

***Falcon Trace
Community Development District***

Agenda

January 17, 2024

AGENDA

Falcon Trace

Community Development District

219 East Livingston Street, Orlando, FL 32801

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

January 10, 2024

Board of Supervisors
Falcon Trace
Community Development District

Dear Board Members:

The meeting of the Board of Supervisors of **Falcon Trace Community Development District** will be held **Wednesday, January 17, 2024 at 6:00 PM at the Big Hawk Lake Recreation Center, 13600 Hawk Lake Drive, Orlando, Florida.** Following is the advance agenda for the meeting:

Board of Supervisors Meeting

1. Roll Call
2. Public Comment Period
3. Approval of Minutes of the October 18, 2023 Board of Supervisors Meeting
4. Staff Reports
 - A. Attorney
 - i. Review of Ethics Training Memo
 - B. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet and Income Statement
 - C. Field Manager's Report
 - i. Consideration of Flooring Proposals
 - ii. Consideration of Playground Mulch Proposal from Blade Runners
 - D. Amenity Manager Report
5. Supervisor's Requests
6. Adjournment

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, **October 18, 2023** 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
Sue Marchesi Baron	Assistant Secretary
Felix Kutlik	Assistant Secretary

Also Present were:

Jason Showe	District Manager
Kate John	District Counsel <i>by telephone</i>
Jarett Wright	Field Operations
Marcia Calleja	CALM

The following is a summary of the discussions and actions taken at the October 18, 2023 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 no comments, the next item followed.

THIRD ORDER OF BUSINESS

Approval of the Minutes of the August 16, 2023 Board of Supervisors Meeting

Ms. Hurst moved to approve the minutes of the August 16, 2023 meeting. Ms. Stark seconded the motion. The motion passed on the following roll call vote:
Ms. Hurst yes.
Ms. Stark yes.
Ms. Baron yes.
Ms. Miller yes.

FOURTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. John stated we will be rolling out the ethics training requirements update soon.

B. Manager

i. Approval of Check Register

Ms. Stark moved to approve the check register. Ms. Baron seconded the motion. The motion passed on the following roll call vote:
Ms. Hurst yes.
Ms. Miller yes.
Ms. Stark yes.
Ms. Baron yes.

iii. Balance Sheet and Income Statement

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

C. Field Manager's Report

Mr. Wright reviewed the field manager's report, copy of which was included in the agenda package and staff was authorized to engage an engineer to examine the slide and proposed fix.

i. Ratification of Aquatic Weed Maintenance Services Agreement

Ms. Hurst moved to ratify the agreement with Aquatic Weed Maintenance in the monthly amount of \$650. Ms. Stark seconded the motion. The motion passed on the following roll call vote:

Ms. Hurst yes.

Ms. Stark yes.

Ms. Miller yes.

Ms. Baron yes.

ii. Consideration of Agreement for Pool Maintenance with Roberts Pools

Ms. Hurst moved to approve the agreement with Roberts Pools in the monthly amount of \$750. Ms. Baron seconded the motion. The motion passed on the following roll call vote:

Ms. Hurst yes.

Ms. Miller yes.

Ms. Stark yes.

Ms. Baron yes.

iii. Discussion of Proposals for Bench Installation

Ms. Stark moved to approve the middle option for the purchase and installation of two benches. Ms. Miller seconded the motion. The motion passed on the following roll call vote:

Ms. Hurst yes.

Ms. Miller yes.

Ms. Baron yes.

Ms. Stark yes.

iv. Discussion of Proposals for Parking Lot Sealing

- a. PotHole Heroes**
- b. Rose Paving**
- c. D&C Parking Lot Maintenance**

Ms. Hurst moved to approve the proposal from PotHole Heroes in the amount of \$6,103 and to authorize district counsel to prepare an agreement for these services. Ms. Stark seconded the motion. The motion passed on the following roll call vote:

Ms. Hurst yes.

Ms. Miller yes.

Ms. Stark yes.

Ms. Baron yes.

D. Amenity Manager's Report

Ms. Calleja gave an overview of the amenity manager's report, copy of which was included in the agenda package.

FIFTH ORDER OF BUSINESS**Supervisor's Requests**

Ms. Stark stated I have moved and tender my resignation effective today.

Ms. Hurst moved to accept Ms. Stark's resignation and Ms. Miller seconded the motion. The motion passed on the following roll call vote:

Ms. Hurst yes.

Ms. Miller yes.

Ms. Stark yes.

Ms. Baron yes.

Mr. Showe stated it is up to the Board as to how you fill this position. If you know someone who would like to sit on the Board, you can appoint someone tonight.

Ms. Baron moved to appoint Felix Kutlik to fill the unexpired term of office of seat 2 ending in November 2024. Ms. Miller seconded the motion. The motion passed on the following roll call vote:

Ms. Hurst yes.

Ms. Miller yes.

Ms. Baron yes.

Mr. Showe being a notary public of the State of Florida administered the oath of office to Mr. Kutlik.

Ms. Hurst moved to approve Resolution 2024-01 appointing Mr. Kutlik as assistant secretary. Ms. Baron seconded the motion. The motion passed on the following roll call vote.
Ms. Hurst yes.
Ms. Miller yes.
Ms. Baron yes.
Mr. Kutlik yes.

SIXTH ORDER OF BUSINESS

Adjournment

Ms. Miller moved to adjourn the meeting at 6:38 p.m. and Ms. Hurt seconded the motion. The motion passed on the following roll call vote.
Ms. Hurst yes.
Ms. Miller yes.
Ms. Baron yes.
Mr. Kutlik yes.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

SECTION A

SECTION 1



Development and Improvement Districts Practice Group



ABOUT US

SERVICES

NEWS & PUBLICATIONS

District Managers,

As of January 1, 2024, all Board Supervisors of Florida Community special districts are required to complete four (4) hours of ethics training each year that addresses at a minimum, s. 8, Art. II of the State Constitution, the Code of Ethics for Public Officers and Employees, and the public records and public meetings laws of Florida. The purpose of this email is to notify you of free, on-demand resources available to Board Supervisors to satisfy this requirement. Further information regarding the requisite training is available on the [Florida Commission on Ethics' \("COE"\) website](#).

Please share this information with Board Supervisors or include in the next available agenda package. As always, if you have any questions, please do not hesitate to reach out to your Kutak Rock attorney.

Free Training Resources

The COE has produced several free, online training tutorials that will satisfy the ethics component of the annual training. The on-demand videos are available at the link below. Further, the website provides additional links to resources that Supervisors can access to complete the training requirements.

[Florida Commission on Ethics Training Resources](#)

Please note that the COE-produced content only provides free training for the ethics component of the annual training. However, the Office of the Attorney General of the State of Florida offers a free, two-hour online audio course that covers the Sunshine Law and Public Records Act components of the requisite training. The on-demand audio course is available at the link below.

[Office of the Attorney General Training Resources](#)

Compliance

Each year when Supervisors complete the required financial disclosure form (Form 1 Statement of Financial Interests), Supervisors must mark a box confirming that he or she has completed the ethics training requirements. At this time there is no requirement to submit a certificate; however, the COE advises that Supervisors keep a record of all trainings completed (including date and time of completion), in the event Supervisors are ever asked to provide proof of completion. The training is a calendar year requirement and corresponds to the form year. So, Supervisors will not report their 2024 training until they fill out their Form 1 for the 2025 year.

We have received multiple inquiries as to whether Board Supervisors are required to annually file Form 6 in addition to Form 1. Currently, Board Supervisors continue to be exempt from the requirement to file Form 6.

Finally, with respect to the annual filing of Form 1, beginning this year the Commission on Ethics will be requiring electronic submission of Form 1. Filers, including Board Supervisors, should be receiving an email directly from the Commission on Ethics, providing detailed information about the electronic filing process and the upcoming deadline of July 1, 2024. Note the submission of the forms will no longer be handled through county Supervisor of Election's offices.

SECTION B

SECTION 1

Falcon Trace Community Development District

Summary of Check Register

October 5, 2023 to December 31, 2023

Fund	Date	Check No.'s	Amount
General Fund	10/5/23	4502-4505	\$ 1,825.00
	10/12/23	4506	\$ 10,147.19
	10/19/23	4507-4509	\$ 7,021.50
	10/26/23	4510-4514	\$ 11,698.42
	11/2/23	4515-4517	\$ 13,704.45
	11/9/23	4518-4519	\$ 1,300.00
	11/16/23	4520-4522	\$ 11,161.15
	11/30/23	4523-4525	\$ 4,020.31
	12/7/23	4526-4527	\$ 1,400.00
	12/12/23	4528	\$ 7,536.41
	12/14/23	4529-4532	\$ 12,304.33
	12/19/23	4533	\$ 87.40
			<u>\$ 82,206.16</u>
Capital Project	11/30/23	60	\$ 6,303.00
			<u>\$ 6,303.00</u>
Total Amount			\$ 88,509.16

FALC FALCON TRACE CWRIGHT

AP300R	YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER										RUN	1/10/24	PAGE	2
*** CHECK DATES 10/05/2023 - 12/31/2023 ***														
FALCON TRACE CDD -GENERAL FUND														
BANK A FALCON TRACE CDD														
CHECK DATE	VEND#INVOICE..... DATE INVOICE		...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS			VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #				
10/19/23	00113	10/12/23	3294876	202309	310-51300-31500	GENERAL COUNSEL - SEP 23	KUTAK ROCK LLP	*	1,836.50	1,836.50 004509				
10/26/23	00131	10/03/23	458768	202310	320-53800-47500	LANDSCAPING MAINT - OCT23	BLADE RUNNERS COMMERCIAL	*	2,958.00	2,958.00 004510				
10/26/23	00124	10/17/23	10	202310	320-53800-12200	FACILITY ATTENDANT- OCT23		*	6,161.00					
		10/17/23	10	202310	310-51300-51000	AMAZON - PAPER		*	57.94					
		10/17/23	10	202310	310-51300-51000	AMAZON - DATACARD		*	39.10					
		10/17/23	10	202310	310-51300-51000	AMAMZON ACCESS CARD PUNCH		*	13.21					
		10/17/23	10	202310	310-51300-51000	MICROSOFT LICENSE REFUND		*	188.89-					
		10/17/23	10	202310	320-53800-47600	TOLIET PAPER REFUND		*	93.56-					
						COMMUNITY ASSOC. & LIFESTYLE MGMT			5,988.80	004511				
10/26/23	00130	10/24/23	S7827	202310	320-53800-47600	CONCRETE FOUNDATION RPAIR	LRE FOUNDATION REPAIR LLC	*	1,383.22	1,383.22 004512				
10/26/23	00022	10/16/23	407982	202310	320-53800-47400	SODIUM BICARB/ S ACID		*	1,242.50					
		10/18/23	408146	202310	300-15500-10000	TANK RENTAL FEE	SPIES POOL, LLC	*	30.00					
									1,272.50	004513				
10/26/23	00090	10/10/23	12937590	202310	300-15500-10000	SECURITY MONITORING NOV23	SAFE TOUCH SECURITY SYSTEMS	*	95.90	95.90 004514				
11/02/23	00131	11/01/23	458826	202311	320-53800-47500	LANDSCAPING MAINT - NOV23	BLADE RUNNERS COMMERCIAL	*	2,958.00	2,958.00 004515				
11/02/23	00124	9/01/23	9	202309	320-53800-12200	POOL ATTENDANTS - SEP 23		*	10,289.00					
		9/01/23	9	202309	310-51300-51000	MICROSOFT LICENSE RENEWAL		*	188.89					
		9/01/23	9	202309	320-53800-47600	TOLIET PAPER		*	93.56					
						COMMUNITY ASSOC. & LIFESTYLE MGMT			10,571.45	004516				
FALC FALCON TRACE CWRIGHT														

*** CHECK DATES 10/05/2023 - 12/31/2023 ***
 FALCON TRACE CDD -GENERAL FUND
 BANK A FALCON TRACE CDD

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
11/02/23	00083	10/02/23 87950	202310 310-51300-54000	SPECIAL DISTRICT FEE FY24	*	175.00	
				DEPARTMENT OF ECONOMIC OPPORTUNITY			175.00 004517
11/09/23	00079	10/30/23 16770	202310 320-53800-47000	MTHLY LAKE MAINT OCT23	*	650.00	
				AQUATIC WEED MANAGEMENT, INC.			650.00 004518
11/09/23	00100	11/01/23 9179	202311 320-53800-47400	POOL MAINTENANCE - NOV 23	*	650.00	
				ROBERTS POOL SERVICE AND REPAIR INC			650.00 004519
11/16/23	00124	11/01/23 11	202311 320-53800-12200	POOL ATTENDANTS - NOV 23	*	2,273.00	
		11/01/23 11(2)	202310 320-53800-12200	POOL ATTENDNATS - OCT 23	*	184.00	
				COMMUNITY ASSOC. & LIFESTYLE MGMT			2,457.00 004520
11/16/23	00027	11/01/23 702	202311 310-51300-34000	MANAGEMENT FEES - NOV 23	*	5,078.83	
		11/01/23 702	202311 310-51300-35200	WEBSITE ADMIN - NOV 23	*	66.25	
		11/01/23 702	202311 310-51300-35100	INFORMATION TECH - NOV 23	*	121.50	
		11/01/23 702	202311 310-51300-51000	OFFICE SUPPLIES	*	.33	
		11/01/23 702	202311 310-51300-42000	POSTAGE	*	6.96	
		11/01/23 702	202311 310-51300-42500	COPIES	*	25.95	
		11/01/23 703	202311 320-53800-12000	FIELD MANAGEMENT - NOV 23	*	1,903.33	
				GOVERNMENTAL MANAGEMENT SERVICES			7,203.15 004521
11/16/23	00113	11/10/23 3309664	202310 310-51300-31500	GENERAL COUNSEL - OCT 23	*	1,501.00	
				KUTAK ROCK LLP			1,501.00 004522
11/30/23	00131	12/01/23 458910	202311 300-15500-10000	LANDSCAPING MAINT - DEC23	*	2,958.00	
				BLADE RUNNERS COMMERCIAL			2,958.00 004523
11/30/23	00027	10/31/23 704	202310 320-53800-47600	PICKLEBALL TEMP TAPE LINE	*	966.41	
				GOVERNMENTAL MANAGEMENT SERVICES			966.41 004524
				FALC FALCON TRACE CWRIGHT			

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
11/30/23	00090	11/10/23 13000750	202311 300-15500-10000	SECURITY MONITORING DEC23	*	95.90	
				SAFE TOUCH SECURITY SYSTEMS			95.90 004525
12/07/23	00079	11/30/23 16956	202311 320-53800-47000	MTHLY LAKE MAINT NOV23	*	650.00	
				AQUATIC WEED MANAGEMENT, INC.			650.00 004526
12/07/23	00100	11/30/23 9961	202312 320-53800-47400	POOL MAINTENANCE - DEC 23	*	750.00	
				ROBERTS POOL SERVICE AND REPAIR INC			750.00 004527
12/12/23	00027	9/01/23 696	202309 310-51300-34000	MANAGEMENT FEES - SEP 23	*	4,791.33	
		9/01/23 696	202309 310-51300-35200	WEBSITE ADMIN - SEP 23	*	62.50	
		9/01/23 696	202309 310-51300-35100	INFORMATION TECH - SEP 23	*	114.58	
		9/01/23 696	202309 310-51300-51000	OFFICE SUPPLIES	*	.54	
		9/01/23 696	202309 310-51300-42000	POSTAGE	*	11.39	
		9/01/23 696	202309 310-51300-42500	COPIES	*	48.75	
		9/01/23 697	202309 320-53800-12000	FIELD MANAGEMENT - SEP 23	*	1,795.58	
		9/01/23 697	202309 320-53800-47600	UMBRELLAS FOR POOL	*	711.74	
				GOVERNMENTAL MANAGEMENT SERVICES			7,536.41 004528
12/14/23	00124	12/01/23 12	202312 320-53800-12200	FACILITY ATTENDANT- DEC23	*	2,303.00	
		12/01/23 12	202312 320-53800-12200	FACILITY ATTENDNAT- NOV23	*	1,211.50	
		12/01/23 12	202312 310-51300-51000	AMAZON- PAPER TOWELS	*	126.28	
		12/01/23 12	202312 320-53800-47600	LG- REPLACEMENT REMOTE TV	*	40.39	
				COMMUNITY ASSOC. & LIFESTYLE MGMT			3,681.17 004529
12/14/23	00027	12/01/23 705	202312 310-51300-34000	MANAGEMENT FEES - DEC 23	*	5,078.83	
		12/01/23 705	202312 310-51300-35200	WEBSITE ADMIN - DEC 23	*	66.25	
		12/01/23 705	202312 310-51300-35100	INFORMATION TECH - DEC 23	*	121.50	

FALC FALCON TRACE CWRIGHT

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
12/01/23	705	202312 310-51300-51000	OFFICE SUPPLIES		*	.24	
12/01/23	705	202312 310-51300-42000	POSTAGE		*	5.06	
12/01/23	705	202312 310-51300-42500	COPIES		*	2.70	
12/01/23	706	202312 320-53800-12000	FIELD MANAGEMENT - DEC 23		*	1,903.33	
12/01/23	706	202312 320-53800-47600	LOWES - CLUBHOUSE FRIDGE		*	1,021.17	
12/01/23	706	202312 320-53800-47600	STAPLES - PRINTER		*	210.15	
12/01/23	706	202312 320-53800-47600	FASTSIGNS - PICKLEBALL CT		*	51.43	
GOVERNMENTAL MANAGEMENT SERVICES							8,460.66 004530
12/14/23	00113	12/12/23 3325735	202311 310-51300-31500	GENERAL COUNSEL - NOV 23	*	132.50	
KUTAK ROCK LLP							132.50 004531
12/14/23	00022	11/18/23 300285	202312 320-53800-47400	TANK RENTAL FEE	*	30.00	
SPIES POOL, LLC							30.00 004532
12/19/23	00090	12/10/23 13069120	202312 300-15500-10000	SECURITY MONITORING JAN23	*	87.40	
SAFE TOUCH SECURITY SYSTEMS							87.40 004533
TOTAL FOR BANK A						82,206.16	
TOTAL FOR REGISTER						82,206.16	

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
11/30/23	00028	11/22/23 2230	202311 600-53800-60010		*	6,303.00	
		PARKING LOT SEALING		POTHOLE HEROES, LLC			6,303.00 000060
						TOTAL FOR BANK C	6,303.00
						TOTAL FOR REGISTER	6,303.00

SECTION 2

Falcon Trace
Community Development District

Unaudited Financial Reporting
November 30, 2023



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
November 30, 2023

	<i>General Fund</i>	<i>Capital Projects Fund</i>	<i>Totals Governmental Funds</i>
Assets:			
<u>Cash:</u>			
Operating Account	\$ 110,667	\$ 226,959	\$ 337,626
<u>Investments:</u>			
State Board Administration	\$ 168,936	\$ -	\$ 168,936
Prepaid Expenses	\$ 3,054	\$ -	\$ 3,054
Total Assets	\$ 282,657	\$ 226,959	\$ 509,616
Liabilities:			
Accounts Payable	\$ 10,605	\$ -	\$ 10,605
Total Liabilities	\$ 10,605	\$ -	\$ 10,605
Fund Balance:			
Assigned for:			
Capital Reserves	\$ -	\$ 226,959	\$ 226,959
Nonspendable:			
Deposits and Prepaid Items	\$ 3,054	\$ -	\$ 3,054
Unassigned	\$ 268,999	\$ -	\$ 268,999
Total Fund Balances	\$ 272,053	\$ 226,959	\$ 499,011
Total Liabilities & Fund Balance	\$ 282,657	\$ 226,959	\$ 509,616

Falcon Trace
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending November 30, 2023

	Adopted	Prorated Budget	Actual	
	Budget	Thru 11/30/23	Thru 11/30/23	Variance

Revenues:

Maintenance Assessments	\$ 355,855	\$ 18,340	\$ 18,340	\$ -
Miscellaneous Income	\$ 500	\$ 530	\$ 530	\$ -
Interest Income	\$ 1,500	\$ 1,775	\$ 1,775	\$ -
Total Revenues	\$ 357,855	\$ 20,645	\$ 20,645	\$ -

Expenditures:

General & Administrative:

Supervisors Fees	\$ 8,000	\$ 1,333	\$ 800	\$ 533
FICA Expense	\$ 612	\$ 102	\$ 61	\$ 41
Engineering Fees	\$ 1,000	\$ 167	\$ -	\$ 167
Assessment Roll	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Attorney Fees	\$ 25,000	\$ 4,167	\$ 1,634	\$ 2,533
Annual Audit	\$ 2,950	\$ -	\$ -	\$ -
Management Fees	\$ 60,946	\$ 10,158	\$ 10,158	\$ (0)
Information Technology	\$ 1,458	\$ 243	\$ 243	\$ (0)
Website Maintenance	\$ 795	\$ 133	\$ 133	\$ -
Telephone	\$ 50	\$ 8	\$ -	\$ 8
Postage	\$ 800	\$ 133	\$ 15	\$ 118
Printing and Binding	\$ 600	\$ 100	\$ 30	\$ 70
Insurance	\$ 14,034	\$ 14,034	\$ 13,205	\$ 829
Legal Advertising	\$ 2,500	\$ 417	\$ -	\$ 417
Contingency	\$ 2,000	\$ 333	\$ 47	\$ 286
Property Appraiser	\$ 1,000	\$ 167	\$ -	\$ 167
Office Supplies	\$ 350	\$ 58	\$ 111	\$ (53)
Dues, Licenses, & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Subtotal General & Administrative	\$ 127,269	\$ 36,727	\$ 31,611	\$ 5,117

Falcon Trace
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending November 30, 2023

	Adopted	Prorated Budget	Actual	
	Budget	Thru 11/30/23	Thru 11/30/23	Variance
<u>Operations & Maintenance</u>				
Field Management	\$ 22,840	\$ 3,807	\$ 3,807	\$ (0)
Property Insurance	\$ 14,987	\$ 14,987	\$ 14,669	\$ 318
Pool Staff Payroll	\$ 88,030	\$ 14,672	\$ 9,830	\$ 4,842
Security	\$ 1,500	\$ 250	\$ 183	\$ 67
Telephone Expense	\$ 3,175	\$ 529	\$ 499	\$ 30
Electric	\$ 21,420	\$ 3,570	\$ 2,145	\$ 1,425
Irrigation/Water	\$ 15,593	\$ 2,599	\$ 1,312	\$ 1,287
Lake Maintenance	\$ 10,290	\$ 1,715	\$ 1,300	\$ 415
Pest Control	\$ 683	\$ 114	\$ -	\$ 114
Pool Maintenance	\$ 33,902	\$ 5,650	\$ 2,603	\$ 3,048
Grounds Maintenance	\$ 39,230	\$ 6,538	\$ 5,916	\$ 622
General Facility Maintenance	\$ 35,000	\$ 5,833	\$ 4,817	\$ 1,016
Refuse Service	\$ 10,000	\$ 1,667	\$ 1,335	\$ 331
Field Contingency	\$ 6,000	\$ 1,000	\$ -	\$ 1,000
Subtotal Operations & Maintenance	\$ 302,648	\$ 62,930	\$ 48,415	\$ 14,515
Total Expenditures	\$ 429,918	\$ 99,658	\$ 80,025	\$ 19,632
Excess (Deficiency) of Revenues over Expenditures	\$ (72,063)		\$ (59,380)	
<u>Other Financing Sources/(Uses):</u>				
Transfer In/(Out) - Capital Reserve	\$ (64,514)	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ (64,514)	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ (136,577)		\$ (59,380)	
Fund Balance - Beginning	\$ 136,577		\$ 331,433	
Fund Balance - Ending	\$ -		\$ 272,053	

Falcon Trace
Community Development District
Capital Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending November 30, 2023

	Adopted	Prorated Budget	Actual	
	Budget	Thru 11/30/23	Thru 11/30/23	Variance
<u>Revenues</u>				
Interest	\$ 50	\$ 4	\$ 4	\$ -
Total Revenues	\$ 50	\$ 4	\$ 4	\$ -
<u>Expenditures:</u>				
Landscape Improvements	\$ 15,000	\$ 2,500	\$ -	\$ 2,500
Parking Lot Sealing	\$ 6,000	\$ 6,000	\$ 6,303	\$ (303)
Painting	\$ 10,000	\$ 1,667	\$ -	\$ 1,667
Miscellaneous	\$ 10,000	\$ 1,667	\$ 76	\$ 1,591
Total Expenditures	\$ 56,000	\$ 11,833	\$ 6,379	\$ 5,454
Excess (Deficiency) of Revenues over Expenditures	\$ (55,950)		\$ (6,375)	
<u>Other Financing Sources/(Uses)</u>				
Transfer In/(Out)	\$ 64,514	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ 64,514	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 8,564		\$ (6,375)	
Fund Balance - Beginning	\$ 191,369		\$ 233,334	
Fund Balance - Ending	\$ 199,933		\$ 226,959	

Community Development District Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Maintenance Assessments	\$ -	\$ 18,340	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	18,340
Miscellaneous Income	\$ 455	\$ 75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	530
Interest Income	\$ 921	\$ 854	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,775
Total Revenues	\$ 1,376	\$ 19,269	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	20,645
Expenditures:													
<u>General & Administrative:</u>													
Supervisors Fees	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	800
FICA Expense	\$ 61	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	61
Engineering Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Assessment Roll	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,000
Attorney Fees	\$ 1,501	\$ 133	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,634
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Management Fees	\$ 5,079	\$ 5,079	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10,158
Information Technology	\$ 122	\$ 122	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	243
Website Maintenance	\$ 66	\$ 66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	133
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Postage	\$ 8	\$ 7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	15
Printing and Binding	\$ 4	\$ 26	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	30
Insurance	\$ 13,205	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	13,205
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Contingency	\$ 47	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	47
Property Appraiser	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Office Supplies	\$ 111	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	111
Dues, Licenses, & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	175
Subtotal General & Administrative	\$ 26,178	\$ 5,432	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	31,611
<u>Operations & Maintenance</u>													
Field Management	\$ 1,903	\$ 1,903	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,807
Property Insurance	\$ 14,669	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	14,669
Pool Staff Payroll	\$ 6,345	\$ 3,485	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9,830
Security	\$ 87	\$ 96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	183
Telephone Expense	\$ 246	\$ 253	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	499
Electric	\$ 2,145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,145
Irrigation/Water	\$ 458	\$ 854	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,312
Lake Maintenance	\$ 650	\$ 650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,300
Pest Control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Pool Maintenance	\$ 1,923	\$ 680	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,603
Grounds Maintenance	\$ 2,958	\$ 2,958	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,916
General Facility Maintenance	\$ 4,020	\$ 797	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	4,817
Refuse Service	\$ 666	\$ 669	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,335
Field Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Subtotal Operations & Maintenance	\$ 36,070	\$ 12,345	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	48,415
Total Expenditures	\$ 62,248	\$ 17,777	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	80,025
Excess Revenues (Expenditures)	\$ (60,872)	\$ 1,492	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(59,380)
Other Financing Sources/Uses:													
Transfer In/(Out) - Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Other Financing Sources/Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Net Change in Fund Balance	\$ (60,872)	\$ 1,492	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(59,380)

Falcon Trace
COMMUNITY DEVELOPMENT DISTRICT
Special Assessment Receipts
Fiscal Year 2024

ON ROLL ASSESSMENTS

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

	100%		100%	
--	------	--	------	--

<i>Date</i>	<i>Distribution</i>	<i>Gross Amount</i>	<i>Discount/Penalty</i>	<i>Commission</i>	<i>Interest</i>	<i>Net Receipts</i>	<i>General Fund</i>	<i>Total</i>
11/7/23	1	\$ 3,616.33	\$ (183.77)	\$ -	\$ -	\$ 3,432.56	\$ 3,432.56	\$ 3,432.56
11/15/23	2	\$ 2,518.20	\$ (100.74)	\$ -	\$ -	\$ 2,417.46	\$ 2,417.46	\$ 2,417.46
11/30/23	3	\$ 13,010.70	\$ (520.49)	\$ -	\$ -	\$ 12,490.21	\$ 12,490.21	\$ 12,490.21
Total		\$ 19,145.23	\$ (805.00)	\$ -	\$ -	\$ 18,340.23	\$ 18,340.23	\$ 18,340.23

	5.15%		Net Percent Collected	
	\$	337,515.01	Balance Remaining to Collect	

SECTION C

Falcon Trace CDD

Field Management Report



January 17th, 2023

Jarett Wright

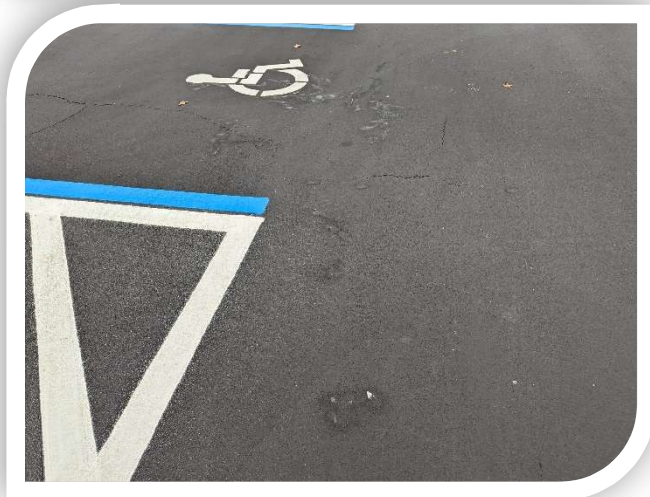
Field Manager

GMS

Completed

Parking Lot Sealing

- + Sealing / Striping of the parking lot and main driveway was completed.
- + Working with the vendor to address a few minor issues.



InProgress

Facility Maintenance

- ✚ Benches and concrete pads were installed at the sporting courts. The metal bench was moved to the lake overlook area.
- ✚ GMS staff repaired sections of the sidewalk.
- ✚ Attendant staff has begun annual pressure washing. GMS Staff will pressure wash the courts to prepare them for painting the pickleball lines.



Facility Maintenance (Continued)

- ✚ GMS staff treated the meeting room for ants in both the interior and exterior of the room. There were gaps baseboards which were sealed to help mitigate this issue.
- ✚ Gathering proposals and samples for the board to review for renovating the flooring and baseboards in the meeting and office rooms.
- ✚ Rusted BBQ grills in the park area were removed and new ones will be installed upon arrival.
- ✚ Repairs to the lake water control structure have been completed as well as a cleanup of the vegetation.



Completed

Facility Maintenance (Continued)

- ✚ Replaced the AC support stand with pressure treated wood and a PVC base to mitigate rot damage.
- ✚ Changed the door locks on all doors with electronic locks.
- ✚ Replaced the park gate latches with a sturdier model.
- ✚ Gathering proposals for painting the facility and plan to present all options at the next meeting.



Site Items

Landscaping Update

- + Palm pruning has been completed.
- + Scheduling first mulch refresh. Mulch will be switched from golden mulch to cocoa cypress.
- + Awaiting proposal for playground mulch refresh.
- + Plant renovations in front of the pool is planned for after the winter and dormancy period has ended. Current dead plant material is being removed in the meantime. Mockup drawings of planned changes will be presented at the next meeting for board approval.



Conclusion

For any questions or comments regarding the above information, please contact me by phone at 407-750-3599, or by email at JWright@gmscfl.com. Thank you.

Respectfully,
Jarett Wright

SECTION 1



PROPOSAL

- 750 Casa Grande Dr
Melbourne, FL 32940
- (321) 624-0931
- Fax(866) 257-6372

To: Falcon Trace CDD
Address: 219 E Livingston St
City/St/Z: Orlando, FL 32801
Phone: (407) 841-5524

Date: 1/10/2024
Project Name: Falcon Trace CDD
Location: Orlando, FL
Fax: -

The following is a bid for flooring materials as specified below for the above noted project. Price is as per plans submitted and is subject to final specification and/or plans. Any deviation from the preceding specifications involving extra cost, will be executed only upon written orders, and will be billed as an extra charge, above this estimate. All prices include material, delivery, installation, and appropriate Florida State Sales Tax, unless otherwise noted.

SPECIFICATIONS

DEMOLITION: 480 sf	PRICE:	\$ 986.45
---------------------------	---------------	------------------

Material and labor to demo existing vinyl tile

RESILIENT FLOORING: 480 sf	PRICE:	\$ 3,732.35
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Supply and install luxury vinyl flooring (20 mil) as direct gluedown application, includes minor floor prep

RESILIENT BASE: 120 lf	PRICE:	\$ 348.50
-------------------------------	---------------	------------------

Supply and install 4" vinyl cove base

OPTION: Ceramic tile in lieu of vinyl flooring, ADD \$ 1,320.00

We PROPOSE to perform the work in accordance with the specifications and as described above for the SUM of:

AC Design Concepts LLC

\$ 5,067.30

Signed: Vicki Myers
Vicki Myers

CONDITIONS OF PROPOSAL

- **Floor protection by others. After hour labor and furniture moving are not included.**
- This proposal may be withdrawn if not accepted within **30 days** of its issuance. Reasonable requests to engage in negotiations for revision to this proposal will be considered, including signing a subcontract that incorporates the terms of the proposal. A proposal not accepted within 30 days is subject to price escalation.
- All work shall be performed in workmanlike manner according to industry standards. Areas to receive flooring shall be free and clear of debris. Any changes to the work shall be performed only after execution of a written change order.
- Prior to commencement of AC Design Concepts LLC (ACDC) work: (a) Customer shall test all concrete sub floors receiving flooring for vapor emission levels and alkalinity per ASTM F-1869 and provide written results to ACDC, including a list of any sealers applied to the concrete sub floor; (b) If Customer does not provide such reports at least 10 days prior to commencement of ACDC work, then Customer shall provide ACDC with access to all concrete sub floor for appropriate testing and Customer shall be responsible for the costs of such testing; and (c) Any concrete sub floors not meeting manufacturers requirements for installation will require correction or the execution of a separate waiver agreement.
- All Work is contingent upon strikes, accidents or delays beyond ACDC's control. Customer shall carry Insurance for all hazards, including fire. ACDC's workers fully covered by Worker's Compensation and Liability Insurance.
- A performance bond or other bond, if desired by the Customer, can be provided at an additional prepaid expense.
- ACDC is fully licensed, bonded, and insured. This proposal does not include participation in any OCIP/CCIP or related programs.
- Payment terms are net 30 days. Past due invoices are subject to service charges of 1.5% per month.
- The undersigned individual(s) and/or entity(ies) guarantee performance of the above agreements and payments of all sums due hereunder in the event of default and agree that if legal action is instituted by ACDC, LLC to enforce the terms of this guarantee and further agrees to be responsible to pay the reasonable attorney's fees and court costs incurred by ACDC, LLC.
- Price includes **minimal floor preparation**; excessive floor preparation will be an additional charge and is based on time and materials required.

The above proposal prices, specification, and conditions are hereby accepted. You are authorized to proceed with work as specified. Payment will be made as indicated above.

Signed: _____

Date: _____

SECTION 2

Blade Runners Commercial Landscaping
Orlando, LLC
19 N Texas Ave
Orlando, FL 32805

Estimate

Date	Estimate #
1/16/2024	555

Name / Address
Falcon Trace Community Development District. C/O GMS 6200 Lee Vista Blvd. Suite 300 Orlando, FL 32822

Description	Qty	Rate	Total
Installation of playground mulch #75 yards	75	55.00	4,125.00
Thank you for your business.		Total	\$4,125.00

SECTION 3

SECTION D

BIG HAWK LAKE RECREATION CENTER

**OCT - DEC
2023**



QUARTERLY REPORT

PROVIDED BY C.A.L.M.

TOTAL RENTALS

OCT - 5

NOV - 0

DEC - 0

HOURS OF OPERATION:

November - February:

OPENED:

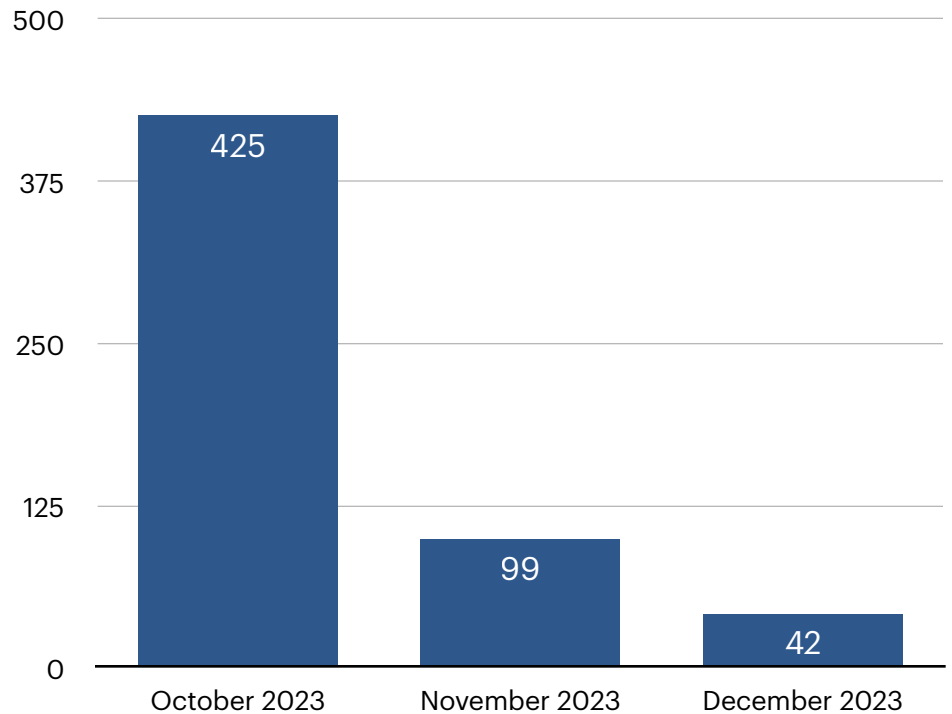
Saturday & Sunday

10:00am - 5:00pm

CLOSED:

Monday through Friday

Pool Usage per Family Big Hawk Lake Usage Report



WHAT'S NEXT?

- Gearing up for the Spring season!
- Will be holding a pool attendant meeting in February to discuss:
 - Amenity Policies
 - Procedures
 - Staffing

SPRING SCHEDULE: MARCH THROUGH APRIL

- Opened: Monday, Wednesday, Friday, Saturday and Sunday
 - 10:00am - 8:00pm
- Closed: Tuesdays and Thursdays