

**BALM GROVE
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
REGULAR MEETING
JUNE 02, 2022**

**BALM GROVE
COMMUNITY DEVELOPMENT DISTRICT AGENDA
THURSDAY, JUNE 02, 2022 AT 2:00 P.M.
THE OFFICES OF MERITUS DISTRICTS
LOCATED AT 2005 PAN AM CIRCLE, SUITE 300, TAMPA, FL 33607**

District Board of Supervisors	Chair	Nicholas Dister
	Vice-Chair	Ryan Motko
	Supervisor	Jeffery Hills
	Supervisor	Kelly Evans
	Supervisor	Alberto Viera
District Manager	Inframark	Brian Howell
District Attorney	Straley Robin Vericker	John Vericker
District Engineer	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 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.

Balm Grove Community Development District

Dear Board Members:

The Regular Meeting of the Balm Grove Community Development District will be held on **June 02, 2022 at 2:00 p.m.** at the Offices of Meritus 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

1. CALL TO ORDER/ROLL CALL

2. PUBLIC COMMENT ON AGENDA ITEMS

3. VENDOR AND STAFF REPORTS

A. District Counsel

B. District Manager.....Tab 01

i. Community Inspection Report

C. District Engineer

4. BUSINESS ITEMS

A. Consideration of Resolution 2022-03; Approving FY 2023 Proposed Budget

& Setting Public Hearing.....Tab 02

B. Announcement of Qualified Electors.....Tab 03

C. General Matters of the District

5. CONSENT AGENDA ITEMS

A. Consideration of Minutes of the Regular Meeting March 03, 2022.....Tab 04

B. Consideration of Operations and Maintenance Expenditures February 2022.....Tab 05

C. Consideration of Operations and Maintenance Expenditures March 2022.....Tab 06

D. Consideration of Operations and Maintenance Expenditures April 2022.....Tab 07

E. Review of Financial Statements for Month Ending April 30, 2022.....Tab 08

6. BOARD MEMBERS COMMENTS

7. PUBLIC COMMENTS

8. 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



District Management Services, LLC

MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

Site: Balm Grove

Date: Wednesday May 25 2022

MAXIMUM VALUE	CURRENT VALUE	CURRENT DEDUCTION	REASON FOR DEDUCTION
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LANDSCAPE MAINTENANCE

TURF	5	5	0	NA Under site development
TURF FERTILITY	10	10	0	NA
TURF EDGING	5	5	0	NA
WEED CONTROL - TURF AREAS	5	5	0	NA
TURF INSECT/DISEASE CONTROL	10	10	0	NA
PLANT FERTILITY	5	5	0	NA
WEED CONTROL - BED AREAS	5	5	0	NA
PLANT INSECT/DISEASE CONTROL	5	5	0	NA
PRUNING	10	10	0	NA
CLEANLINESS	5	5	0	NA
MULCHING	5	5	0	NA
WATER/IRRIGATION MGMT	8	8	0	NA
CARRYOVERS	5	5	0	NA

SEASONAL COLOR/PERENNIAL MAINTENANCE

VIGOR/APPEARANCE	7	7	0	NA
INSECT/DISEASE CONTROL	7	7	0	NA
DEADHEADING/PRUNING	3	3	0	NA

SCORE

100	100	0	100%
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Contractor Signature: _____

Manager's Signature: Gary Schwatz

Supervisor's Signature: _____

Balm Grove May 2022



Balm Grove entrance on C.R.672 & Shelley Lane





Gated entrance at the southernmost end of Shelley Lane.







RESOLUTION 2022-03

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

WHEREAS, the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Balm Grove Community Development District (“**District**”) prior to June 15, 2022 a proposed operation and maintenance budget for the fiscal year beginning October 1, 2022 and ending September 30, 2023 (“**Proposed Budget**”); and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BALM GROVE COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget, including any modifications made by the Board, 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.** The public hearing on said Proposed Budget is hereby declared and set for the following date, hour, and location:

DATE: August 4, 2022

HOUR: 2:00 p.m.

LOCATION: Offices of Meritus (Inframark)
2005 Pan Am Circle, Suite 300
Tampa, Florida 33607

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 Hillsborough 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 Proposed Budget on the District’s website at least 2 days before the budget hearing date 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 by Florida law.

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

PASSED AND ADOPTED ON JUNE 2, 2022.

Attest:

**Balm Grove Community
Development District**

Print Name: _____
Secretary / Assistant Secretary

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

Exhibit A: Proposed Budget for Fiscal Year 2022/2023

BALM GROVE
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 9/30/22	Total Actuals and Projections Through 9/30/22	Over/(Under) Budget Through 9/30/22
REVENUES					
SPECIAL ASSESSMENTS - SERVICE CHARGES					
Operations & Maintenance Assessments - Off Roll	0.00	51,029.73	0.00	51,029.73	51,029.73
TOTAL SPECIAL ASSESSMENTS - SERVICE CHARGES	0.00	51,029.73	0.00	51,029.73	51,029.73
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES					
Developer Contributions	81,475.00	0.00	81,475.00	81,475.00	0.00
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	81,475.00	0.00	81,475.00	81,475.00	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	81,475.00	51,029.73	81,475.00	132,504.73	51,029.73
EXPENDITURES					
SUPERVISOR FEES					
Supervisor Fees	0.00	2,400.00	2,400.00	4,800.00	4,800.00
TOTAL SUPERVISOR FEES	0.00	2,400.00	2,400.00	4,800.00	4,800.00
FINANCIAL & ADMINISTRATIVE					
District Management	16,500.00	31,950.00	4,050.00	36,000.00	19,500.00
District Engineer	7,500.00	0.00	2,500.00	2,500.00	5,000.00
Disclosure Report	5,000.00	1,250.01	1,249.99	2,500.00	2,500.00
Trustees Fees	3,800.00	0.00	4,040.00	4,040.00	240.00
Accounting Services	3,500.00	5,250.02	1,750.02	3,500.00	0.00
Auditing Services	4,500.00	0.00	0.00	0.00	4,500.00
Postage, Phone, Faxes, Copies	1,000.00	5.10	244.90	250.00	750.00
Public Officials Insurance	1,500.00	0.00	2,600.00	2,600.00	1,100.00
Legal Advertising	5,000.00	0.00	1,500.00	1,500.00	3,500.00
Bank Fees	500.00	125.79	124.21	250.00	250.00
Dues, Licenses & Fees	175.00	175.00	0.00	175.00	0.00
Miscellaneous Fees	100.00	0.00	50.00	50.00	50.00
Email Hosting Vendor	0.00	0.00	0.00	0.00	0.00
Website Administration	1,500.00	2,250.00	750.00	1,500.00	0.00
ADA Website Fee	2,900.00	0.00	2,900.00	2,900.00	0.00
TOTAL FINANCIAL & ADMINISTRATIVE	53,475.00	41,005.92	16,759.08	57,765.00	4,290.00
LEGAL COUNSEL					
District Counsel	3,500.00	2,247.45	2,252.55	4,500.00	1,000.00
TOTAL LEGAL COUNSEL	3,500.00	2,247.45	2,252.55	4,500.00	1,000.00
UTILITY SERVICES					
Electric Utility Services - Streetlights	13,500.00	0.00	5,000.00	5,000.00	8,500.00
Electric Utility Services - All Others	1,500.00	0.00	750.00	750.00	750.00
TOTAL UTILITY SERVICES	15,000.00	0.00	5,750.00	5,750.00	9,250.00
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 Contract	0.00	0.00	5,000.00	5,000.00	5,000.00
Waterway Improvements & 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	2,000.00	0.00	0.00	0.00	2,000.00
Garbage Collection	0.00	0.00	0.00	0.00	0.00
Landscape Maintenance - Contract	5,000.00	0.00	5,000.00	5,000.00	0.00
Miscellaneous Maintenance & Field Services	2,500.00	0.00	0.00	0.00	2,500.00
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	9,500.00	0.00	10,000.00	10,000.00	500.00
TOTAL EXPENDITURES	81,475.00	45,653.37	37,161.63	82,815.00	1,340.00
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	0.00	5,376.36	44,313.37	49,689.73	49,689.73

*** EXCLUDES 2% HILLSBOROUGH COUNTY COLLECTION COST

*** EXCLUDES 4% EARLY PAYMENT DISCOUNT

BALM GROVE
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 Proposed Operating Budget	Increase / (Decrease) from FY 2022 to FY 2023
REVENUES					
SPECIAL ASSESSMENTS - SERVICE CHARGES					
Operations & Maintenance Assessments - Off Roll	0.00	51,029.73	51,029.73	220,715.00	220,715.00
TOTAL SPECIAL ASSESSMENTS - SERVICE CHARGES	0.00	51,029.73	51,029.73	220,715.00	220,715.00
CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES					
Developer Contributions	81,475.00	81,475.00	0.00	0.00	81,475.00
TOTAL CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES	81,475.00	81,475.00	0.00	0.00	81,475.00
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	81,475.00	132,504.73	51,029.73	220,715.00	139,240.00
EXPENDITURES					
SUPERVISOR FEES					
Supervisor Fees	0.00	4,800.00	4,800.00	4,800.00	4,800.00
TOTAL SUPERVISOR FEES	0.00	4,800.00	4,800.00	4,800.00	4,800.00
FINANCIAL & ADMINISTRATIVE					
District Management	16,500.00	36,000.00	19,500.00	36,000.00	19,500.00
District Engineer	7,500.00	2,500.00	5,000.00	5,000.00	2,500.00
Disclosure Report	5,000.00	2,500.00	2,500.00	5,000.00	0.00
Trustees Fees	3,800.00	4,040.00	240.00	4,040.00	240.00
Accounting Services	3,500.00	3,500.00	0.00	9,000.00	5,500.00
Auditing Services	4,500.00	0.00	4,500.00	4,600.00	100.00
Postage, Phone, Faxes, Copies	1,000.00	250.00	750.00	750.00	250.00
Public Officials Insurance	1,500.00	2,600.00	1,100.00	2,600.00	1,100.00
Legal Advertising	5,000.00	1,500.00	3,500.00	3,000.00	2,000.00
Bank Fees	500.00	250.00	250.00	250.00	250.00
Dues, Licenses & Fees	175.00	175.00	0.00	175.00	0.00
Miscellaneous Fees	100.00	50.00	50.00	100.00	0.00
Email Hosting Vendor	0.00	0.00	0.00	0.00	0.00
Website Administration	1,500.00	1,500.00	0.00	1,500.00	0.00
ADA Website Fee	2,900.00	2,900.00	0.00	2,900.00	0.00
TOTAL FINANCIAL & ADMINISTRATIVE	53,475.00	57,765.00	4,290.00	74,915.00	21,440.00
LEGAL COUNSEL					
District Counsel	3,500.00	4,500.00	1,000.00	4,000.00	500.00
TOTAL LEGAL COUNSEL	3,500.00	4,500.00	1,000.00	4,000.00	500.00
UTILITY SERVICES					
Electric Utility Services - Streetlights	13,500.00	5,000.00	8,500.00	13,500.00	0.00
Electric Utility Services - All Others	1,500.00	750.00	750.00	4,000.00	2,500.00
TOTAL UTILITY SERVICES	15,000.00	5,750.00	9,250.00	17,500.00	2,500.00
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 Contract	0.00	5,000.00	5,000.00	10,000.00	10,000.00
Waterway Improvements & Repair	0.00	0.00	0.00	2,000.00	2,000.00
Entrance, Monument & Wall Maintenance Repair	0.00	0.00	0.00	1,500.00	1,500.00
General, Property & Casualty Insurance	2,000.00	0.00	2,000.00	15,000.00	13,000.00
Garbage Collection	0.00	0.00	0.00	0.00	0.00
Landscape Maintenance - Contract	5,000.00	5,000.00	0.00	40,000.00	35,000.00
Miscellaneous Maintenance & Field Services	2,500.00	0.00	2,500.00	15,000.00	12,500.00
Plant Replacement Program	0.00	0.00	0.00	1,000.00	1,000.00
Irrigation Maintenance	0.00	0.00	0.00	5,000.00	5,000.00
Pool Maintenance - other	0.00	0.00	0.00	2,000.00	2,000.00
Pool Maintenance - contract	0.00	0.00	0.00	15,000.00	15,000.00
Amenity Center Cleaning & Supplies	0.00	0.00	0.00	10,000.00	10,000.00
Amenity Center Pest Control	0.00	0.00	0.00	1,500.00	1,500.00
Amenity Center Maintenance & Repair	0.00	0.00	0.00	1,500.00	1,500.00
TOTAL OTHER PHYSICAL ENVIRONMENT	9,500.00	10,000.00	500.00	119,500.00	110,000.00
TOTAL EXPENDITURES	81,475.00	82,815.00	1,340.00	220,715.00	139,240.00
EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES	0.00	49,689.73	49,689.73	0.00	0.00

*** EXCLUDES 2% HILLSBOROUGH COUNTY COLLECTION COST

*** EXCLUDES 4% EARLY PAYMENT DISCOUNT

FISCAL YEAR 2023
PROPOSED ANNUAL OPERATING BUDGET



April 18, 2022

To whom it may concern,

As per F.S. 190.006, you'll find the number of qualified registered electors for your Community Development District as of April 15, 2022, listed below.

Community Development District	Number of Registered Electors
Balm Grove	3

We ask that you respond to our office with a current list of CDD office holders by **June 1st** and that you update us throughout the year if there are changes. This will enable us to provide accurate information to potential candidates during filing and qualifying periods.

Please note it is the responsibility of each district to keep our office updated with current district information. If you have any questions, please do not hesitate to contact me at (813) 384-3944 or ewhite@votehillsborough.gov.

Respectfully,

Enjoli White
Candidate Services Manager



**BALM GROVE
COMMUNITY DEVELOPMENT DISTRICT**

March 3, 2022, Minutes of Regular Meeting

Minutes of the Regular Meeting

The Regular Meeting of the Board of Supervisors for the Balm Grove Community Development District was held on **Thursday, March 3, 2022, at 2:00 p.m.** at the **Offices of Meritus located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.**

1. CALL TO ORDER

Brian Lamb called the Regular Meeting of the Board of Supervisors of the Balm Grove Community Development District to order on **Thursday, March 3, 2022, at 2:00 p.m.**

Board Members Present and Constituting a Quorum:

Ryan Motko	Vice-Chair
Steve Luce	Supervisor
Alberto Viera	Supervisor

Staff Members Present:

Brian Lamb	District Manager, Meritus
Kelly Evans	Seat 4 - Supervisor

There were no members of the general public in attendance.

2. ACCEPTANCE OF BOARD RESIGNATION – SUPERVISOR LUCE

The Board went over the acceptance of Supervisor Luce resignation.

MOTION TO:	Approve Acceptance of Board Resignation of Steve Luce.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

3. APPOINTMENT OF BOARD SUPERVISOR - SEAT 4

The Board agreed to nominate Kelly Evans as Board Supervisor to serve the balance of the term for Seat 4.

MOTION TO:	Approve Appointment of Board Supervisor – Seat 4
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

4. PUBLIC COMMENT ON AGENDA ITEMS

There were no public comments.

5. VENDOR AND STAFF REPORTS

- A. District Counsel
- B. District Engineer
- C. District Manager

There were no further reports from staff at this time.

6. BUSINESS ITEMS

A. Consideration of Resolution 2022-02; Redesignating Officers

Mr. Lamb reviewed Resolution 2022-02 with the Board.

MOTION TO:	Approve Resolution 2022-02.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

B. General Matters of the District

There were no general matters to discuss.

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90 **7. CONSENT AGENDA ITEMS**

- 91 **A. Consideration of Minutes of the Regular Meeting December 2, 2021**
92 **B. Consideration of Operations and Maintenance Expenditures November 2021**
93 **C. Consideration of Operations and Maintenance Expenditures December 2021**
94 **D. Consideration of Operations and Maintenance Expenditures January 2022**
95 **E. Review of Financial Statements for Month Ending January 31, 2022**
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97 The Board reviewed the Consent Agenda items.
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MOTION TO:	Approve the Consent Agenda A-E.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Viera
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 3/0 - Motion Passed Unanimously

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107 **8. SUPERVISOR REQUESTS AND COMMENTS**
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109 There were no supervisor requests or comments.
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112 **9. AUDIENCE COMMENTS AND DISCUSSION**
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114 There were no audience comments.
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117 **10. ADJOURNMENT**
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119 I, District Manager Brian Lamb, declare the meeting adjourned at 2:48 P.M.
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**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

Balm Grove CDD Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
Meritus Districts	72421	\$ 3,408.34		District Management Services -January 25 2022.
Meritus Districts	74072	3,411.79	\$ 6,820.13	District Management Services -February 18 2022
Monthly Contract Sub-Total		\$ 6,820.13		
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:		\$ 6,820.13		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

Balm Grove CDD Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
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[] Chairman [] Vice Chairman [] Assistant Secretary

Meritus Districts

A Division of Inframark, LLC

INVOICE

2005 Pan Am Circle
Suite 300
Tampa, FL 33607

INVOICE#

#72421

DATE

1/25/2022

CUSTOMER ID

C2377

NET TERMS

Net 30

DUE DATE

2/24/2022

BILL TO

Balm Grove Community Development
District
District Management Services, LLC d/
b/a Meritus Districts
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

PO#**Services provided for the Month of: January 2022**

DESCRIPTION	QTY	UOM	RATE	AMOUNT
District Management Services - District Management	1	Ea	1,375.00	1,375.00
Accounting Services - Accounting Services	1	Ea	291.67	291.67
Field Management - Field Management	1	Ea	1,200.00	1,200.00
Website Maintenance - Website Maintenance / Admin	1	Ea	125.00	125.00
Dissemination Services - Dissemination Services	1	Ea	416.67	416.67
Subtotal				3,408.34

Subtotal

\$3,408.34

Tax

\$0.00

Total Due

\$3,408.34

Voice: 813-397-5122 | Fax: 813-873-7070

Meritus Districts

A Division of Inframark, LLC

INVOICE

2005 Pan Am Circle
Suite 300
Tampa, FL 33607

INVOICE#

#74072

DATE

2/18/2022

BILL TO

Balm Grove Community Development
District
District Management Services, LLC d/
b/a Meritus Districts
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

CUSTOMER ID

C2377

PO#**NET TERMS**

Net 30

DUE DATE

3/20/2022

Services provided for the Month of: February 2022

DESCRIPTION	QTY	UOM	RATE	AMOUNT
Copies - 13 Copies B/W-November 2021 & 10 Copies B/W-December 2021	23	Ea	0.15	3.45
Website Maintenance - Website Maintenance / Admin	1	Ea	125.00	125.00
Accounting Services - Accounting Services	1	Ea	291.67	291.67
Dissemination Services - Dissemination Services	1	Ea	416.67	416.67
Field Management - Field Management	1	Ea	1,200.00	1,200.00
District Management Services - District Management	1	Ea	1,375.00	1,375.00
Subtotal				3,411.79

Subtotal \$3,411.79

Tax \$0.00

Total Due \$3,411.79

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

Balm Grove CDD Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
Meritus Districts	75335	\$ 3,409.99		District Management 03/23/2022
Monthly Contract Sub-Total		\$ 3,409.99		
Variable Contract				
Supervisor: Albert Viero	AV 030322	\$ 200.00		Supervisor Fee 03/03/2022
Supervisor: Ryan Motko	RM 030322	200.00		Supervisor Fee 03/03/2022
Supervisor: Steve Luce	SL 030322	200.00		Supervisor Fee 03/03/2022
Variable Contract Sub-Total		\$ 600.00		
Utilities				
Utilities Sub-Total		\$ 0.00		
Regular Services				
Straley Robin Vericker	21241	\$ 1,591.90		Professional Services through 03/15/2022
Regular Services Sub-Total		\$ 1,591.90		
Additional Services				
Additional Services Sub-Total		\$ 0.00		
TOTAL:		\$ 5,601.89		

Approved (with any necessary revisions noted):

Signature

Printed Name

Balm Grove CDD Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
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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#

#75335

DATE

3/23/2022

CUSTOMER ID

C2377

NET TERMS

Net 30

PO#**DUE DATE**

4/22/2022

BILL TO

Balm Grove Community Development
District
District Management Services, LLC d/
b/a Meritus Districts
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

Services provided for the Month of: March 2022

DESCRIPTION	QTY	UOM	RATE	AMOUNT
Accounting Services - Accounting Services	1	Ea	291.67	291.67
Copies - B/W Copies- January	11	Ea	0.15	1.65
Dissemination Services - Dissemination Services	1	Ea	416.67	416.67
District Management Services - District Management	1	Ea	1,375.00	1,375.00
Field Management - Field Management	1	Ea	1,200.00	1,200.00
Website Maintenance - Website Maintenance / Admin	1	Ea	125.00	125.00
Subtotal				3,409.99

Subtotal \$3,409.99

Tax \$0.00

Total Due \$3,409.99

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



MEETING DATE: March 03, 2022

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Jeff Hills		Salary accepted	\$200.00
Nick Dister		Salary Accepted	\$200.00
Steve Luce	✓	Salary Accepted	\$200.00
Ryan Motko	✓	Salary Accepted	\$200.00
ALBERT VIERO	✓	Salary Accepted	\$200.00

AV030322

BALM GROVE CDD

MEETING DATE: March 03, 2022

DMS: 




SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Jeff Hills		Salary accepted	\$200.00
Nick Dister		Salary Accepted	\$200.00
Steve Luce	✓	Salary Accepted	\$200.00
Ryan Motko	✓	Salary Accepted	\$200.00
ALBERT VIERO	✓	Salary Accepted	\$200.00

Rm030322

•••

•••

MEETING DATE: March 03, 2022

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Jeff Hills		Salary accepted	\$200.00
Nick Dister		Salary Accepted	\$200.00
Steve Luce		Salary Accepted	\$200.00
Ryan Motko		Salary Accepted	\$200.00
ALBERT VIERO		Salary Accepted	\$200.00

SL 030322

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400 * Facsimile (813) 223-5043

Federal Tax Id. - 20-1778458

Balm Grove Community Development District
c/o Meritus
2005 Pan Am Circle, Ste 300
Tampa, FL 33607

March 23, 2022

Client: 001541

Matter: 000001

Invoice #: 21241

Page: 1

RE: General

For Professional Services Rendered Through March 15, 2022

SERVICES

BSN 3107 51410

Date	Person	Description of Services	Hours	Amount
2/24/2022	JMV	REVIEW COMMUNICATION FROM B. CRUTCHFIELD; REVIEW LEGAL NOTICE.	0.2	\$70.00
3/2/2022	JMV	REVIEW AGENDA PACKET AND PREPARE FOR CDD BOARD MEETING.	0.1	\$35.00
3/3/2022	JMV	PREPARE FOR AND ATTEND CDD BOARD MEETING.	0.4	\$140.00
3/3/2022	VTS	PREPARE FOR AND ATTEND BOARD MEETING.	0.3	\$85.50
3/4/2022	VTS	REVIEW ANCILLARY DOCUMENTS FOR SUBMITTAL TO RECORDING.	0.3	\$85.50
3/9/2022	VTS	EXCHANGE CORRESPONDENCE WITH ATTY. J. TAYLOR RE: DECLARATION OF CONSENT.	0.3	\$85.50
3/14/2022	VTS	REVIEW MULTIPLE CORRESPONDENCE FROM M. CAMPBELL AND B. LAMB RE: DECLARATION OF CONSENT FOR SOUTH PARCEL EXPANSION AREA.	0.5	\$142.50
3/15/2022	VTS	EXCHANGE MULTIPLE CORRESPONDENCE WITH ATTY. J. TAYLOR, K. JUNEAU AND M. CAMPBELL RE: DECLARATION OF CONSENT FOR SOUTH PARCEL EXPANSION AREA.	1.0	\$285.00
Total Professional Services			3.1	\$929.00

DISBURSEMENTS

Date	Description of Disbursements	Amount
3/15/2022	Photocopies	\$7.35
Total Disbursements		\$7.35

March 23, 2022

Client: 001541

Matter: 000001

Invoice #: 21241

Page: 2

Total Services	\$929.00	
Total Disbursements	\$7.35	
Total Current Charges		\$936.35
Previous Balance		\$656.30
Less Courtesy Discount		(\$0.75)
PAY THIS AMOUNT		\$1,591.90

Please Include Invoice Number on all Correspondence

Outstanding Invoices

Invoice Number	Invoice Date	Services	Disbursements	Interest	Tax	Total
20600	November 12, 2021	\$264.50	\$0.00	\$0.00	\$0.00	\$1,200.85
20821	December 24, 2021	\$388.50	\$2.55	\$0.00	\$0.00	\$1,327.40
Total Remaining Balance Due						\$1,591.90

AGED ACCOUNTS RECEIVABLE

0-30 Days	31-60 Days	61-90 Days	Over 90 Days
\$936.35	\$0.00	\$391.05	\$264.50

Balm Grove 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				
ADA Site Compliance.	2203	\$ 1,500.00		ADA Compliance - 4.12.2022.
Regular Services Sub-Total		\$ 1,500.00		
Additional Services				
Straley Robin Vericker.	SRV041222	\$ 8.00		Professional Service Thru 04.06.2022..
Additional Services Sub-Total		\$ 8.00		
TOTAL:		\$ 1,508.00		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

ADA Site Compliance

6400 Boynton Beach Blvd 742721

Boynton Beach, FL 33474

accounting@adasitecompliance.com

**Invoice****BILL TO**

Balm Grove CDD

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2203	04/12/2022	\$1,500.00	04/26/2022	14	

DESCRIPTION	QTY	RATE	AMOUNT
Annual Digital Accessibility and Legal Compliance - Compliance Shield, Customized Accessibility Policy, Accessibility ADAPTER, and Consulting with Digital Accessibility and Compliance Experts	1	1,500.00	1,500.00

BALANCE DUE**\$1,500.00**

BA
J104
JBA



P.O. Box 196
Ozark, AR 72949

Account: XXXXXX
Date: 4/6/2022
Page: 1

STRALEY ROBIN VERICKER P A
1510 W. CLEVELAND STREET
TAMPA FL 33606

Notice of Deposited Items Charged Back to Your Account

The items listed below have been returned and charged back to your account. For your convenience, we have provided substitute items which can be used in place of the original items. If you have any questions or need any assistance, please call us at (800) 274-4482. Thank you for doing business at Bank OZK.

Charge Back Items

Payor R/T	Return Reason	Amount
063102152	'A' - NSF - Not Sufficient Funds	\$2,248.20

Summary

Total Item Count:	1
Total Amount of Items Charged back:	\$2,248.20
Handling Charges:	\$8.00
Total Account Deduction:	\$2,256.20

082907273
04/06/2022
9900102940

This is a LEGAL COPY of your check. You can use it the same way you would use the original check.

RETURN REASON-A
NOT SUFFICIENT FUNDS

9900102940
[082907273] 04/04/2022

NSF

Balm Grove CDD 2005 Pan Am Circle Suite 300 Tampa, FL 33607 813-873-7300		1541-01	Sanctus Day 88-210531	DATE 1017 1017
****Two Thousand Two Hundred Forty Eight and 20/100 Dollars		AMOUNT \$2,248.20		
PAY TO THE ORDER OF: Straley Robin Vericker 1510 W. Cleveland St. Tampa, FL 33606		3/31/2022		
		YOU AFTER 180 DAYS TWO SIGNATURES REQUIRED		

001017 4063102152

1000288426637 00003324820

Balm Grove Community Development District

Financial Statements
(Unaudited)

Period Ending
April 30, 2022



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

Balm Grove CDD

Balance Sheet

As of 4/30/2022

(In Whole Numbers)

	<u>General Fund</u>	<u>Total</u>
Assets		
Cash-Operating Account	<u>38,367</u>	<u>38,367</u>
Total Assets	<u><u>38,367</u></u>	<u><u>38,367</u></u>
Liabilities		
Accounts Payable	<u>3,961</u>	<u>3,961</u>
Total Liabilities	<u><u>3,961</u></u>	<u><u>3,961</u></u>
Fund Equity & Other Credits Contributed Capital		
Retained Earnings-All Other Reserves	(4,449)	(4,449)
Other	<u>38,855</u>	<u>38,855</u>
Total Fund Equity & Other Credits Contributed Capital	<u><u>34,405</u></u>	<u><u>34,405</u></u>
Total Liabilities & Fund Equity	<u><u>38,367</u></u>	<u><u>38,367</u></u>

Balm Grove CDD
Statement of Revenues and Expenditures
001 - General Fund
From 10/1/2021 Through 4/30/2022
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments - Service Charges				
Operations & Maintenance Assmts-Off Roll	0	51,030	51,030	0 %
Contributions & Donations From Private Sources				
Developer Contributions	81,475	38,443	(43,032)	(53)%
Total Revenues	81,475	89,473	7,998	10 %
Expenditures				
Legislative				
Supervisor Fees	0	2,400	(2,400)	0 %
Financial & Administrative				
District Management	16,500	34,525	(18,025)	(109)%
District Engineer	7,500	0	7,500	100 %
Disclosure Report	5,000	1,667	3,333	67 %
Trustee Fees	3,800	0	3,800	100 %
Accounting Services	3,500	5,542	(2,042)	(58)%
Auditing Services	4,500	0	4,500	100 %
Postage, Phone, Faxes, Copies	1,000	11	989	99 %
Public Officials Insurance	1,500	0	1,500	100 %
Legal Advertising	5,000	0	5,000	100 %
Bank Fees	500	213	287	57 %
Dues, Licenses, & Fees	175	175	0	0 %
Miscellaneous Fees	100	72	28	28 %
Website Administration	1,500	2,375	(875)	(58)%
ADA Website Compliance	2,900	1,500	1,400	48 %
Legal Counsel				
District Counsel	3,500	2,139	1,361	39 %
Electric Utility Services				
Electric Utility Services - Streetlights	13,500	0	13,500	100 %
Electric Utility Services-All Others	1,500	0	1,500	100 %
Other Physical Environment				
Property & Casualty Insurance	2,000	0	2,000	100 %
Miscellaneous Landscape	2,500	0	2,500	100 %
Landscape Maintenance-Contract	5,000	0	5,000	100 %
Total Expenditures	81,475	50,618	30,857	38 %
Excess of Revenues Over (Under) Expenditures	0	38,855	38,855	0 %
Fund Balance, Beginning of Period	0	(4,449)	(4,449)	0 %
Fund Balance, End of Period	0	34,405	34,405	0 %

Balm Grove CDD
Reconcile Cash Accounts

Summary

Cash Account: 10101 Cash-Operating Account
Reconciliation ID: 4.30.2022
Reconciliation Date: 4/30/2022
Status: Locked

Bank Balance	79,672.09
Less Outstanding Checks/Vouchers	41,305.13
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	38,366.96
Balance Per Books	<u>38,366.96</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

Balm Grove CDD
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 4.30.2022

Reconciliation Date: 4/30/2022

Status: Locked

Outstanding Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
1015	3/31/2022	System Generated Check/Voucher	600.00	Ryan Motko
1018	4/7/2022	System Generated Check/Voucher	21,500.00	Meritus Districts
1022	4/21/2022	System Generated Check/Voucher	8,975.01	Meritus Districts
1023	4/28/2022	System Generated Check/Voucher	10,230.12	Meritus Districts
Outstanding Checks/Vouchers			41,305.13	

**Balm Grove CDD
Reconcile Cash Accounts**

Detail

Cash Account: 10101 Cash-Operating Account

Reconciliation ID: 4.30.2022

Reconciliation Date: 4/30/2022

Status: Locked

Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
1009	3/31/2022	System Generated Check/Voucher	600.00	Alberto Viera
1010	3/31/2022	System Generated Check/Voucher	175.00	Department of Economic Opportunity
1011	3/31/2022	System Generated Check/Voucher	5,000.00	Egis Insurance Advisors
1012	3/31/2022	System Generated Check/Voucher	200.00	Jeffery S. Hills
1014	3/31/2022	System Generated Check/Voucher	400.00	Nicholas J. Dister
1016	3/31/2022	System Generated Check/Voucher	600.00	Steven K. Luce
1019	4/14/2022	System Generated Check/Voucher	656.30	Straley Robin Vericker
1020	4/14/2022	System Generated Check/Voucher	944.35	Straley Robin Vericker
1021	4/21/2022	System Generated Check/Voucher	1,500.00	ADA Site Compliance
CR009	4/21/2022	Enter Invoices (return fees, Overdraft, Service Fees)	130.09	
Cleared Checks/Vouchers			10,205.74	

Balm Grove CDD
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash-Operating Account
Reconciliation ID: 4.30.2022
Reconciliation Date: 4/30/2022
Status: Locked

Cleared Deposits

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Deposit Number</u>
CHK#1024	3/30/2022	Funding Request - 3.30.2022	38,443.31	
Cleared Deposits			38,443.31	