

**BALM GROVE  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
SPECIAL MEETING  
NOVEMBER 21, 2022**

**BALM GROVE  
COMMUNITY DEVELOPMENT DISTRICT AGENDA  
NOVEMBER 21, 2022, AT 2:00 P.M.  
THE OFFICES OF INFRAMARK  
LOCATED AT 2005 PAN AM CIRCLE, SUITE 300, TAMPA, FL 33607**

<b>District Board of Supervisors</b>	Chair Vice-Chair Supervisor Supervisor Supervisor	Nicholas Dister Ryan Motko Jeffery Hills Kelly Evans Alberto Viera
<b>District Manager</b>	Inframark	Rick Reidt
<b>District Attorney</b>	Straley Robin Vericker	John Vericker
<b>District Engineer</b>	Stantec, Inc	Tonja Stewart

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

**The District Agenda is comprised of four different sections:**

The Special Meeting will begin at **2:00 p.m.**

Public workshops sessions may be advertised and held 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.

**Balm Grove Community Development District**

**Dear Board Members:**

The Special Meetings of the **Balm Grove Community Development District** will be held on **November 21, 2022, at 2:00 p.m. at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.** 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#**

**SPECIAL MEETING OF THE BOARD OF SUPERVISORS**

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT ON AGENDA ITEMS**
- 3. BUSINESS ITEMS**
  - A. Consideration of Resolution 2023-02; Adopting Amended Budget FY 2022..... Tab 01
- 4. BOARD MEMBERS COMMENTS**
- 5. PUBLIC COMMENTS**
- 6. 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,

*Rick Reidt*  
District Manager

**RESOLUTION 2023-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BALM GROVE COMMUNITY DEVELOPMENT DISTRICT AMENDING THE GENERAL FUND BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Balm Grove Community Development District (the “**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within unincorporated Hillsborough County, Florida;

**WHEREAS**, the Board of Supervisors of the District (the “**Board**”) adopted a General Fund Budget for the fiscal year beginning October 1, 2021, and ending September 30, 2022;

**WHEREAS**, pursuant to Section 189.016, Florida Statutes the Board desires to reallocate funds budgeted to reflect re-appropriated revenues and expenses during Fiscal Year 2021/2022.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:**

1. **Amending the General Fund Budget for Fiscal Year 2021/2022.** The General Fund Budget for Fiscal Year 2021/2022 is hereby amended as shown in **Exhibit “A”** attached hereto. The District Manager shall post the amended budget on the District’s official website within 5 days after adoption and ensure it remains on the website for at least 2 years.
2. **Effective Date.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 21<sup>st</sup> DAY OF NOVEMBER 2022.**

**Attest:**

**Balm Grove Community  
Development District**

\_\_\_\_\_  
Name: \_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Name: \_\_\_\_\_  
Chair / Vice Chair of the Board of Supervisors

Exhibit A: Amended General Fund Budget for Fiscal Year 2021/2022

# **Balm Grove Community Development District**

AMENDED  
FISCAL YEAR 2022  
FINAL ANNUAL OPERATING BUDGET

Period Ending  
November 21, 2022

Prepared by:



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

# BALM GROVE

## COMMUNITY DEVELOPMENT DISTRICT

### AMENDED FISCAL YEAR 2022 FINAL ANNUAL OPERATING BUDGET

## TABLE OF CONTENTS

<b><u>SECTION</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>PAGE</u></b>
I.	BUDGET INTRODUCTION .....	1
II.	FISCAL YEAR 2021 BUDGET ANALYSIS.....	2
III.	FINAL OPERATING BUDGET.....	3
IV.	GENERAL FUND 001 DESCRIPTIONS.....	4
V.	DEBT SERVICE FUND.....	6
VI.	SCHEDULE OF ANNUAL ASSESSMENTS .....	7

November 21, 2022

**BALM GROVE**  
**COMMUNITY DEVELOPMENT DISTRICT**

**BUDGET INTRODUCTION**

**Background Information**

The Balm Grove 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 2022, which begins on October 1, 2021. 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.

<b><u>Fund Number</u></b>	<b><u>Fund Name</u></b>	<b><u>Services Provided</u></b>
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.

BALM GROVE  
COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2021 Proposed Operating Budget (Partial Fiscal Year)	Current Period Actuals 10/1/20 - 3/31/21	Projected Revenues & Expenditures 4/1/21 to 9/30/21	Total Actuals and Projections Through 9/30/21	Over/(Under) Budget Through 9/30/21
<b>REVENUES</b>					
<b>SPECIAL ASSESSMENTS - SERVICE CHARGES</b>					
Operations & Maintenance Assessments - Off Roll	-	-	-	-	-
<b>TOTAL SPECIAL ASSESSMENTS - SERVICE CHARGES</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>					
Developer Contributions	81,475.00	-	31,175.00	31,175.00	(50,300.00)
<b>TOTAL CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>	\$ 81,475.00	\$ -	\$ 31,175.00	\$ 31,175.00	\$ (50,300.00)
<b>TOTAL REVENUES</b>	\$ 81,475.00	\$ -	\$ 31,175.00	\$ 31,175.00	\$ (50,300.00)
<b>EXPENDITURES</b>					
<b>SUPERVISOR FEES</b>					
Supervisor Fees	-	-	-	-	-
<b>TOTAL SUPERVISOR FEES</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>FINANCIAL &amp; ADMINISTRATIVE</b>					
District Management	16,500.00	-	11,000.00	11,000.00	(5,500.00)
District Engineer	7,500.00	-	1,000.00	1,000.00	(6,500.00)
Disclosure Report	5,000.00	-	-	-	(5,000.00)
Trustees Fees	3,800.00	-	-	-	(3,800.00)
Accounting Services	3,500.00	-	-	-	(3,500.00)
Auditing Services	-	-	-	-	-
Postage, Phone, Faxes, Copies	1,000.00	-	1,000.00	1,000.00	-
Public Officials Insurance	1,500.00	-	1,500.00	1,500.00	-
Legal Advertising	5,000.00	-	1,000.00	1,000.00	(4,000.00)
Bank Fees	500.00	-	500.00	500.00	-
Dues, Licenses & Fees	175.00	-	175.00	175.00	-
Miscellaneous Fees	100.00	-	100.00	100.00	-
Website Administration	1,500.00	-	1,500.00	1,500.00	-
ADA Website Fee	2,900.00	-	2,900.00	2,900.00	-
<b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	\$ 48,975.00	\$ -	\$ 20,675.00	\$ 20,675.00	\$ (28,300.00)
<b>LEGAL COUNSEL</b>					
District Counsel	5,500.00	-	1,000.00	1,000.00	(4,500.00)
<b>TOTAL DISTRICT COUNSEL</b>	\$ 5,500.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ (4,500.00)
<b>UTILITY SERVICES</b>					
Electric Utility Services - Streetlights	16,000.00	-	-	-	(16,000.00)
Electric Utility Services - All Others	1,500.00	-	-	-	(1,500.00)
<b>TOTAL UTILITY SERVICES</b>	\$ 17,500.00	\$ -	\$ -	\$ -	\$ (17,500.00)
<b>WATER-SEWER COMBINATION SERVICES</b>					
Water Utility Services	-	-	-	-	-
<b>TOTAL WATER-SEWER COMBINATION SERVICES</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>OTHER PHYSICAL ENVIRONMENT</b>					
Waterway Management Contract	-	-	-	-	-
Waterway Improvements & Repair	-	-	-	-	-
Entrance, Monument & Wall Maintenance Repair	-	-	-	-	-
General, Property & Casualty Insurance	2,000.00	-	2,000.00	2,000.00	-
Garbage Collection	-	-	-	-	-
Landscape Maintenance - Contract	5,000.00	-	5,000.00	5,000.00	-
Miscellaneous Landscape	2,500.00	-	2,500.00	2,500.00	-
Plant Replacement Program	-	-	-	-	-
Irrigation Maintenance	-	-	-	-	-
Pool Maintenance - other	-	-	-	-	-
Pool Maintenance - contract	-	-	-	-	-
Amenity Center Cleaning & Supplies	-	-	-	-	-
Amenity Center Pest Control	-	-	-	-	-
Amenity Center Maintenance & Repair	-	-	-	-	-
<b>TOTAL OTHER PHYSICAL ENVIRONMENT</b>	\$ 9,500.00	\$ -	\$ 9,500.00	\$ 9,500.00	\$ -
<b>TOTAL EXPENDITURES</b>	\$ 81,475.00	\$ -	\$ 31,175.00	\$ 31,175.00	\$ (50,300.00)
<b>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</b>	\$ -	\$ -	\$ -	\$ -	\$ -

\*\*\* EXCLUDES 2% HILLSBOROUGH COUNTY COLLECTION COST  
\*\*\* EXCLUDES 4% EARLY PAYMENT DISCOUNT



# BALM GROVE

## COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2021 Proposed Operating Budget (Partial Fiscal Year)	Total Actuals and Projections Through 9/30/21	Over/(Under) Budget Through 9/30/21	Fiscal Year 2022 Proposed Operating Budget	Increase / (Decrease) from FY 2021 to FY 2022
<b>REVENUES</b>					
<b>SPECIAL ASSESSMENTS - SERVICE CHARGES</b>					
Operations & Maintenance Assessments - Off Roll	-	-	-	51,030.00	51,030.00
<b>TOTAL SPECIAL ASSESSMENTS - SERVICE CHARGES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 51,030.00</b>	<b>\$ 51,030.00</b>
<b>CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>					
Developer Contributions	81,475.00	31,175.00	(50,300.00)	53,443.00	(28,032.00)
Contributions Carried Forward Fund Balance	-	-	-	2,137.00	2,137.00
<b>TOTAL CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>	<b>\$ 81,475.00</b>	<b>\$ 31,175.00</b>	<b>\$ (50,300.00)</b>	<b>\$ 55,580.00</b>	<b>\$ (25,895.00)</b>
<b>TOTAL REVENUES</b>	<b>\$ 81,475.00</b>	<b>\$ 31,175.00</b>	<b>\$ (50,300.00)</b>	<b>\$ 106,610.00</b>	<b>\$ 25,135.00</b>
<b>EXPENDITURES</b>					
<b>SUPERVISOR FEES</b>					
Supervisor Fees	-	-	-	7,000.00	7,000.00
<b>TOTAL SUPERVISOR FEES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,000.00</b>	<b>\$ 7,000.00</b>
<b>FINANCIAL &amp; ADMINISTRATIVE</b>					
District Management	16,500.00	11,000.00	(5,500.00)	44,625.00	28,125.00
District Engineer	7,500.00	1,000.00	(6,500.00)	1,744.00	(5,756.00)
Disclosure Report	5,000.00	-	(5,000.00)	3,333.00	(1,667.00)
Trustees Fees	3,800.00	-	(3,800.00)	-	(3,800.00)
Accounting Services	3,500.00	-	(3,500.00)	6,708.00	3,208.00
Auditing Services	-	-	-	-	-
Postage, Phone, Faxes, Copies	1,000.00	1,000.00	-	180.00	(820.00)
Public Officials Insurance	1,500.00	1,500.00	-	2,250.00	750.00
Legal Advertising	5,000.00	1,000.00	(4,000.00)	16,766.00	11,766.00
Bank Fees	500.00	500.00	-	351.00	(149.00)
Dues, Licenses & Fees	175.00	175.00	-	175.00	-
Miscellaneous Fees	100.00	100.00	-	584.00	484.00
Website Administration	1,500.00	1,500.00	-	2,875.00	1,375.00
ADA Website Fee	2,900.00	2,900.00	-	4,400.00	1,500.00
<b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>\$ 48,975.00</b>	<b>\$ 20,675.00</b>	<b>\$ (28,300.00)</b>	<b>\$ 83,991.00</b>	<b>\$ 35,016.00</b>
<b>LEGAL COUNSEL</b>					
District Counsel	5,500.00	1,000.00	(4,500.00)	10,773.00	5,273.00
<b>TOTAL DISTRICT COUNSEL</b>	<b>\$ 5,500.00</b>	<b>\$ 1,000.00</b>	<b>\$ (4,500.00)</b>	<b>\$ 10,773.00</b>	<b>\$ 5,273.00</b>
<b>UTILITY SERVICES</b>					
Electric Utility Services - Streetlights	16,000.00	-	(16,000.00)	-	(16,000.00)
Electric Utility Services - All Others	1,500.00	-	(1,500.00)	-	(1,500.00)
<b>TOTAL UTILITY SERVICES</b>	<b>\$ 17,500.00</b>	<b>\$ -</b>	<b>\$ (17,500.00)</b>	<b>\$ -</b>	<b>\$ (17,500.00)</b>
<b>WATER-SEWER COMBINATION SERVICES</b>					
Water Utility Services	-	-	-	-	-
<b>TOTAL WATER-SEWER COMBINATION SERVICES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>OTHER PHYSICAL ENVIRONMENT</b>					
Waterway Management Contract	-	-	-	-	-
Waterway Improvements & Repair	-	-	-	-	-
Entrance, Monument & Wall Maintenance Repair	-	-	-	-	-
General, Property & Casualty Insurance	2,000.00	2,000.00	-	4,846.00	2,846.00
Garbage Collection	-	-	-	-	-
Landscape Maintenance - Contract	5,000.00	5,000.00	-	-	-
Miscellaneous Landscape	2,500.00	2,500.00	-	-	-
Plant Replacement Program	-	-	-	-	-
Irrigation Maintenance	-	-	-	-	-
Pool Maintenance - other	-	-	-	-	-
Pool Maintenance - contract	-	-	-	-	-
<b>TOTAL OTHER PHYSICAL ENVIRONMENT</b>	<b>\$ 9,500.00</b>	<b>\$ 9,500.00</b>	<b>\$ -</b>	<b>\$ 4,846.00</b>	<b>\$ 2,846.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 81,475.00</b>	<b>\$ 31,175.00</b>	<b>\$ (50,300.00)</b>	<b>\$ 106,610.00</b>	<b>\$ 25,635.00</b>
<b>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*\*\* EXCLUDES 2% HILLSBOROUGH COUNTY COLLECTION COST

\*\*\* EXCLUDES 4% EARLY PAYMENT DISCOUNT

# BALM GROVE

## 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.

## FISCAL YEAR 2022

### FINAL ANNUAL OPERATING BUDGET

# BALM GROVE

## 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.

# BALM GROVE

COMMUNITY DEVELOPMENT DISTRICT

## DEBT SERVICE FUND SERIES 2021

### REVENUES

CDD Debt Service Assessments	\$	-
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>-</b>

### EXPENDITURES

Series 2019 May Bond Principal Payment	\$	-
Series 2019 May Bond Interest Payment	\$	-
Series 2019 November Bond Interest Payment	\$	-
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>-</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$</b>	<b>-</b>

### ANALYSIS OF BONDS OUTSTANDING

Bonds Outstanding - Period Ending 11/1/2021	\$	-
Principal Payment Applied Toward Series 2019 Bonds	\$	-
<b>Bonds Outstanding - Period Ending 11/1/2022</b>	<b>\$</b>	<b>-</b>

\* Series 2021 Bonds Principal and Debt Service obligation to be established at issuance

FISCAL YEAR 2022  
FINAL ANNUAL OPERATING BUDGET

BALM GROVE  
COMMUNITY DEVELOPMENT DISTRICT

SCHEDULE OF ANNUAL ASSESSMENTS <sup>(1)</sup>

Lot Size	EAU Value	Unit Count	Debt Service Per Unit	O&M Per Unit	FY 2021 Total Assessment	Debt Service Per Unit	O&M Per Unit	FY 2022 Total Assessment	Total Increase / (Decrease) in Annual Assmt
<b>SERIES 2021</b>									
<b>Single Family 40'</b>	1.00	309	\$0.00	\$108.14	\$108.14	\$0.00	\$108.14	\$108.14	\$0.00
<b>Single Family 50'</b>	1.25	394	\$0.00	\$135.18	\$135.18	\$0.00	\$135.18	\$135.18	\$0.00
<b>TOTAL</b>		<b>703</b>							

**Notations:**

<sup>(1)</sup> Annual assessments include Hillsborough County collection costs and statutory discounts for early payment.

**FISCAL YEAR 2022**  
**FINAL ANNUAL OPERATING BUDGET**