JANUARY 04, 2024 AGENDA PACKAGE



2005 PAN AM CIRLE SUITE 300 TAMPA FL, 33607

Balm Grove Community Development District

Board of Supervisors

Carlos de la Ossa, Chairman Nick Dister, Vice Chairperson Kelly Evans, Assistant Secretary Alberto Viera, Assistant Secretary Ryan Motko, Assistant Secretary Bryan Radcliff, District Manager John Vericker, District Counsel Tonja Stewart, District Engineer

Regular Meeting Agenda

Thursday, January 04, 2024 at 2:00 p.m.

The Regular Meeting of the Balm Grove Community Development District will be held January 04, 2024, 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:

Join Zoom Meeting

https://us06web.zoom.us/j/86992084254?pwd=wPRUYX9TrhybYypbvbmLGNwEvJbTHO.1

Meeting ID: 869 9208 4254 Passcode: 944104

All cellular phones and pagers must be turned off during the meeting.

REGULAR MEETING OF BOARD OF SUPERVISORS

- 1. CALL TO ORDER/ROLL CALL
- 2. PUBLIC COMMENT ON AGENDA ITEMS (Each individual has the opportunity to comment and is limited to three (3) minutes for such comment)
- 3. BUSINESS ITEMS
- 4. CONSENT AGENDA
 - A. Approval of Minutes of the December 07, 2023 Regular Meeting
 - B. Consideration of Operation and Maintenance November 2023
 - C. Acceptance of the Financials and Approval of the Check Register for November 2023
- 5. STAFF REPORTS
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - i. Community Inspections Report
- 6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS
- 7. ADJOURNMENT

*Next regularly scheduled meeting is February 01, 2024 at 2:00 p.m.

Fourth Order of Business

4A

MINUTES OF MEETING BALM GROVE COMMUNITY DEVELOPMENT DISTRICT

1 2 The regular meeting of the Board of Supervisors of Balm Grove Community 3 Development District was held on Thursday, December 7, 2023, and called to order at 2:54 p.m. 4 at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607. 5 6 Present and constituting a quorum were: 7 8 Carlos de la Ossa Chairperson 9 Nicholas Dister Vice Chairperson (via phone) 10 Kelly Evans **Assistant Secretary** Alberto Viera **Assistant Secretary** 11 12 Ryan Motko **Assistant Secretary** 13 14 Also present were: 15 Bryan Radcliff 16 District Manager Angie Grunwald 17 District Manager 18 John Vericker **District Counsel** 19 Kathryn Hopkinson **District Counsel** 20 21 The following is a summary of the discussions and actions taken. 22 23 FIRST ORDER OF BUSINESS Call to Order/Roll Call 24 Mr. Radcliff called the meeting to order, and a quorum was established. 25 26 SECOND ORDER OF BUSINESS **Public Comment** There being no members of the public present, the next order of business followed. 27 28 29 THIRD ORDER OF BUSINESS **Business Items** 30 A. Acceptance of Financial Report for Fiscal Year Ending September 30, 2022 31 On MOTION by Mr. de la Ossa seconded by Ms. Evans, with 32 33 all in favor, Financial Report for Fiscal Year Ending September 34 30, 2022 was accepted. 5-0 35 FOURTH ORDER OF BUSINESS 36 **Consent Agenda** 37 A. Approval of Minutes of the November 2, 2023 Regular Meeting 38 B. Consideration of Operation and Maintenance Expenditures October 2023 39 C. Acceptance of the Financials and Approval of the Check Register for October 40 2023 41 42 On MOTION by Mr. de la Ossa seconded by Ms. Evans, with 43 all in favor, the Consent Agenda, was approved. 5-0 44

45

BALM GROVE CDD

December 7, 2023

46 47 FIFTH ORDER OF BUSINESS **Staff Reports** 48 **A.** District Counsel 49 **B.** District Engineer 50 C. District Manager 51 There being no reports, the next item followed. i. Community Inspections Report 52 The Community Inspections Report was presented, a copy of which was included in 53 54 the agenda package. 55 56 SIXTH ORDER OF BUSINESS **Board of Supervisors' Requests and** 57 **Comments** 58 There being none, the next order of business followed. 59 60 SEVENTH ORDER OF BUSINESS Adjournment 61 There being no further business, 62 On MOTION by Mr. de la Ossa seconded by Ms. Evans, with 63 64 all in favor the meeting was adjourned at 2:55 p.m. 65 66 67 68 Bryan Radcliff Carlos de la Ossa 69 70 District Manager Chairperson

4B

BALM GROVE CDD Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract		\$0.00		
Monthly Contract Subtotal		\$0.00		
Variable Contract				
ALBERTO VIERA	AV 110223	\$200.00		SUPERVISOR FEE 11/02/23
CARLOS DE LA OSSA	CDLO 110223	\$200.00		SUPERVISOR FEE 11/02/23
KELLY A EVANS	KE 110223	\$200.00		SUPERVISOR FEE 11/02/23
NICHOLAS J. DISTER	ND 110223	\$200.00		SUPERVISOR FEE 11/02/23
RYAN MOTKO	RM 110223	\$200.00		SUPERVISOR FEE 11/02/23
Variable Contract Subtotal		\$1,000.00		
Utilities		\$0.00		
Utilities Subtotal		\$0.00		
Regular Services				
STRALEY ROBIN VERICKER	23777	\$165.00		GENERAL - PROFESSIONAL SERVICES THRU - 10/15/23
Regular Services Subtotal		\$165.00		
Additional Services		\$0.00		
Additional Services Subtotal		\$0.00		
TOTAL		\$1,165.00		

Approved (with any necessary revisions noted):
Signature:

BALM GROVE CDD MEETING DATE: November 02, 2023

DMS: ____

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Carlos de la Ossa	~	Salary accepted	\$200.00
Nick Dister	~	Salary Accepted	\$200.00
Kelly Evans		Salary Accepted	\$200.00
Ryan Motko		Salary Accepted	\$200.00
Albert Viera	1	Salary Accepted	\$200.00

BRYAN RADUZA

AV 110223

BALM GROVE CDD MEETING DATE: November 02, 2023

BRYAN RADGERT DMS:

CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
~	Salary accepted	\$200.00
~	Salary Accepted	\$200.00
		Salary Accepted Salary Accepted Salary Accepted Salary Accepted Salary Accepted

Cd10 110223

BALM GROVE CDD
MEETING DATE: November 02, 2023

DMS: ___

BRYAN RADAZFF

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Carlos de la Ossa		Salary accepted	\$200.00
Nick Dister	~	Salary Accepted	\$200.00
Kelly Evans		Salary Accepted	\$200.00
Ryan Motko		Salary Accepted	\$200.00
Albert Viera		Salary Accepted	\$200.00

KE 110223

BALM GROVE CI MEETING DATE: DMS:	Movember 02, 20 Bryan R		
SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Carlos de la Ossa	~	Salary accepted	\$200.00
Nick Dister	~	Salary Accepted	\$200.00
Kelly Evans		Salary Accepted	\$200.00
Ryan Motko		Salary Accepted	\$200.00
Albert Viera		Salary Accepted	\$200.00

ND 110223

BALM GROVE CDD

SUPERVISORS

Carlos de la Ossa

Nick Dister

Kelly Evans

Ryan Motko

Albert Viera

MEETING DATE: November 02, 2023

DMS:

BRYAN RADOLERY						
CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT				
	Salary accepted	\$200.00				
1	Salary Accepted	\$200.00				

Salary Accepted

Salary Accepted

Salary Accepted

Rm 110223

\$200.00

\$200.00

\$200.00

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606 Telephone (813) 223-9400 Federal Tax Id. - 20-1778458

Balm Grove Community Development District

c/o Inframark

2005 Pan Am Circle, Ste 300

Tampa, FL 33607

November 02, 2023

Client:

001541 000001

Matter: 000001 Invoice #: 23777

Page: 1

RE: General

For Professional Services Rendered Through October 15, 2023

SERVICES

Date	Person	Description of Services	Hours	Amount
10/2/2023	JMV	REVIEW COMMUNICATION FROM S. CHAVEZ RE: CDD AUDIT; DRAFT EMAIL TO S. CHAVEZ.	0.3	\$112.50
10/12/2023	LB	PREPARE DRAFT QUARTERLY REPORT FOR PERIOD ENDED SEPTEMBER 30, 2023.	0.3	\$52.50
		Total Professional Services	s 0.6	\$165.00
		Total Services	\$165.00	
		Total Disbursements Total Current Charges	\$0.00	\$165.00
		Previous Balance		\$6,465.45
		Less Payments		(\$6,465.45)
		PAY THIS AMOUNT		\$165.00

4C

Balm Grove Community Development District

Financial Statements (Unaudited)

Period Ending November 30, 2023

Prepared by:



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

Balance Sheet

As of November 30, 2023

(In Whole Numbers)

	ENERAL	ERIES 2022 BT SERVICE	CAPITAL PROJECTS		GENERAL (ED ASSETS		GENERAL LONG-TERM		
ACCOUNT DESCRIPTION	 FUND	 FUND	 FUND		FUND	_	DEBT FUND		TOTAL
<u>ASSETS</u>									
Cash - Operating Account	\$ 54,633	\$ -	\$ -	\$	-	\$	-	\$	54,633
Due From Other Funds	-	702,979	-		-		-		702,979
Investments:									
Acq. & Const. (Offsite Project)	-	12,945	1,967,639		-		-		1,980,584
Acq. & Construction - Amenity	-	2,694	666,934		-		-		669,628
Acquisition & Construction Account	-	-	1		-		-		1
Other	-	847	209,781		-		-		210,628
Reserve Fund	-	614,363	-		-		-		614,363
Revenue Fund	-	22,432	-		-		-		22,432
Fixed Assets									
Construction Work In Process	-	-	-		8,665,160		-		8,665,160
Amount To Be Provided	-	-	-		-		21,435,000		21,435,000
TOTAL ASSETS	\$ 54,633	\$ 1,356,260	\$ 2,844,355	\$	8,665,160	\$	21,435,000	\$	34,355,408
	 			·				·	
<u>LIABILITIES</u>									
Accounts Payable	\$ 6,433	\$ -	\$ -	\$	-	\$	-	\$	6,433
Bonds Payable	-	-	-		-		21,435,000		21,435,000
Due To Other Funds	-	-	702,980		-		-		702,980
TOTAL LIABILITIES	6,433	-	702,980		-		21,435,000		22,144,413

Balance Sheet

As of November 30, 2023

(In Whole Numbers)

			SERIES 2022			
ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2022 DEBT SERVICE FUND	CAPITAL PROJECTS FUND	GENERAL FIXED ASSETS FUND	GENERAL LONG-TERM DEBT FUND	TOTAL
FUND BALANCES						
Restricted for:						
Debt Service	-	1,356,260	-	-	-	1,356,260
Capital Projects	-	-	2,141,375	-	-	2,141,375
Unassigned:	48,200	-	-	8,665,160	-	8,713,360
TOTAL FUND BALANCES	48,200	1,356,260	2,141,375	8,665,160	-	12,210,995
TOTAL LIABILITIES & FUND BALANCES	\$ 54,633	\$ 1,356,260	\$ 2,844,355	\$ 8,665,160	\$ 21,435,000	\$ 34,355,408

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending November 30, 2023 General Fund (001) (In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Developer Contribution	118,425	82,630	(35,795)	69.77%
TOTAL REVENUES	118,425	82,630	(35,795)	69.77%
<u>EXPENDITURES</u>				
<u>Administration</u>				
Supervisor Fees	3,000	1,000	2,000	33.33%
ProfServ-Construction	9,000	-	9,000	0.00%
ProfServ-Dissemination Agent	4,200	833	3,367	19.83%
ProfServ-Info Technology	600	-	600	0.00%
ProfServ-Recording Secretary	2,400	-	2,400	0.00%
ProfServ-Trustee Fees	6,500	-	6,500	0.00%
District Counsel	9,500	165	9,335	1.74%
District Engineer	9,500	-	9,500	0.00%
Administrative Services	4,500	-	4,500	0.00%
District Management	25,000	4,750	20,250	19.00%
Accounting Services	9,000	583	8,417	6.48%
Auditing Services	6,000	-	6,000	0.00%
Website Compliance	1,800	-	1,800	0.00%
Postage, Phone, Faxes, Copies	500	17	483	3.40%
Rentals & Leases	600	-	600	0.00%
Public Officials Insurance	2,500	2,516	(16)	100.64%
Legal Advertising	3,500	977	2,523	27.91%
Bank Fees	200	-	200	0.00%
Financial & Revenue Collections	1,200	-	1,200	0.00%
Meeting Expense	4,000	-	4,000	0.00%
Website Administration	1,200	250	950	20.83%
Miscellaneous Expenses	250	-	250	0.00%
Office Supplies	100	-	100	0.00%
Dues, Licenses, Subscriptions	175	175		100.00%
Total Administration	105,225	11,266	93,959	10.71%
Other Physical Environment				
Insurance - General Liability	3,200	3,074	126	96.06%
Total Other Physical Environment	3,200	3,074	126	96.06%

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending November 30, 2023 General Fund (001) (In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
Parks and Recreation				
Misc-Contingency	10,000	-	10,000	0.00%
Total Parks and Recreation	10,000	-	10,000	0.00%
TOTAL EXPENDITURES	118,425	14,340	104,085	12.11%
Excess (deficiency) of revenues				
Over (under) expenditures	-	68,290	68,290	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		(20,090))	
FUND BALANCE, ENDING		\$ 48,200	=	

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending November 30, 2023 Series 2022 Debt Service Fund (200) (In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL		VARIANCE (\$) FAV(UNFAV)		YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>						
Interest - Investments	\$ -	\$	22,162	\$	22,162	0.00%
Special Assmnts- CDD Collected	1,227,281		819,884		(407,397)	66.80%
TOTAL REVENUES	1,227,281		842,046		(385,235)	68.61%
EXPENDITURES Debt Service						
Principal Debt Retirement	802,281		410,000		392,281	51.10%
Interest Expense	425,000		407,803		17,197	95.95%
Total Debt Service	1,227,281		817,803		409,478	66.64%
TOTAL EXPENDITURES	1,227,281		817,803		409,478	66.64%
Excess (deficiency) of revenues Over (under) expenditures			24,243	,	24,243	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)			1,332,017			
FUND BALANCE, ENDING		\$	1,356,260			

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending November 30, 2023 Series 2022 Capital Projects Fund (300) (In Whole Numbers)

ACCOUNT DESCRIPTION	 ANNUAL ADOPTED YEAR TO DATE BUDGET ACTUAL		VARIANCE (\$) FAV(UNFAV)		YTD ACTUAL AS A % OF ADOPTED BUD	
REVENUES						
Interest - Investments	\$ -	\$	14,690	\$	14,690	0.00%
TOTAL REVENUES	-		14,690		14,690	0.00%
EXPENDITURES						
Construction In Progress						
Construction in Progress			650,584		(650,584)	0.00%
Total Construction In Progress	 		650,584		(650,584)	0.00%
TOTAL EXPENDITURES	-		650,584		(650,584)	0.00%
Excess (deficiency) of revenues						
Over (under) expenditures	 -		(635,894)		(635,894)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)			2,777,269			
FUND BALANCE, ENDING		\$	2,141,375			

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending November 30, 2023 General Fixed Assets Fund (900) (In Whole Numbers)

	ANNUAL ADOPTED	YEAR TO DATE	VARIANCE (\$)	YTD ACTUAL AS A % OF
ACCOUNT DESCRIPTION	BUDGET	ACTUAL	FAV(UNFAV)	ADOPTED BUD
REVENUES				
TOTAL REVENUES	-	-	-	0.00%
<u>EXPENDITURES</u>				
TOTAL EXPENDITURES	-	-	-	0.00%
Excess (deficiency) of revenues Over (under) expenditures	-			0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		8,665,160		
FUND BALANCE, ENDING		\$ 8,665,160	_	

BALM GROVE CDD

Bank Reconciliation

Bank Account No. 6637 TRUIST - GF Operating

 Statement No.
 11-23

 Statement Date
 11/30/2023

G/L Balance (LCY)	54,632.78	Statement Balance	55,032.78
G/L Balance	54,632.78	Outstanding Deposits	0.00
Positive Adjustments	0.00		
=		Subtotal	55,032.78
Subtotal	54,632.78	Outstanding Checks	400.00
Negative Adjustments	0.00	Differences	0.00
=			
Ending G/L Balance	54,632.78	Ending Balance	54,632.78

Difference 0.00

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Checks						
10/19/2023	Payment	1107	NICHOLAS J. DISTER	200	200.00	0.00
11/8/2023	Payment	1112	ALBERTO VIERA	200	200.00	0.00
11/8/2023	Payment	1113	CARLOS DE LA OSSA	200	200.00	0.00
11/8/2023	Payment	1114	KELLY A EVANS	200	200.00	0.00
11/8/2023	Payment	1115	NICHOLAS J. DISTER	200	200.00	0.00
11/8/2023	Payment	1117	STRALEY ROBIN VERICKER	165	165.00	0.00
Total Check	ks			1,165.00	1,165.00	0.00
Outstandin	ng Checks					
10/19/2023	Payment	1108	RYAN MOTKO	200.00	0.00	200.00
11/8/2023	Payment	1116	RYAN MOTKO	200.00	0.00	200.00
Tota	l Outstanding	Checks		400.00		400.00

Fifth Order of Business

5Ci.



BALM GROVE. CDD. 12/8/23, 3:18 PM

monthly site inspection report.

Friday, December 8, 2023

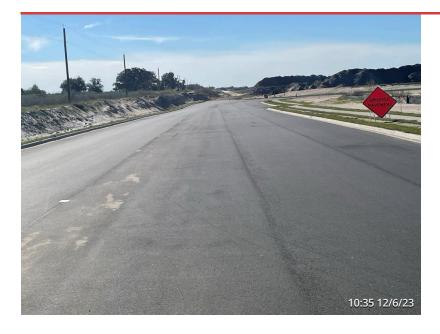
Prepared For Board Of Supervisors.

11 Issues Identified



CR 672

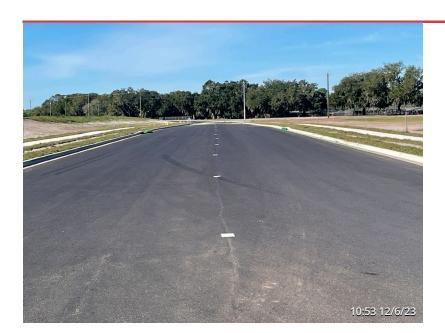
Assigned To District Manager. Entrance.



BALM WIMAUMA.

Assigned To District Manager.

New road extension.



BALM WIMAUMA.

Assigned To District Manager.

New road extension.



BALM WIMAUMA.

Assigned To District Manager. Looks good.



WEST OF SHELLY LANE.

Assigned To District Manager. Construction.



WEST OF SHELLY LANE.

Assigned To EPG. Pond build.



WEST OF SHELLY LANE.

Assigned To District Manager. Future site development.



WEST OF SHELLY LANE.

Assigned To Dissed Manager. Pond.



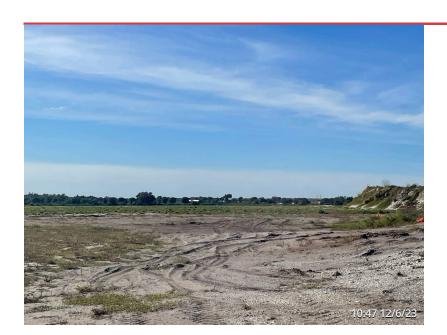
WEST OF SHELLY LANE.

Assigned To District Manager. Future site development.



WEST OF SHELLY LANE.

Assigned To District Manager. Future side development.



SOUTH OF SHELLY LANE.

Assigned To District Manager. Future site development.