

***Falcon Trace  
Community Development District***

***Agenda***

***March 19, 2025***

# AGENDA

# *Falcon Trace*

## *Community Development District*

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219 East Livingston Street, Orlando, FL 32801

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

March 12, 2025

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 19, 2025 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. Organizational Matters
  - A. Consideration of Resolution 2025-01 Electing Officers
4. Approval of Minutes of the January 15, 2025 Board of Supervisors Meeting
5. Consideration of Resolution 2025-02 Approving the Fiscal Year 2026 Proposed Budget and Setting a Public Hearing to Adopt
6. Consideration of 2025 Season Sharks and Minnows Agreement
7. Review of POA Newsletter
8. Discussion of Movie Night
9. 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 Proposals for Room Renovations
  - D. Amenity Manager Report
10. Supervisor's Requests
11. Adjournment

## SECTION III

# SECTION A

**RESOLUTION 2025-01**

**A RESOLUTION ELECTING THE OFFICERS OF THE  
FALCON TRACE COMMUNITY DEVELOPMENT DISTRICT,  
ORANGE COUNTY, FLORIDA.**

**WHEREAS**, the Falcon Trace Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

**WHEREAS**, the Board of Supervisors of the District (“Board”) desires to elect the Officers of the District.

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

**SECTION 1.** The following persons are elected to the offices shown:

Chairperson	_____
Vice Chairperson	_____
Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Assistant Secretary	_____
Treasurer	_____
Assistant Treasurer	_____
Assistant Treasurer	_____

**PASSED AND ADOPTED** this 19th day of March 2025.

ATTEST:

**FALCON TRACE COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chairperson, Board of Supervisors

# 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 15, 2025** 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  
Carole Miller  
Sue Marchesi Baron  
Perry Shaikh  
Felix Kutlik

Chairperson  
Vice Chairperson  
Assistant Secretary  
Assistant Secretary  
Assistant Secretary *by telephone*

Also Present were:

Jason Showe  
Mike Eckert  
Jarett Wright  
Marcia Calleja

District Manager  
District Counsel *by telephone*  
Field Operations  
CALM

*The following is a summary of the discussions and actions taken at the August 21, 2024 regular meeting of the Board of Supervisors of the Falcon Trace Community Development District.*

**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 October 16, 2024 Meeting**

Mr. Hurst moved to approve the minutes of the October 16, 2024 meeting as amended. 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**

**Organizational Matters**

Mr. Showe stated at your August meeting we declared seat 2 vacant and Mr. Kutlik sits in that seat until someone is appointed. You can reappoint Felix if he is willing to continue to serve and that term will expire November 2028.

Mr. Kutlik stated I am willing to stay in that seat.

Ms. Hurst moved to appoint Felix Kutlik to fill the unexpired term of office of seat 2. 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.

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Mr. Eckert stated you have all taken your ethics training for last year, congratulations for getting that done. Remember when you do your financial disclosure you will need to check the box saying that you took that training in 2024. You also have to do it in 2025. In an abundance of caution I suggest you wait until the end of May to start the ethics training for 2025 in the chance that the Florida Legislature refines what needs to be taken for the ethics training. After you complete one of the classes, send an email to Jason or my office then we have a record of the course that you took and that is all you need to do.

Mr. Kutlik stated I started the course then forgot about it.

Mr. Eckert stated I suggest you wrap that up and I think that would meet the spirit of the law.

**B. Manager**

**i. Approval of Check Register**

Ms. Baron moved to approve the check register. Ms. Hurst 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.

**ii. 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 management report, copy of which was included in the agenda package.

**D. Amenity Manager's Report**

The Board and staff discussed the details of the movie night and what they could do in addition for any future event.

**SIXTH ORDER OF BUSINESS**

**Supervisor's Requests**

There being no comments, the next item followed.

**SEVENTH ORDER OF BUSINESS**

**Next Meeting Date**

The next meeting is scheduled for March 19, 2025.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

Ms. Hurst moved to adjourn the meeting and 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.

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Secretary/Assistant Secretary

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Chairman/Vice Chairman

## SECTION V

## RESOLUTION 2024-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE FALCON TRACE COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FISCAL YEAR 2025/2026 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, 2025, proposed budget(s) (“**Proposed Budget**”) for the fiscal year beginning October 1, 2025, and ending September 30, 2026 (“**Fiscal Year 2025/2026**”); 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 2025/2026 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 16, 2025  
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 19<sup>th</sup> DAY OF MARCH, 2025.**

ATTEST:

**FALCON TRACE COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary / Assistant Secretary

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Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Proposed Budget

# **Falcon Trace**

## **Community Development District**

**Proposed Budget**  
**FY 2026**



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**Falcon Trace**  
Community Development District

**Proposed Budget  
General Fund**

Description	Adopted Budget FY2025	Actuals Thru 1/31/25	Projected Next 8 Months	Projected Thru 9/30/25	Proposed Budget FY2026
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**REVENUES:**

Maintenance Assessments	\$355,855	\$101,361	\$254,494	\$355,855	\$355,855
Miscellaneous Income	\$500	\$0	\$0	\$0	\$500
Interest Income	\$1,500	\$3,143	\$0	\$3,143	\$1,500
Carry Forward Balance	\$79,625	\$130,852	\$0	\$130,852	\$97,572

<b>TOTAL REVENUES</b>	<b>\$ 437,480</b>	<b>\$ 235,355</b>	<b>\$ 254,494</b>	<b>\$ 489,850</b>	<b>\$ 455,427</b>
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**EXPENDITURES:**

**Administrative:**

Supervisors Fees	\$8,000	\$1,800	\$5,000	\$6,800	\$8,000
FICA Expense	\$413	\$138	\$383	\$520	\$612
Engineering Fees	\$1,000	\$0	\$667	\$667	\$1,000
Assessment Roll	\$5,250	\$5,250	\$0	\$5,250	\$5,408
Attorney Fees	\$25,000	\$3,133	\$12,000	\$15,133	\$25,000
Annual Audit	\$2,950	\$0	\$2,950	\$2,950	\$3,150
Management Fees	\$63,993	\$21,331	\$42,662	\$63,993	\$65,913
Information Technology	\$1,530	\$510	\$1,020	\$1,530	\$1,576
Website Maintenance	\$835	\$278	\$557	\$835	\$860
Telephone	\$50	\$0	\$33	\$33	\$50
Postage	\$800	\$22	\$320	\$342	\$800
Printing & Binding	\$600	\$0	\$80	\$80	\$600
Insurance	\$14,736	\$14,130	\$0	\$14,130	\$15,543
Legal Advertising	\$2,500	\$0	\$1,667	\$1,667	\$2,500
Contingency	\$2,000	\$0	\$1,333	\$1,333	\$2,000
Property Appraiser	\$1,000	\$0	\$0	\$1,000	\$1,000
Office Supplies	\$350	\$1	\$250	\$251	\$350
Dues, Licenses, & Subscriptions	\$175	\$175	\$0	\$175	\$175

<b>TOTAL ADMINISTRATIVE</b>	<b>\$ 131,182</b>	<b>\$ 46,767</b>	<b>\$ 68,921</b>	<b>\$ 116,688</b>	<b>\$ 134,536</b>
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**Falcon Trace**  
Community Development District

**Proposed Budget**  
**General Fund**

Description	Adopted Budget FY2025	Actuals Thru 1/31/25	Projected Next 8 Months	Projected Thru 9/30/25	Proposed Budget FY2026
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**Maintenance:**

Field Management	\$23,982	\$7,994	\$15,988	\$23,982	\$24,701
Property Insurance	\$15,402	\$16,924	\$0	\$16,924	\$18,616
Pool Staff Payroll	\$90,671	\$17,632	\$60,447	\$78,079	\$93,391
Security	\$1,500	\$1,278	\$720	\$1,998	\$1,575
Telephone Expense	\$3,187	\$779	\$2,340	\$3,119	\$3,275
Electric	\$22,491	\$6,545	\$12,400	\$18,945	\$22,491
Irrigation/Water	\$15,593	\$3,283	\$10,395	\$13,678	\$15,593
Lake Maintenance	\$10,290	\$2,600	\$5,200	\$7,800	\$10,290
Pest Control	\$683	\$0	\$455	\$455	\$683
Pool Maintenance	\$34,000	\$7,960	\$22,667	\$30,626	\$10,710
Pool Chemicals & Repairs	\$0	\$0	\$0	\$0	\$23,192
Grounds Maintenance	\$37,500	\$12,361	\$23,664	\$36,025	\$39,375
General Facility Maintenance	\$35,000	\$6,104	\$23,333	\$29,437	\$35,000
Refuse Service	\$10,000	\$2,463	\$6,667	\$9,130	\$10,000
CDD Sponsored Events	\$0	\$0	\$0	\$0	\$6,000
Field Contingency	\$6,000	\$1,391	\$4,000	\$5,391	\$6,000

<b>TOTAL MAINTENANCE</b>	<b>\$ 306,298</b>	<b>\$ 87,313</b>	<b>\$ 188,276</b>	<b>\$ 275,589</b>	<b>\$ 320,891</b>
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<b>TOTAL EXPENDITURES</b>	<b>\$ 437,480</b>	<b>\$ 134,080</b>	<b>\$ 257,197</b>	<b>\$ 392,277</b>	<b>\$ 455,427</b>
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<b>EXCESS REVENUES (EXPENDITURES)</b>	<b>\$ -</b>	<b>\$ 101,275</b>	<b>\$ (2,702)</b>	<b>\$ 97,572</b>	<b>\$ -</b>
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	<b><u>FY 25</u></b>	<b><u>FY 26</u></b>	<b><u>Increase</u></b>
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><b>\$ 419.70</b></u>	<u><b>\$ 419.70</b></u>	<u><b>\$ -</b></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 Dibartolomeo, McBee, Hartley & Barnes, P.A.

**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 & 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	\$89	\$1,068
CONTINGENCY		\$507
		<u>\$1,575</u>

**TELEPHONE EXPENSE**

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

DESCRIPTION	MONTHLY AMOUNT	ANNUAL AMOUNT
BRIGHTHOUSE - ACCOUNT # 0050710061-01	\$260	\$3,0120
CONTINGENCY		\$155
		<u>\$3,275</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	\$1,785	\$21,420
CONTINGENCY		\$1,071
		<u>\$22,491</u>

**IRRIGATION/WATER**

This item represents utility service costs for water and wastewater

DESCRIPTION	MONTHLY AMOUNT	ANNUAL AMOUNT
ORANGE COUNTY UTILITIES - ACCOUNT # 0038166200	\$790	\$9,480
CONTINGENCY		\$6,113
		<u>\$15,593</u>

**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
		<u>\$10,290</u>

**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 CO<sub>2</sub> 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
CONTINGENCY		\$1,710
		<u>\$10,710</u>

**POOL CHEMICALS & REPAIRS**

Represents unscheduled maintenance consisting of shocking the pool, extra chlorine treatments, or unforeseen repairs.

**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	\$3,879
	<u>\$39,375</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.

**CDD SPONSORED EVENTS**

Represents funds allocated for events sponsored by the District.

**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 1/31/25	Projected Next 8 Months	Projected Thru 9/30/25	Proposed Budget FY2026
<b>REVENUES:</b>					
Interest	\$50	\$7	\$14	\$21	\$50
Beginning Fund Balance	\$256,565	\$212,600	\$0	\$212,600	\$177,621
<b>TOTAL REVENUES</b>	<b>\$ 256,615</b>	<b>\$ 212,607</b>	<b>\$ 14</b>	<b>\$ 212,621</b>	<b>\$ 177,671</b>
<b>EXPENDITURES:</b>					
Landscape Improvements	\$15,000	\$0	\$15,000	\$15,000	\$15,000
Painting	\$10,000	\$0	\$10,000	\$10,000	\$10,000
Miscellaneous	\$10,000	\$160	\$9,840	\$10,000	\$10,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 35,000</b>	<b>\$ 160</b>	<b>\$ 34,840</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>
<b>EXCESS REVENUES</b>	<b>\$ 221,615</b>	<b>\$ 212,447</b>	<b>\$ (34,826)</b>	<b>\$ 177,621</b>	<b>\$ 142,671</b>

## SECTION VI

**SWIM PROGRAM LICENSE AGREEMENT BETWEEN  
FALCON TRACE COMMUNITY DEVELOPMENT DISTRICT AND  
SHARKS AND MINNOWS SWIM SCHOOL, INC.**

**THIS AGREEMENT** (the “**AGREEMENT**”) is entered into as of this \_\_\_\_ day of \_\_\_\_\_, 2025 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, whose address is 219 East Livingston Street, Orlando, Florida 32801 (the “**District**”); and

**SHARKS AND MINNOWS SWIM SCHOOL, INC.**, a Florida corporation, whose address is 4201 Roanne Drive, Orlando, Florida 32817 (the “**Licensee**”).

**RECITALS**

**WHEREAS**, the District owns, operates and maintains certain recreational facilities, including a swimming pool facility, located at 13600 Hawk Lake Drive, Orlando, Florida 32837 (hereinafter referred to as the “**Pool Facilities**”); and

**WHEREAS**, the District desires to provide its residents and authorized users with access to recreational swimming programs that include swimming lessons; and

**WHEREAS**, the Licensee currently operates a swim school and has asked the Board of Supervisors of the District (the “**Board**”) for permission to operate swimming lessons at the Pool Facilities; and

**WHEREAS**, the Board agrees that it is to the benefit and in the best interest of the District to allow Licensee to provide swimming lessons at the Pool Facilities under the terms and conditions set forth herein.

**NOW, THEREFORE**, based on good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and the Licensee agree as follows:

**1. Grant of License.** The District hereby grants to Licensee a non-exclusive license to teach swimming lessons at the Pool Facilities based on the terms and conditions set forth herein (the “**License**”).

**2. Term.** The term of the License shall be from April 1, 2025 to October 10, 2025. The parties may renew the License for up to two (2) additional, one-year swim seasons in accordance with the terms and conditions agreed to by the parties at renewal.

**3. Hours and Area of Use.**

**A.** Subject to the approval of the District's recreational facilities manager (the "Manager"), the Licensee may teach swimming lessons at the Pool Facilities at the following times:

Monday to Friday: 10:00 a.m. to 7:00 p.m.

Saturday: 10:00 a.m. to 2:00 p.m.

**B.** Additional hours or revisions to the schedule may be authorized in writing by the Manager and the Licensee. The parties acknowledge that weather conditions may affect the use of the Pool Facilities and that the District shall have the right to temporarily close the Pool Facilities at any time due to inclement weather, including but not limited to rain, lightning, hail, and/or strong winds. Additionally, the District shall have the right to temporarily close the Pool Facilities at any time in the event that a danger to public health, safety or welfare exists. Licensee shall abide by the decision of the District as to the closure of the Pool Facilities, and shall be responsible for the safety of its employees, agents, representatives, students, guests and/or invitees during such times.

**C.** The swimming lessons shall be conducted in an area of the Pool Facilities that is designated by the Manager. Licensee shall not have exclusive use of the entirety of the Pool Facilities, but shall have exclusive use of the designated portion or area of the Pool Facilities.

**4. Care of the Property.** The Licensee agrees to use all due care to protect the property of the District, its residents, authorized users and guests from damage. Licensee shall assume responsibility for any and all damage to any real or personal property of the District or any third parties as a result of the Licensee's use of the Pool Facilities pursuant to this Agreement, including but not limited to use by its employees, agents, representatives, students, guests or invitees. Licensee shall repair any damage resulting from its operations under this Agreement within twenty-four (24) hours. Any such repairs shall be at Licensee's sole expense, unless otherwise agreed, in writing, by the District.

**5. Professional Judgment.** Licensee represents that it is qualified to conduct swimming lessons and that it will provide certified, trained and qualified instructors. Licensee further represents that its swimming instructors are certified as provided in section 514.071, *Florida Statutes*. Licensee shall maintain all required licenses in effect and shall at all times exercise sound professional judgment in swimming instruction, including taking precautions for the safety of its employees, agents, representatives, students, guests and invitees. All minors taking swim instruction shall only do so with the consent of a parent or guardian. The District shall in no way be responsible for the safety of any employee, agent, representative, student, guest or invitee of the Licensee while such persons are using the Pool Facilities. Accordingly, the Licensee shall obtain a waiver, executed by each of Licensee's students or their parent or guardian as applicable, acknowledging that the District is not responsible for or otherwise liable with respect to the safety of such student. Licensee shall remain an active Florida corporation in good standing during the term of this License.

**6. Vouchers; Fees.**

**A.** In consideration for the grant of the License, the Licensee agrees to provide the District with a total of ten (10) swimming lesson vouchers in the amount of Fifty Dollars (\$50.00) each, per session per year (the "Vouchers"). The District shall be the sole owner of said Vouchers and may distribute the Vouchers in its sole discretion. Licensee shall not be obligated to honor any un-used or non-scheduled Vouchers after the effective date of termination or expiration of this Agreement.

**B.** Licensee shall be entitled to establish and collect fees for persons desiring to participate in the swimming lessons that are provided pursuant to this Agreement. Licensee shall retain all such fees and be responsible for any and all taxes due relative to such fees. The District shall in no way be liable or responsible for any disputes relating to the fees charged by Licensee.

**7. Capacity of Pool Facilities.** Licensee shall determine the size of each swim class and the appropriate ratio of swim students to instructors; provided, however, that Licensee shall provide the accepted number of swim students per session to the Manager, and shall cooperate in good faith with the Manager to ensure that the capacity of the Pool Facilities is not exceeded. Manager shall make a good faith effort to minimize disruption to Licensee's scheduled activities, and the pool attendants, if any, agree to assist in keeping the designated area clear of other patrons so as not to disrupt the scheduled activities of the Licensee.

**8. District Policies Apply.** Licensee acknowledges that the District's recreational facilities, including the Pool Facilities, are open to use by residents and authorized users and their guests, and agrees to abide at all times by the District's rules and policies governing the use of such facilities. Licensee acknowledges that it has received a copy of the District's rules and policies.

**9. Insurance and Indemnity.**

**A.** Licensee shall acquire and maintain general commercial liability insurance coverage acceptable to the District in an amount not less than \$1,000,000 per occurrence, which shall include all claims and losses that may relate in any manner whatsoever to use of the Pool Facilities by the Licensee and its employees, agents, representatives, students, guests or invitees. The District shall be a named insured on such policy. Licensee shall provide continuous proof of such insurance coverage to the District if so requested by the District.

**B.** Licensee hereby agrees to indemnify and hold the District harmless from and against any and all claims, demands, losses, damages, liabilities, and expenses, and all suits, actions and judicial decrees (including, without limitation, costs and reasonable attorneys' fees, paralegal fees and expert witness fees), arising from personal injury, death, or property damage resulting in any manner whatsoever from use of the Pool Facilities by the Licensee and its employees, agents, representatives, students, guests or invitees. Nothing herein shall be construed as a waiver of the District's sovereign immunity or limits of liability which may have been adopted by the Florida Legislature in section 768.28, *Florida Statutes*, or other statute.

**10. Termination, Suspension or Revocation of License.** The District and the Licensee acknowledge and agree that the License granted herein is a mere privilege and may be suspended, terminated or revoked upon forty-five (45) days' written notice, with or without cause, by either party. Moreover, the License may be suspended or terminated immediately for cause upon written notice to the breaching party; provided, however, that the parties agree to act in good faith to resolve any breach to the extent possible.

**11. Enforcement of Agreement.** In the event that either the District or the Licensee is required to enforce this Agreement by court proceedings or otherwise, then the substantially prevailing party shall be entitled to recover all fees and costs incurred, including reasonable

attorneys' fees, paralegal fees, expert witness fees and costs for trial, mediation, or appellate proceedings.

**12. Controlling Law; Venue.** This Agreement and the provisions contained herein shall be construed, interpreted, and controlled according to the laws of the State of Florida. The parties agree that venue for any action arising hereunder shall be in a court of appropriate jurisdiction in Orange County, Florida.

**13. Severability.** If any provision of this License shall be held invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable.

**14. Non-Transfer.** The License shall be for the sole use by Licensee and shall not be assigned or transferred without the prior written consent of the District, which consent shall be provided in its sole discretion. A transfer or assignment of all or any part of the License shall cause the License to become voidable, in the sole discretion of the District.

**15. Public Records.** Licensee understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records and shall be treated as such in accordance with the District's Records Retention Policy and Florida law.

**16. Entire Agreement.** This is the entire agreement of the parties as it relates to the subject of this Agreement. This Agreement may not be amended except in writing signed by both parties.

**IN WITNESS WHEREOF,** the parties execute this Agreement the day and year first written above.

**ATTEST:**

**FALCON TRACE COMMUNITY  
DEVELOPMENT DISTRICT**

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Secretary/Assistant Secretary

---

Chairperson, Board of Supervisors

**WITNESS:**

**SHARKS AND MINNOWS  
SWIM SCHOOL, INC.**

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Signature

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By: \_\_\_\_\_  
Its: \_\_\_\_\_

## SECTION VII

The Falcon Trace Community Development District (“CDD”) is a special purpose entity that is responsible for the pool and recreation area near Big Hawk Lake. The CDD expenses are covered by a one-time per year assessment that is placed on your property tax bill under the Non Ad-Valorem section. The current annual assessment for the CDD is \$419.70. This amount is set annually by the CDD Board of Supervisors, who are all residents and elected by the Falcon Trace residents. The CDD owns and maintains the pool, slide, pool deck, restrooms, parking lot, streetlights, and all recreation areas around the main pool area. Additionally, the CDD is reviewing for more community events, like Movie Nights. If you want more CDD information, you may review our website at: [FalconTrace CDD.com](http://FalconTraceCDD.com) or you can call the District Manager’s office at 407-841-5524. The website contains meeting agendas, minutes, budgets, audits, and lots of helpful CDD information. If you need access cards for the pool facility, you may visit the pool while it is open, and a staff member will be happy to assist. Should you have any other questions or comments, please contact the District Manager.

## SECTION IX

## SECTION B

# SECTION 1

# Falcon Trace Community Development District

## Summary of Check Register

January 1, 2025 to March 7, 2025

Fund	Date	Check No.'s		Amount
General Fund	1/2/25	4667-4668	\$	4,003.70
	1/8/25	4669-4675	\$	5,098.72
	1/13/25	4676-4677	\$	8,451.70
	1/29/25	4678-4679	\$	1,344.05
	2/6/25	4680-4682	\$	6,176.00
	2/12/25	4683-4684	\$	14,167.13
	2/24/25	4685-4688	\$	4,211.50
			\$	43,452.80
<u>Supervisors January 2025</u>				
	Carole Miller	50465	\$	184.70
	Felix J Kutlik	50466	\$	184.70
	Pervaiz Shaikh	50467	\$	184.70
	Sara Hurst	50468	\$	184.70
	Susan Baron	50469	\$	184.70
			\$	923.50
<b>Total Amount</b>			<b>\$</b>	<b>44,376.30</b>



CHECK DATE	VEND#	.....INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	.....CHECK..... AMOUNT #
1/13/25	00027	1/01/25 742	202501 310-51300-34000	MANAGEMENT FEES - JAN 25	*	5,332.75	
		1/01/25 742	202501 310-51300-35200	WEBSITE ADMIN - JAN 25	*	69.58	
		1/01/25 742	202501 310-51300-35100	INFORMATION TECH - JAN 25	*	127.50	
		1/01/25 742	202501 310-51300-51000	OFFICE SUPPLIES	*	.09	
		1/01/25 742	202501 310-51300-42000	POSTAGE	*	2.08	
		1/01/25 743	202501 320-53800-12000	FIELD MANAGEMENT - JAN 25	*	1,998.50	
GOVERNMENTAL MANAGEMENT SERVICES-CF						7,530.50	004676
1/13/25	00133	1/08/25 231232	202411 320-53800-34500	SECURITY SVC 11/22/24	*	921.20	
ORANGE COUNTY SHERIFFS OFFICE						921.20	004677
1/29/25	00022	12/01/24 312601	202412 320-53800-47400	POOL CHEMICALS	*	1,224.95	
		1/18/25 21894	202501 300-15500-10000	TANK RENTAL FEE - FEB 25	*	30.00	
SPIES POOL, LLC						1,254.95	004678
1/29/25	00090	1/10/25 13849601	202501 300-15500-10000	SECURITY MONITORING FEB25	*	89.10	
SAFE TOUCH SECURITY SYSTEMS						89.10	004679
2/06/25	00079	1/31/25 19118	202501 320-53800-47000	MTHLY LAKE MAINT JAN25	*	650.00	
AQUATIC WEED MANAGEMENT, INC.						650.00	004680
2/06/25	00124	1/29/25 25	202501 320-53800-12200	POOL ATTENDANTS - JAN 25	*	4,273.50	
		1/29/25 25	202501 320-53800-47600	CLARKE-SPRAY 4 MOVIE NITE	*	402.50	
COMMUNITY ASSOC & LIFESTYLE MGMT						4,676.00	004681
2/06/25	00100	2/01/25 101876	202502 320-53800-47400	POOL MAINTENANCE - FEB 25	*	850.00	
ROBERTS POOL SERVICE AND REPAIR INC						850.00	004682
2/12/25	00131	1/01/25 4059779	202501 320-53800-47500	LANDSCAPING MAINT - JAN25	*	2,958.00	
		2/01/25 4059844	202502 320-53800-47500	LANDSCAPING MAINT - FEB25	*	2,958.00	

FALC FALCON TRACE CWRIGHT

CHECK DATE	VEND#	.....INVOICE..... DATE	EXPENSED TO... INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	....CHECK.... AMOUNT	.... #
		2/05/25	4059882	202502	320	53800	49100			*	149.50		
			IRRIGATION REPAIRS										
								BLADE RUNNERS COMMERCIAL				6,065.50	004683
2/12/25	00027	12/31/24	744	202412	320	53800	47600			*	549.12		
			REPLACE GATE SPRING/CHAIN										
		2/01/25	745	202502	310	51300	34000			*	5,332.75		
			MANAGEMENT FEES - FEB 25										
		2/01/25	745	202502	310	51300	35200			*	69.58		
			WEBSITE ADMIN - FEB 25										
		2/01/25	745	202502	310	51300	35100			*	127.50		
			INFORMATION TECH - FEB 25										
		2/01/25	745	202502	310	51300	51000			*	.48		
			OFFICE SUPPLIES										
		2/01/25	745	202502	310	51300	42000			*	11.25		
			POSTAGE										
		2/01/25	745	202502	310	51300	42500			*	12.45		
			COPIES										
		2/01/25	746	202502	320	53800	12000			*	1,998.50		
			FIELD MANAGEMENT - FEB 25										
								GOVERNMENTAL MANAGEMENT SERVICES-CF				8,101.63	004684
2/24/25	00113	2/20/25	3526118	202501	310	51300	31500			*	1,322.50		
			GENERAL COUNSEL - JAN 25										
								KUTAK ROCK LLP				1,322.50	004685
2/24/25	00022	12/01/24	312601	202412	320	53800	47400			*	1,224.95		
			POOL CHEMICALS										
		1/18/25	21894	202502	320	53800	47400			*	30.00		
			TANK RENTAL FEE - FEB 25										
		2/12/25	314484	202502	320	53800	47400			*	1,194.95		
			POOL CHEMICALS										
		2/18/25	22027	202502	300	15500	10000			*	30.00		
			TANK RENTAL FEE - MAR 25										
								SPIES POOL, LLC				2,479.90	004686
2/24/25	00090	2/10/25	13909126	202502	300	15500	10000			*	89.10		
			SECURITY MONITORING MAR25										
								SAFE TOUCH SECURITY SYSTEMS				89.10	004687
2/24/25	00041	2/13/25	78287	202502	320	53800	47600			*	320.00		
			LIGHTING REPAIRS										
								TERRY'S ELECTRIC INC				320.00	004688
								TOTAL FOR BANK A			43,452.80		
								FALC FALCON TRACE	CWRIGHT				

CHECK	VEND#	.....INVOICE.....	...EXPENSED TO...	VENDOR NAME				STATUS	AMOUNT	....CHECK.....	
DATE		DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS		AMOUNT	#
TOTAL FOR REGISTER										43,452.80	

## SECTION 2

***Falcon Trace***  
***Community Development District***

***Unaudited Financial Reporting***  
***January 31, 2025***



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**Falcon Trace**  
**Community Development District**  
**Combined Balance Sheet**  
**January 31, 2025**

	<i>General Fund</i>	<i>Capital Projects Fund</i>	<i>Totals Governmental Funds</i>
<b>Assets:</b>			
<u>Cash:</u>			
Operating Account	\$ 140,716	\$ 212,447	\$ 353,163
<u>Investments:</u>			
State Board Administration	\$ 179,744	\$ -	\$ 179,744
Prepaid Expenses	\$ 119	\$ -	\$ 119
<b>Total Assets</b>	<b>\$ 320,579</b>	<b>\$ 212,447</b>	<b>\$ 533,026</b>
<b>Liabilities:</b>			
Accounts Payable	\$ 11,381	\$ -	\$ 11,381
<b>Total Liabilities</b>	<b>\$ 11,381</b>	<b>\$ -</b>	<b>\$ 11,381</b>
<b>Fund Balance:</b>			
Assigned for:			
Capital Reserves	\$ -	\$ 212,447	\$ 212,447
Nonspendable:			
Deposits and Prepaid Items	\$ 119	\$ -	\$ 119
Unassigned	\$ 309,079	\$ -	\$ 309,079
<b>Total Fund Balances</b>	<b>\$ 309,198</b>	<b>\$ 212,447</b>	<b>\$ 521,645</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>\$ 320,579</b>	<b>\$ 212,447</b>	<b>\$ 533,026</b>

**Falcon Trace**  
**Community Development District**  
**General Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending January 31, 2025**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/25	Thru 01/31/25	Variance

**Revenues:**

Maintenance Assessments	\$ 355,855	\$ 101,361	\$ 101,361	\$ -
Miscellaneous Income	\$ 500	\$ -	\$ -	\$ -
Interest Income	\$ 1,500	\$ 1,500	\$ 3,143	\$ 1,643
<b>Total Revenues</b>	<b>\$ 357,855</b>	<b>\$ 102,861</b>	<b>\$ 104,503</b>	<b>\$ 1,643</b>

**Expenditures:**

**General & Administrative:**

Supervisors Fees	\$ 8,000	\$ 2,667	\$ 1,800	\$ 867
FICA Expense	\$ 413	\$ 138	\$ 138	\$ 0
Engineering Fees	\$ 1,000	\$ 333	\$ -	\$ 333
Assessment Roll	\$ 5,250	\$ 5,250	\$ 5,250	\$ -
Attorney Fees	\$ 25,000	\$ 8,333	\$ 3,133	\$ 5,201
Annual Audit	\$ 2,950	\$ -	\$ -	\$ -
Management Fees	\$ 63,993	\$ 21,331	\$ 21,331	\$ (0)
Information Technology	\$ 1,530	\$ 510	\$ 510	\$ 0
Website Maintenance	\$ 835	\$ 278	\$ 278	\$ (0)
Telephone	\$ 50	\$ 17	\$ -	\$ 17
Postage	\$ 800	\$ 267	\$ 22	\$ 245
Printing and Binding	\$ 600	\$ 200	\$ -	\$ 200
Insurance	\$ 14,736	\$ 14,736	\$ 14,130	\$ 606
Legal Advertising	\$ 2,500	\$ 833	\$ -	\$ 833
Contingency	\$ 2,000	\$ 667	\$ -	\$ 667
Property Appraiser	\$ 1,000	\$ -	\$ -	\$ -
Office Supplies	\$ 350	\$ 117	\$ 1	\$ 116
Dues, Licenses, & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
<b>Subtotal General &amp; Administrative</b>	<b>\$ 131,182</b>	<b>\$ 55,851</b>	<b>\$ 46,767</b>	<b>\$ 9,084</b>

**Falcon Trace**  
**Community Development District**  
**General Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending January 31, 2025**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/25	Thru 01/31/25	Variance
<b><u>Operations &amp; Maintenance</u></b>				
Field Management	\$ 23,982	\$ 7,994	\$ 7,994	\$ (0)
Property Insurance	\$ 15,402	\$ 15,402	\$ 16,924	\$ (1,522)
Pool Staff Payroll	\$ 90,671	\$ 30,224	\$ 17,632	\$ 12,592
Security	\$ 1,500	\$ 500	\$ 1,278	\$ (778)
Telephone Expense	\$ 3,187	\$ 1,062	\$ 779	\$ 284
Electric	\$ 22,491	\$ 7,497	\$ 6,545	\$ 952
Irrigation/Water	\$ 15,593	\$ 5,198	\$ 3,413	\$ 1,785
Lake Maintenance	\$ 10,290	\$ 3,430	\$ 2,600	\$ 830
Pest Control	\$ 683	\$ 228	\$ -	\$ 228
Pool Maintenance	\$ 34,000	\$ 11,333	\$ 7,960	\$ 3,374
Grounds Maintenance	\$ 37,500	\$ 12,232	\$ 12,232	\$ -
General Facility Maintenance	\$ 35,000	\$ 11,667	\$ 6,104	\$ 5,563
Refuse Service	\$ 10,000	\$ 3,333	\$ 2,463	\$ 870
Field Contingency	\$ 6,000	\$ 2,000	\$ 1,391	\$ 609
<b>Subtotal Operations &amp; Maintenance</b>	<b>\$ 306,298</b>	<b>\$ 112,100</b>	<b>\$ 87,313</b>	<b>\$ 24,786</b>
<b>Total Expenditures</b>	<b>\$ 437,480</b>	<b>\$ 167,951</b>	<b>\$ 134,080</b>	<b>\$ 33,870</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (79,625)</b>		<b>\$ (29,577)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 79,625</b>		<b>\$ 338,775</b>	
<b>Fund Balance - Ending</b>	<b>\$ -</b>		<b>\$ 309,198</b>	

**Falcon Trace**  
**Community Development District**  
**Capital Reserve Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balance**  
**For The Period Ending January 31, 2025**

	Adopted	Prorated Budget	Actual	
	Budget	Thru 01/31/25	Thru 01/31/25	Variance
<b>Revenues</b>				
Interest	\$ 50	\$ 7	\$ 7	\$ -
<b>Total Revenues</b>	<b>\$ 50</b>	<b>\$ 7</b>	<b>\$ 7</b>	<b>\$ -</b>
<b>Expenditures:</b>				
Landscape Improvements	\$ 15,000	\$ -	\$ -	\$ -
Painting	\$ 10,000	\$ -	\$ -	\$ -
Miscellaneous	\$ 10,000	\$ 160	\$ 160	\$ -
<b>Total Expenditures</b>	<b>\$ 35,000</b>	<b>\$ 160</b>	<b>\$ 160</b>	<b>\$ -</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>\$ (34,950)</b>		<b>\$ (153)</b>	
<b>Fund Balance - Beginning</b>	<b>\$ 256,565</b>		<b>\$ 212,600</b>	
<b>Fund Balance - Ending</b>	<b>\$ 221,615</b>		<b>\$ 212,447</b>	

**Falcon Trace**  
Community Development District  
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
<b>Revenues:</b>													
Maintenance Assessments	\$ -	\$ 16,329	\$ 66,497	\$ 18,534	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	101,361
Miscellaneous Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Interest Income	\$ 881	\$ 770	\$ 739	\$ 753	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,143
<b>Total Revenues</b>	<b>\$ 881</b>	<b>\$ 17,099</b>	<b>\$ 67,236</b>	<b>\$ 19,287</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>104,503</b>
<b>Expenditures:</b>													
<b><u>General &amp; Administrative:</u></b>													
Supervisors Fees	\$ -	\$ 800	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,800
FICA Expense	\$ -	\$ 61	\$ -	\$ 77	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	138
Engineering Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Assessment Roll	\$ 5,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,250
Attorney Fees	\$ 1,810	\$ -	\$ -	\$ 1,323	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,133
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Management Fees	\$ 5,333	\$ 5,333	\$ 5,333	\$ 5,333	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	21,331
Information Technology	\$ 128	\$ 128	\$ 128	\$ 128	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	510
Website Maintenance	\$ 70	\$ 70	\$ 70	\$ 70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	278
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Postage	\$ 2	\$ 6	\$ 11	\$ 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	22
Printing and Binding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Insurance	\$ 14,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	14,130
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Property Appraiser	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Office Supplies	\$ 0	\$ 0	\$ 0	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1
Dues, Licenses, & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	175
<b>Subtotal General &amp; Administrative</b>	<b>\$ 26,897</b>	<b>\$ 6,398</b>	<b>\$ 5,541</b>	<b>\$ 7,931</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>46,767</b>
<b><u>Operations &amp; Maintenance</u></b>													
Field Management	\$ 1,999	\$ 1,999	\$ 1,999	\$ 1,999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7,994
Property Insurance	\$ 16,924	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	16,924
Pool Staff Payroll	\$ 5,303	\$ 5,183	\$ 2,873	\$ 4,274	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	17,632
Security	\$ 89	\$ 1,010	\$ 89	\$ 89	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,278
Telephone Expense	\$ 259	\$ 260	\$ -	\$ 260	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	779
Electric	\$ 1,829	\$ 1,770	\$ 1,541	\$ 1,406	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6,545
Irrigation /Water	\$ 847	\$ 735	\$ 1,047	\$ 784	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,413
Lake Maintenance	\$ 650	\$ 650	\$ 650	\$ 650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,600
Pest Control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Pool Maintenance	\$ 2,870	\$ 880	\$ 3,330	\$ 880	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7,960
Grounds Maintenance	\$ 3,358	\$ 2,958	\$ 2,958	\$ 2,958	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	12,232
General Facility Maintenance	\$ 1,933	\$ 822	\$ 2,946	\$ 403	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	6,104
Refuse Service	\$ 824	\$ 822	\$ -	\$ 817	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,463
Field Contingency	\$ -	\$ 1,211	\$ 180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,391
<b>Subtotal Operations &amp; Maintenance</b>	<b>\$ 36,885</b>	<b>\$ 18,298</b>	<b>\$ 17,612</b>	<b>\$ 14,518</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>87,313</b>
<b>Total Expenditures</b>	<b>\$ 63,782</b>	<b>\$ 24,696</b>	<b>\$ 23,153</b>	<b>\$ 22,449</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>134,080</b>
<b>Excess Revenues (Expenditures)</b>	<b>\$ (62,901)</b>	<b>\$ (7,597)</b>	<b>\$ 44,083</b>	<b>\$ (3,162)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>(29,577)</b>

**Falcon Trace CDD**  
**COMMUNITY DEVELOPMENT DISTRICT**  
**Special Assessment Receipts**  
**Fiscal Year 2025**

**ON ROLL ASSESSMENTS**

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

Date	Distribution	Gross Amount	Discount/Penalty	Commission	Interest	Net Receipts	100.00%	100.00%
							General Fund	Total
11/6/24	1	\$3,511.14	(\$174.03)	\$0.00	\$0.00	\$3,337.11	\$3,337.11	\$3,337.11
11/13/24	2	\$3,357.60	(\$134.32)	\$0.00	\$0.00	\$3,223.28	\$3,223.28	\$3,223.28
11/22/24	3	\$10,912.20	(\$436.54)	(\$706.72)	\$0.00	\$9,768.94	\$9,768.94	\$9,768.94
12/6/24	4	\$25,182.00	(\$1,007.39)	\$0.00	\$0.00	\$24,174.61	\$24,174.61	\$24,174.61
12/13/24	5	\$14,073.84	(\$557.43)	\$0.00	\$199.67	\$13,716.08	\$13,716.08	\$13,716.08
12/20/24	6	\$29,798.70	(\$1,192.07)	\$0.00	\$0.00	\$28,606.63	\$28,606.63	\$28,606.63
01/15/25	7	\$19,306.20	(\$772.34)	\$0.00	\$0.00	\$18,533.86	\$18,533.86	\$18,533.86
TOTAL		\$ 106,141.68	\$ (4,274.12)	\$ (706.72)	\$ 199.67	\$ 101,360.51	\$ 101,360.51	\$ 101,360.51

<b>28% Net Percent Collected</b> <b>\$254,494.73 Remaining to Collect</b>
--

# SECTION C

# Falcon Trace CDD

## Field Management Report



March 19th, 2025

Jarett Wright

Field Manager

GMS

# Site Items

## Facility Lighting

- + Terry's Electric replaced 4 led coders and lightbulbs in the parking lot.
- + Wiring issues were repaired on the tennis court lights and they are fully operational again.
- + Clubhouse lighting was inspected, and two ballast systems are being replaced.



# Site Items

## Landscape Review

- + Palm trees and Crepe Myrtles were trimmed.
- + Mulch refresh was performed.
- + Fertilization and Pest treatments are planned for March to assist the plant material coming out of dormancy.



# Site Items

## Maintenance Items

- ✚ Received proposal to renovate the meeting room countertop and cabinets.
- ✚ Gathering quotes for pool furniture re-strapping. 29 straps will be replaced.
- ✚ Scheduling plumber to repair leak in men's restroom toilet.



# 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](mailto:JWright@gmscfl.com). Thank you.

Respectfully,  
Jarett Wright

# SECTION 1



# Mary & David Remodeling LLC

L21000320327  
maryanddavidremodeling@gmail.com


## Bill To

Jarett Wright  
Assistant Field Manager  
Guest House Kitchen Project  
Falcon trace  
JWright@gmscfl.com

## Quote Date

01/22/2025

Description	Amount
countertops	4,750.00
Quartz similar to the one install on bathroom	
flat polish	
sink cut out	
standard backsplash	
new sink included	
new faucet	
include	
reconnect drain and install faucet	
<b>**Cabinet**</b>	
new cabinet	
white shakers	
new handles	
9 cabinets	
fillers and toe kick	





# Mary & David Remodeling LLC

L21000320327  
maryanddavidremodeling@gmail.com

**TOTAL**

**\$4,750.00**

# SECTION D

# **BIG HAWK LAKE RECREATION CENTER**

**DECEMBER 2024-  
FEBRUARY 2025**



# **QUARTERLY REPORT**

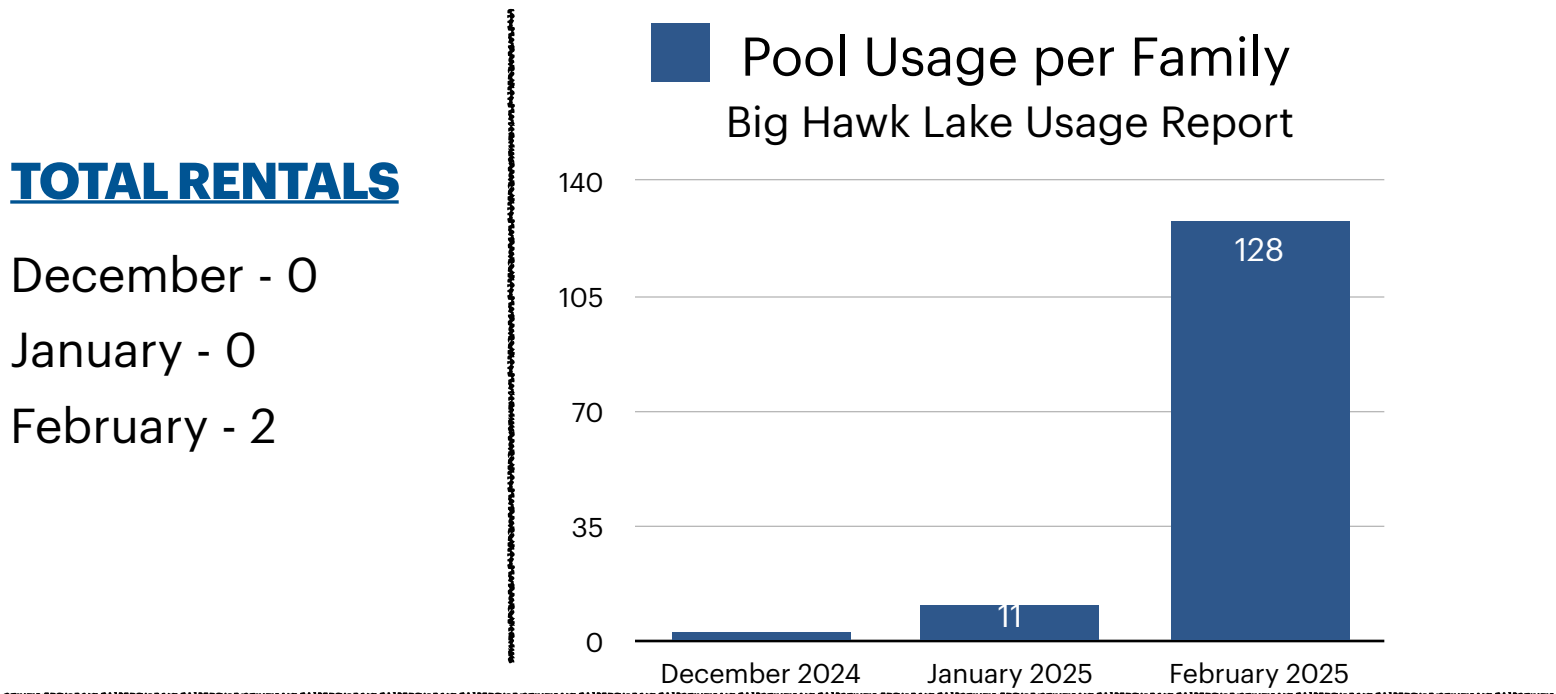
**PROVIDED BY C.A.L.M.**

## **TOTAL RENTALS**

December - 0

January - 0

February - 2



## **-MARCH 1**

- Lack of Pool Coverage Incident
  - Current Pool Attendants requested ALL March Hours
  - Pool Attendants were unable to cover as of Thursday, Feb 27
  - Interviewing began immediately on Monday, March 3

## **-NEW EMPLOYEES:**

- Hired two (2) pool attendants
  - One to cover regular shifts (open schedule)
  - One as back up (some schedule restrictions)

## **-CURRENT SEASON SCHEDULE:**

### **MARCH - APRIL**

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

## **-POOL ATTENDANT MEETING:**

- Met with pool attendants to discuss expectations, rules, & procedures
- Confirmed proper copies of forms and supplies
- Shirts being ordered for employees
- Excited for new season