sewer or anything that was going to go to either the county or some other public entity, could get bills of sale from the developer to the CDD and then from the CDD to that entity to preserve the CDD's ability to pay for those things rather than Lennar conveying those improvements directly to the final owner of those improvements.

Mr. Schaefer stated that they were currently getting bills of sale for close out of what they call Phase 1A, which was the entrance road to the pump station and amenity. He noted that he would work with his team to make sure that they complete that. Mr. Haber responded to be sure to bring him in the loop if he wants him to review anything. He noted that it was as straightforward as the bill of sale that they would otherwise be giving from developer to county. He continued to explain that it would just be that same bill of sale but would be developer to CDD and then CDD to county. Mr. Schaefer asked if that would be two separate bills of sale or one. Mr. Haber responded that it would be two separate bills of sale. One from the developer to the CDD and then one from the CDD to the county. He explained that it was just to make sure that the CDD had ownership of the improvement for purposes of documenting it for acquisition purposes.

Ms. Rogers asked who was going to prepare it. Mr. Schaefer responded that they had a bill of sale that was from the owner to the County. He stated that they could go in there, change the name, and prepare that. He added that they would coordinate with Mr. Haber and Ms. Rogers for their approval and review. He explained that then they would go ahead and get that so that they could go and start initiating the close out procedures on that Phase.

## **SIXTH ORDER OF BUSINESS**

## **Fiscal Year 2022/2023 Budget**

### **A. Overview of Budget**

Mr. Oliver pointed out that the budget had increased from \$93,000 to \$319,000 for FY 2023. He referred to the very top line of the budget which showed the developer contributions and assessments. He noted that they assessed as though all planned lots were going to be assessed to give them maximum flexibility to decide what they wanted to do in terms of assessment levels whether they were on a platted lot basis, one large parcel, or purely developer contribution for FY 2023.

### **B. Board Discussion**

Ms. Rogers stated that she reviewed this, and they were projecting to have all lots platted by June of next year. She stated that she didn't know if it made much sense for them to do a different assessment level for the non-platted lots. Mr. Haber responded that given that schedule, he agreed with Ms. Rogers. Ms. Rogers stated that there were 426 lots. Mr. Haber stated that looking at the published notice that was included in the agenda package, it looked like they noticed \$825 per lot. He noted that it indicated that there were 412 lots, so if that number went up presumably the assessment per lot would go down. He stated that as long as they remained under that \$825 per lot, they should be fine. Mr. Oliver stated that they would take the total budget amount and divide it by 426, which would give the per unit assessment on a net basis and these were direct billed for this year.

### **C. Public Hearing Adopting the Budget for Fiscal Year 2022/2023**

Mr. Oliver asked for a motion to open the public hearings.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, Opening the public Hearings, was approved.
--

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

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, Closing the public Hearings, was approved.

**1. Consideration of Resolution 2022-40, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2023**

Mr. Haber stated that by virtue of their adoption of this resolution, they were formally adopting the budget that was previously approved. He stated that the budget had been given to St. Johns County for its review. He noted that once it was adopted, they were able to make amendments by shifting the amounts on each line item. He explained that the amount of the budget was set and that was the amount that they would be collecting through assessments. He added that they couldn't go up from those amounts without identifying a different funding source. He noted that he would be happy to answer any questions. Hearing none,

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, Resolution 2022-40, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2023, was approved.

**2. Consideration of Resolution 2022-41, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2023**

Mr. Haber stated that this resolution was the assessment levy resolution. He explained that it levied and imposed the assessments that would fund the budget that they just adopted. He discussed that this resolution formally put the assessments in place and certified them for collection so the District would be collecting those amounts from lot owners during the next fiscal year in order to fund the budget. He noted that he would be happy to answer any questions on that resolution. Hearing none,

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, Resolution 2022-41, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2023, was approved.



**SEVENTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2022/2023  
Budget Funding Agreement**

*\*This item was not discussed.*

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Haber had nothing further to report.

**B. Engineer**

Mr. Schaefer had nothing to report.

**C. Manager**

Mr. Oliver had nothing to report for this item.

**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 July 31, 2022**

Mr. Oliver reviewed the financials as of July 31, 2022 that were in the agenda package.

**TWELFTH ORDER OF BUSINESS**

**Ratification of Funding Request No. 9**

Mr. Oliver stated that these were already paid by the developer, and they had made those payments.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, Funding Request No. 9, was ratified.
--

**THIRTEENTH ORDER OF BUSINESS**

**Consideration of Funding Request No. 10**

Mr. Oliver stated that this funding request followed the previous one.

On MOTION by Ms. Rogers, seconded by Mr. Mayo, with all in favor, Funding Request No. 10, was approved.

**FOURTEENTH ORDER OF BUSINESS      Next Scheduled Meeting – October 5, 2022  
at 11:00 a.m.**

Mr. Oliver stated that the next meeting date would be October 5, 2022 at 11:00 a.m.

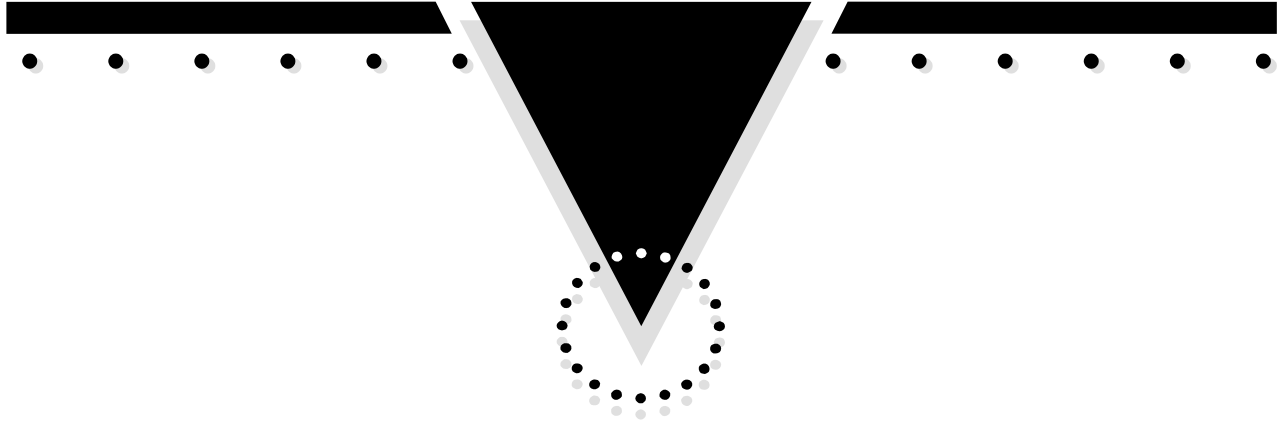
**FIFTEENTH ORDER OF BUSINESS      Adjournment**

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

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

*EIGHTH ORDER OF BUSINESS*



**St Augustine Lakes  
Community Development District**

**Unaudited Financial Reporting**

**August 31, 2022**



# Table of Contents

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

**ST AUGUSTINE LAKES**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**BALANCE SHEET**  
**August 31, 2022**

	<u>General</u>
<b><u>ASSETS:</u></b>	
CASH	\$10,111
DUE FROM DEVELOPER	\$16,619
DUE FROM CAPITAL	\$2,282
<b>TOTAL ASSETS</b>	<b><u><u>\$29,011</u></u></b>
<b><u>LIABILITIES:</u></b>	
ACCOUNTS PAYABLE	\$14,621
DUE TO DEVELOPER	\$2,282
<b><u>FUND EQUITY:</u></b>	
FUND BALANCES:	
UNRESTRICTED	\$12,108
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b><u><u>\$29,011</u></u></b>

# St Augustine Lakes

## Community Development District

### GENERAL FUND

#### Statement of Revenues & Expenditures

For The Period Ending  
August 31, 2022

	PROPOSED BUDGET	PRORATED BUDGET 8/31/22	ACTUAL 8/31/22	VARIANCE
<b>REVENUES:</b>				
Developer Contributions	\$93,564	\$71,135	\$71,135	\$0
<b>TOTAL REVENUES</b>	<b>\$93,564</b>	<b>\$71,135</b>	<b>\$71,135</b>	<b>\$0</b>
<b>EXPENDITURES:</b>				
<b>ADMINISTRATIVE:</b>				
Supervisors Fees	\$9,000	\$8,000	\$6,400	\$1,600
FICA Expense	\$689	\$612	\$490	\$122
Engineering	\$9,000	\$8,000	\$1,530	\$6,470
Attorney	\$18,750	\$16,667	\$8,024	\$8,642
Management Fees	\$33,750	\$30,000	\$31,209	(\$1,209)
Information Technology	\$1,350	\$1,200	\$1,248	(\$48)
Website Creation/ADA Compliance	\$1,750	\$1,556	\$0	\$1,556
Website Maintenance	\$900	\$800	\$832	(\$32)
Telephone	\$375	\$333	\$99	\$234
Postage	\$750	\$667	\$77	\$590
Insurance	\$5,000	\$5,000	\$3,740	\$1,260
Printing & Binding	\$900	\$800	\$347	\$453
Legal Advertising	\$10,000	\$4,500	\$4,500	\$0
Other Current Charges	\$750	\$667	\$309	\$357
Office Supplies	\$450	\$400	\$70	\$330
Dues, Licenses & Subscriptions	\$150	\$150	\$150	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$93,564</b>	<b>\$79,351</b>	<b>\$59,026</b>	<b>\$20,325</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>		<b>\$12,108</b>	
<b>FUND BALANCE - Beginning</b>	<b>\$0</b>		<b>\$0</b>	
<b>FUND BALANCE - Ending</b>	<b>\$0</b>		<b>\$12,108</b>	

**St Augustine Lakes  
Community Development District**

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Total
<b>REVENUES</b>													
Developer Contributions	\$0	\$0	\$21,750	\$6,692	\$8,380	\$5,421	\$5,040	\$7,234	\$5,642	\$4,847	\$6,129	\$0	\$71,135
<b>TOTAL REVENUES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$21,750</b>	<b>\$6,692</b>	<b>\$8,380</b>	<b>\$5,421</b>	<b>\$5,040</b>	<b>\$7,234</b>	<b>\$5,642</b>	<b>\$4,847</b>	<b>\$6,129</b>	<b>\$0</b>	<b>\$71,135</b>
<b>EXPENDITURES</b>													
Supervisors Fees	\$0	\$0	\$0	\$800	\$800	\$1,000	\$600	\$600	\$1,000	\$800	\$800	\$0	\$6,400
FICA Expense	\$0	\$0	\$0	\$61	\$61	\$77	\$46	\$46	\$77	\$61	\$61	\$0	\$490
Engineering	\$0	\$0	\$0	\$420	\$0	\$370	\$370	\$185	\$0	\$185	\$0	\$0	\$1,530
Attorney	\$0	\$0	\$3,681	\$371	\$1,300	\$915	\$210	\$388	\$358	\$803	\$0	\$0	\$8,024
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	\$3,750	\$3,750	\$3,750	\$3,750	\$0	\$31,209
Information Technology	\$0	\$0	\$48	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$150	\$0	\$1,248
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	\$100	\$100	\$100	\$100	\$0	\$832
Telephone	\$0	\$0	\$0	\$0	\$47	\$0	\$0	\$0	\$19	\$33	\$0	\$0	\$99
Postage	\$0	\$0	\$0	\$0	\$18	\$2	\$45	\$4	\$3	\$4	\$3	\$0	\$77
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	\$39	\$22	\$10	\$29	\$0	\$347
Legal Advertising	\$0	\$0	\$0	\$3,931	\$76	\$175	\$72	\$0	\$144	\$102	\$0	\$0	\$4,500
Other Current Charges	\$0	\$0	\$0	\$0	\$0	\$35	\$90	\$36	\$35	\$83	\$31	\$0	\$309
Office Supplies	\$0	\$0	\$0	\$0	\$39	\$18	\$6	\$6	\$0	\$0	\$0	\$0	\$70
Dues, Licenses & Subscriptions	\$0	\$0	\$0	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$150
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,971</b>	<b>\$13,473</b>	<b>\$6,516</b>	<b>\$6,644</b>	<b>\$5,458</b>	<b>\$5,303</b>	<b>\$5,657</b>	<b>\$6,081</b>	<b>\$4,923</b>	<b>\$0</b>	<b>\$59,026</b>
<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,779</b>	<b>(\$6,781)</b>	<b>\$1,864</b>	<b>(\$1,223)</b>	<b>(\$418)</b>	<b>\$1,930</b>	<b>(\$15)</b>	<b>(\$1,234)</b>	<b>\$1,206</b>	<b>\$0</b>	<b>\$12,108</b>



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

<b>Funding Request #</b>	<b>Date Prepared</b>	<b>Date Payment Received</b>	<b>Check Amount</b>	<b>Total Funding Request O&amp;M</b>	<b>Total Funding Request Capital</b>	<b>Capital (Due to Developer)</b>	<b>Over and (short) Balance Due</b>
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	\$ 2,281.50	\$ (1,568.50)
4	3/29/22	5/24/22	\$ 5,420.82	\$ 5,420.82	\$ -	\$ -	\$ -
5	4/27/22	6/20/22	\$ 3,471.25	\$ 5,039.75	\$ -	\$ -	\$ 1,568.50
6	5/19/22	6/20/22	\$ 7,233.78	\$ 7,233.78	\$ -	\$ -	\$ -
7	6/28/22			\$ 5,642.12	\$ -	\$ -	\$ 5,642.12
8	7/28/22			\$ 4,847.21	\$ -	\$ -	\$ 4,847.21
9	8/5/22	9/8/22		\$ 6,129.49	\$ 20,000.00	\$ 20,000.00	\$ 6,129.49
<b>Due from Developer</b>			<b>\$ 56,797.18</b>	<b>\$ 71,134.50</b>	<b>\$ 22,281.50</b>	<b>\$ 22,281.50</b>	<b>\$ 16,618.82</b>
<b>Total Developer Contributions FY22</b>				<b><u>\$ 71,134.50</u></b>			