

***Falcon Trace
Community Development District***

Agenda

March 20, 2024

AGENDA

Falcon Trace

Community Development District

219 East Livingston Street, Orlando, FL 32801

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

March 13, 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, March 20, 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 January 17, 2024 Board of Supervisors Meeting
4. Consideration of Resolution 2024-01 Approving the Proposed Fiscal Year 2025 Budget and Setting a Public Hearing
5. Consideration of Resolution 2024-02 Relating to the General Election and Qualifying Period Procedures
6. Staff Reports
 - A. Attorney
 - B. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet and Income Statement
 - C. Field Manager's Report
 - i. Consideration of Plant Replacement Proposals
 - ii. Consideration of Flooring Proposals
 - D. Amenity Manager Report
7. Supervisor's Requests
8. 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, **January 17, 2024** 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
Sue Marchesi Baron	Assistant Secretary
Perry Shaikh	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 January 17, 2024 regular meeting of the Board of Supervisors of the Falcon Trace Community Development District.

FIRST ORDER OF BUSINESS

Roll Call

Mr. Showe call 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 October 18, 2023 Meeting

Ms. Hurst moved to approve the minutes of the October 18, 2023 meeting Ms. Baron seconded the motion. The motion passed on the following roll call vote:

Ms. Hurst yes.

Ms. Miller yes.

Mr. Shaikh yes.

Mr. Kutlik yes.

Ms. Baron yes.

FOURTH ORDER OF BUSINESS

Staff Reports

A. Attorney

i. Review of Ethics Training Memo

Ms. John gave an overview of the ethics training memorandum, copy of which was included in the agenda package.

B. Manager

i. Approval of Check Register

Ms. Miller 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.

Mr. Shaikh yes.

Mr. Kutlik 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 stated the parking lot has been sealed, the benches came in last week and they are now installed at the tennis court and basketball court.

i. Consideration of Flooring Proposals

Mr. Wright stated we are gathering more proposals for flooring for the meeting room and office.

Mr. Wright gave an overview of maintenance items that were completed since the last meeting.

ii. Consideration of Playground Mulch Proposal from Blade Runners

Ms. Hurst moved to approve the proposal from Blade Runners for the playground mulch in the amount of \$4,125 Ms. Miller seconded the motion. The motion passed on the following roll call vote.

Ms. Hurst yes.

Ms. Miller yes.

Mr. Shaikh yes.

Mr. Kutlik yes.

Ms. Baron yes.

iii. Review of Planned Changes for Plant Replacement

This item deferred.

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**

There being no comments, the next item followed.

SIXTH ORDER OF BUSINESS**Adjournment**

Ms. Hurst moved to adjourn the meeting at 6:27 p.m. Ms. Miller seconded the motion. The motion passed on the following roll call vote.

Ms. Hurst yes.

Ms. Miller yes.

Mr. Shaikh yes.

Mr. Kutlik yes.

Ms. Baron yes.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

RESOLUTION 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FALCON TRACE COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FISCAL YEAR 2024/2025 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, 2024, proposed budget(s) (“**Proposed Budget**”) for the fiscal year beginning October 1, 2024, and ending September 30, 2025 (“**Fiscal Year 2024/2025**”); 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 2024/2025 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: July 17, 2024
HOUR: 6:00 PM
LOCATION: Big Hawk Lake Recreation Center
13600 Hawk Lake Drive
Orlando, FL 32837

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT(S).** The District Manager is hereby directed to submit a copy of the Proposed Budget to the local general-purpose governments 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 20th DAY OF MARCH, 2024.

ATTEST:

**FALCON TRACE COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Proposed Budget

Falcon Trace

Community Development District

Proposed Budget
FY 2025



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7	<hr/> Capital Reserve Fund

Falcon Trace
Community Development District

**Proposed Budget
General Fund**

Description	Adopted Budget FY2024	Actuals Thru 1/31/24	Projected Next 8 Months	Projected Thru 9/30/24	Proposed Budget FY2025
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REVENUES:

Maintenance Assessments	\$355,855	\$130,933	\$224,922	\$355,855	\$355,855
Miscellaneous Income	\$500	\$530	\$0	\$530	\$500
Interest Income	\$1,500	\$3,511	\$0	\$3,511	\$1,500
Carry Forward Balance	\$136,577	\$178,149	\$0	\$178,149	\$ 79,824

TOTAL REVENUES	\$ 494,432	\$ 313,123	\$ 224,922	\$ 538,045	\$ 437,679
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EXPENDITURES:

Administrative:

Supervisors Fees	\$8,000	\$1,800	\$6,200	\$8,000	\$8,000
FICA Expense	\$612	\$138	\$474	\$612	\$612
Engineering Fees	\$1,000	\$0	\$667	\$667	\$1,000
Assessment Roll	\$5,000	\$5,000	\$0	\$5,000	\$5,250
Attorney Fees	\$25,000	\$2,508	\$16,667	\$19,174	\$25,000
Annual Audit	\$2,950	\$0	\$2,950	\$2,950	\$2,950
Management Fees	\$60,946	\$20,315	\$40,630	\$60,946	\$63,993
Information Technology	\$1,458	\$486	\$972	\$1,458	\$1,530
Website Maintenance	\$795	\$265	\$530	\$795	\$835
Telephone	\$50	\$0	\$33	\$33	\$50
Postage	\$800	\$23	\$533	\$556	\$800
Printing and Binding	\$600	\$32	\$400	\$432	\$600
Insurance	\$14,034	\$13,205	\$0	\$13,205	\$14,736
Legal Advertising	\$2,500	\$0	\$1,667	\$1,667	\$2,500
Contingency	\$2,000	\$92	\$1,333	\$1,426	\$2,000
Property Appraiser	\$1,000	\$0	\$1,000	\$1,000	\$1,000
Office Supplies	\$350	\$309	\$233	\$542	\$350
Dues, Licenses, & Subscriptions	\$175	\$175	\$0	\$175	\$175

TOTAL ADMINISTRATIVE	\$ 127,269	\$ 44,347	\$ 74,290	\$ 118,637	\$ 131,381
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Falcon Trace
Community Development District

Proposed Budget
General Fund

Description	Adopted Budget FY2024	Actuals Thru 1/31/24	Projected Next 8 Months	Projected Thru 9/30/24	Proposed Budget FY2025
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Maintenance:

Field Management	\$22,840	\$7,613	\$15,226	\$22,840	\$23,982
Property Insurance	\$14,987	\$14,669	\$0	\$14,669	\$15,402
Pool Staff Payroll	\$88,030	\$13,889	\$58,686	\$72,575	\$90,671
Security	\$1,500	\$367	\$1,000	\$1,367	\$1,500
Telephone Expense	\$3,175	\$1,005	\$2,117	\$3,122	\$3,187
Electric	\$21,420	\$5,362	\$14,280	\$19,642	\$22,491
Irrigation/Water	\$15,593	\$2,900	\$10,395	\$13,295	\$15,593
Lake Maintenance	\$10,290	\$2,600	\$6,860	\$9,460	\$10,290
Pest Control	\$683	\$0	\$455	\$455	\$683
Pool Maintenance	\$33,902	\$5,899	\$22,601	\$28,500	\$34,000
Grounds Maintenance	\$39,230	\$11,832	\$26,153	\$37,985	\$37,500
General Facility Maintenance	\$35,000	\$14,063	\$23,333	\$37,396	\$35,000
Refuse Service	\$10,000	\$1,335	\$6,667	\$8,002	\$10,000
Field Contingency	\$6,000	\$0	\$4,000	\$4,000	\$6,000

TOTAL MAINTENANCE	\$ 302,648	\$ 81,534	\$ 191,775	\$ 273,309	\$ 306,298
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Other Sources/(Uses)

Transfer Out - Capital Reserve	\$64,514	\$0	\$64,514	\$64,514	\$0
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TOTAL OTHER SOURCES/(USES)	\$ 64,514	\$ -	\$ 64,514	\$ 64,514	\$ -
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TOTAL EXPENDITURES	\$ 494,432	\$ 125,882	\$ 330,578	\$ 456,460	\$ 437,679
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EXCESS REVENUES (EXPENDITURES)	\$ -	\$ 187,241	\$ (105,656)	\$ 79,824	\$ -
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	<u>FY 24</u>	<u>FY 25</u>	<u>Increase</u>
Net Assessments	\$355,855	\$355,855	(\$0)
Add: Discounts & Collections (6%)	\$22,714	\$22,714	(\$0)
Gross Assessments	<u>\$378,569</u>	<u>\$378,569</u>	<u>(\$0)</u>
Total Units	902	902	902
Gross Per Unit Assessment	<u>\$ 419.70</u>	<u>\$ 419.70</u>	<u>\$ (0.00)</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 Manager.

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 various cost of information technology for the District such as video conferencing, cloud storage and servers, positive pay implementation and programming for fraud protection, accounting software, tablets for meetings, Adobe, Microsoft Office, 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.

PROPERTY INSURANCE

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

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

POOL STAFF PAYROLL

The District has contracted with Community Associations and Lifestyle Management, 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
		\$1,500

TELEPHONE EXPENSE

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

DESCRIPTION	MONTHLY AMOUNT	ANNUAL AMOUNT
BRIGHTHOUSE - ACCOUNT # 0050710061-01	\$253	\$3,036
CONTINGENCY		\$151
		\$3,187

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	\$1,785	\$21,420
CONTINGENCY		\$1,071
		\$22,491

IRRIGATION/WATER

This item represents utility service costs for water and wastewater

DESCRIPTION	MONTHLY AMOUNT	ANNUAL AMOUNT
ORANGE COUNTY UTILITIES - ACCOUNT # 0038166200	\$894	\$10,727
CONTINGENCY		\$4,866
		\$15,593

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	\$650	\$7,800
ADDITIONAL TREATMENTS		\$2,490
		\$10,290

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

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	\$750	\$9,000
POOL MAINTENANCE & CHEMICALS		\$12,000
CONTINGENCY		\$13,000
		<hr/> \$34,000

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	ANNUAL AMOUNT
BLADE RUNNERS COMMERCIAL LANDSCAPING	\$35,500
IRRIGATION REPAIRS	\$2,000
	<hr/> \$37,500

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.

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 FY2024	Actuals Thru 1/31/24	Projected Next 8 Months	Projected Thru 9/30/24	Proposed Budget FY2025
<u>REVENUES:</u>					
Interest	\$50	\$8	\$5	\$13	\$50
Beginning Fund Balance	\$191,369	\$233,334	\$0	\$233,334	\$256,557
TOTAL REVENUES	\$ 191,419	\$ 233,341	\$ 5	\$ 233,346	\$ 256,607
<u>EXPENDITURES:</u>					
Landscape Improvements	\$15,000	\$0	\$15,000	\$15,000	\$15,000
Parking Lot Sealing	\$6,000	\$6,303	\$0	\$6,303	\$0
Flooring	\$15,000	\$0	\$0	\$0	\$0
Painting	\$10,000	\$0	\$10,000	\$10,000	\$10,000
Miscellaneous	\$10,000	\$152	\$9,848	\$10,000	\$10,000
TOTAL EXPENDITURES	\$ 56,000	\$ 6,455	\$ 34,848	\$ 41,303	\$ 35,000
<u>OTHER SOURCES/(USES)</u>					
Transfer In - General Fund	\$64,514	\$0	\$64,514	\$64,514	\$0
TOTAL OTHER SOURCES/(USES)	\$64,514	\$0	\$64,514	\$64,514	\$0
EXCESS REVENUES	\$ 199,933	\$ 226,886	\$ 29,671	\$ 256,557	\$ 221,607

SECTION V

RESOLUTION 2024-02

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 1, currently held by Susan Marchesi Baron, Seat 2, currently held by Felix Kutlik and Seat 3 currently held by Carole Miller are scheduled for the General Election beginning in November 2024. 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 2024, 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 20th day of March 2024.

ATTEST:

**FALCON TRACE
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/ Assistant Secretary

Chair/ Vice Chair, Board of Supervisors

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 10, 2024, and close at noon on June 14, 2024. Candidates must qualify for the office of Supervisor with the Orange County Supervisor of Elections located at 119 West Kaley Street, Orlando, FL 32806, Phone: 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 three (3) seats up for election, specifically seats 1, 2, and 3. 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 5, 2024, and in the manner prescribed by law for general elections.

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

SECTION VI

SECTION B

SECTION 1

Falcon Trace Community Development District

Summary of Check Register

January 1, 2024 to January 31, 2024

Fund	Date	Check No.'s	Amount
General Fund	1/4/24	4534-4537	\$ 5,322.35
	1/11/24	4538-4541	\$ 3,688.38
	1/25/24	4542-4544	\$ 456.40
			<hr/>
			\$ 9,467.13
Total Amount			\$ 9,467.13

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
1/04/24	00131	1/01/24 458978	202401 320-53800-47500	LANDSCAPING MAINT - JAN24	*	2,958.00	
				BLADE RUNNERS COMMERCIAL			2,958.00 004534
1/04/24	00027	11/30/23 707	202311 320-53800-47600	SIGNS/LIGHTS/AC MOUNT SUP	*	669.35	
				GOVERNMENTAL MANAGEMENT SERVICES			669.35 004535
1/04/24	00100	1/01/24 10020	202401 320-53800-47400	POOL MAINTENANCE - JAN 24	*	750.00	
				ROBERTS POOL SERVICE AND REPAIR INC			750.00 004536
1/04/24	00022	12/11/23 301328	202312 320-53800-47400	BULK BLEACH/ACID	*	945.00	
				SPIES POOL, LLC			945.00 004537
1/11/24	00104	1/08/24 25099	202401 320-53800-47600	6FT BROOKLYN BENCH	*	1,831.00	
				BLISS PRODUCTS AND SERVICES, INC			1,831.00 004538
1/11/24	00124	1/08/24 13	202401 320-53800-12200	FACILITY ATTENDANT JAN 24	*	2,409.38	
		1/08/24 13	202401 320-53800-12200	FACILITY ATTENDANT DEC 23	*	653.00-	
		1/08/24 13	202401 310-51300-51000	AMAZON - OFFICE SUPPLIES	*	71.00	
				COMMUNITY ASSOC. & LIFESTYLE MGMT			1,827.38 004539
1/11/24	00027	1/01/24 708	202401 310-51300-34000	MANAGEMENT FEES - JAN 24	*	5,078.83	
		1/01/24 708	202401 310-51300-35200	WEBSITE ADMIN - JAN 24	*	66.25	
		1/01/24 708	202401 310-51300-35100	INFORMATION TECH - JAN 24	*	121.50	
		1/01/24 708	202401 310-51300-51000	OFFICE SUPPLIES	*	.12	
		1/01/24 708	202401 310-51300-42000	POSTAGE	*	2.53	
		1/01/24 709	202401 320-53800-12000	FIELD MANAGEMENT - JAN 24	*	1,903.33	
		1/01/24 708	202401 310-51300-34000	MANAGEMENT FEES - JAN 24	V	5,078.83-	
		1/01/24 708	202401 310-51300-35200	WEBSITE ADMIN - JAN 24	V	66.25-	
		1/01/24 708	202401 310-51300-35100	INFORMATION TECH - JAN 24	V	121.50-	

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
		1/01/24 708	202401 310-51300-51000		V	.12-	
		OFFICE SUPPLIES					
		1/01/24 708	202401 310-51300-42000		V	2.53-	
		POSTAGE					
		1/01/24 709	202401 320-53800-12000		V	1,903.33-	
		FIELD MANAGEMENT - JAN 24					
			GOVERNMENTAL MANAGEMENT SERVICES				.00 004540
1/11/24 00022	12/18/23	20127	202401 320-53800-47400		*	30.00	
		TANK RENTAL FEE - JAN 24					
			SPIES POOL, LLC				30.00 004541
1/25/24 00113	1/11/24	3339646	202312 310-51300-31500		*	347.50	
		GENERAL COUNSEL - DEC 23					
			KUTAK ROCK LLP				347.50 004542
1/25/24 00022	1/18/24	20225	202401 300-15500-10000		*	30.00	
		TANK RENTAL FEE					
			SPIES POOL, LLC				30.00 004543
1/25/24 00090	1/10/24	13126452	202401 300-15500-10000		*	78.90	
		SECURITY MONITORING FEB24					
			SAFE TOUCH SECURITY SYSTEMS				78.90 004544
TOTAL FOR BANK A						9,467.13	
TOTAL FOR REGISTER						9,467.13	

SECTION 2

Falcon Trace
Community Development District

Unaudited Financial Reporting
January 31, 2024



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
January 31, 2024

	<i>General Fund</i>	<i>Capital Projects Fund</i>	<i>Totals Governmental Funds</i>
Assets:			
<u>Cash:</u>			
Operating Account	\$ 189,149	\$ 226,886	\$ 416,036
<u>Investments:</u>			
State Board Administration	\$ 170,543	\$ -	\$ 170,543
Due from Other	\$ 40	\$ -	\$ 40
Prepaid Expenses	\$ 109	\$ -	\$ 109
Total Assets	\$ 359,841	\$ 226,886	\$ 586,728
Liabilities:			
Accounts Payable	\$ 19,316	\$ -	\$ 19,316
Total Liabilities	\$ 19,316	\$ -	\$ 19,316
Fund Balance:			
Assigned for:			
Capital Reserves	\$ -	\$ 226,886	\$ 226,886
Nonspendable:			
Deposits and Prepaid Items	\$ 109	\$ -	\$ 109
Unassigned	\$ 340,416	\$ -	\$ 340,416
Total Fund Balances	\$ 340,525	\$ 226,886	\$ 567,412
Total Liabilities & Fund Balance	\$ 359,841	\$ 226,886	\$ 586,728

Falcon Trace
Community Development District
General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/24	Thru 01/31/24	Variance

Revenues:

Maintenance Assessments	\$ 355,855	\$ 130,933	\$ 130,933	\$ -
Miscellaneous Income	\$ 500	\$ 500	\$ 530	\$ 30
Interest Income	\$ 1,500	\$ 1,500	\$ 3,511	\$ 2,011
Total Revenues	\$ 357,855	\$ 132,933	\$ 134,974	\$ 2,041.01

Expenditures:

General & Administrative:

Supervisors Fees	\$ 8,000	\$ 2,667	\$ 1,800	\$ 867
FICA Expense	\$ 612	\$ 204	\$ 138	\$ 66
Engineering Fees	\$ 1,000	\$ 333	\$ -	\$ 333
Assessment Roll	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Attorney Fees	\$ 25,000	\$ 8,333	\$ 2,508	\$ 5,826
Annual Audit	\$ 2,950	\$ -	\$ -	\$ -
Management Fees	\$ 60,946	\$ 20,315	\$ 20,315	\$ (0)
Information Technology	\$ 1,458	\$ 486	\$ 486	\$ (0)
Website Maintenance	\$ 795	\$ 265	\$ 265	\$ -
Telephone	\$ 50	\$ 17	\$ -	\$ 17
Postage	\$ 800	\$ 267	\$ 23	\$ 244
Printing and Binding	\$ 600	\$ 200	\$ 32	\$ 168
Insurance	\$ 14,034	\$ 14,034	\$ 13,205	\$ 829
Legal Advertising	\$ 2,500	\$ 833	\$ -	\$ 833
Contingency	\$ 2,000	\$ 667	\$ 92	\$ 574
Property Appraiser	\$ 1,000	\$ 333	\$ -	\$ 333
Office Supplies	\$ 350	\$ 117	\$ 309	\$ (192)
Dues, Licenses, & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Subtotal General & Administrative	\$ 127,269	\$ 54,246	\$ 44,347	\$ 9,898

Falcon Trace
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/24	Thru 01/31/24	Variance
<u>Operations & Maintenance</u>				
Field Management	\$ 22,840	\$ 7,613	\$ 7,613	\$ (0)
Property Insurance	\$ 14,987	\$ 14,987	\$ 14,669	\$ 318
Pool Staff Payroll	\$ 88,030	\$ 29,343	\$ 13,889	\$ 15,454
Security	\$ 1,500	\$ 500	\$ 367	\$ 133
Telephone Expense	\$ 3,175	\$ 1,058	\$ 1,005	\$ 53
Electric	\$ 21,420	\$ 7,140	\$ 5,362	\$ 1,778
Irrigation/Water	\$ 15,593	\$ 5,198	\$ 2,900	\$ 2,297
Lake Maintenance	\$ 10,290	\$ 3,430	\$ 2,600	\$ 830
Pest Control	\$ 683	\$ 228	\$ -	\$ 228
Pool Maintenance	\$ 33,902	\$ 11,301	\$ 5,899	\$ 5,402
Grounds Maintenance	\$ 39,230	\$ 13,077	\$ 11,832	\$ 1,245
General Facility Maintenance	\$ 35,000	\$ 11,667	\$ 14,063	\$ (2,396)
Refuse Service	\$ 10,000	\$ 3,333	\$ 1,335	\$ 1,998
Field Contingency	\$ 6,000	\$ 2,000	\$ -	\$ 2,000
Subtotal Operations & Maintenance	\$ 302,648	\$ 110,874	\$ 81,534	\$ 29,339
Total Expenditures	\$ 429,918	\$ 165,120	\$ 125,882	\$ 39,238
Excess (Deficiency) of Revenues over Expenditures	\$ (72,063)		\$ 9,092	
<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)		\$ 9,092	
Fund Balance - Beginning	\$ 136,577		\$ 331,433	
Fund Balance - Ending	\$ -		\$ 340,525	

Falcon Trace
Community Development District
Capital Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending January 31, 2024

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/24	Thru 01/31/24	Variance
<u>Revenues</u>				
Interest	\$ 50	\$ 8	\$ 8	\$ -
Total Revenues	\$ 50	\$ 8	\$ 8	\$ -
<u>Expenditures:</u>				
Landscape Improvements	\$ 15,000	\$ 5,000	\$ -	\$ 5,000
Parking Lot Sealing	\$ 6,000	\$ 6,000	\$ 6,303	\$ (303)
Painting	\$ 10,000	\$ 3,333	\$ -	\$ 3,333
Miscellaneous	\$ 10,000	\$ 3,333	\$ 152	\$ 3,181
Total Expenditures	\$ 56,000	\$ 17,667	\$ 6,455	\$ 11,212
Excess (Deficiency) of Revenues over Expenditures	\$ (55,950)		\$ (6,447)	
<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		\$ (6,447)	
Fund Balance - Beginning	\$ 191,369		\$ 233,334	
Fund Balance - Ending	\$ 199,933		\$ 226,886	

Falcon Trace
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Maintenance Assessments	\$ -	\$ 18,340	\$ 85,195	\$ 27,398	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	130,933
Miscellaneous Income	\$ 455	\$ 75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	530
Interest Income	\$ 921	\$ 854	\$ 837	\$ 899	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,511
Total Revenues	\$ 1,376	\$ 19,269	\$ 86,032	\$ 28,297	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	134,974
Expenditures:													
General & Administrative:													
Supervisors Fees	\$ 800	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,800
FICA Expense	\$ 61	\$ -	\$ -	\$ 77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	138
Engineering Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Assessment Roll	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,000
Attorney Fees	\$ 1,501	\$ 133	\$ 348	\$ 527	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,508
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Management Fees	\$ 5,079	\$ 5,079	\$ 5,079	\$ 5,079	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	20,315
Information Technology	\$ 122	\$ 122	\$ 122	\$ 122	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	486
Website Maintenance	\$ 66	\$ 66	\$ 66	\$ 66	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	265
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Postage	\$ 8	\$ 7	\$ 5	\$ 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	23
Printing and Binding	\$ 4	\$ 26	\$ 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	32
Insurance	\$ 13,205	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	13,205
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Contingency	\$ 47	\$ -	\$ 45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	92
Property Appraiser	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Office Supplies	\$ 111	\$ 0	\$ 127	\$ 71	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	309
Dues, Licenses, & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	175
Subtotal General & Administrative	\$ 26,178	\$ 5,432	\$ 5,794	\$ 6,943	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	44,347
Operations & Maintenance													
Field Management	\$ 1,903	\$ 1,903	\$ 1,903	\$ 1,903	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7,613
Property Insurance	\$ 14,669	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	14,669
Pool Staff Payroll	\$ 6,345	\$ 3,485	\$ 2,303	\$ 1,756	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	13,889
Security	\$ 87	\$ 96	\$ 96	\$ 87	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	367
Telephone Expense	\$ 246	\$ 253	\$ 253	\$ 253	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,005
Electric	\$ 2,145	\$ -	\$ 1,501	\$ 1,716	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,362
Irrigation/Water	\$ 458	\$ 854	\$ 652	\$ 937	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,900
Lake Maintenance	\$ 650	\$ 650	\$ 650	\$ 650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,600
Pest Control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Pool Maintenance	\$ 1,923	\$ 680	\$ 1,725	\$ 1,572	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,899
Grounds Maintenance	\$ 2,958	\$ 2,958	\$ 2,958	\$ 2,958	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	11,832
General Facility Maintenance	\$ 4,020	\$ 797	\$ 3,290	\$ 5,956	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	14,063
Refuse Service	\$ 666	\$ 669	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,335
Field Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Subtotal Operations & Maintenance	\$ 36,070	\$ 12,345	\$ 15,331	\$ 17,789	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	81,534
Total Expenditures	\$ 62,248	\$ 17,777	\$ 21,125	\$ 24,732	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	125,882
Excess Revenues (Expenditures)	\$ (60,872)	\$ 1,492	\$ 64,907	\$ 3,565	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9,092
Other Financing Sources/Uses:													
Transfer In/(Out) - Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Other Financing Sources/Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Net Change in Fund Balance	\$ (60,872)	\$ 1,492	\$ 64,907	\$ 3,565	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	9,092

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
12/7/23	4	\$ 24,762.30	\$ (990.61)	\$ -	\$ -	\$ 23,771.69	\$ 23,771.69	\$ 23,771.69
12/14/23	5	\$ 35,674.50	\$ (1,427.15)	\$ -	\$ -	\$ 34,247.35	\$ 34,247.35	\$ 34,247.35
12/21/23	6	\$ 28,071.65	\$ (1,123.00)	\$ -	\$ 227.03	\$ 27,175.68	\$ 27,175.68	\$ 27,175.68
1/10/24	7	\$ 28,539.60	\$ (1,141.72)	\$ -	\$ -	\$ 27,397.88	\$ 27,397.88	\$ 27,397.88
Total		\$ 136,193.28	\$ (5,487.48)	\$ -	\$ 227.03	\$ 130,932.83	\$ 130,932.83	\$ 130,932.83

	36.79%	
\$ 224,922.41		Net Percent Collected Balance Remaining to Collect

SECTION C

Falcon Trace CDD

Field Management Report



March 20th, 2023

Jarett Wright

Field Manager

GMS

Completed

Sporting Courts

- ✚ Pressure washing of the property was completed. Onsite staff did the majority, with GMS handling the sporting courts.
- ✚ The old tape lines for the pickleball court were removed and new ones installed.



Upcoming

Plant Enhancements

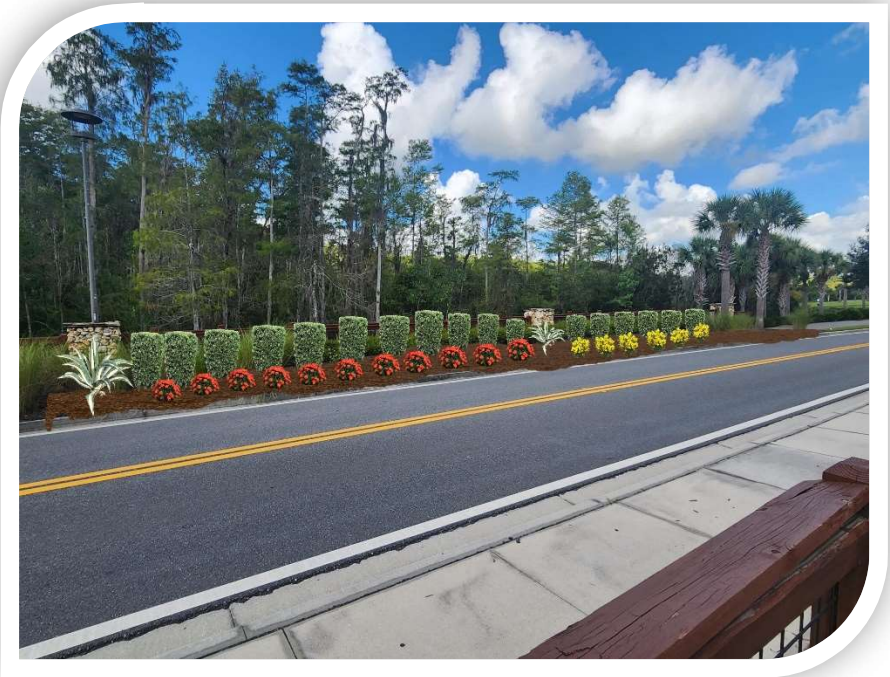
- ✚ Recommend a full plant redesign for the areas in front of the clubhouse with declining plant material.
- ✚ The new landscaping plan would utilize colorful drought resistance plants with longer lifespans. The mulch beds will be regraded, and their size reduced with sod, then the plants would be replaced with agave, pink and yellow dwarf ixoras, podocarpus, and blue daze.



Upcoming

Plant Design Map





Site Items

General Maintenance

- ✚ Mainline water leak was discovered near the clubhouse building and was repaired. No damage to the building was discovered.
- ✚ Preparing for flooring renovations for the office and meeting rooms.
- ✚ Broken concrete sections were repaired.
- ✚ Parking lot sealing issues were repaired by the vendor.
- ✚ After the parking lot was sealed, there has been an increase of standing water. This is a result of elevation changes in the asphalt not allowing for proper drainage. Currently exploring options to correct the issue.



Site Items

Pool Slide Repair

- ✚ Currently scheduling GMS staff to clean and seal the rusted support beams and repaint them. The new paint is corrosive resistant and can be applied directly to metal, with a sealing topcoat. Excess material will be removed where possible to mitigate further rusting.



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

*Field Proposals to be
Provided Under
Separate Cover*