

*Falcon Trace Community
Development District*

Agenda

May 18, 2022

AGENDA

Falcon Trace

Community Development District

219 East Livingston Street, Orlando, FL 32801

Phone: 407-841-5524 - Fax: 407-839-1526

May 11, 2022

Board of Supervisors
Falcon Trace
Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of **Falcon Trace Community Development District** will be held **Wednesday, May 18, 2022 at 6:00 PM at the Big Hawk Lake Recreation Center, 13600 Big Hawk Lake Drive, Orlando, Florida**. Following is the advance agenda for the meeting:

- I. Roll Call
- II. Public Comment Period
- III. Approval of the Minutes of the March 9, 2022 Meeting
- IV. Consideration of Third Amendment to Agreement with Roberts Pool Service and Repair, Inc.
- V. Consideration of Resolution 2022-02 Approving the Proposed Fiscal Year 2023 Budget and Setting a Public Hearing
- VI. Consideration of Resolution 2022-03 General Election
- VII. Staff Reports
 - A. Attorney
 1. Memo on Public Record Requests
 - B. District Manager's Report
 1. Approval of Check Register
 2. Balance Sheet and Income Statement
 3. Presentation of Number of Registered Voters - 1,901
 4. General Election Qualifying Period and Procedure
 5. Field Manager's Report
 - i. Consideration of Proposal with REW Landscape for Landscape Enhancements
- VIII. Supervisor's Requests
- IX. Adjournment

The second order of business of the Board of Supervisors meeting is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items.

The third order of business is the approval of the minutes from the January 19, 2022 meeting. The minutes are enclosed for your review.

The fourth order of business is Consideration of Third Amendment to Agreement with Roberts Pool Service and Repair, Inc. A copy of the amendment is enclosed for your review.

The fifth order of business is Consideration of Resolution 2022-02 Approving the Proposed Fiscal Year 2023 Budget and Setting a Public Hearing. A copy of the agreement is enclosed for your review.

The sixth order of business is Consideration of Resolution 2022-03 General Election. Copies of the proposals will be provided under separate cover.

Section B of the seventh order of business is the District Manager's Report. Section 1 includes the check register being submitted for approval and Section 2 includes the balance sheet and income statement for your review. Section 5 is the Field Manager's Report, which will be presented at the meeting.

The balance of the agenda will be discussed at the meeting. In the meantime, if you should have any questions, please do not hesitate to contact me.

Sincerely,

Jason Showe
District Manager

CC: Mike Eckert, District Counsel
Darrin Mossing, GMS

Enclosures

MINUTES

MINUTES OF MEETING
FALCON TRACE
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Falcon Trace Community Development District was held Wednesday, March 9, 2022 at 6:00 p.m. at the Big Hawk Lake Recreational Center, 13600 Hawk Lake Drive, Orlando, Florida.

Present and constituting a quorum were:

Sara Hurst	Chairperson
Carole Miller	Vice Chairperson
Kathy Stark	Assistant Secretary by telephone
Sue Marchesi Baron	Assistant Secretary
Perry Shaikh	Assistant Secretary

Also Present were:

Jason Showe	District Manager
Mike Eckert	District Counsel by telephone
Marshall Tindell	Field Operations
Logan Smith	GMS

The following is a summary of the discussions and actions taken at the March 9, 2022 meeting. An audio copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Showe called the meeting to order and called the roll.

SECOND ORDER OF BUSINESS

Public Comment Period

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the January 19, 2022 Meeting

On MOTION by Ms. Hurst seconded by Ms. Miller with all in favor the minutes of the January 19, 2022 meeting were approved as presented.

FOURTH ORDER OF BUSINESS

Review and Acceptance of Fiscal Year 2021 Draft Audit

Mr. Showe stated next is the draft audit and in the letter to management there are no current year findings, no prior year findings and all the items they are statutorily required to look at were in compliance and it is a clean audit.

On MOTION by Ms. Baron seconded by Ms. Hurst with all in favor the Fiscal Year 2021 audit was accepted and staff was authorized to transmit the final document to the State of Florida.

FIFTH ORDER OF BUSINESS

Ratification of Agreement for Deck Repair Services with C & E Landscaping and Painting, LLC

Mr. Showe stated as a result of the last meeting we sent some information to the Board and had the deck resurfaced.

Mr. Tindell stated I looked at it today after the rain and it looks good.

Ms. Miller stated it may look good for three months, let's make sure it looks good for quite some time.

Mr. Showe stated there is a one-year warranty on the work and the vendor has been very responsive.

On MOTION by Ms. Hurst seconded by Ms. Miller with all in favor the agreement for deck repair with C & E Landscaping and Painting, LLC in the amount of \$38,460.00 was ratified.

SIXTH ORDER OF BUSINESS

Consideration of Proposals for Bathroom Counters

This item tabled.

SEVENTH ORDER OF BUSINESS

Consideration of Proposals for Fencing

Mr. Tindell reviewed the proposals for fencing and the Board took the following action.

On MOTION by Ms. Hurst seconded by Ms. Baron with all in favor staff was authorized to contract for the fence in an amount not to exceed \$35,000 subject to review and approval by the Chair.

EIGHTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Miller asked can you give us an update on what is happening in Tallahassee? Is there any impact on CDDs?

Mr. Eckert stated this is the last week of the session so we will know in a couple days what has actually passed. There is four hours of ethics training for CDD Board Members and I'm not sure if that is going to make it over the finish line or not. The big fear is that things get folded into the last pieces of legislation. The other thing we are watching is the sovereign immunity limits, there has been a lot of discussion and debate about raising the sovereign immunity limits from \$200,000/\$300,000 to over \$1 million. If that does get tacked on, we need to make sure you factor that into your budget process. Your manager has probably already talked to your insurance company and realizes that can have a significant impact on our budget for liability insurance.

B. Manager

i. Approval of Check Register

On MOTION by Ms. Miller seconded by Ms. Hurst with all in favor the check register was approved.

ii. Balance Sheet and Income Statement

A copy of the financials was included in the agenda package.

iii. Action Items List

Mr. Showe gave an overview of the action items list, copy of which was included in the agenda package.

iv. Field Manager's Report

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Supervisor's Requests

Mr. Showe stated our next meeting is in May and we anticipate having the proposed budget and if there is anything you want to include in the budget, contact us. We are seeing increases from vendors in all of our districts and we will make sure we budget for those increases.

On MOTION by Ms. Hurst seconded by Ms. Baron with all in favor the meeting adjourned at 6:29 p.m.
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Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

**THIRD AMENDMENT TO THE AGREEMENT FOR POOL MAINTENANCE
SERVICES BETWEEN FALCON TRACE COMMUNITY DEVELOPMENT DISTRICT
AND ROBERTS POOL SERVICE AND REPAIR, INC.**

THIS THIRD AMENDMENT is made and entered into this May 18, 2022 by and between:

FALCON TRACE COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, and located in Orange County, Florida, and whose mailing address is 219 East Livingston Street, Orlando, Florida 32801 (the “**District**”); and

ROBERTS POOL SERVICE AND REPAIR, INC., a Florida corporation, whose mailing address is 19315 Lake Pickett Road, Orlando, Florida 32820 (“**Contractor**”).

RECITALS

WHEREAS, the District is a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure; and

WHEREAS, the parties previously entered into that certain *Agreement between the Falcon Trace Community Development District and Roberts Pool Service and Repair, Inc. for Pool Maintenance Services* dated August 21, 2019, (the “**Agreement**”); and

WHEREAS, pursuant to Section 3 of the Agreement, the Agreement may be amended by an instrument in writing which is executed by both parties; and

WHEREAS, as compensation for the Services, the District agrees to pay Contractor in the amount of Six Hundred Fifty Dollars (\$650) per month. Contractor shall invoice the District by the 15th of every month for the Services completed during the prior month, and the District shall remit payment to Contractor within thirty (30) days of receipt of such an invoice; and

WHEREAS, the District and Contractor each represent that it has the requisite authority to execute this Third Amendment and to perform its obligations and duties hereunder, and each has satisfied all conditions precedent to the execution of this Third Amendment so that this Third Amendment constitutes a legal and binding obligation of each party hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. RECITALS. The recitals stated above are true and correct and by this reference are incorporated herein and form a material part of this Third Amendment.

2. AFFIRMATION OF THE AGREEMENT. The Agreement is hereby affirmed and continues to constitute a valid and binding agreement between the parties. Except as described in this Third Amendment, nothing herein shall modify the rights and obligations of the parties under

the Agreement. All of the remaining provisions including, but not limited to, the engagement of services, compensation, indemnification and sovereign immunity provisions, remain in full force and effect.

3. TERM, COMPENSATION. Pursuant to Section 3 of the Agreement, the District agrees to pay the Contractor Six Hundred Fifty Dollars (\$650) per month.

4. COUNTERPARTS. This Third Amendment may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute but one and the same instrument.

5. EFFECTIVE DATE. This Third Amendment shall be effective on the date and year first written above.

IN WITNESS WHEREOF, the parties execute this Third Amendment to be effective the day and year first written above.

ATTEST:

**FALCON TRACE
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Vice/Chairperson, Board of Supervisors

WITNESS:

**ROBERTS POOL SERVICE AND
REPAIR, INC.**

By: _____
Its: _____

By: _____
Its: _____

PROPOSAL AND ACCEPTANCE

ROBERTS POOL SERVICE and REPAIR, Inc.

19315 Lake Pickett Road, Orlando, FL 32820
Office: (407) 568-1074 Cell : Pat(407) 948-6063
JP 948-5810 Susan 948-9357 CPC - 041419

339571C

Date : 2/15/2022

Proposal submitted to: Marshall Tindall

Work to be performed at: Same

Name Falcon Trace

Street 13600 Hawk Lake Dr.

City Orlando FL 32837

Phone 407 398-2890

EMAIL:

mtindall@gmscfl.com

We hereby submit specifications and estimates for:

COMMERCIAL POOL MAINTENANCE

1. Balance water chemicals
2. Cleaning filters
3. Brush pool as needed
4. Vacuum pool as needed
5. Cleaning tile
6. Adjusting water level
7. Clean and maintain pump room
8. Maintain log sheets for inspections

This proposal includes : 1 Pool

We propose to furnish labor

Complete in accordance with above specifications for the sum of \$650.00 per month
for 3 day a week maintenance.

With payment to be made as follows:

All billings to be submitted on the 15 th of each month of service and be due at Net 10 days.

Authorized Signature Patricia C. Buchanan

Note: This proposal may be withdrawn by us if not accepted within ____ days.

This contract is ongoing and requires a 30 day cancellation notice by either party to terminate.
Robert's Pool Service agrees to respond to emergency calls as necessary.

No visits will be made on public holidays in effort to allow our employees to enjoy these
family days. If your pool is missed on one of these days, extraordinary effort will be taken on the
previous visit to assure that the pool will remain in good condition during the extended period.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and hereby accepted. You are
authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature _____

PROPOSAL AND ACCEPTANCE

Date of Acceptance: _____

Serving Central Florida since 1977

SECTION V

RESOLUTION 2022-02

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

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Falcon Trace Community Development District (“**District**”) prior to June 15, 2022, a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2022 and ending September 30, 2023 (“**Fiscal Year 2022/2023**”); and

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

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE FALCON TRACE COMMUNITY DEVELOPMENT DISTRICT:

1. PROPOSED BUDGET APPROVED. The Proposed Budget prepared by the District Manager for Fiscal Year 2022/2023 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. A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: August 17, 2022

HOOR: 6:00 p.m.

LOCATION: Big Hawk Lake Rec Center
13600 Hawk Lake Drive
Orlando, FL 32837

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 Orange 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 approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, 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 in Florida law.

6. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED THIS 18th DAY OF MAY, 2022.

ATTEST:

**FALCON TRACE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson, Board of Supervisors

Falcon Trace

Community Development District

Proposed Budget
FY 2023



Table of Contents

1-2	<hr/> General Fund
3-7	<hr/> General Fund Narrative
8	<hr/> Capital Reserve Fund

Falcon Trace
Community Development District

**Proposed Budget
General Fund**

Description	Adopted Budget FY2022	Actuals Thru 3/31/22	Projected Next 6 Months	Projected Thru 9/30/22	Proposed Thru FY2023
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REVENUES:

Maintenance Assessments	\$355,855	\$331,161	\$24,694	\$355,855	\$355,855
Miscellaneous Income	\$100	\$650	\$0	\$650	\$100
Interest Income	\$100	\$121	\$0	\$121	\$100
Carry Forward Balance	\$45,012	\$93,375	\$0	\$93,375	\$113,879

TOTAL REVENUES	\$ 401,067	\$ 425,306	\$ 24,694	\$ 450,000	\$ 469,934
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EXPENDITURES:

Administrative:

Supervisors Fees	\$8,000	\$2,800	\$2,000	\$4,800	\$8,000
FICA Expense	\$612	\$214	\$153	\$367	\$612
Engineering Fees	\$1,000	\$0	\$500	\$500	\$1,000
Assessment Roll	\$5,000	\$5,000	\$0	\$5,000	\$5,000
Attorney Fees	\$18,800	\$5,068	\$9,400	\$14,468	\$18,800
Annual Audit	\$3,500	\$3,500	\$0	\$3,500	\$3,600
Management Fees	\$54,758	\$27,379	\$27,379	\$54,758	\$57,496
Information Technology	\$1,100	\$550	\$550	\$1,100	\$1,375
Website Maintenance	\$600	\$300	\$300	\$600	\$750
Telephone	\$50	\$0	\$50	\$50	\$50
Postage	\$800	\$26	\$400	\$426	\$800
Printing and Binding	\$600	\$106	\$300	\$406	\$600
Insurance	\$12,613	\$11,868	\$0	\$11,868	\$14,242
Legal Advertising	\$2,500	\$154	\$1,250	\$1,404	\$2,500
Contingency	\$2,000	\$200	\$1,000	\$1,200	\$2,000
Property Appraiser	\$1,000	\$0	\$0	\$1,000	\$1,000
Office Supplies	\$350	\$16	\$175	\$191	\$350
Dues, Licenses, & Subscriptions	\$175	\$175	\$0	\$175	\$175

TOTAL ADMINISTRATIVE	\$ 113,458	\$ 57,356	\$ 43,457	\$ 101,813	\$ 118,350
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Falcon Trace
Community Development District

**Proposed Budget
General Fund**

Description	Adopted Budget FY2022	Actuals Thru 3/31/22	Projected Next 6 Months	Projected Thru 9/30/22	Proposed Thru FY2023
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Maintenance:

Field Management	\$20,521	\$10,260	\$10,260	\$20,521	\$21,547
Property Insurance	\$9,711	\$9,137	\$0	\$9,137	\$10,964
Pool Staff Payroll	\$80,628	\$17,540	\$40,314	\$57,854	\$83,047
Security	\$1,500	\$1,788	\$503	\$2,292	\$1,500
Telephone Expense	\$2,880	\$1,379	\$1,439	\$2,818	\$2,880
Electric	\$16,500	\$8,436	\$8,250	\$16,686	\$18,150
Irrigation/Water	\$13,500	\$5,000	\$5,400	\$10,400	\$14,850
Lake Maintenance	\$9,800	\$3,000	\$2,400	\$5,400	\$10,290
Pest Control	\$650	\$0	\$650	\$650	\$683
Pool Maintenance	\$30,820	\$15,410	\$15,410	\$30,820	\$33,902
Grounds Maintenance	\$34,354	\$14,210	\$14,210	\$28,421	\$36,071
General Facility Maintenance	\$35,000	\$2,571	\$17,500	\$20,071	\$35,000
Refuse Service	\$6,700	\$3,470	\$3,540	\$7,010	\$6,700
Field Contingency	\$6,000	\$184	\$3,000	\$3,184	\$6,000

TOTAL MAINTENANCE	\$ 268,564	\$ 92,387	\$ 122,877	\$ 215,263	\$ 281,584
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Other Sources/(Uses)

Transfer out - Capital Reserve	\$19,045	\$0	\$19,045	\$19,045	\$70,000
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TOTAL OTHER SOURCES/(USES)	\$ 19,045	\$ -	\$ 19,045	\$ 19,045	\$ 70,000
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TOTAL EXPENDITURES	\$ 401,067	\$ 149,743	\$ 185,379	\$ 336,122	\$ 469,934
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EXCESS REVENUES (EXPENDITURES)	\$ 0	\$ 275,563	\$ (160,684)	\$ 113,879	\$ -
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Net Assessments	\$355,855
Add: Discounts & Collections	\$22,714
Gross Assessments	<u>\$378,569</u>
Total Units	902
Gross Per Unit Assessment	<u>\$ 419.70</u>

FALCON TRACE COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND BUDGET

REVENUES:

MAINTENANCE ASSESSMENTS

The District will levy a Non-Ad Valorem assessment on all of the assessable property within the District in order to pay for the operating expenditures during the fiscal year.

MISCELLANEOUS INCOME

The District will receive income from guest fees, including rental income and pool access cards.

INTEREST INCOME

The District earns interest income on their operating accounts and other investments.

EXPENDITURES:

ADMINISTRATIVE:

SUPERVISORS FEES

The Florida Statutes allows each supervisor to be paid per meeting, for the time devoted to District business and board meetings. The amount for the fiscal year is based upon 5 supervisors attending 8 monthly meetings.

FICA EXPENSE

Represents the Employer's share of Social Security and Medicare taxes withheld from Board of Supervisors checks.

ENGINEERING FEES

Estimated cost for providing general engineering services to the District on an as needed basis as directed by the Board of Supervisors.

ASSESSMENT ROLL

The District has contracted with Governmental Management Services – Central Florida, LLC. to levy and administer the collection of a Non-Ad Valorem assessment on all assessable property within the District.

ATTORNEY FEES

The District's attorney, Kutak Rock LLP, provides general legal services to the District, e.g., attendance and preparation for monthly meetings, reviewing contracts, agreements, resolutions, etc. as directed by the Board of Supervisors and the District Manger.

ANNUAL AUDIT

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis. The District's auditing firm is Grau & Associates.

MANAGEMENT FEES

The District has contracted with Governmental Management Services-Central Florida, LLC to provide Management, Accounting and Recording Secretary Services for the District. The services include, but not limited to, recording and transcription of board meetings, administrative services, budget preparation, all financial reporting, annual audits, etc.

INFORMATION TECHNOLOGY

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc. Governmental Management Services-Central Florida, LLC, provides these services.

FALCON TRACE COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND BUDGET

WEBSITE MAINTENANCE

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc. Governmental Management Services-Central Florida, LLC, provides these services.

TELEPHONE

The District incurs charges for telephone and facsimile services.

POSTAGE

Mailing of Board meeting agenda packages, overnight deliveries, checks for vendors and any other required correspondence.

PRINTING AND BINDING

Printing and binding agenda packages for board meetings, printing of computerized checks, correspondence, stationary, etc.

INSURANCE

The District's general liability and public officials liability insurance coverage is provided by the Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to governmental agencies.

LEGAL ADVERTISING

Advertising of monthly board meetings, public hearings, and any services that are required to be advertised for public bidding, i.e. audit services, engineering service, maintenance contracts and any other advertising that may be required.

CONTINGENCY

Represents estimated bank charges and any other miscellaneous charges that the District may incur during the fiscal year.

PROPERTY APPRAISER

Represents the fees to be paid to the Orange County Property Appraiser's office for assessment administration services.

OFFICE SUPPLIES

The District incurs charges for supplies that need to be purchased during the fiscal year, including copier and printer toner cartridges, paper, file folders, binders, pens, paper clips, and other such office supplies.

DUES, LICENSES, & SUBSCRIPTIONS

The District is required to pay an annual fee to the Department of Economic Opportunities for \$175. This is the only expense under this category for the District.

MAINTENANCE:

FIELD MANAGEMENT

Provide onsite field management of contracts for the District per the management consulting contract with Governmental Management Services - Central Florida, LLC. Services to include onsite inspections, meetings with contractors, monitoring of utility accounts, attend Board meetings and receive and respond to property owner phone calls and emails.

FALCON TRACE COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND BUDGET

PROPERTY INSURANCE

The District's property insurance coverage is provided by Florida Insurance Alliance (FIA). FIA specializes in providing insurance coverage to governmental agencies.

POOL STAFF PAYROLL

The District has contracted with Governmental Management Services - Central Florida, LLC. to hire and supervise pool attendants; coordinate all facility operations and be the contact point for answering questions and solving problems for residents. Account line includes staff hours for the fiscal year, all related benefits, and a contingency for projects and a pay increase.

SECURITY

This represents the cost of monthly monitoring of the security system to the recreation center.

DESCRIPTION	MONTHLY AMOUNT	ANNUAL AMOUNT
SAFETOUCH	\$84	\$1,007
CONTINGENCY		\$493
		<u>\$1,500</u>

TELEPHONE EXPENSE

This fee represents telephone and facsimile charges for the recreational facility.

DESCRIPTION	MONTHLY AMOUNT	ANNUAL AMOUNT
BRIGHTHOUSE - ACCOUNT # 0050710061-01	\$240	\$2,880
		<u>\$2,880</u>

ELECTRIC

The District has electrical accounts with Duke Energy for the recreation facility and other District areas.

DESCRIPTION	MONTHLY AMOUNT	ANNUAL AMOUNT
DUKE ENERGY - ACCOUNT # 63686 18371	\$1,513	\$18,150
		<u>\$18,150</u>

IRRIGATION/WATER

This item represents utility service costs for water and wastewater

DESCRIPTION	MONTHLY AMOUNT	ANNUAL AMOUNT
ORANGE COUNTY UTILITIES - ACCOUNT # 0038166200	\$832	\$9,984
CONTINGENCY		\$4,866
		<u>\$14,850</u>

FALCON TRACE COMMUNITY DEVELOPMENT DISTRICT GENERAL FUND BUDGET

LAKE MAINTENANCE

Maintenance consists of treatment of the lake edge on the pond area by the recreation center. Costs are based on estimated service costs.

DESCRIPTION	MONTHLY AMOUNT	ANNUAL AMOUNT
AQUATIC WEED MANAGEMENT	\$420	\$5,040
ADDITIONAL TREATMENTS		\$5,250
		<u>\$10,290</u>

PEST CONTROL

Scheduled maintenance consists of monthly interior and exterior service at Big Hawk Lake recreation center.

POOL MAINTENANCE

Scheduled maintenance consists of maintaining the pool, maintaining the chlorine balance in the pool, and monthly purchase of a CO₂ tank. Unscheduled maintenance consists of shocking the pool, extra chlorine treatments, or unforeseen repairs.

DESCRIPTION	MONTHLY AMOUNT	ANNUAL AMOUNT
ROBERTS POOL SERVICE AND REPAIR INC	\$650	\$7,800
POOL MAINTENANCE	\$1,100	\$13,200
CONTINGENCY		\$12,902
		<u>\$33,902</u>

GROUNDS MAINTENANCE

Scheduled maintenance consists of mowing turf, landscape maintenance, trash pickup on the common areas, and all regular landscaping maintenance activities. Unscheduled maintenance consists of repairs or replacement of damaged areas.

DESCRIPTION	MONTHLY AMOUNT	ANNUAL AMOUNT
REW LAWN & IRRIGATION	\$2,487	\$29,841
IRRIGATION REPAIRS		\$1,500
CONTINGENCY		\$4,730
		<u>\$36,071</u>

GENERAL FACILITY MAINTENANCE

Scheduled maintenance consists of cleaning the recreation center, replacing light bulbs for the tennis courts, performing any necessary general maintenance, painting, electrical and plumbing repairs, and repairing any other damages.

REFUSE SERVICE

Scheduled maintenance consists of regular trash removal.

FIELD CONTINGENCY

The current year contingency represents the potential excess of unscheduled maintenance expenses not included in budget categories or not anticipated in specific line items.

**FALCON TRACE
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET**

OTHER SOURCES AND USES:

TRANSFER OUT - CAPITAL RESERVE

Excess funds transfer out to Capital Reserve fund.

Falcon Trace

Community Development District

Proposed Budget Capital Reserve

Description	Adopted Budget FY2022	Actuals Thru 3/31/22	Projected Next 6 Months	Projected Thru 9/30/22	Proposed Budget FY2023
REVENUES:					
Interest	\$150	\$13	\$0	\$13	\$50
Beginning Fund Balance	\$235,947	\$253,477	\$0	\$253,477	\$ 155,535
TOTAL REVENUES	\$ 236,097	\$ 253,490	\$ -	\$ 253,490	\$ 155,585
EXPENDITURES:					
Landscape Improvements	\$15,000	\$0	\$15,000	\$15,000	\$15,000
Restroom Counters	\$7,000	\$0	\$7,000	\$7,000	\$0
Pool Deck Resurfacing	\$40,000	\$30,678	\$9,322	\$40,000	\$0
Fence/Security	\$40,000	\$0	\$35,000	\$35,000	\$0
Painting	\$10,000	\$0	\$10,000	\$10,000	\$10,000
Miscellaneous	\$10,000	\$9,196	\$804	\$10,000	\$10,000
TOTAL EXPENDITURES	\$ 122,000	\$ 39,874	\$ 77,126	\$ 117,000	\$ 35,000
OTHER SOURCES/(USES)					
Transfer In - General Fund	\$19,045	\$0	\$19,045	\$19,045	\$70,000
TOTAL OTHER SOURCES/(USES)	\$19,045	\$0	\$19,045	\$19,045	\$70,000
EXCESS REVENUES	\$ 133,142	\$ 213,616	\$ (58,081)	\$ 155,535	\$ 190,585

SECTION VI

RESOLUTION 2022-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FALCON TRACE COMMUNITY DEVELOPMENT DISTRICT IMPLEMENTING SECTION 190.006(3), *FLORIDA STATUTES*, AND REQUESTING THAT THE ORANGE COUNTY SUPERVISOR OF ELECTIONS CONDUCT THE DISTRICT'S GENERAL ELECTIONS; PROVIDING FOR COMPENSATION; SETTING FORTH THE TERMS OF OFFICE; AUTHORIZING NOTICE OF THE QUALIFYING PERIOD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Falcon Trace Community Development District ("**District**") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within unincorporated Orange County, Florida; and

WHEREAS, the Board of Supervisors of the District ("**Board**") seeks to implement Section 190.006(3), *Florida Statutes*, and to instruct the Orange County Supervisor of Elections ("**Supervisor**") to conduct the District's elections by the qualified electors of the District at the general election ("**General Election**").

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE FALCON TRACE COMMUNITY DEVELOPMENT DISTRICT:

1. **GENERAL ELECTION SEATS.** Seat 4, currently held by Sara Hurst, and Seat 5, currently held by Perry Shaikh are scheduled for the General Election beginning in November 2022. The District Manager is hereby authorized to notify the Supervisor of Elections as to what seats are subject to General Election for the current election year, and for each subsequent election year.

2. **QUALIFICATION PROCESS.** For each General Election, all candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a qualified elector of the District. A qualified elector is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Orange County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

3. **COMPENSATION.** Members of the Board receive \$200 per meeting for their attendance and no Board member shall receive more than \$4,800 per year.

4. **TERM OF OFFICE.** The term of office for the individuals to be elected to the Board in the General Election is four years. The newly elected Board members shall assume office on the second Tuesday following the election.

5. **REQUEST TO SUPERVISOR OF ELECTIONS.** The District hereby requests the Supervisor to conduct the District's General Election in November 2022, and for each subsequent General Election unless otherwise directed by the District's Manager. The District understands that it will be responsible to pay for its proportionate share of the General Election cost and agrees to pay same within a reasonable time after receipt of an invoice from the Supervisor.

6. **PUBLICATION.** The District Manager is directed to publish a notice of the qualifying period for each General Election, in a form substantially similar to **Exhibit A** attached hereto.

7. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

8. **EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

PASSED AND ADOPTED this ____ day of _____, 2022.

**FALCON TRACE
COMMUNITY DEVELOPMENT
DISTRICT**

CHAIRPERSON/VICE CHAIRPERSON

ATTEST:

SECRETARY/ASSISTANT SECRETARY

EXHIBIT A

NOTICE OF QUALIFYING PERIOD FOR CANDIDATES FOR THE BOARD OF SUPERVISORS OF THE FALCON TRACE COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Falcon Trace Community Development District (“District”) will commence at noon on June 13, 2022, and close at noon on June 17, 2022. Candidates must qualify for the office of Supervisor with the Orange County Supervisor of Elections located at 119 West Kaley Street, Orlando, Florida 32806; Ph: (407) 836-2070. All candidates shall qualify for individual seats in accordance with Section 99.061, *Florida Statutes*, and must also be a “qualified elector” of the District, as defined in Section 190.003, *Florida Statutes*. A “qualified elector” is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the Orange County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, *Florida Statutes*.

The Falcon Trace Community Development District has two (2) seats up for election, specifically seats 4 and 5. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 8, 2022, and in the manner prescribed by law for general elections.

For additional information, please contact the Orange County Supervisor of Elections.

Publish on or before May 29, 2022.

SECTION VII

SECTION A

SECTION 1

MEMORANDUM

TO: District Manager

FROM: Michael C. Eckert

DATE: March 29, 2022

RE: Best Practices for Responding to Public Records Requests

Over the past few months, we have seen an uptick in public records requests. While public records requests can be frustrating for all parties for a variety of reasons, it is important for a community development district to follow the law and to implement best practices. This will help the public receive the information they are seeking in a consistent and timely manner, while at the same time providing protection for the District should litigation over a public records request arise. Please keep in mind that the law regarding public records requests continues to evolve. In addition, this memorandum is not comprehensive and additional issues will invariably arise which will require further analysis. If at any time you have questions, please contact our office for guidance.

A few reminders on public records are in order.

1. A public records request does not have to be in writing.
2. A public records request does not have to be signed.
3. A public records request does not have to provide the name of the person requesting the records.
4. You cannot require the requestor to show identification.
5. You should not ask the requestor the purpose of the request, unless it is necessary to understand what records they are seeking.
6. You should not respond to a public records request by referring a person to a website in lieu of providing the requested record.
7. There is no obligation for you or the District to create a new record in response to a request.
8. There is no obligation for you or the District to answer questions in response to a request.
9. Public records requests occasionally seek records that should not be, or are not permitted to be, produced under Florida law. If you have any question regarding whether a document requested is “*exempt*” or “*exempt and confidential*” under Florida law, seek legal guidance from our office before production.

Based on current Florida law, below are some best practices that we encourage your office to implement and follow.

Initiation of Process

A public records request is received by a supervisor, a member of district staff, a district employee, or a contractor to the district.

Step One (all supervisors, staff, district employees and contractors)

Immediately send or communicate the request to the District Secretary or their designee for a coordinated and consistent response.

Step Two (District Secretary or their designee)

Acknowledge in writing that the request has been received. This step should be completed without delay.

Example: The District is in receipt of your public records request dated _____ . Your request will be processed in accordance with the District's Rules and Policies and Florida law.

Step Three (District Secretary or their designee)

Determine whether the request is seeking paper copies or electronic records.

Step Four (District Secretary or their designee)

Determine whether the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance. If the time to respond is in excess of 15 minutes, it is presumed to require extensive use of information technology resources or extensive clerical or supervisory assistance.

Step Five (District Secretary or their designee)

If the nature or volume of records requested does not require extensive use of information technology resources or extensive clerical or supervisory assistance, contact each District staff member or Board member who may have responsive records and assemble the requested records and move to step 6A.

If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, do not assemble the records at this time and move to step 6B.

Step 6A (District Secretary or their designee)

Review the assembled records to determine if there is any information that is included in the records that is exempt, or confidential and exempt, under Florida public records laws. If the records are clearly not exempt, or confidential and exempt, under Florida public records laws, provide the records to the requestor. If there is a question as to whether the records contain

information that is exempt, or confidential and exempt, under Florida public records laws, please forward the request and responsive records to District Counsel for review. After you hear back from District Counsel as to what records may be produced, produce the records. If any documents requested are not to be produced because they are exempt, or confidential and exempt, District Counsel will provide you with something in writing to deliver to the requestor which references the specific statutory basis for the withholding of the records. If paper records are requested, you should collect the copy charges from the requestor before providing the records. The amounts you can charge for copies and certified copies is set forth on Exhibit A hereto. Please ensure that you maintain a record of the date, time and manner in which you produced the records. *This is the final step when the request does not involve extensive use of information technology resources or extensive clerical or supervisory assistance.*

Step 6B (District Secretary or their designee)

When the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, you will need to estimate the special service fee that will be charged to process the request. You will also need to estimate the amount to be charged for paper copies, if requested. Understand that the special service charge is applicable to staff time spent responding to the request. Each staff member should be requested to provide their hourly rate for a special service fee (as calculated above) and an estimate of the time necessary for them to respond to the request. Board members should not charge for their time responding to public records requests. The special service charge must be based on the hourly wage (and benefits) of the person or persons responding to the request. In addition, the rate to be charged should be the rate for the person with the lowest hourly wage (and benefits) that is competent to respond to the request.

Example: If a recording secretary is paid \$40,000 a year and his or her benefits are valued at \$10,000 per year, works 50 weeks a year at 40 hours per week, that is a total of 2000 hours. \$50,000 total compensation and benefits divided by 2000 hours equals a special service charge of \$25 per hour.

Step 7 (District Secretary or their designee)

After you have spoken with all staff members who may have responsive records and determined the estimated special service fee, contact the requestor in writing to inform the requestor of the estimate and request payment before the response is compiled. This is a very important step in the process to complete with accuracy and consistency.

Example: Dear [Requestor]:

Below you will find the special service charge estimate for production of the records you have requested. A special service charge is necessary due to the fact that the nature and volume of the records requested will require extensive clerical and supervisory assistance to fully respond to the requests. [Responsive records could include notes, correspondence, emails,

meeting minutes, audio meeting recordings, agreements, drafts, reports, etc. over approximately the past _____ years.]

The estimate below assumes you want copies emailed to you and not paper copies. If you are requesting paper copies, there will be an additional duplication charge. Please clarify if you want paper copies.

Estimated Special Service Charge:

District Administrative

\$_____ (estimated _____ hours @ \$_____ per hour)

District Manager

\$_____ (estimated _____ hours @ \$_____ per hour)

District Engineer

\$_____ (estimated _____ hours @ \$_____ per hour)

Paralegal

\$_____ (estimated _____ hours @ \$_____ per hour)

Legal Counsel

\$_____ (estimated _____ hours @ \$_____ per hour)

Total Estimated Charge: \$_____

A check for the estimated charge should be made payable to the _____ Community Development District and mailed to the following:

[INSERT DISTRICT MANAGER ADDRESS]

Upon receipt of your payment, we will begin the process of gathering the documents and reviewing applicable exemptions. If our estimate is higher than our actual expenses, we will refund the difference. If our actual costs are higher than our estimate, we will provide the additional charges to you and we will expect prompt payment.

Please confirm you want the documents sent by electronic mail to: _____.

[You have requested that your public records request be treated as continuing. Such is inconsistent with Florida law and the request will not

be treated by the District as continuing. See Florida Attorney General Informal Opinion to Worch, June 15, 1995.]

[In relation to the transcripts of shade sessions held on _____, _____, and _____
[DISTRICT MANAGER: INSERT SHADE SESSION MEETING DATES FOR THE LITIGATION], for separate and independent reasons, the records you requested are exempt and confidential under sections 286.011(8) and 119.07(1)(d) of the Florida Statutes. Such records remain exempt and confidential until the conclusion of the litigation or adversarial administrative proceedings, meaning a suit has been dismissed with prejudice or the statute of limitations has run. This position is based on Florida Attorney General Opinion 94-33. Therefore, these transcripts are not being produced.]

For questions, please contact _____ @
_____. (_____) - _____

Step 8 (District Secretary or their designee)

Collect the special service charge estimate.

Step 9 (District Secretary or their designee)

Compile the requested records from all District staff and board members. Inform all staff members to keep track of their time spent responding to the request in tenth or quarter hour increments.

Step 10 (District Secretary or their designee)

Review the assembled records to determine if there is any information that is included in the records that is exempt, or confidential and exempt, under Florida public records laws. If the records are clearly not exempt, or confidential and exempt, under Florida public records laws, provide the records to the requestor. If there is a question as to whether the records contain information that is exempt, or confidential and exempt, under Florida public records laws, please forward the request and responsive records to District Counsel for review.

Step 11 (District Secretary or their designee)

After you hear back from District Counsel, compare the amount of the estimated special service charge to the amount of time actually expended responding to the request. If the estimated special service charge proves to be too high, provide a refund to the requestor. If the estimated special service charge proves to be too low, contact the requestor and seek the balance of the special service charge due. If the person refuses to pay, contact District Counsel for further instructions prior to producing the records.

Step 12 (District Secretary or their designee)

Produce the records. Please ensure that you maintain a record of the date, time and manner in which you produced the records.

Exhibit A

Excerpt from Rule of Procedure 1.2(2) (Most recent Kutak Rock version)

- (2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed as the District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.
- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.
- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor

costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word “extensive” shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce the requested records. After the request has been fulfilled, additional payments or credits may be due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District’s records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.

SECTION B

SECTION 1

Falcon Trace

Community Development District

Check Register Summary

March 1, 2022 to May 11, 2022

Fund	Date	Check No.'s		Amount
General Fund	3/3/22	4289-4290	\$	1,305.10
	3/10/22	4291-4297	\$	11,961.66
	3/29/22	4298-4301	\$	1,493.90
	4/20/22	4302-4306	\$	10,263.35
	4/22/22	4307-4309	\$	1,894.85
	5/3/22	4310-4312	\$	15,197.20
	5/6/22	4313-4318	\$	7,439.43
			\$	49,555.49
Capital Projects Fund	3/17/22	46	\$	17,307.00
	4/21/22	47	\$	7,692.00
			\$	24,999.00
Total			\$	74,554.49

CHECK DATE	VEND#INVOICE..... DATEEXPENSED TO... INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT	#
3/10/22	00100	3/01/22	7189	202203	320-53800-47400					*	650.00		
			POOL MAINTENANCE - MAR 22						ROBERTS POOL SERVICE AND REPAIR INC			650.00	004296
3/10/22	00022	2/25/22	380255	202202	320-53800-47400					*	859.00		
			REPLACE CHLORINE/ACID PRO						SPIES POOL, LLC			859.00	004297
3/29/22	00102	3/18/22	INV82423	202203	320-53800-34500					*	520.00		
			BADGEPASS CARDS						BADGEPASS, INC.			520.00	004298
3/29/22	00113	3/21/22	3023482	202202	310-51300-31500					*	736.00		
			GENERAL COUNSEL - FEB 22						KUTAK ROCK LLP			736.00	004299
3/29/22	00110	3/02/22	178849	202203	310-51300-48000					*	154.00		
			NOT OF MEETING 3/2/22						ORLANDO WEEKLY			154.00	004300
3/29/22	00090	3/10/22	11707434	202203	300-15500-10000					*	83.90		
			SECURITY MONITORING-APR22						SAFE TOUCH SECURITY SYSTEMS			83.90	004301
4/20/22	00079	3/31/22	14203	202203	320-53800-47000					*	400.00		
			LAKE MAINTENANCE - MAR 22						AQUATIC WEED MANAGEMENT, INC.			400.00	004302
4/20/22	00104	4/02/22	22497	202203	320-53800-47600					*	342.00		
			SWING SEAT/BELT/JENSEN						BLISS PRODUCTS AND SERVICES, INC			342.00	004303
4/20/22	00027	4/01/22	637	202204	310-51300-34000					*	4,563.17		
			MANAGEMENT FEES - APR 22							*	50.00		
		4/01/22	637	202204	310-51300-35200					*	91.67		
			WEBSITE MANAGEMENT-APR 22							*	15.45		
		4/01/22	637	202204	310-51300-35100					*	7.95		
			INFORMATION TECH - APR 22							*	64.65		
		4/01/22	637	202204	310-51300-51000					*	1,710.08		
			OFFICE SUPPLIES							*			
		4/01/22	637	202204	310-51300-42000					*			
			POSTAGE							*			
		4/01/22	637	202204	310-51300-42500					*			
			COPIES							*			
		4/01/22	638	202204	320-53800-12000					*			
			FIELD MANAGEMENT - APR 22						GOVERNMENTAL MANAGEMENT SERVICES			6,502.97	004304

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
4/20/22	00100	4/01/22 7262	202204 320-53800-47400		*	650.00	
			POOL MAINTENANCE - APR 22				
				ROBERTS POOL SERVICE AND REPAIR INC			650.00 004305
4/20/22	00071	4/01/22 121791	202204 320-53800-47500		*	2,368.38	
			LANDSCAPE MAINT - APR 22				
				REW LANDSCAPE			2,368.38 004306
4/22/22	00113	4/12/22 3037044	202203 310-51300-31500		*	791.00	
			GENERAL COUNSEL - MAR 22				
				KUTAK ROCK LLP			791.00 004307
4/22/22	00117	3/08/22 14821	202203 320-53800-47600		*	145.00	
			REPL WAX RING ON URINAL				
				PETE'S PLUMBING, INC			145.00 004308
4/22/22	00022	3/17/22 380729	202203 320-53800-47400		*	314.85	
			SULFURIC ACID 15 GAL DEL				
		3/17/22 381049	202203 320-53800-47400		*	614.00	
			BULK BLEACH				
		3/18/22 380805	202204 320-53800-47400		*	30.00	
			TANK RENTAL FEE				
				SPIES POOL, LLC			958.85 004309
5/03/22	00027	3/21/22 639	202203 320-53800-12200		*	5,983.66	
			POOL ATTENDANTS - MAR 22				
		4/27/22 642	202204 320-53800-12200		*	9,099.64	
			POOL ATTENDANTS - APR 22				
				GOVERNMENTAL MANAGEMENT SERVICES			15,083.30 004310
5/03/22	00022	4/18/22 382272	202204 300-15500-10000		*	30.00	
			TANK RENTAL FEE - MAY 22				
				SPIES POOL, LLC			30.00 004311
5/03/22	00090	4/10/22 11800378	202204 300-15500-10000		*	83.90	
			SECURITY MONITORING-MAY22				
				SAFE TOUCH SECURITY SYSTEMS			83.90 004312
5/06/22	00079	4/29/22 14347	202204 320-53800-47000		*	400.00	
			LAKE MAINTENANCE - APR 22				
				AQUATIC WEED MANAGEMENT, INC.			400.00 004313
5/06/22	00047	4/15/22 48-60-02	202204 320-53800-47400		*	335.00	
			ANNUAL POOL PERMIT FY22				
				FLORIDA DEPARTMENT OF HEALTH			335.00 004314
				FALC FALCON TRACE CWRIGHT			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
5/06/22	00027	4/30/22 643	202202 320-53800-47600		*	1,000.00	
		CEILING REPAIR MEN'S B/R					
		4/30/22 644	202203 320-53800-47600		*	400.00	
		REP. FOUNTAIN/SHOWER/DOOR					
GOVERNMENTAL MANAGEMENT SERVICES							1,400.00 004315
5/06/22	00114	5/01/22 INV12377	202205 320-53800-47500		*	2,368.38	
		LANDSCAPE MAINT - MAY 22					
REW LAWN & IRRIGATION							2,368.38 004316
5/06/22	00100	5/01/22 7327	202205 320-53800-47400		*	650.00	
		POOL MAINTENANCE - MAY 22					
ROBERTS POOL SERVICE AND REPAIR INC							650.00 004317
5/06/22	00022	4/01/22 382576	202204 320-53800-47600		*	495.00	
		SUPPLY PATCH/REPAIR POOL					
		4/01/22 382577	202204 320-53800-47600		*	264.85	
		REPLACED 3 BROKEN FLOOR					
		4/07/22 382540	202204 320-53800-47400		*	536.95	
		BULK BLEACH/SULFURIC ACID					
		4/27/22 382499	202204 320-53800-47400		*	494.25	
		SULFURIC ACID 15 GALL DEL					
		4/27/22 382936	202204 320-53800-47400		*	495.00	
		BULK BLEACH					
SPIES POOL, LLC							2,286.05 004318
TOTAL FOR BANK A						49,555.49	
TOTAL FOR REGISTER						49,555.49	

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
3/17/22	00022	3/16/22 03162022	202203 600-53800-60001	PARTIAL PMT FOR POOL DECK	*	17,307.00	
				C & E LANDSCAPING & PAINTING LLC			17,307.00 000046
4/21/22	00022	4/11/22 14	202204 600-53800-60001	REMAIN PMT FOR POOL DECK	*	7,692.00	
				C & E LANDSCAPING & PAINTING LLC			7,692.00 000047
TOTAL FOR BANK C						24,999.00	
TOTAL FOR REGISTER						24,999.00	

FALC FALCON TRACE CWRIGHT

SECTION 2

Falcon Trace
Community Development District

Unaudited Financial Reporting
March 31, 2022



Table of Contents

1	<u>Balance Sheet</u>
2-3	<u>General Fund</u>
4	<u>Capital Reserve Fund</u>
5	<u>Month to Month</u>
6	<u>Assessment Receipt Schedule</u>

Falcon Trace
Community Development District
Combined Balance Sheet
March 31, 2022

	<i>General Fund</i>	<i>Capital Projects Fund</i>	<i>Totals Governmental Funds</i>
Assets:			
<u>Cash:</u>			
Operating Account	\$ 372,236	\$ 222,518	\$ 594,753
<u>Investments:</u>			
State Board Administration	\$ 158,292	\$ -	\$ 158,292
Due from Capital Reserve	\$ 8,992	\$ -	\$ 8,992
Prepaid Expenses	\$ 84	\$ -	\$ 84
Total Assets	\$ 539,603	\$ 222,518	\$ 762,121
Liabilities:			
Accounts Payable	\$ 2,607	\$ -	\$ 2,607
Due to General Fund	\$ -	\$ 8,992	\$ 8,992
Total Liabilities	\$ 2,607	\$ 8,992	\$ 11,599
Fund Balance:			
Assigned for:			
Capital Reserves	\$ -	\$ 213,526	\$ 213,526
Nonspendable:			
Deposits and Prepaid Items	\$ 84	\$ -	\$ 84
Unassigned	\$ 536,913	\$ -	\$ 536,913
Total Fund Balances	\$ 536,996	\$ 213,526	\$ 750,522
Total Liabilities & Fund Balance	\$ 539,603	\$ 222,518	\$ 762,121

Falcon Trace
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending March 31, 2022

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/22	Thru 03/31/22	Variance

Revenues:

Maintenance Assessments	\$ 355,855	\$ 331,161	\$ 331,161	\$ -
Miscellaneous Income	\$ 100	\$ 100	\$ 650	\$ 550
Interest Income	\$ 100	\$ 50	\$ 121	\$ 71
Total Revenues	\$ 356,055	\$ 331,311	\$ 331,931	\$ 621

Expenditures:

General & Administrative:

Supervisors Fees	\$ 8,000	\$ 2,000	\$ 2,800	\$ (800)
FICA Expense	\$ 612	\$ 153	\$ 214	\$ (61)
Engineering Fees	\$ 1,000	\$ 500	\$ -	\$ 500
Assessment Roll	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Attorney Fees	\$ 18,800	\$ 9,400	\$ 5,068	\$ 4,332
Annual Audit	\$ 3,500	\$ 3,500	\$ 3,500	\$ -
Management Fees	\$ 54,758	\$ 27,379	\$ 27,379	\$ (0)
Information Technology	\$ 1,100	\$ 550	\$ 550	\$ (0)
Website Maintenance	\$ 600	\$ 300	\$ 300	\$ -
Telephone	\$ 50	\$ 25	\$ -	\$ 25
Postage	\$ 800	\$ 400	\$ 26	\$ 374
Printing and Binding	\$ 600	\$ 300	\$ 106	\$ 194
Insurance	\$ 12,613	\$ 12,613	\$ 11,868	\$ 745
Legal Advertising	\$ 2,500	\$ 1,250	\$ 154	\$ 1,096
Contingency	\$ 2,000	\$ 1,000	\$ 200	\$ 800
Property Appraiser	\$ 1,000	\$ -	\$ -	\$ -
Office Supplies	\$ 350	\$ 175	\$ 16	\$ 159
Dues, Licenses, & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Subtotal General & Administrative	\$ 113,458	\$ 64,720	\$ 57,356	\$ 7,364

Falcon Trace
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending March 31, 2022

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/22	Thru 03/31/22	Variance
<u>Operations & Maintenance</u>				
Field Management	\$ 20,521	\$ 10,260	\$ 10,260	\$ (0)
Property Insurance	\$ 9,711	\$ 9,711	\$ 9,137	\$ 574
Pool Staff Payroll	\$ 80,628	\$ 40,314	\$ 17,540	\$ 22,775
Security	\$ 1,500	\$ 750	\$ 1,788	\$ (1,039)
Telephone Expense	\$ 2,880	\$ 1,440	\$ 1,379	\$ 61
Electric	\$ 16,500	\$ 8,250	\$ 8,436	\$ (186)
Irrigation/Water	\$ 13,500	\$ 6,750	\$ 5,000	\$ 1,750
Lake Maintenance	\$ 9,800	\$ 4,900	\$ 3,000	\$ 1,900
Pest Control	\$ 650	\$ 325	\$ -	\$ 325
Pool Maintenance	\$ 30,820	\$ 15,410	\$ 15,410	\$ (0)
Grounds Maintenance	\$ 34,354	\$ 17,177	\$ 14,210	\$ 2,967
General Facility Maintenance	\$ 35,000	\$ 17,500	\$ 2,571	\$ 14,929
Refuse Service	\$ 6,700	\$ 3,350	\$ 3,470	\$ (120)
Field Contingency	\$ 6,000	\$ 3,000	\$ 184	\$ 2,816
Subtotal Operations & Maintenance	\$ 268,564	\$ 139,137	\$ 92,387	\$ 46,751
Total Expenditures	\$ 382,022	\$ 203,857	\$ 149,743	\$ 54,114
Excess (Deficiency) of Revenues over Expenditures	\$ (25,967)		\$ 182,189	
<u>Other Financing Sources/(Uses):</u>				
Transfer In/(Out) - Capital Reserve	\$ (19,045)	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ (19,045)	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ (45,012)		\$ 182,189	
Fund Balance - Beginning	\$ 45,012		\$ 354,808	
Fund Balance - Ending	\$ -		\$ 536,996	

Falcon Trace
Community Development District
Capital Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending March 31, 2022

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/22	Thru 03/31/22	Variance
<u>Revenues</u>				
Interest	\$ 150	\$ 75	\$ 13	\$ (62)
Total Revenues	\$ 150	\$ 75	\$ 13	\$ (62)
<u>Expenditures:</u>				
Contingency	\$ -	\$ -	\$ 204	\$ (204)
Landscape Improvements	\$ 15,000	\$ -	\$ -	\$ -
Restroom Counters	\$ 7,000	\$ -	\$ -	\$ -
Pool Deck Resurfacing	\$ 40,000	\$ 30,768	\$ 30,768	\$ -
Fence/Security	\$ 40,000	\$ -	\$ -	\$ -
Painting	\$ 10,000	\$ -	\$ -	\$ -
Miscellaneous	\$ 10,000	\$ 8,992	\$ 8,992	\$ -
Total Expenditures	\$ 122,000	\$ 39,760	\$ 39,964	\$ (204)
Excess (Deficiency) of Revenues over Expenditures	\$ (121,850)		\$ (39,952)	
<u>Other Financing Sources/(Uses)</u>				
Transfer In/(Out)	\$ 19,045	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ 19,045	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ (102,805)		\$ (39,952)	
Fund Balance - Beginning	\$ 235,947		\$ 253,477	
Fund Balance - Ending	\$ 133,142		\$ 213,526	

Falcon Trace
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Maintenance Assessments	\$ -	\$ 23,403	\$ 80,587	\$ 158,747	\$ 52,798	\$ 15,627	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 331,161
Miscellaneous Income	\$ 350	\$ -	\$ 100	\$ -	\$ -	\$ 200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 650
Interest Income	\$ 13	\$ 13	\$ 17	\$ 19	\$ 19	\$ 39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121
Total Revenues	\$ 363	\$ 23,416	\$ 80,704	\$ 158,766	\$ 52,816	\$ 15,866	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 331,931
Expenditures:													
General & Administrative:													
Supervisors Fees	\$ 800	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,800
FICA Expense	\$ 61	\$ -	\$ -	\$ 77	\$ -	\$ 77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 214
Engineering Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment Roll	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Attorney Fees	\$ 1,960	\$ 35	\$ 1,011	\$ 535	\$ 736	\$ 791	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,068
Annual Audit	\$ -	\$ -	\$ -	\$ 3,000	\$ 500	\$ -	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ 3,500
Management Fees	\$ 4,563	\$ 4,563	\$ 4,563	\$ 4,563	\$ 4,563	\$ 4,563	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,379
Information Technology	\$ 92	\$ 92	\$ 92	\$ 92	\$ 92	\$ 92	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550
Website Maintenance	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ 6	\$ -	\$ 4	\$ 4	\$ 8	\$ 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26
Printing and Binding	\$ -	\$ 46	\$ -	\$ -	\$ 60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 106
Insurance	\$ 11,868	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,868
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 154
Contingency	\$ 38	\$ 58	\$ 32	\$ 56	\$ 16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200
Property Appraiser	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ 0	\$ 15	\$ 0	\$ 0	\$ 0	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16
Dues, Licenses, & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Subtotal General & Administrative	\$ 24,613	\$ 4,859	\$ 5,752	\$ 9,376	\$ 6,025	\$ 6,731	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,356
Operations & Maintenance													
Field Management	\$ 1,710	\$ 1,710	\$ 1,710	\$ 1,710	\$ 1,710	\$ 1,710	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,260
Property Insurance	\$ 9,137	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,137
Pool Staff Payroll	\$ 7,404	\$ 2,598	\$ 1,775	\$ 2,979	\$ 2,783	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,540
Security	\$ 84	\$ 84	\$ 84	\$ 84	\$ 84	\$ 1,369	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,788
Telephone Expense	\$ 229	\$ 228	\$ 228	\$ 228	\$ 227	\$ 240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,379
Electric	\$ 1,638	\$ 1,500	\$ 1,425	\$ 1,280	\$ 1,375	\$ 1,216	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,436
Irrigation/Water	\$ -	\$ 896	\$ 1,583	\$ -	\$ 899	\$ 1,623	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Lake Maintenance	\$ 400	\$ 400	\$ 400	\$ 1,000	\$ 400	\$ 400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000
Pest Control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pool Maintenance	\$ 4,932	\$ 1,559	\$ 2,162	\$ 1,812	\$ 2,822	\$ 2,123	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,410
Grounds Maintenance	\$ 2,368	\$ 2,368	\$ 2,368	\$ 2,368	\$ 2,368	\$ 2,368	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,210
General Facility Maintenance	\$ 1,273	\$ 6	\$ -	\$ -	\$ 688	\$ 605	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,571
Refuse Service	\$ 568	\$ 575	\$ 580	\$ 580	\$ 578	\$ 589	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,470
Field Contingency	\$ -	\$ -	\$ 41	\$ 125	\$ -	\$ 19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 184
Subtotal Operations & Maintenance	\$ 29,743	\$ 11,925	\$ 12,356	\$ 12,166	\$ 13,935	\$ 12,262	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,387
Total Expenditures	\$ 54,356	\$ 16,784	\$ 18,108	\$ 21,542	\$ 19,960	\$ 18,992	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149,743
Excess Revenues (Expenditures)	\$ (53,993)	\$ 6,632	\$ 62,596	\$ 137,224	\$ 32,856	\$ (3,126)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 182,189
Other Financing Sources/Uses:													
Transfer In/(Out) - Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ (53,993)	\$ 6,632	\$ 62,596	\$ 137,224	\$ 32,856	\$ (3,126)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 182,189

Falcon Trace
Community Development District
Assessment Receipt Schedule
Fiscal Year 2022

Gross Assessments \$ 378,569.40 \$ 378,569.40
Net Assessments \$ 355,855.24 \$ 355,855.24

ON ROLL ASSESSMENTS

100.00% 100.00%

<i>Date</i>	<i>Distribution</i>	<i>Gross Amount</i>	<i>Commissions</i>	<i>Discount/Penalty</i>	<i>Interest</i>	<i>Net Receipts</i>	<i>O&M Portion</i>	<i>Total</i>
11/8/21	1	\$ 3,432.03	\$ -	\$ (174.68)	\$ -	\$ 3,257.35	\$ 3,257.35	\$ 3,257.35
11/15/21	2	\$ 4,616.70	\$ -	\$ (184.69)	\$ -	\$ 4,432.01	\$ 4,432.01	\$ 4,432.01
11/22/21	3	\$ 16,368.30	\$ -	\$ (654.81)	\$ -	\$ 15,713.49	\$ 15,713.49	\$ 15,713.49
12/06/21	4	\$ 28,959.30	\$ -	\$ (1,158.51)	\$ -	\$ 27,800.79	\$ 27,800.79	\$ 27,800.79
12/13/21	5	\$ 41,130.60	\$ -	\$ (1,645.42)	\$ -	\$ 39,485.18	\$ 39,485.18	\$ 39,485.18
12/20/21	6	\$ 13,850.10	\$ -	\$ (554.07)	\$ 4.73	\$ 13,300.76	\$ 13,300.76	\$ 13,300.76
01/14/22	7	\$ 165,361.80	\$ -	\$ (6,615.26)	\$ -	\$ 158,746.54	\$ 158,746.54	\$ 158,746.54
02/14/22	8	\$ 42,391.55	\$ -	\$ (1,685.35)	\$ -	\$ 40,706.20	\$ 40,706.20	\$ 40,706.20
02/23/22	9	\$ 12,591.00	\$ -	\$ (499.50)	\$ -	\$ 12,091.50	\$ 12,091.50	\$ 12,091.50
03/14/22	10	\$ 16,893.80	\$ (666.58)	\$ (636.97)	\$ 36.63	\$ 15,626.88	\$ 15,626.88	\$ 15,626.88
TOTAL		\$ 345,595.18	\$ (666.58)	\$ (13,809.26)	\$ 41.36	\$ 331,160.70	\$ 331,160.70	\$ 331,160.70

91%	Gross Percent Collected
\$32,974.22	Balance Remaining to Collect

SECTION 3

Date 4/15/2022
Time 11:00 AM

Bill Cowles
Supervisor of Elections
District List Report

Orange County, FL

Registered Voters Inactive Voters

SPC 3 FALCON TRACE 1,901 883 353 639 26 133 55 22 53 3

SECTION 4

2022 SPECIAL DISTRICTS QUALIFYING PROCEDURE

Qualifying Period – Noon, June 13, 2022 to Noon, June 17, 2022

(Dates are subject to change)

Special District Candidates who WILL NOT incur election expenses or contributions will do the following:

1. Present the items listed below during the qualifying period
 - Form 1 – Statement of Financial Interest
 - Form DS-DE 302NP Candidate Oath – Nonpartisan Office
 - Qualifying fee of \$25.00 or
 - 25 valid petitions.

Special District Candidates who WILL incur election expenses or contributions must do the following:

1. File DS-DE9 Appointment of Campaign Treasurer/Designation of Campaign Depository (open campaign account). This must be completed **prior** to accepting campaign contributions and making campaign expenditures, (section 99.061(3), F.S.).
2. Read Chapter 106 of the Florida Statutes, and submit a DS-DE84 Statement of Candidate.
3. File required campaign treasurer's reports
4. Present qualifying documents during the qualifying period.
 - Form 1 – Statement of Financial Interest
 - Form DS-DE 302NP Candidate Oath – Nonpartisan Office
 - Qualifying fee of \$25.00 or
 - 25 valid petitions

Candidates Paying the Qualifying Fee:

All special district candidates, except a person certified to qualify by the petition method or seeking to qualify as a write-in candidate, must pay the qualifying fee of \$25.00.

The qualifying fee for a special district candidate is not required to be drawn upon the candidate's campaign account.

Candidates Qualifying by Petition Method:

Special district candidates need to 25 valid signatures of qualified electors within the district. There is a fee of 10 cents per petition to be paid to the Supervisor of Elections for the cost of verifying the signature. The fee must be paid at the time the petitions are submitted.

The deadline for submitting candidate petitions is **noon, May 16, 2022.**

Special district candidates are not required to file Form DS-DE 9 prior to collecting signatures.

See Section 99.061(3), Florida Statutes.

SECTION 5

SECTION 1



SSS Down to Earth Opco LLC

REW Lawn and Irrigation

2701 Maitland Center Parkway, Suite 200, Maitland, FL 32751

Phone – 239-610-1311

May 6, 2022

Logan Smith
Falcon Trace POOL
C/O Governmental Management Services
6200 Lee Vista Boulevard, Suite 300
Orlando FL 32822

lsmith@gmscfl.com

Ref: Falcon Trace – Landscape Enhancements

Dear Logan,

This will serve as our proposal for the following scope of work at the above referenced project:

• (350) 6" Super Edge <i>around Pool Perimeter Fence</i> @ \$4.00 per Linear Ft	\$1,400.00	
• (4) Site Preparation / Labor @ \$375.00 ea	<u>\$1,500.00</u>	
Total	\$1,900.00	<input type="checkbox"/>
• (25) Playground Safe Mulch @ \$65.00 per Yard	\$1,625.00	
• (1) Site Preparation / Labor @ \$375.00 ea	<u>\$ 375.00</u>	
Total	\$2,000.00	<input type="checkbox"/>
• (1,000) Bahia Sod <i>between sidewalk and basketball court</i> @ \$1 per sqft	\$1,000.00	
• River Rock at the Water Fountain @ \$175.00	\$ 175.00	
• (3) Site Preparation / Labor @ \$375.00 ea	<u>\$1,125.00</u>	
Total	\$2,300.00	<input type="checkbox"/>

Thank you for choosing REW Lawn & Irrigation to provide you with this proposal. Please forward the approval documentation to allow for scheduling. Please contact me with any questions or concerns.

Sincerely,

Acceptance Signature: _____

Diego Corvalan

Field Manager
REW Lawn & Irrigation

Printed Name

Date