AUGUST 01, 2024

REGULAR MEETING

AGENDA PACKAGE

Join the meeting now

Meeting ID: 215 817 490 035 **Passcode:** 45UmMF **Dial-in by phone** +1 646-838-1601 **Pin:** 227 773 399#



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 **District Staff**

Bryan Radcliff, District Manager John Vericker, District Counsel Tonja Stewart, District Engineer

Regular Meeting Agenda

Thursday, August 01, 2024 at 2:00 p.m.

The Regular Meeting of the Balm Grove Community Development District will be held August 01, 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 the meeting now

Meeting ID: 215 817 490 035 **Passcode:** 45UmMF **Dial-in by phone** +1 646-838-1601 **Pin:** 227 773 399#

REGULAR MEETING OF BOARD OF SUPERVISORS

- 1. CALL TO ORDER/ROLL CALL
- 2. PUBLIC COMMENTS ON AGENDA ITEMS
- 3. BUSINESS ITEMS
 - A. Consideration of Resolution 2024-05; Setting Fiscal Year 2025 Meeting Schedule
- 4. CONSENT AGENDA
 - A. Approval of Minutes of the July 11, 2024 Public Hearing & Regular Meeting
 - B. Acceptance of the Financials and Approval of the Check Register for June 2024
- 5. STAFF REPORTS
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
 - i. Field Inspections Report
- 6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS
- 7. PUBLIC COMMENTS
- 8. ADJOURNMENT

^{*}Next regularly scheduled meeting is **September 05, 2024** at **2:00 p.m.**

RESOLUTION 2024-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF BALM GROVE COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIME AND LOCATION FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS AND PROVIDING FOR AN EFFECTIVE DATE

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

WHEREAS, the District's Board of Supervisors (hereinafter the "Board"), is statutorily authorized to exercise the powers granted to the District, but has not heretofore met; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, Florida Statutes; and

WHEREAS, the District is required by Florida law to prepare an annual schedule of its regular public meetings which designates the date, time, and location of the District's meetings.

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

<u>Section 1</u>. The annual public meeting schedule of the Board of Supervisors of the for the Fiscal Year 2025 attached hereto and incorporated by reference herein as Exhibit A is hereby approved and will be published and filed in accordance with the requirements of Florida law.

Section 2. The District Manager is hereby directed to submit a copy of the Fiscal Year 2025 annual public meeting schedule to Hillsborough County and the Department of Economic Opportunity.

Section 3. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 1ST DAY OF AUGUST 2024.

ATTEST:	BALM GROVE COMMUNITY DEVELOPMENT DISTRICT
SECRETARY/ASSISTANT SECRETARY	CHAIR/VICE-CHAIRMAN

EXHIBIT A

BOARD OF SUPERVISORS MEETING DATES BALM GROVE COMMUNITY DEVELOPMENT DISTRICT

FISCAL YEAR 2024/2025

October 3, 2024	2:00 p.m.
November 7, 2024	2:00 p.m.
December 5, 2024	2:00 p.m.
January 2, 2025	2:00 p.m.
February 6, 2025	2:00 p.m.
March 6, 2025	2:00 p.m.
April 3, 2025	2:00 p.m.
May 1, 2025	2:00 p.m.
June 5, 2025	2:00 p.m.
July 10, 2025	2:00 p.m.
August 7, 2025	2:00 p.m.
September 4, 2025	2:00 p.m.

All meetings will convene at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607

MINUTES OF MEETING BALM GROVE COMMUNITY DEVELOPMENT DISTRICT

1	The Public Hearing and regular meeting of the Board of Supervisors of Balm Grove								
2	Community Development District was held on Thursday, July 11, 2024, and called to order at								
3	3:08 pm at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, Florida								
4	33607.								
5									
6	Present and constituting a quorum were:								
7	Treesing with conservating in American were								
8	Carlos de la Ossa	Chairperson							
9	Nicholas Dister	Vice Chairperson (via phone)							
10	Ryan Motko	Assistant Secretary							
11	Albert Viera	Assistant Secretary							
12	Kelly Evans	Assistant Secretary							
13									
14	Also present were:								
15									
16	Bryan Radcliff	District Manager							
17	Angie Grunwald	District Manager							
18	Jayna Cooper	District Manager							
19	Kathryn Hopkinson District Counsel								
20	John Vericker	District Counsel							
21	Gary Schwartz	Field Services							
22									
23	The following is a summary of the discus	sions and actions taken.							
24									
25	FIRST ORDER OF BUSINESS	Call to Order/Roll Call							
26	Mr. Radcliff called the meeting to order, a	nd a quorum was established.							
27									
28	SECOND ORDER OF BUSINESS	Public Comments on Agenda Items							
29	There being none, the next order of busine	ess followed.							
30									
31	THIRD ORDER OF BUSINESS	Recess to Public Hearing							
32	Mr. Radcliff requested the Board recess to	public hearing.							
33	FOURTH ORDER OF BUILDINGS								
34	FOURTH ORDER OF BUSINESS	Public Hearing on Adopting Fiscal Year							
35		2025 Final Budget							
36	A. Open Public Hearing on Adopting Fi	scal Year 2025 Final Budget							
37	0 MOMYONAL NA 1 1 0	1 11 26 5							
38	On MOTION by Mr. de la Ossa secon								
39	favor, Public Hearing on Adopting Fis	cal Year 2025 Final Budget,							
40	was opened. 5-0								
41									
42	B. Staff Presentations								
43	C. Public Comments								
44	There being none, the next item followed.								
45									

46 47	D. Consideration of Resolution 2024-03, Adopting Final Fiscal Year 2025 Budget
48	On MOTION by Mr. de la Ossa seconded by Ms. Evans, with all in
49	favor, Resolution 2024-03, Adopting Final Fiscal Year 2025
50	Budget, was adopted. 5-0
51	
52	i. Consideration of Developer Funding Agreement for FY 2025
53	
54	On MOTION by Mr. de la Ossa seconded by Ms. Evans, with all in
55	favor, Developer Funding Agreement for Fiscal Year 2025, was
56	approved in substantial form. 5-0
57	
58	E. Close Public Hearing on Adopting Fiscal Year 2025 Final Budget
59	
60	On MOTION by Mr. de la Ossa seconded by Ms. Evans, with all in
61	favor, Public Hearing on Adopting Fiscal Year 2025 Final Budget,
62	was closed. 5-0
63	
64	
65 66	FIFTH ORDER OF BUSINESS Public Hearing on Levying O&M Assessments
67	A. Open Public Hearing on Levying O&M Assessments
68	A. Open I ubite Hearing on Levying Octal Assessments
69	On MOTION by Mr. de la Ossa seconded by Ms. Evans, with all in
70	favor, Public Hearing on Levying O&M Assessments, was opened.
71	5-0
72	<u> </u>
73	B. Staff Presentations
74	C. Public Comment
75	There being none, the next item followed.
76	
77	D. Consideration of Resolution 2024-04, Levying O&M Assessments
78	
79	On MOTION by Mr. de la Ossa seconded by Ms. Evans, with all in
80	favor, Resolution 2024-04, Levying O&M Assessments, was
81	adopted. 5-0
82	
83	E. Close Public Hearing on Levying O&M Assessments
84	
85	On MOTION by Mr. de la Ossa seconded by Ms. Evans, with all in
86	favor, Public Hearing on, Levying O&M Assessments, was closed.
87	5-0
88	CIVILI ODDED OF DUCINECS
89	SIXTH ORDER OF BUSINESS Return to Regular Meeting Mr. Radeliff requested the Poord return to regular meeting
90	Mr. Radcliff requested the Board return to regular meeting.

91		
92	SEVENTH ORDER OF BUSINESS	Business Items
93	There being none, the next order of busine	ess followed.
94		
95	EIGHTH ORDER OF BUSINESS	Consent Agenda
96	A. Approval of Minutes of the June 06,	
97	B. Consideration of Operation and Mai	
98	C. Acceptance of the Financials and Ap	oproval of the Check Register for May 2024
99		
100	On MOTION by Mr. de la Ossa secon	
101	favor, Consent Agenda was approved.	. 5-0
102 103	NINTH ORDER OF BUSINESS	Staff Danauts
	A. District Counsel	Staff Reports
104 105	B. District Counsel	
105	C. District Engineer C. District Manager	
107	There being no reports, the next item follow	red
108	i. Field Inspections Report	cu.
109	<u> </u>	presented, a copy of which was included in the
	•	presented, a copy or which was included in the
110	agenda package.	
111		
112	TENTH ORDER OF BUSINESS	Board of Supervisors' Requests and
113		Comments
114	There being none, the next order of busine	ess followed.
115		
116	ELEVENTH ADDED AE DUCINECC	Dublic Commonts
117 118	ELEVENTH ORDER OF BUSINESS There being none the part order of business	Public Comments
110 119	There being none, the next order of busine	ess followed.
120	TWELFTH ORDER OF BUSINESS	Adjournment
121	There being no further business,	rajournment
122	There being no further business,	
123	On MOTION by Mr. de la Ossa secon	nded by Mr. Motko, with all in
123	favor the meeting was adjourned at 3:	•
125	iavoi ine meeting was aujourned at 3.	10 pm. 0 0
123		
127		
128		
129	Bryan Radeliff	Carlos de la Ossa
130	District Manager	Chairperson

Balm Grove Community Development District

Financial Statements (Unaudited)

Period Ending June 30, 2024

Prepared by:



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

Balance Sheet

As of June 30, 2024 (In Whole Numbers)

SERIES 2022

					5	ERIES 2022					
			S	ERIES 2022		CAPITAL		GENERAL		GENERAL	
	G	ENERAL	DE	BT SERVICE	F	PROJECTS	FI	KED ASSETS	L	ONG-TERM	
ACCOUNT DESCRIPTION		FUND		FUND		FUND		FUND		EBT FUND	 TOTAL
<u>ASSETS</u>											
Cash - Operating Account	\$	10,109	\$	-	\$	-	\$	-	\$	-	\$ 10,109
Due From Developer		43,745		-		-		-		-	43,745
Due From Other Funds		-		174,530		-		-		-	174,530
Investments:											
Acq. & Const. (Offsite Project)		-		12,945		314,845		-		-	327,790
Acq. & Construction - Amenity		-		2,694		681,561		-		-	684,255
Acquisition & Construction Account		-		-		29,705		-		-	29,705
Other		-		847		215,547		-		-	216,394
Reserve Fund		-		614,363		-		-		-	614,363
Revenue Fund		-		305,132		-		-		-	305,132
Fixed Assets											
Construction Work In Process		-		-		-		8,665,160		-	8,665,160
Amount To Be Provided		-		-		-		-		21,435,000	21,435,000
TOTAL ASSETS	\$	53,854	\$	1,110,511	\$	1,241,658	\$	8,665,160	\$	21,435,000	\$ 32,506,183
<u>LIABILITIES</u>											
Accounts Payable	\$	37,199	\$	-	\$	-	\$	-	\$	-	\$ 37,199
Bonds Payable		-		-		-		-		21,435,000	21,435,000
Due To Other Funds		-		-		174,531		-		-	174,531
TOTAL LIABILITIES		37,199		-		174,531		-		21,435,000	21,646,730

Balance Sheet

As of June 30, 2024 (In Whole Numbers)

SERIES 2022

			OLIVILO 2022			
		SERIES 2022	CAPITAL	GENERAL	GENERAL	
	GENERAL	DEBT SERVICE	PROJECTS	FIXED ASSETS	LONG-TERM	
ACCOUNT DESCRIPTION	FUND	FUND	FUND	FUND	DEBT FUND	TOTAL
FUND BALANCES						
Restricted for:						
Debt Service	-	1,110,511	-	-	-	1,110,511
Capital Projects	-	-	1,067,127	-	-	1,067,127
Unassigned:	16,655	-	-	8,665,160	-	8,681,815
TOTAL FUND BALANCES	16,655	1,110,511	1,067,127	8,665,160	-	10,859,453
TOTAL LIABILITIES & FUND BALANCES	\$ 53,854	\$ 1,110,511	\$ 1,241,658	\$ 8,665,160	\$ 21,435,000	\$ 32,506,183

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending June 30, 2024 General Fund (001) (In Whole Numbers)

ACCOUNT DESCRIPTION		ANNUAL ADOPTED BUDGET	R TO DATE	RIANCE (\$) V(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	
REVENUES						
Special Assmnts- CDD Collected	\$	118,425	\$ 82,630	\$ (35,795)	69.77%	
TOTAL REVENUES		118,425	82,630	(35,795)	69.77%	
EXPENDITURES						
<u>Administration</u>						
Supervisor Fees		3,000	8,000	(5,000)	266.67%	
ProfServ-Construction		9,000	-	9,000	0.00%	
ProfServ-Dissemination Agent		4,200	2,917	1,283	69.45%	
ProfServ-Info Technology		600	875	(275)	145.83%	
ProfServ-Recording Secretary		2,400	-	2,400	0.00%	
ProfServ-Trustee Fees		6,500	5,724	776	88.06%	
Disclosure Report		_	833	(833)	0.00%	
District Counsel		9,500	9,980	(480)	105.05%	
District Engineer		9,500	2,545	6,955	26.79%	
Administrative Services		4,500	-	4,500	0.00%	
District Management		25,000	10,875	14,125	43.50%	
Accounting Services		9,000	2,625	6,375	29.17%	
Auditing Services		6,000	-	6,000	0.00%	
Website Compliance		1,800	1,500	300	83.33%	
Postage, Phone, Faxes, Copies		500	38	462	7.60%	
Rentals & Leases		600	_	600	0.00%	
Public Officials Insurance		2,500	2,516	(16)	100.64%	
Legal Advertising		3,500	3,726	(226)	106.46%	
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	1,125	75	93.75%	
Miscellaneous Expenses		250	3,000	(2,750)	1200.00%	
Office Supplies		100	-	100	0.00%	
Dues, Licenses, Subscriptions		175	1,675	(1,500)	957.14%	
Total Administration		105,225	57,954	47,271	55.08%	
<u>Utility Services</u>						
Utility - Electric		-	 1,622	 (1,622)	0.00%	
Total Utility Services		-	 1,622	 (1,622)	0.00%	
Other Physical Environment						
Contracts - Landscape		-	5,663	(5,663)	0.00%	
Insurance - General Liability		3,200	3,074	126	96.06%	
Total Other Physical Environment		3,200	8,737	(5,537)	273.03%	
•	-	-,	 -, -	 · / /		

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending June 30, 2024 General Fund (001) (In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	 R TO DATE	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
Parks and Recreation				
Misc-Contingency	10,000	 23,000	(13,000)	230.00%
Total Parks and Recreation	10,000	23,000	(13,000)	230.00%
TOTAL EXPENDITURES	118,425	91,313	27,112	77.11%
Excess (deficiency) of revenues				
Over (under) expenditures		(8,683)	(8,683)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		25,338		
FUND BALANCE, ENDING		\$ 16,655		

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending June 30, 2024 Series 2022 Debt Service Fund (200) (In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YE	YEAR TO DATE ACTUAL		ARIANCE (\$)	YTD ACTUAL AS A % OF ADOPTED BUD	
REVENUES							
Interest - Investments	\$ -	\$	53,455	\$	53,455	0.00%	
Special Assmnts- CDD Collected	1,227,281		1,472,432		245,151	119.98%	
TOTAL REVENUES	1,227,281		1,525,887		298,606	124.33%	
<u>EXPENDITURES</u>							
Debt Service							
Principal Debt Retirement	802,281		410,000		392,281	51.10%	
Interest Expense	425,000		808,944		(383,944)	190.34%	
Total Debt Service	1,227,281		1,218,944		8,337	99.32%	
TOTAL EXPENDITURES	1,227,281		1,218,944		8,337	99.32%	
Excess (deficiency) of revenues							
Over (under) expenditures			306,943		306,943	0.00%	
FUND BALANCE, BEGINNING (OCT 1, 2023)			803,568				
FUND BALANCE, ENDING		\$	1,110,511				

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending June 30, 2024 Series 2022 Capital Projects Fund (300) (In Whole Numbers)

ACCOUNT DESCRIPTION			AR TO DATE	VARIANCE (\$) FAV(UNFAV)		YTD ACTUAL AS A % OF ADOPTED BUD	
REVENUES							
Interest - Investments	\$	_	\$	65,566	\$	65,566	0.00%
Special Assmnts- CDD Collected	·	-	·	721,657	·	721,657	0.00%
Developer Contribution		-		570,568		570,568	0.00%
TOTAL REVENUES		-		1,357,791		1,357,791	0.00%
EXPENDITURES Construction In Progress Construction in Progress Total Construction In Progress		<u>-</u>		3,517,630 3,517,630		(3,517,630) (3,517,630)	0.00%
TOTAL EXPENDITURES		-		3,517,630		(3,517,630)	0.00%
Excess (deficiency) of revenues Over (under) expenditures				(2,159,839)		(2,159,839)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)				3,226,966			
FUND BALANCE, ENDING			\$	1,067,127			

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending June 30, 2024 General Fixed Assets Fund (900) (In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES				
TOTAL REVENUES	-	-	-	0.00%
EXPENDITURES				
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	=	

Bank Account Statement

Balm Grove CDD

 Bank Account No.
 6637

 Statement No.
 24_06

 Statement Date
 06/30/2024

15,986.46	Statement Balance	10,109.19	GL Balance (LCY)
385.23	Outstanding Deposits	10,109.19	GL Balance
16,371.69	Subtotal	0.00	Positive Adjustments
-6,262.50	Outstanding Checks		
		10,109.19	Subtotal
10,109.19	Ending Balance	0.00	Negative Adjustments
		10,109.19	Ending G/L Balance

Doo Posting Date Typ	cument pe	Document No.	Description	Amount	Cleared Amount	Difference
Checks						
05/10/2024 Pay	/ment	1171	Check for Vendor V00017	-200.00	-200.00	0.00
06/25/2024 Pay	/ment	1176	Check for Vendor V00015	-200.00	-200.00	0.00
06/25/2024 Pay	/ment	1179	Check for Vendor V00023	-200.00	-200.00	0.00
Total Checks				-600.00	-600.00	0.00 0.00
Outstanding Char	-l					
Outstanding Chec	CKS					
06/25/2024 Pay	/ment	1175	Check for Vendor V00010			-200.00
06/25/2024 Pay	/ment	1177	Check for Vendor V00017			-200.00
06/25/2024 Pay	/ment	1178	Check for Vendor V00019			-200.00
06/27/2024 Pay	/ment	1180	Check for Vendor V00036			-5,662.50
Total Outstanding	g Checks					-6,262.50
Outstanding Depo	osits					
05/01/2024		JE000404	ACH_Utility - Electric			385.23
Total Outstanding	g Deposit	s				385.23

BALM GROVE INSPECTION REPORT. 7/14/24, 4:40 PM

Balm Grove. CDD.

Sunday, July 14, 2024

Prepared For Board of supervisors.

19 Issue Identified





Topaz Blue.

Assigned To District manager.

The South entrance sign is clean and looks good.



Topaz Blue.

Assigned To District manager.

The North entrance sign is clean and looks good.



Balm Road.

Assigned To LMP.

Heading North on the frontage looks good.



Balm Road.

Assigned To LMP.

Heading South on the frontage looks good.



Zircon Red.Assigned To LMP.

The playground build is in progress.



Rainbow Quartz.

Assigned To District manager
The mailboxes are clean and look good.



Violet Flame.

Assigned To District manager.

The South entrance sign is clean and looks good.



Violet Flame.

Assigned To District manager.

Heading East on the street looks good.



Violet Flame.

Assigned To District manager.

The North entrance sign is clean and it looks good.



Balm Road.

Assigned To LMP.

Heading North on the frontage looks good.



Pond.Assigned To Eco Logic.
The pond looks good.



Pond.
Assigned To Eco Logic.
The pond looks good.



Pond.
Assigned To Eco Logic.
The pond looks good.



Pond.
Assigned To Eco Logic.
The pond looks good.



Pond.
Assigned To Eco Logic.
The pond looks good.



Pond.
Assigned To Eco Logic.
The pond looks good.



Pond.
Assigned To Eco Logic.
The pond looks good.



Pond.
Assigned To Eco Logic.
The pond looks good overall.



Pond.

Assigned To Eco Logic.

There is dead, filamentous algae, and trash in the pond.