OCTOBER 03, 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, October 03, 2024 at 2:00 p.m.

The Regular Meeting of the Balm Grove Community Development District will be held October 03, 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
- 4. CONSENT AGENDA
 - A. Approval of Minutes of the September 05, 2024 Regular Meeting
 - B. Consideration of Operation and Maintenance August 2024
 - C. Acceptance of the Financials and Approval of the Check Register for August 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

MINUTES OF MEETING BALM GROVE COMMUNITY DEVELOPMENT DISTRICT

1	The regular meeting of the Board of Supervisors of Balm Grove Community											
2	Development District was held on Thursday, September 5, 2024, and called to order at 3:04 pm											
3	at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607.											
4												
5	Present and constituting a quorum w	Present and constituting a quorum were:										
6 7	Carlos de la Ossa	Carlos de la Ossa Chairperson										
8	Nicholas Dister	Vice Chairperson (via phone)										
9	Ryan Motko	Assistant Secretary (via phone)										
10	Albert Viera	Assistant Secretary (via phone) Assistant Secretary										
11	Kelly Evans	Assistant Secretary Assistant Secretary										
12	Keny Evans	Assistant Secretary										
13	Also present were:											
14	Also present were.											
15	Bryan Radeliff	District Manager										
16	Jayna Cooper	District Manager										
17	Kathryn Hopkinson	District Counsel										
18	John Vericker	District Counsel										
19	Gary Schwartz	Field Services Manager										
20	Gary Sonwartz	i icia sci vices ividiagei										
21	The following is a summary of the	discussions and actions taken										
22	The fourthing is a summary of the	inscussions and actions taken.										
23	FIRST ORDER OF BUSINESS	Call to Order/Roll Call										
24	Mr. Radcliff called the meeting to order, and a quorum was established.											
24 25	Mr. Radcliff called the meeting to or	rder, and a quorum was established.										
25	<u> </u>	•										
25 26	SECOND ORDER OF BUSINESS	Public Comments on Agenda Items										
25 26 27	<u> </u>	Public Comments on Agenda Items										
25 26	SECOND ORDER OF BUSINESS	Public Comments on Agenda Items										
25 26 27 28	SECOND ORDER OF BUSINESS There being none, the next order of THIRD ORDER OF BUSINESS	Public Comments on Agenda Items business followed. Business Items										
25 26 27 28 29	SECOND ORDER OF BUSINESS There being none, the next order of	Public Comments on Agenda Items business followed. Business Items										
25 26 27 28 29 30 31	SECOND ORDER OF BUSINESS There being none, the next order of THIRD ORDER OF BUSINESS A. Ratification of Developer Fund	Public Comments on Agenda Items business followed. Business Items ing Agreement for FY 2025										
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46					
47		•	Carlos de la Ossa	Chairperson	
48		•	Nicholas Dister	Vice Chairperson	
49		•	Brian Lamb	Secretary	
50		•	Eric Davidson	Treasurer	
51		•	Leah Popelka	Assistant Treasurer	
52		•	Bryan Radcliff	Assistant Secretary	
53		•	Kelly Evans	Assistant Secretary	
54		•	Ryan Motko	Assistant Secretary	
55		•	Alberto Viera	Assistant Secretary	
56					
57		On MOTI	ION by Mr. de la Ossa se	conded by Ms. Evans, with all in	
58		favor, Res	solution 2024-07, Redesig	gnating Officers adding Leah	
59		Popelka a	s Assistant Treasurer as o	detailed above, was adopted. 5-0	
60	<u>-</u>				
- 4		CODDED			
61			OF BUSINESS	Consent Agenda	
62	A.	Approval	of Minutes of the Augu	st 01, 2024 Regular Meeting	
62 63	A. B.	Approval Considera	of Minutes of the Auguntion of Operation and M	st 01, 2024 Regular Meeting Maintenance July 2024	2024
62 63 64	A. B.	Approval Considera	of Minutes of the Auguntion of Operation and M	st 01, 2024 Regular Meeting	y 2024
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87 88	_	ORDER OF BUSINESS ere being no further business,	Adjournment
89			
90		On MOTION by Mr. de la Ossa	seconded by Mr. Motko, with all in
91		favor the meeting was adjourned	d at 3:07 pm. 5-0
92			
93			
94			
95			
96	Bryan Rad	eliff	Carlos de la Ossa
97	District Ma	nager	Chairperson

Begin Date	8/1/2024
End Date	8/31/2024
Run For Month	Aug-24

Show Invoice Total Column	Yes
Show Invoice Date	Yes

BALM GROVE CDD

Summary of Operations and Maintenance Invoices

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
Monthly Contract					
ECO-LOGIC SERVICES LLC	7/31/2024	4167	\$1,350.00	\$1,350.00	LAKE MAINT JULY 2024
INFRAMARK LLC	7/31/2024	129840	\$7.95		MANAGMENT FEE JUNE 24
INFRAMARK LLC	7/31/2024	129840	\$1.28	\$9.23	MANAGMENT FEE JUNE 24
INFRAMARK LLC	7/31/2024	128868	\$125.00		MANAGMENT FEE JULY 24
INFRAMARK LLC	7/31/2024	128868	\$291.67		MANAGMENT FEE JULY 24
INFRAMARK LLC	7/31/2024	128868	\$1,375.00		MANAGMENT FEE JULY 24
INFRAMARK LLC	7/31/2024	128868	\$1,000.00		FIELD MGMNT JULY 2024
INFRAMARK LLC	7/31/2024	128868	\$416.67		DISS SVCS JULY 2024
INFRAMARK LLC	7/31/2024	128868	\$125.00	\$3,333.34	TECH/DATA STORAGE JULY 2024
INFRAMARK LLC	8/2/2024	130284	\$1.95		JULY 2024 COPIES
INFRAMARK LLC	8/2/2024	130284	\$27.74		JULY 2024 POSTAGE
INFRAMARK LLC	8/2/2024	130284	\$479.40	\$509.09	SUPPLES JULY 2024
INFRAMARK LLC	8/2/2024	130504	\$125.00		DISTRICT INVOICE AUG. 2024
INFRAMARK LLC	8/2/2024	130504	\$291.67		DISTRICT INVOICE AUG. 2024
INFRAMARK LLC	8/2/2024	130504	\$1,375.00		DISTRICT INVOICE AUG. 2024
INFRAMARK LLC	8/2/2024	130504	\$1,000.00		FIELD MGMNT AUG 2024
INFRAMARK LLC	8/2/2024	130504	\$416.67		DISS SVCS AUG 2024
INFRAMARK LLC	8/2/2024	130504	\$125.00	\$3,333.34	TECHNOLOGY/DATA STORAGE AUG 2024
Monthly Contract Subtotal			\$8,535.00	\$8,535.00	
Variable Contract					
ALBERTO VIERA	8/1/2024	AV 080124	\$200.00	\$200.00	SUPERVISOR FEE
CARLOS DE LA OSSA	8/1/2024	CDLO 080124	\$200.00	\$200.00	SUPERVISOR FEE
KELLY A EVANS	8/1/2024	KE 080124	\$200.00	\$200.00	SUPERVISOR FEE
NICHOLAS J. DISTER	8/1/2024	ND 080124	\$200.00	\$200.00	SUPERVISOR FEE
RYAN MOTKO	8/1/2024	RM 080124	\$200.00	\$200.00	SUPERVISOR FEE

August 2024 Meeting

BALM GROVE CDD

Summary of Operations and Maintenance Invoices

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
OTD ALEY DODINI VEDICIED	0/7/0004	05044	#4.050.00	#4.050.00	PROF OVOC TURL HILV COOM
STRALEY ROBIN VERICKER	8/7/2024	25041	\$1,350.00	·	
Variable Contract Subtotal			\$2,350.00	\$2,350.00	
Utilities					
TECO	7/19/2024	0005 071924 ACH	\$3,817.23	\$3,817.23	SVC PRD 06/26/24-07/11/24
TECO	7/19/2024	5164 071924 ACH	\$8,376.70	\$8,376.70	SVC PRD 06/26/24-07/11/24
Utilities Subtotal			\$12,193.93	\$12,193.93	
Regular Services					
GRAU & COMPANY	8/8/2024	26229	\$2,200.00	\$2,200.00	AUDIT SERVICES
Regular Services Subtotal			\$2,200.00	\$2,200.00	
TOTAL			\$25,278.93	\$25,278.93	

Balm Grove Community Development District

Financial Statements (Unaudited)

Period Ending August 31, 2024

Prepared by:



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

Balance Sheet

As of August 31, 2024 (In Whole Numbers)

ACCOUNT DESCRIPTION	ENERAL FUND	ERIES 2022 BT SERVICE FUND	SERIES 2022 CAPITAL PROJECTS FUND	GENERAL (ED ASSETS FUND	GENERAL LONG-TERM DEBT FUND	TOTAL
<u>ASSETS</u>						
Cash - Operating Account	\$ 30,334	\$ -	\$ -	\$ -	\$ -	\$ 30,334
Due From Developer	23,780	-	-	-	-	23,780
Investments:						
Acq. & Const. (Offsite Project)	-	12,945	72,150	-	-	85,095
Acq. & Construction - Amenity	-	2,694	687,198	-	-	689,892
Acquisition & Construction Account	-	-	1,829	-	-	1,829
Other	-	847	217,329	-	-	218,176
Reserve Fund	-	614,363	-	-	-	614,363
Revenue Fund	-	312,704	-	-	-	312,704
Fixed Assets						
Construction Work In Process	-	-	-	8,665,160	-	8,665,160
Amount To Be Provided	-	-	-	-	21,435,000	21,435,000
TOTAL ASSETS	\$ 54,114	\$ 943,553	\$ 978,506	\$ 8,665,160	\$ 21,435,000	\$ 32,076,333
<u>LIABILITIES</u>						
Accounts Payable	\$ 68,189	\$ -	\$ -	\$ -	\$ -	\$ 68,189
Bonds Payable	-	-	-	-	21,435,000	21,435,000
Due To Other Funds	-	1	-	-	-	1
Deferred Inflow of Resources	23,780	-	-	-	-	23,780
TOTAL LIABILITIES	91,969	1	-	-	21,435,000	21,526,970

Balance Sheet

As of August 31, 2024 (In Whole Numbers)

		S		

			SERIES 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	-	943,552	-	-	-		943,552
Capital Projects	-	-	978,506	-	-		978,506
Unassigned:	(37,855)	-	-	8,665,160	-		8,627,305
TOTAL FUND BALANCES	(37,855)	943,552	978,506	8,665,160	-		10,549,363
TOTAL LIABILITIES & FUND BALANCES	¢ 54.114	\$ 942 FF2	\$ 079.506	\$ 9,665,160	\$ 21.435.000	¢	22 076 222
TOTAL LIABILITIES & FUND BALANCES	\$ 54,114	\$ 943,553	\$ 978,506	\$ 8,665,160	\$ 21,435,000	\$	32,076,333

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending August 31, 2024 General Fund (001) (In Whole Numbers)

ACCOUNT DESCRIPTION		ANNUAL ADOPTED BUDGET		YEAR TO DATE ACTUAL		RIANCE (\$) V(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	
REVENUES								
Special Assmnts- CDD Collected	\$	118,425	\$	82,630	\$	(35,795)	69.77%	
Developer Contribution		-		24,974		24,974	0.00%	
TOTAL REVENUES		118,425		107,604		(10,821)	90.86%	
EXPENDITURES								
Administration								
Supervisor Fees		3,000		10,000		(7,000)	333.33%	
ProfServ-Construction		9,000		-		9,000	0.00%	
ProfServ-Dissemination Agent		4,200		3,750		450	89.29%	
ProfServ-Info Technology		600		1,125		(525)	187.50%	
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		14,515		(5,015)	152.79%	
District Engineer		9,500		2,545		6,955	26.79%	
Administrative Services		4,500		-		4,500	0.00%	
District Management		25,000		15,625		9,375	62.50%	
Accounting Services		9,000		3,208		5,792	35.64%	
Auditing Services		6,000		4,700		1,300	78.33%	
Website Compliance		1,800		1,500		300	83.33%	
Postage, Phone, Faxes, Copies		500		556		(56)	111.20%	
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		1,375		(175)	114.58%	
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		76,373		28,852	72.58%	
Utility Services								
Utility - Electric		-		13,816		(13,816)	0.00%	
Total Utility Services		-		13,816		(13,816)	0.00%	

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending August 31, 2024 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
Other Physical Environment				
Contracts - Landscape	-	9,438	(9,438)	0.00%
Insurance - General Liability	3,200	3,074	126	96.06%
Total Other Physical Environment	3,200	12,512	(9,312)	391.00%
Parks and Recreation Misc-Contingency Total Parks and Recreation	10,000 10,000	24,350 24,350	(14,350) (14,350)	243.50% 243.50%
TOTAL EXPENDITURES	118,425	127,051	(8,626)	107.28%
Excess (deficiency) of revenues				
Over (under) expenditures		(19,447)	(19,447)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)		(18,408)		
FUND BALANCE, ENDING		\$ (37,855)		

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending August 31, 2024 Series 2022 Debt Service Fund (200) (In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YE	AR TO DATE		ARIANCE (\$) AV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES						
Interest - Investments	\$ -	\$	61,027	\$	61,027	0.00%
	•	Ф	•	Ф	•	
Special Assmnts- CDD Collected	1,227,281		1,472,432		245,151	119.98%
TOTAL REVENUES	1,227,281		1,533,459		306,178	124.95%
EXPENDITURES 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			314,515		314,515	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)			629,037			
FUND BALANCE, ENDING		\$	943,552			

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending August 31, 2024 Series 2022 Capital Projects Fund (300) (In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	Y	EAR TO DATE ACTUAL	ARIANCE (\$) AV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>					
Interest - Investments	\$ -	\$	75,441	\$ 75,441	0.00%
Special Assmnts- CDD Collected	-		1,506,008	1,506,008	0.00%
Developer Contribution	-		570,568	570,568	0.00%
TOTAL REVENUES	_		2,152,017	2,152,017	0.00%
EXPENDITURES Construction In Progress Construction in Progress Total Construction In Progress			4,575,008 4,575,008	 (4,575,008) (4,575,008)	0.00%
TOTAL EXPENDITURES	-		4,575,008	(4,575,008)	0.00%
Excess (deficiency) of revenues Over (under) expenditures			(2,422,991)	(2,422,991)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2023)			3,401,497		
FUND BALANCE, ENDING		\$	978,506		

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending August 31, 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%
<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		

Bank Account Statement

Balm Grove CDD

 Bank Account No.
 6637

 Statement No.
 24_08

 Statement Date
 08/31/2024

30,148.88	Statement Balance	30,334.11	GL Balance (LCY)
385.23	Outstanding Deposits	30,334.11	GL Balance
30,534.11	Subtotal	0.00	Positive Adjustments
-200.00	Outstanding Checks		
		30,334.11	Subtotal
30,334.11	Ending Balance	0.00	Negative Adjustments
		30,334.11	Ending G/L Balance

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Checks						
						0.00
08/09/2024	Payment	1186	Check for Vendor V00015	-200.00	-200.00	0.00
08/09/2024	Payment	1187	Check for Vendor V00023	-200.00	-200.00	0.00
08/09/2024	Payment	1188	Check for Vendor V00019	-200.00	-200.00	0.00
08/09/2024	Payment	1189	Check for Vendor V00010	-200.00	-200.00	0.00
08/15/2024	Payment	1191	Check for Vendor V00006	-2,749.00	-2,749.00	0.00
Total Checks				-3,549.00	-3,549.00	0.00
Outstanding (Checks					
08/09/2024	Pavment	1190	Check for Vendor V00017			-200.00
Total Outstan	,					-200.00
Outstanding [Deposits					
05/01/2024		JE000404	ACH_Utility - Electric			385.23
Total Outstan	ding Deposi	ts				385.23

BALM GROVE INSPECTION REPORT. 9/17/24, 12:42 PM

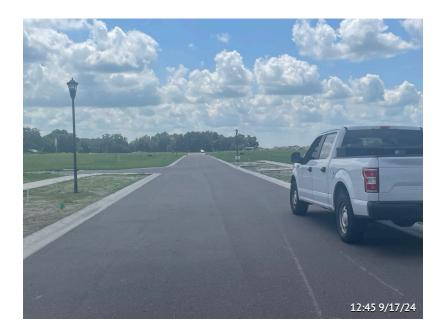
Balm Grove CDD.

Tuesday, September 17, 2024

Prepared For Board of supervisors.

18 Issue Identified





Topaz Blue.Assigned To District manager.
Heading East on the street.



Balm Rd.
Assigned To District manager.
North side entrance sign.



Balm Rd.Assigned To District manager.
Heading North on the sidewalk.



Balm Rd.Assigned To District manager.
South side entrance sign.



Balm Rd.Assigned To District manager.
Heading South on the sidewalk.



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



Goldstone Ct.
Assigned To District manager.
Community playground.



Zircon Red Dr.Assigned To District manager.
Community mailboxes.



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.



Violet Flame.Assigned To District manager.
The North side entrance.



Balm Wimauma Rd.Assigned To District manager.
Heading South on the sidewalk.



Violet Flame.Assigned To District manager.
Heading West on the street.



Violet Flame.

Assigned To District manager.

The North side entrance.



Balm Wimauma.

Assigned To District manager.

Heading North on the sidewalk.



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



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