

Cross Creek Community Development District

12051 Corporate Boulevard, Orlando, FL 32817; 407-382-3256

The following is the proposed agenda for the meeting of the Board of Supervisors for the Cross Creek Community Development District, scheduled to be held **Tuesday, February 27, 2018 at 11:00 a.m. at the 1651 Whitfield Avenue, Suite 200, Sarasota, FL 34243.**

If you would like to attend the Board Meeting by phone, you may do so by dialing:

Phone: 1-877-864-6450

Participant Code: 974058

AUDITOR SELECTION COMMITTEE MEETING AGENDA

- **Call to Order**
- **Public Comment Period**
- 1. Review of Auditing Services Proposals
 - a. Proposals Provided Under Separate Cover
- 2. Ranking of Auditing Services Proposals
- **Adjournment**

BOARD OF SUPERVISORS' MEETING AGENDA

A. Business Matters

- Roll Call to Confirm Quorum
- Public Comment Period
- 1. Consideration of the Minutes of the January 23, 2018 Board of Supervisors' Meeting
- 2. Consideration of the Minutes of the January 23, 2018 Auditor Selection Committee Meeting
- 3. Review of Auditor Selection Committee Rankings & Selection of Auditor (*provided under separate cover*)
- 4. Ratification of Payment Authorization No. 27
- 5. Review of District Financial Statements

B. Other Business

- Staff Reports
 - District Counsel
 - District Engineer
 - District Manager – Next meeting is scheduled for March 27th
- Supervisor Requests and Audience Comments

C. Adjournment

**CROSS CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Minutes –
January 23, 2018
Board of Supervisors' Meeting

MINUTES OF MEETING

*Cross Creek Community Development District
Board of Supervisors Meeting
Tuesday, August 22, 2017 at 11:00 a.m.
Medallion Home
1651 Whitfield Avenue, Suite 200,
Sarasota, FL 34243*

Present and constituting a quorum:

Charlie Tokarz	Board Member
John Wollard	Board Member
Margo Holeman	Board Member
Pete Logan	Board Member

Also present were:

Jill Burns	District Manager	
Tracy Robin	District Counsel	(via phone)

FIRST ORDER OF BUSINESS

Call to Order

The meeting was called to order at 11:08 a.m. and Ms. Burns proceeded with roll call. Board Members Charlie Tokarz, John Wollard, Margo Holeman, and Pete Logan were present, constituting a quorum.

SECOND ORDER OF BUSINESS

Business Matters

Public Comment Period

There were no members of the public present at this time.

**Consideration of the Minutes of the
August 22, 2017 Board of
Supervisors Meeting**

The Board reviewed the minutes from the August 22, 2017. There were no comments or corrections.

On MOTION by Mr. Logan, seconded by Mr. Tokarz, with all in favor, the Board approved the minutes of the August 22, 2017 Board of Supervisors' Meeting.

Appointment of Auditor Selection Committee

Ms. Burns explained that the Board has the option to appoint themselves as the Auditor Selection Committee and she recommended that they do so. Ms. Burns requested a motion to appoint the Board as the Auditor Selection Committee.

On MOTION by Mr. Logan, seconded by Mr. Tokarz, with all in favor, the Board approved appointing themselves as the Auditor Selection Committee.

Ratification of Payment Authorization Nos. 15-25

Ms. Burns explained these have already been approved and just need to be ratified by the Board.

On MOTION by Mr. Logan, seconded by Mr. Tokarz, with all in favor, the Board ratified Payment Authorizations 15-25.

Review of District Financial Statements

The Board reviewed the financial statements. There was no action required by the Board at this time. Mr. Logan asked about the landscape improvements which appear to be an unbudgeted item and asked if it would be picked up in the contingency. Ms. Burns stated that the contingency budget is \$58,000.00 and only about \$5,000 was used and there is \$41,000.00 in the landscape improvements so the District is currently under the overall contingency line item.

THIRD ORDER OF BUSINESS

Other Business

Staff Reports

Attorney- Mr. Robin explained that he recently received a letter from the Inspector General in the State of Florida inquiring about the financial emergency conditions that were reported in the delinquent audits and Mr. Robin responded and told them that the District has a new Developer and that everything has been resolved not withstanding the fact that they were not reflected in the audits that the Inspector General had just received and that the District expected that they would be addressed in the 2017 audits.

Engineer- Not Present

Manager- The next Board meeting is scheduled for February 27, 2018.

FOURTH ORDER OF BUSINESS

Supervisor Requests and Audience Comments

There were no Supervisor requests or audience comments.

FIFTH ORDER OF BUSINESS

Adjournment

There was no other business to discuss. Ms. Burns requested a motion to adjourn.

On MOTION by Mr. Wollard, seconded by Ms. Holeman, with all in favor, the Board adjourned the meeting for the Cross Creek Community Development District.

Secretary/Assistant Secretary

Chairman

**CROSS CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Minutes –
January 23, 2018
Auditor Selection Committee Meeting

MINUTES OF MEETING

*Cross Creek Community Development District
Audit Selection Committee Meeting
Tuesday, January 23, 2018 at 11:09 a.m.
Medallion Home
1651 Whitfield Avenue, Suite 200,
Sarasota, FL 34243*

Present and constituting a quorum:

Charlie Tokarz	Committee Member
John Wollard	Committee Member
Margo Holeman	Committee Member
Pete Logan	Committee Member

Also present were:

Jill Burns	District Manager	
Tracy Robin	District Counsel	(via phone)

FIRST ORDER OF BUSINESS

Call to Order

The meeting was called to order at 11:09 a.m. and Ms. Burns proceeded with roll call. Committee Members Charlie Tokarz, John Wollard, Margo Holeman, and Pete Logan were present, constituting a quorum.

SECOND ORDER OF BUSINESS

Review and Approval of Audit Documents

- a) **Audit RFP Notice**
- b) **Instructions to Proposers**
- c) **Evaluation Criteria – with and without price**

Ms. Burns explained that the Committee needs to discuss the evaluation criteria and she recommended that the Committee go with the evaluation criteria that includes price. Ms. Burns stated that the RFP ad will be run on Friday January 26 and due on February 22, by 3:00 p.m. which means that the Committee could select and Auditor at the February 27th meeting.

On MOTION by Mr. Logan, seconded by Mr. Tokarz, with all in favor, the Committee approved using price as a selection criteria and authorized the issuance of the RFP.

THIRD ORDER OF BUSINESS

Adjournment

There was no other business to discuss. Ms. Burns requested a motion to adjourn.

On MOTION by Mr. Wollard, seconded by Ms. Holeman, with all in favor, the Board adjourned the Auditor Selection Committee meeting for the Cross Creek Community Development District.

Secretary/Assistant Secretary

Chairman

**CROSS CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Ranking of Audit Proposals

**CROSS CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization
No. 27

**CROSS CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 027
2/10/2018

Item No.	Vendor	Invoice Number	FY18 General Fund
1	Bradenton Herald Legal Advertising	T132288535	\$93.60
2	Business Observer Legal Advertising	18-00142M	\$76.50
3	Cbert Trucking & Grading Landscape Maintenance & clean-up	012018-1015	\$560.00
	Landscape Maintenance & clean-up	012018-1017	\$600.00
	Landscape Maintenance & clean-up	012018-1018	\$180.00
4	Dieter's Sod Landscape Maintenance	231288	\$15,000.00
5	E.P. Knapp Inc. Firepit & grill repair & maintenance	180158	\$802.05
6	Holiday Pools of West Florida Monthly pool maintenance	MC-30538	\$475.00
	Pool repair	Work Order # 27278	\$229.50
7	Longboat Aquatics Lake Maintenance Feb	4874	\$778.00
8	Manatee County Utilities Acc # 187908-134768 01/29/2018	20180128-4788	\$30.75
	Acc # 187908-138864 01/20/2018	20180128-8884	\$136.41
	Acc # 187908-134768 01/29/2018	20180128-4788	\$44.11
9	NewLook Pressure Cleaning Sidewalk, Street & rest area cleaning	808050	\$1,400.00
10	Onsight Signage & Visual Solutions Sign plus labor & installation	8-17-213162-1	\$255.48
11	Peace River Electric Cooperative Acc # 158231004 01/30/2018	20180130-1004	\$1,318.62
	Acc # 158231005 02/01/2018	20180201-1005	\$58.50
12	Southern Son Grade Svc., Inc Grade work of golf course & amenity center	20171219	\$3,900.00
13	Straley Robin Vorlicker District Counsel	15310	\$128.00
14	USBank Trustee Admin Fees & Incidental Expenses 01/01/2018 - 12/31/2018	4888835	\$5,387.50
15	Venturesin App Hosting	43501	\$40.00
16	Jeremy Almond & Kevin Sebast (1099's) Jeremy (14 hours x rate \$18)	20180104	\$224.00
	Kevin (8 hours x rate \$14)	20180116	\$112.00
TOTAL			\$ 31,026.00

Rate 7.

[Signature]
Board Member
Feb 2/12/18

Please Return To:
Cross Creek CDD
c/o Fishley & Associates
12051 Corporate Boulevard
Orlando, FL 32817

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**CROSS CREEK
COMMUNITY DEVELOPMENT DISTRICT**

District Financial Statements

Cross Creek CDD
Statement of Financial Position
As of 1/31/2018

	General Fund	Debt Service Fund	Capital Projects Fund	Long Term Debt	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$28,136.85				\$28,136.85
Assessments Receivable	1,420.65				1,420.65
Debt Service Reserve 2007A Bond		\$14,211.40			14,211.40
Debt Service Reserve 2007B Bond		9,507.62			9,507.62
Debt Service Reserve 2016AB Bond		204,030.33			204,030.33
Revenue 2007AB Bond		33,250.80			33,250.80
Revenue 2016AB Bond		492,021.63			492,021.63
Prepayment 2007B Bond		152,622.38			152,622.38
Prepayment 2016A Bond		2,000.00			2,000.00
Acquisition/Construction 2007AB Bond			\$231.53		231.53
Deferred Cost 2007AB Bond			111.90		111.90
Cost of Issuance 2016AB Bond			3.59		3.59
Total Current Assets	<u>\$29,557.50</u>	<u>\$907,644.16</u>	<u>\$347.02</u>	<u>\$0.00</u>	<u>\$937,548.68</u>
<u>Investments</u>					
Amount Available in Debt Service Funds				\$907,644.16	\$907,644.16
Amount To Be Provided				10,357,355.84	10,357,355.84
Total Investments		\$0.00	\$0.00	<u>\$11,265,000.00</u>	<u>\$11,265,000.00</u>
Total Assets	<u><u>\$29,557.50</u></u>	<u><u>\$907,644.16</u></u>	<u><u>\$347.02</u></u>	<u><u>\$11,265,000.00</u></u>	<u><u>\$12,202,548.68</u></u>
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Accounts Payable	\$18,435.00				\$18,435.00
Deferred Revenue	13,734.33				13,734.33
Total Current Liabilities	<u>\$32,169.33</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$32,169.33</u>
<u>Long Term Liabilities</u>					
Revenue Bonds Payable - Long-Term				\$11,265,000.00	\$11,265,000.00
Total Long Term Liabilities		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$11,265,000.00</u>	<u>\$11,265,000.00</u>

Cross Creek CDD
Statement of Financial Position
As of 1/31/2018

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Capital Projects Fund</u>	<u>Long Term Debt</u>	<u>Total</u>
Total Liabilities	\$32,169.33	\$0.00	\$0.00	\$11,265,000.00	\$11,297,169.33
<u>Net Assets</u>					
Fund Balance - Unreserved	\$82,240.00				\$82,240.00
Net Assets, Unrestricted	180,084.93				180,084.93
Current Year Net Assets, Unrestricted	(1,787.50)				(1,787.50)
Net Assets - General Government	(267,592.39)				(267,592.39)
Current Year Net Assets - General Government	4,443.13				4,443.13
Fund Balance - Unreserved		\$9,061.37			9,061.37
Net Assets, Unrestricted		5,233,269.19			5,233,269.19
Current Year Net Assets, Unrestricted		(2,098,271.07)			(2,098,271.07)
Net Assets - General Government		(2,236,415.33)			(2,236,415.33)
Net Assets, Unrestricted			(\$1,888,797.03)		(1,888,797.03)
Current Year Net Assets, Unrestricted			34.48		34.48
Net Assets - General Government			1,889,109.57		1,889,109.57
Total Net Assets	(\$2,611.83)	\$907,644.16	\$347.02	\$0.00	\$905,379.35
Total Liabilities and Net Assets	\$29,557.50	\$907,644.16	\$347.02	\$11,265,000.00	\$12,202,548.68

Cross Creek CDD
Statement of Activities (YTD) (Columnar, By Sub Type Landscape)
As of 1/31/2018

	General Fund	Debt Service Fund	Capital Projects Fund	Long Term Debt	Total
Revenues					
On-Roll Assessments	\$62,578.55				\$62,578.55
Off-Roll Assessments	29,862.33				29,862.33
Other Income & Other Financing Sources	691.00				691.00
Inter-Fund Transfers In	(1,787.50)				(1,787.50)
On-Roll Assessments		\$6,970.70			6,970.70
Other Assessments		486,000.00			486,000.00
Other Income & Other Financing Sources		430,881.71			430,881.71
Inter-Fund Group Transfers In		1,753.72			1,753.72
Inter-Fund Transfers In			\$33.78		33.78
Total Revenues	<u>\$91,344.38</u>	<u>\$925,606.13</u>	<u>\$33.78</u>	<u>\$0.00</u>	<u>\$1,016,984.29</u>
Expenses					
Public Officials' Insurance	\$2,550.00				\$2,550.00
District Management	10,000.00				10,000.00
District Counsel	1,187.75				1,187.75
Assessment Administration	5,000.00				5,000.00
Postage & Shipping	30.92				30.92
Legal Advertising	61.63				61.63
Contingency	10,121.94				10,186.94
Web Site Maintenance	160.00				160.00
Dues, Licenses, and Fees	175.00				175.00
Electric	4,344.72				4,344.72
Water	186.44				186.44
Pool Maintenance	1,426.00				1,426.00
Lake Maintenance	3,515.20				3,515.20
Landscaping Maintenance & Material	8,199.65				8,199.65
Landscape Improvements	41,384.50				41,384.50
Equipment Repair & Maintenance	65.00				65.00
Pest Control	280.00				280.00
District Counsel		\$1,787.50			1,787.50
Principal Payment		2,590,000.00			2,590,000.00
Interest Payments		434,382.50			434,382.50
Total Expenses	<u>\$88,688.75</u>	<u>\$3,026,170.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$3,114,858.75</u>

Cross Creek CDD
Statement of Activities (YTD) (Columnar, By SubType Landscape)
As of 1/31/2018

	General Fund	Debt Service Fund	Capital Projects Fund	Long Term Debt	Total
Other Revenues (Expenses) & Gains (Losses)					
Interest Income		\$2,269.89			\$2,269.89
Net Increase (Decrease) in FV of Inv		22.91			22.91
Interest Income			\$0.65		0.65
Net Increase (Decrease) in FV of Inv			0.05		0.05
Total Other Revenues (Expenses) & Gains (Losses)	\$0.00	\$2,292.80	\$0.70	\$0.00	\$2,293.50
Change In Net Assets	\$2,655.63	(\$2,098,271.07)	\$34.48	\$0.00	(\$2,095,580.96)
Net Assets At Beginning Of Year	(\$5,267.46)	\$3,005,915.23	\$312.54	\$0.00	\$3,000,960.31
Net Assets At End Of Year	(\$2,611.83)	\$807,644.16	\$347.02	\$0.00	\$905,379.35

Cross Creek CDD
Budget to Actual
For the Month Ending 1/28/2018

	Year To Date			FY2018 Adopted Budget
	Actual	Budget	Variance	
<u>Revenues</u>				
On-Roll Assessments	\$ 62,578.55	\$ 21,128.89	\$ 41,449.66	\$ 63,386.68
Off-Roll Assessments	29,862.33	39,816.44	(9,954.11)	119,449.32
Other Income & Other Financing Sources	691.00	950.00	(259.00)	2,850.00
Inter-Fund Transfer	(1,787.50)	-	(1,787.50)	-
Net Revenues	\$ 91,344.38	\$ 61,895.33	\$ 29,449.05	\$ 185,686.00
<u>General & Administrative Expenses</u>				
Public Officials' Insurance	\$ 2,550.00	\$ 533.33	\$ 2,016.67	\$ 1,600.00
Trustee Services	-	3,333.33	(3,333.33)	10,000.00
District Management	10,000.00	10,000.00	-	30,000.00
Engineering	-	833.33	(833.33)	2,500.00
Dissemination Agent	-	1,666.67	(1,666.67)	5,000.00
Property Appraiser	-	1,107.00	(1,107.00)	3,321.00
District Counsel	1,187.75	4,166.67	(2,978.92)	12,500.00
Assessment Administration	5,000.00	1,666.67	3,333.33	5,000.00
Audit	-	2,166.67	(2,166.67)	6,500.00
Arbitrage Calculation	-	166.67	(166.67)	500.00
Telephone	-	33.33	(33.33)	100.00
Postage & Shipping	30.92	16.67	14.25	50.00
Copies	-	100.00	(100.00)	300.00
Legal Advertising	61.63	150.00	(88.37)	450.00
Contingency	10,121.94	19,400.00	(9,278.06)	58,200.00
Office Supplies	-	16.67	(16.67)	50.00
Web Site Maintenance	160.00	160.00	-	480.00
Dues, Licenses, and Fees	175.00	58.33	116.67	175.00
Electric	4,344.72	7,666.67	(3,321.95)	23,000.00
Water	186.44	240.00	(53.56)	720.00
Dumpster	-	80.00	(80.00)	240.00
Pool Maintenance	1,426.00	1,900.00	(474.00)	5,700.00
General Liability Insurance	-	2,733.33	(2,733.33)	8,200.00
Lake Maintenance	3,515.20	2,200.00	1,315.20	6,600.00
Landscaping Maintenance & Material	8,199.65	1,000.00	7,199.65	3,000.00
Landscape Improvements	41,384.50	-	41,384.50	-
Equipment Repair & Maintenance	65.00	500.00	(435.00)	1,500.00
Pest Control	280.00	-	280.00	-
Total General & Administrative Expenses	\$ 88,688.75	\$ 61,895.33	\$ 26,793.42	\$ 185,686.00
Total Expenses	\$ 88,688.75	\$ 61,895.33	\$ 26,793.42	\$ 185,686.00
Income (Loss) from Operations	\$ 2,655.63	\$ -	\$ 2,655.63	\$ -
Net Income (Loss)	\$ 2,655.63	\$ -	\$ 2,655.63	\$ -