

***Falcon Trace
Community Development District***

Agenda

October 15, 2025

AGENDA

Falcon Trace

Community Development District

219 East Livingston Street, Orlando, FL 32801

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

October 8, 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, October 15, 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. Approval of Minutes of the August 20, 2025, Board of Supervisors Meeting
4. Ratification of Non- Ad Valorem Assessment Agreement with Orange County
Property Appraiser
5. Staff Reports
 - A. Attorney
 - B. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet and Income Statement
 - C. Field Manager
 - i. Field Manager Reports
 - D. Amenity Manager Report
 - i. Discussion of Movie Night
6. Supervisor's Requests
7. 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, **August 20, 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	Chairperson
Carole Miller	Vice Chairperson
Sue Marchesi Baron	Assistant Secretary
Perry Shaikh	Assistant Secretary

Also Present were:

Jason Showe	District Manager
Mike Eckert	District Counsel by telephone
Kubra Metin	District Counsel by telephone
Ashley Hilyard	Field Operations
Marcia Calleja	CALM

The following is a summary of the discussions and actions taken at the August 20, 2025 Falcon Trace Community Development District Board of Supervisors meeting.

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 July 16, 2025 Meeting

Ms. Hurst moved to approve the minutes of the July 16, 2025 meeting as amended. Ms. Baron seconded the motion. The motion passed on the following roll call vote:
Ms. Hurst yes.
Ms. Miller yes.
Ms. Baron yes.
Mr. Shaikh yes.

FOURTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Metin stated I want to give you a quick update regarding the contract. We prepared an agreement between the CDD and CJS and we are currently waiting for the final agreement from the contractor. Additionally, I want to remind you to complete your ethics training.

B. Manager

i. Approval of Check Register

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

ii. Balance Sheet and Income Statement

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

C. Field Manager's Report

i. Consideration of Fiscal Year 2026 Contract Renewals

Mr. Showe stated Blade Runners and Aquatic Weed Management have no proposed increase. Spies Pools has an increase of \$100 per month starting in January.

- a. **Landscape Maintenance**
- b. **Aquatic Maintenance**
- c. **Pool Maintenance**

Ms. Hurst moved to approve the Fiscal Year 2026 Contract Renewals subject to review by District Counsel. Ms. Miller seconded the motion. The motion passed on the following roll call vote.
 Ms. Hurst yes.
 Ms. Miller yes.
 Ms. Baron yes.
 Mr. Shaikh yes.

ii. Field Manager Reports

Ms. Hilyard gave an overview of the field manager’s report.

iii. Consideration of Proposals for Meeting Room Renovations

- a. **Mary & David Remodeling**
- b. **All Flooring USA**

Ms. Hilyard stated they no longer have the material and it is a significant price increase. After discussion staff was directed to revise the quote to lower the price.

D. Amenity Manager’s Report

A copy of the amenity center report was included in the agenda package.

i. Discussion of Movie Night

The Board and staff discussed purchase of a screen, security, staffing, license fee for movie, type of movie, seating and signage.

FIFTH ORDER OF BUSINESS

Supervisor’s Requests

Resident stated this is my first meeting and I don’t understand what the CDD is.

Mr. Showe stated we maintain this footprint, the recreation center, the recreational facilities outside, the parking lot and the big lake is ours.

Resident asked how many guests can I take to the pool?

Ms. Hurst stated with your guest pass you can bring up to four but if you need to bring an additional guest, depending on capacity of the pool and pool attendants, if you have five it may not be a problem.

Resident stated I'm expecting five or six.

Ms. Hurst stated I'm sure you can make arrangements for six.

Resident asked what is the HOA?

Mr. Showe stated that is private homes and they own some common areas.

Resident stated I want a privacy fence.

Mr. Showe stated that is the HOA.

SIXTH ORDER OF BUSINESS

Next Meeting Date

Mr. Showe stated the next meeting is October 15, 2025.

SEVENTH ORDER OF BUSINESS

Adjournment

Ms. Baron moved to adjourn the meeting at 6:47 p.m. and Ms. Hurst seconded the motion. The motion passed on the following roll call vote.
Ms. Hurst yes.
Ms. Miller yes.
Ms. Baron yes.
Mr. Shaikh yes.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV



NON-AD VALOREM ASSESSMENT ADMINISTRATION AGREEMENT

An AGREEMENT made this 1st day of October 2025 between AMY MERCADO as Orange County Property Appraiser (Property Appraiser) and, Falcon Trace CDD (Taxing Authority), and is effective upon acceptance by both parties and through, September 30, 2026.

1. The Taxing Authority desires to use the services of the Property Appraiser to maintain non-ad valorem assessments on the tax roll and the Property Appraiser is prepared to do so, on behalf of the Taxing Authority. Each party represents that it has satisfied all conditions precedent to enter into this agreement.
2. The Property Appraiser agrees to perform the following service for the Taxing Authority:
 - A. Create a Non-Ad Valorem Assessment Roll for the Taxing Authority for the 2026 tax roll year using data provided annually to the Property Appraiser's Office by the Taxing Authority per attached Calendar for Implementation of Non- Ad Valorem Assessment Roll.
 - B. Provide the Taxing Authority with a data file in a compatible format on or before April 1, containing all parcels within the boundaries of the Taxing Authority to be used for the Taxing Authority's planning purposes in establishing its non-ad valorem assessments.
 - C. Receive from the Taxing Authority its proposed or adopted non-ad valorem assessment levy for each type of property and apply that amount to each parcel of real property as stipulated by Taxing Authority.
 - D. Include the Taxing Authority's non-ad valorem assessments on the Notice of Proposed Property Taxes and Proposed or Adopted Non-Ad Valorem Assessments mailed to all property owners in August of each year.
 - E. Receive from the Taxing Authority, corrections or changes to the roll and update the Non-Ad Valorem Assessment Roll for tax bills on or before September 15 of each year, the statutory deadline for certification of non-ad valorem assessments.
 - F. Deliver the Taxing Authority's Non-Ad Valorem Assessment Roll to the Orange County Tax Collector's Office so that tax bills mailed on or about November 1 will include the Taxing Authority's non-ad valorem assessment levies.
3. Taxing Authority agrees to perform the following acts in connection with this agreement:

- A. Advise the property owners within the Taxing Authority in an appropriate and lawful manner of the Taxing Authority's intention to utilize the Uniform non- ad valorem assessment method described in Sections 197.3631 through 197.3635, Florida Statutes, and any other applicable Florida statute, and carry out its responsibilities under said sections.
 - B. Timely provide the Property Appraiser with information required to prepare the Uniform Non-Ad Valorem Assessment Roll per the Calendar for Implementation of Non-Ad Valorem Assessment Roll.
 - C. Advise the property owners within the Taxing Authority as appropriate that the Property Appraiser's office is acting in a ministerial capacity for the Taxing Authority in connection with the non-ad valorem assessments.
 - D. Preparation and delivery of certificate of corrections directly to Tax Collector, with copy to Property Appraiser, for any corrections to a certified final tax roll.
4. The Taxing Authority shall use its best efforts in furnishing the Property Appraiser with up-to-date and accurate data concerning its boundaries, proposed assessments, and other information as requested from time to time by the Property Appraiser and necessary to facilitate his making the assessment in question. The Property Appraiser shall, using the information provided by the Taxing Authority, place the district's non-ad valorem assessments, as made from time to time and certified to him, on properties within the district.
 5. The Property Appraiser shall be compensated by the Taxing Authority for the administrative costs incurred in carrying out this Agreement. These costs include, but are not limited to labor, printing, forms, office supplies, computer equipment usage, postage, programming, or any other associated costs.
 6. On 1st day of October of each applicable year, the administrative fee will be invoiced to the Taxing Authority equivalent to \$0 per parcel assessed with a non-ad valorem tax. Parcel counts supporting the invoiced fee will be determined based upon the most current certified non-ad valorem assessment roll. Any new assessments added to the tax roll that were not previously certified and invoiced an administrative fee, will be separately invoiced on or around July 15 and prior to mailing of the Notice of Proposed Property Taxes in August.
 7. The specific duties to be performed under this agreement and their respective timeframes are contained in the Calendar for Implementation of Non-Ad Valorem Assessment Roll, which is incorporated herein by reference.
 8. This agreement constitutes the entire agreement between the parties and can only be modified in writing and signed by both parties.

9. All parts of this Agreement not held unenforceable for any reason shall be given full force and effect.
10. All communications required by this agreement shall be in writing and sent by first class mail, email, or facsimile to the other party.

Notices to the Taxing Authority shall be addressed to:

Falcon Trace CDD

Jason Showe
Governmental Management Services
219 E. Livingston Street
Orlando, FL 32801
jshowe@gmscfl.com
(407) 841-5524

Notices to the Property Appraiser shall be addressed to:

Carmen Crespo, Director, Accounting and Finance
Orange County Property Appraiser
200 S. Orange Ave., Suite 1700
Orlando, FL 32801
ccrespo@ocpafl.org
(321) 379-4707

11. TERMINATION. This Agreement may be terminated by either party upon written notice. Property Appraiser will perform no further work after the written termination notice is received.
12. TERM. This Agreement shall continue until such time as either party terminates the Agreement pursuant to Paragraph 11, above.
13. GOVERNING LAW; VENUE. This Agreement shall be governed by the laws of the State of Florida. Any action to interpret or enforce any provision of this Agreement shall be brought in the State and Federal courts for Orange County, Florida.

ORANGE COUNTY PROPERTY APPRAISER

Signed _____
AMY MERCADO

Date _____

FALCON TRACE CDD

Name **Jason M Showe** _____

Signed  _____

Date **9/25/25** _____

CALENDAR FOR IMPLEMENTATION OF NON-AD VALOREM ASSESSMENTS

On or about April 1st, Property Appraiser to provide the Taxing Authority with an electronic file that includes parcel ID and any other information applicable or requested. Taxing Authority may request this file at any time after January 1st, but must understand that many splits/ combos, annexations, etc., may not be reflected early in the tax year and subsequent files may be necessary. If any additional information is required at any time by Taxing Authority, it should be requested of the Property Appraiser by Taxing Authority, allowing for a reasonable turnaround time. The file shall be in an ascii file, text or excel file, unless another format is requested and agreed upon between parties.

June 1

- Property Appraiser distributes Best Estimate of Taxable Value to all Taxing Authorities.

July 1

- Property Appraiser certifies Preliminary tax roll to all taxing authorities.

- Taxing Authority reviews all assessments and provides final approval for Notice of Proposed Property Taxes (TRIM)

July 15

- Property Appraiser to invoice Administrative Fee for new parcels, if any, assessed and in excess of prior year certified non-ad valorem assessment roll parcel count.

August 4

- The Taxing Authority adopts its proposed millage rate and submits to the Property Appraiser for TRIM.

August 24

- Last day Property Appraiser can mail TRIM notices to all property owners on the tax roll.

September 3 – October 3

- Taxing Authority holds initial and final public budget hearing.

September 15

- Taxing Authority certifies final non-ad valorem assessment roll to Property Appraiser on or before September 15 with any changes, additions, or deletions to the non-ad valorem assessment roll since the TRIM notices.

October

- Property Appraiser to mail Non-Ad Valorem Assessment Administration Agreement and invoice for non-ad valorem assessment processing for subsequent tax roll, based upon most recent certified non-ad valorem assessment roll parcel count.
- Property Appraiser delivers the Taxing Authority non-ad valorem assessment roll to the Tax Collector for collection of taxes on November 1 tax bills.

SECTION V

SECTION B

SECTION 1

Falcon Trace Community Development District

Summary of Check Register

August 13, 2025 to October 2, 2025

Fund	Date	Check No.'s	Amount
General Fund	8/15/25	4747-4750	\$ 13,515.71
	9/3/25	4751-4753	\$ 17,892.75
	9/12/25	4754-4756	\$ 43,749.45
	10/2/25	4757-4761	\$ 7,124.96
			\$ 82,282.87
	<u>Supervisors August 2025</u>		
	Carole Miller	50465	\$ 184.70
	Pervaiz Shaikh	50466	\$ 184.70
	Sara Hurst	50467	\$ 184.70
	Susan Baron	50468	\$ 184.70
	Susan Baron	50469	\$ 184.70
			\$ 923.50
Total Amount			\$ 83,206.37

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED YRMO	TO DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
8/15/25	00131	6/01/25	152375	202506	320	53800	47500		LANDSCAPE MAINT-JUN25	*	2,958.00		
		8/01/25	163009	202508	320	53800	47500		LANDSCAPE MAINT-AUG25	*	2,958.00		
BLADE RUNNERS COMMERCIAL												5,916.00	004747
8/15/25	00027	8/01/25	761	202508	310	51300	34000		MANAGMENT FEES-AUG25	*	5,332.75		
		8/01/25	761	202508	310	51300	35200		WEBSITE MANAGEMENT-AUG25	*	69.58		
		8/01/25	761	202508	310	51300	35100		INFORMATION TECH-AUG25	*	127.50		
		8/01/25	761	202508	310	51300	51000		OFFICE SUPPLIES	*	.48		
		8/01/25	761	202508	310	51300	42000		POSTAGE	*	10.55		
		8/01/25	761	202508	310	51300	42500		COPIES	*	29.40		
GOVERNMENTAL MANAGEMENT SERVICES-CF												5,570.26	004748
8/15/25	00100	8/01/25	1012232	202508	320	53800	47000		POOL MAINTENANCE-AUG25	*	850.00		
ROBERTS POOL SERVICE AND REPAIR INC												850.00	004749
8/15/25	00022	8/01/25	319934	202508	320	53800	47400		POOL CHEMICALS-AUG25	*	1,149.45		
		8/18/25	22819	202508	300	15500	10000		TANK RENTAL FEE - SEP 25	*	30.00		
SPIES POOL, LLC												1,179.45	004750
9/03/25	00124	8/29/25	32	202508	320	53800	12200		POOL ATTENDANTS AUG25	*	12,854.10		
		8/29/25	32	202508	320	53800	49100		SAFE FOR POOL OFFICE	*	41.00		
COMMUNITY ASSOC & LIFESTYLE MGMT												12,895.10	004751
9/03/25	00027	8/01/25	760	202508	320	53800	12000		FIELD MANAGEMENT-AUG25	*	1,998.50		
		8/01/25	760	202508	320	53800	47600		EMERGENCY BATHROOM REPAIR	*	932.65		
GOVERNMENTAL MANAGEMENT SERVICES-CF												2,931.15	004752
9/03/25	00113	8/14/25	3610763	202507	310	51300	31500		GENERAL COUNSEL - JUL 25	*	2,066.50		
KUTAK ROCK LLP												2,066.50	004753
FALC FALCON TRACE CWRIGHT													

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
9/12/25	00137	9/05/25	231938	202509	320	53800	47600		INSTALL NEW SOFFIT CJS ALUMINUM INC.	*	4,731.00	4,731.00	004754
9/12/25	00067	9/17/25	29474	202509	300	15500	10000		FY26 INSURANCE POLICY EGIS INSURANCE & RISK ADVISORS	*	31,449.00	31,449.00	004755
9/12/25	00027	9/01/25	762	202509	320	53800	12000		FIELD MANAGEMENT-SEP25	*	1,998.50		
		9/01/25	763	202509	310	51300	34000		MANAGEMENT FEES-SEP25	*	5,332.75		
		9/01/25	763	202509	310	51300	35200		WEBSITE MANAGEMENT-SEP25	*	69.58		
		9/01/25	763	202509	310	51300	35100		INFORMATION TECH-SEP25	*	127.50		
		9/01/25	763	202509	310	51300	51000		OFFICE SUPPLIES	*	.30		
		9/01/25	763	202509	310	51300	42000		POSTAGE	*	7.67		
		9/01/25	763	202509	310	51300	42500		COPIES	*	33.15		
									GOVERNMENTAL MANAGEMENT SERVICES-CF			7,569.45	004756
10/02/25	00079	8/28/25	20299	202508	320	53800	47000		MTHLY LAKE MAINT-AUG25 AQUATIC WEED MANAGEMENT, INC.	*	650.00	650.00	004757
10/02/25	00131	8/25/25	166801	202508	320	53800	47301		REPLACED SPRAY NOZZLES	*	295.96		
		9/01/25	168493	202509	320	53800	47500		LANDSCAPE MAINT-SEP25 BLADE RUNNERS COMMERCIAL	*	2,958.00	3,253.96	004758
10/02/25	00100	9/01/25	1012283	202509	320	53800	47400		POOL MAINTENANCE-SEP25 ROBERTS POOL SERVICE AND REPAIR INC	*	850.00	850.00	004759
10/02/25	00022	8/15/25	320400	202508	320	53800	47400		RPLD TILES & PATCH DECK	*	795.00		
		8/28/25	320869	202509	320	53800	47400		POOL CHEMICALS-SEP25 SPIES POOL, LLC	*	1,486.90	2,281.90	004760
10/02/25	00090	8/10/25	14264232	202509	320	53800	34500		SECURITY MONITORING SEP25 SAFE TOUCH SECURITY SYSTEMS	*	89.10	89.10	004761
TOTAL FOR BANK A											82,282.87		
FALC FALCON TRACE CWRIGHT													

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
TOTAL FOR REGISTER						82,282.87	

FALC FALCON TRACE CWRIGHT

SECTION 2

Falcon Trace
Community Development District

Unaudited Financial Reporting
August 31, 2025



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Falcon Trace
Community Development District
Combined Balance Sheet
August 31, 2025

	<i>General Fund</i>	<i>Capital Reserves Fund</i>	<i>Totals Governmental Funds</i>
Assets:			
<u>Cash:</u>			
Operating Account	\$ 81,709	\$ 112,240	\$ 193,949
<u>Investments:</u>			
State Board Administration	\$ 327,647	\$ 100,000	\$ 427,647
Prepaid Expenses	\$ 30	\$ -	\$ 30
Total Assets	\$ 409,387	\$ 212,240	\$ 621,626
Liabilities:			
Accounts Payable	\$ 20,014	\$ -	\$ 20,014
Total Liabilities	\$ 20,014	\$ -	\$ 20,014
Fund Balance:			
Assigned for:			
Capital Reserves	\$ -	\$ 212,240	\$ 212,240
Nonspendable:			
Deposits and Prepaid Items	\$ 30	\$ -	\$ 30
Unassigned	\$ 389,343	\$ -	\$ 389,343
Total Fund Balances	\$ 389,373	\$ 212,240	\$ 601,612
Total Liabilities & Fund Balance	\$ 409,387	\$ 212,240	\$ 621,626

Falcon Trace

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending August 31, 2025

	Adopted Budget	Prorated Budget Thru 08/31/25	Actual Thru 08/31/25	Variance
Revenues:				
Maintenance Assessments	\$ 355,855	\$ 355,855	\$ 364,653	\$ 8,798
Miscellaneous Income	\$ 500	\$ 500	\$ 6,370	\$ 5,870
Interest Income	\$ 1,500	\$ 1,500	\$ 11,317	\$ 9,817
Total Revenues	\$ 357,855	\$ 357,855	\$ 382,340	\$ 24,485
Expenditures:				
<u>General & Administrative:</u>				
Supervisors Fees	\$ 8,000	\$ 7,333	\$ 5,400	\$ 1,933
FICA Expense	\$ 413	\$ 379	\$ 413	\$ (34)
Engineering Fees	\$ 1,000	\$ 917	\$ -	\$ 917
Assessment Roll	\$ 5,250	\$ 5,250	\$ 5,250	\$ -
Attorney Fees	\$ 25,000	\$ 22,917	\$ 10,742	\$ 12,175
Annual Audit	\$ 2,950	\$ 2,950	\$ -	\$ 2,950
Management Fees	\$ 63,993	\$ 58,660	\$ 58,660	\$ (0)
Information Technology	\$ 1,530	\$ 1,403	\$ 1,403	\$ 0
Website Maintenance	\$ 835	\$ 765	\$ 765	\$ (0)
Telephone	\$ 50	\$ 46	\$ -	\$ 46
Postage	\$ 800	\$ 733	\$ 123	\$ 610
Printing and Binding	\$ 600	\$ 550	\$ 87	\$ 463
Insurance	\$ 14,736	\$ 14,736	\$ 14,130	\$ 606
Legal Advertising	\$ 2,500	\$ 2,292	\$ -	\$ 2,292
Contingency	\$ 2,000	\$ 1,833	\$ 182	\$ 1,652
Property Appraiser	\$ 1,000	\$ -	\$ -	\$ -
Office Supplies	\$ 350	\$ 321	\$ 79	\$ 242
Dues, Licenses, & Subscriptions	\$ 175	\$ 175	\$ 175	\$ -
Subtotal General & Administrative	\$ 131,182	\$ 121,259	\$ 97,408	\$ 23,851

Falcon Trace

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending August 31, 2025

	Adopted Budget	Prorated Budget Thru 08/31/25	Actual Thru 08/31/25	Variance
<i>Operations & Maintenance</i>				
Field Management	\$ 23,982	\$ 21,983	\$ 21,984	\$ (0)
Property Insurance	\$ 15,402	\$ 15,402	\$ 17,064	\$ (1,662)
Pool Staff Payroll	\$ 90,671	\$ 83,115	\$ 70,774	\$ 12,341
Security	\$ 1,500	\$ 1,500	\$ 1,901	\$ (401)
Telephone Expense	\$ 3,187	\$ 2,921	\$ 2,679	\$ 243
Electric	\$ 22,491	\$ 20,617	\$ 19,950	\$ 666
Irrigation/Water	\$ 15,593	\$ 14,293	\$ 9,190	\$ 5,103
Lake Maintenance	\$ 10,290	\$ 9,433	\$ 8,000	\$ 1,433
Irrigation Expenses	\$ -	\$ -	\$ 911	\$ (911)
Pest Control	\$ 683	\$ 626	\$ -	\$ 626
Pool Maintenance	\$ 34,000	\$ 31,167	\$ 24,915	\$ 6,251
Grounds Maintenance	\$ 37,500	\$ 33,204	\$ 33,204	\$ -
General Facility Maintenance	\$ 35,000	\$ 32,083	\$ 12,112	\$ 19,971
Refuse Service	\$ 10,000	\$ 9,167	\$ 7,092	\$ 2,075
Field Contingency	\$ 6,000	\$ 5,500	\$ 4,559	\$ 941
Subtotal Operations & Maintenance	\$ 306,298	\$ 281,010	\$ 234,334	\$ 46,676
Total Expenditures	\$ 437,480	\$ 402,270	\$ 331,743	\$ 70,527
Excess (Deficiency) of Revenues over Expenditures	\$ (79,625)		\$ 50,597	
Fund Balance - Beginning	\$ 79,625		\$ 338,775	
Fund Balance - Ending	\$ -		\$ 389,373	

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

	Adopted Budget	Prorated Budget Thru 08/31/25	Actual Thru 08/31/25	Variance
Revenues				
Interest	\$ 50	\$ 15	\$ 15	\$ -
Total Revenues	\$ 50	\$ 15	\$ 15	\$ -
Expenditures:				
Landscape Improvements	\$ 15,000	\$ 13,750	\$ -	\$ 13,750
Painting	\$ 10,000	\$ 9,167	\$ -	\$ 9,167
Miscellaneous	\$ 10,000	\$ 9,167	\$ 375	\$ 8,792
Total Expenditures	\$ 35,000	\$ 32,083	\$ 375	\$ 31,708
Excess (Deficiency) of Revenues over Expenditures	\$ (34,950)		\$ (360)	
Fund Balance - Beginning	\$ 256,565		\$ 212,600	
Fund Balance - Ending	\$ 221,615		\$ 212,240	

Falcon Trace
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Maintenance Assessments	\$ -	\$ 16,329	\$ 66,497	\$ 18,534	\$ 181,721	\$ 28,212	\$ 4,033	\$ 17,379	\$ 6,850	\$ 7,349	\$ 17,749	\$ -	\$ 364,653
Miscellaneous Income	\$ -	\$ -	\$ -	\$ -	\$ 2,485	\$ -	\$ -	\$ 1,255	\$ -	\$ 685	\$ 1,945	\$ -	\$ 6,370
Interest Income	\$ 881	\$ 770	\$ 739	\$ 753	\$ 666	\$ 853	\$ 1,404	\$ 1,370	\$ 1,323	\$ 1,326	\$ 1,232	\$ -	\$ 11,317
Total Revenues	\$ 881	\$ 17,099	\$ 67,236	\$ 19,287	\$ 184,872	\$ 29,065	\$ 5,437	\$ 20,004	\$ 8,173	\$ 9,360	\$ 20,926	\$ -	\$ 382,340
Expenditures:													
General & Administrative:													
Supervisors Fees	\$ -	\$ 800	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ -	\$ 1,000	\$ 800	\$ 800	\$ -	\$ 5,400
FICA Expense	\$ -	\$ 61	\$ -	\$ 77	\$ -	\$ 77	\$ -	\$ -	\$ 77	\$ 61	\$ 61	\$ -	\$ 413
Engineering Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assessment Roll	\$ 5,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,250
Attorney Fees	\$ 1,810	\$ -	\$ -	\$ 1,323	\$ 80	\$ 1,683	\$ 471	\$ 1,972	\$ 1,337	\$ 2,067	\$ -	\$ -	\$ 10,742
Annual Audit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Management Fees	\$ 5,333	\$ 5,333	\$ 5,333	\$ 5,333	\$ 5,333	\$ 5,333	\$ 5,333	\$ 5,333	\$ 5,333	\$ 5,333	\$ 5,333	\$ -	\$ 58,660
Information Technology	\$ 128	\$ 128	\$ 128	\$ 128	\$ 128	\$ 128	\$ 128	\$ 128	\$ 128	\$ 128	\$ 128	\$ -	\$ 1,403
Website Maintenance	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ 70	\$ -	\$ 765
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ 2	\$ 6	\$ 11	\$ 2	\$ 11	\$ 38	\$ 1	\$ 3	\$ 32	\$ 6	\$ 11	\$ -	\$ 123
Printing and Binding	\$ -	\$ -	\$ -	\$ -	\$ 12	\$ 4	\$ 26	\$ -	\$ 15	\$ -	\$ 29	\$ -	\$ 87
Insurance	\$ 14,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,130
Legal Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 124	\$ -	\$ -	\$ -	\$ -	\$ 58	\$ -	\$ 182
Property Appraiser	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ 0	\$ 0	\$ 0	\$ 0	\$ 77	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ -	\$ 79
Dues, Licenses, & Subscriptions	\$ 175	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 175
Subtotal General & Administrative	\$ 26,897	\$ 6,398	\$ 5,541	\$ 7,931	\$ 5,710	\$ 8,455	\$ 6,028	\$ 7,505	\$ 7,990	\$ 8,463	\$ 6,489	\$ -	\$ 97,408
Operations & Maintenance													
Field Management	\$ 1,999	\$ 1,999	\$ 1,999	\$ 1,999	\$ 1,999	\$ 1,999	\$ 1,999	\$ 1,999	\$ 1,999	\$ 1,999	\$ 1,999	\$ -	\$ 21,984
Property Insurance	\$ 16,924	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140	\$ -	\$ -	\$ -	\$ -	\$ 17,064
Pool Staff Payroll	\$ 5,303	\$ 5,183	\$ 2,873	\$ 4,274	\$ 2,438	\$ 6,360	\$ 3,360	\$ 8,967	\$ 9,900	\$ 9,264	\$ 12,854	\$ -	\$ 70,774
Security	\$ 89	\$ 1,010	\$ 89	\$ 89	\$ 89	\$ 89	\$ 89	\$ 89	\$ 89	\$ 89	\$ 89	\$ -	\$ 1,901
Telephone Expense	\$ 259	\$ 260	\$ -	\$ 260	\$ 259	\$ 273	\$ 273	\$ 274	\$ 274	\$ 274	\$ 273	\$ -	\$ 2,679
Electric	\$ 1,829	\$ 1,770	\$ 1,541	\$ 1,406	\$ 1,454	\$ 1,485	\$ 1,792	\$ 2,151	\$ 2,089	\$ 2,213	\$ 2,222	\$ -	\$ 19,950
Irrigation /Water	\$ 847	\$ 735	\$ 1,047	\$ 784	\$ -	\$ 1,756	\$ 814	\$ 766	\$ 824	\$ 827	\$ 790	\$ -	\$ 9,190
Lake Maintenance	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 650	\$ 1,500	\$ -	\$ 8,000
Irrigation Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 326	\$ -	\$ -	\$ 584	\$ -	\$ 911
Pest Control	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pool Maintenance	\$ 2,870	\$ 880	\$ 3,330	\$ 880	\$ 2,105	\$ 1,873	\$ 2,281	\$ 3,562	\$ 2,057	\$ 3,103	\$ 1,974	\$ -	\$ 24,915
Grounds Maintenance	\$ 3,358	\$ 2,958	\$ 2,958	\$ 2,958	\$ 2,958	\$ 2,958	\$ 2,958	\$ 2,958	\$ 3,224	\$ 2,958	\$ 2,958	\$ -	\$ 33,204
General Facility Maintenance	\$ 1,933	\$ 822	\$ 2,946	\$ 711	\$ 320	\$ 852	\$ 2,599	\$ -	\$ -	\$ 709	\$ 1,220	\$ -	\$ 12,112
Refuse Service	\$ 824	\$ 822	\$ -	\$ 817	\$ -	\$ -	\$ 1,070	\$ -	\$ 1,066	\$ 1,239	\$ 1,255	\$ -	\$ 7,092
Field Contingency	\$ -	\$ 1,211	\$ 180	\$ -	\$ 150	\$ 179	\$ 186	\$ 2,487	\$ 125	\$ -	\$ 41	\$ -	\$ 4,559
Subtotal Operations & Maintenance	\$ 36,885	\$ 18,298	\$ 17,612	\$ 14,827	\$ 12,421	\$ 18,474	\$ 18,070	\$ 24,368	\$ 22,295	\$ 23,325	\$ 27,759	\$ -	\$ 234,334
Total Expenditures	\$ 63,782	\$ 24,696	\$ 23,153	\$ 22,758	\$ 18,131	\$ 26,929	\$ 24,099	\$ 31,873	\$ 30,285	\$ 31,788	\$ 34,249	\$ -	\$ 331,743
Excess Revenues (Expenditures)	\$ (62,901)	\$ (7,597)	\$ 44,083	\$ (3,471)	\$ 166,741	\$ 2,136	\$ (18,661)	\$ (11,869)	\$ (22,113)	\$ (22,428)	\$ (13,323)	\$ -	\$ 50,597

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

<i>Date</i>	<i>Distribution</i>	<i>Gross Amount</i>	<i>Discount/Penalty</i>	<i>Commission</i>	<i>Interest</i>	<i>Net Receipts</i>	100.00% <i>General Fund</i>	100.00% <i>Total</i>
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
02/14/25	8	\$189,284.70	(\$7,563.85)	\$0.00	\$0.00	\$181,720.85	\$181,720.85	\$181,720.85
03/14/25	9	\$29,379.00	(\$1,166.88)	\$0.00	\$0.00	\$28,212.12	\$28,212.12	\$28,212.12
04/15/25	10	\$4,197.00	(\$163.70)	\$0.00	\$0.00	\$4,033.30	\$4,033.30	\$4,033.30
05/15/25	11	\$17,980.71	(\$601.84)	\$0.00	\$0.00	\$17,378.87	\$17,378.87	\$17,378.87
06/12/25	INT	\$0.00	\$0.00	\$0.00	\$2,207.93	\$2,207.93	\$2,207.93	\$2,207.93
06/13/25	12	\$4,756.15	(\$114.12)	\$0.00	\$0.00	\$4,642.03	\$4,642.03	\$4,642.03
07/14/25	13	\$7,348.93	\$0.00	\$0.00	\$0.00	\$7,348.93	\$7,348.93	\$7,348.93
08/15/25	1/18-4/30/25	\$17,774.11	(\$113.33)	\$0.00	\$88.13	\$17,748.91	\$17,748.91	\$17,748.91
TOTAL		\$ 376,862.28	\$ (13,997.84)	\$ (706.72)	\$ 2,495.73	\$ 364,653.45	\$ 364,653.45	\$ 364,653.45

102% Net Percent Collected 0 Remaining to Collect
--

SECTION C

TASK	STATUS	CURRENT NOTE	MISC
Broken pool tiles and deck damage	Completed	8/15	
Quotes to repair soffit surrounding clubhouse	Completed	9/2	
Strip and repaint yellow hazard line on pool deck	Completed	9/3	
Install non-slip strips on slide stairs	Completed	9/3	
Repair AC unit at meeting room	Completed	9/29	
Pressure wash all clubhouse columns	Completed	10/8	
Patch all stucco columns in need of repair	Completed	10/8	
Replace the existing/missing meeting signage with metal signs & frames	IP	Replacements ordered	
Replace overlook post caps	IP	Replacements ordered	
Order 2 tables for pool deck	IP	Replacements ordered	
Paint stucco repairs on clubhouse columns	Pend	WO#4703 - GMS will return within 30 days	
Repair fence at corner of courts	Pend	Florida Quality Fence site walk 10/8, AllRite Fence sched for week of 10/13	
Meeting room renovations	Pend	Weekly follow-up to vendor for alternate options closer to pricing on first quote	
Caulk, buff, and general cleanup of pool slide	Pend	Pending response from installer for next steps	AquaWorx
Pressure wash clubhouse	Pend	Quotes requested from Pressure Wash This & Pressure Plus	
Quote to replace edge mulch with artificial turf	Pend	Quotes requested from Greenmasters Outdoors, McMaster Landscape, and Dela Turf	
Schedule painting of pool area: deck, tower, exterior clubhouse, canopy column			*To be scheduled AFTER pressure washing is complete*
Schedule painting of interior meeting room			*To be scheduled AFTER renovations are complete*
Paint pool slide support beams			*To be completed by GMS after slide maintenance*
Foundation lift of pool			*To be completed in 1-2 years, budget*
Resurfacing of pool			*To be completed after foundation lift, budget*
Fence replacement			*To be completed in approx 2 years, budget*

Falcon Trace CDD Field Management Report



October 15th, 2025

Ashley Hilyard

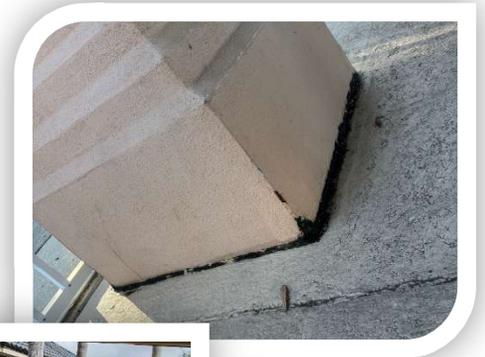
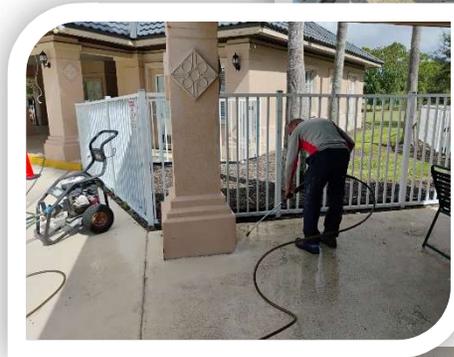
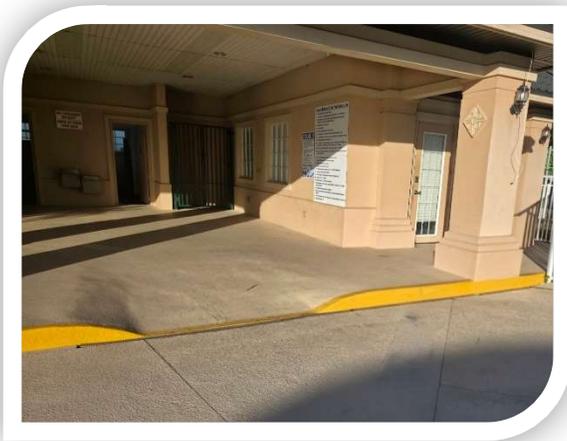
Field Manager

GMS

Completed

General Maintenance

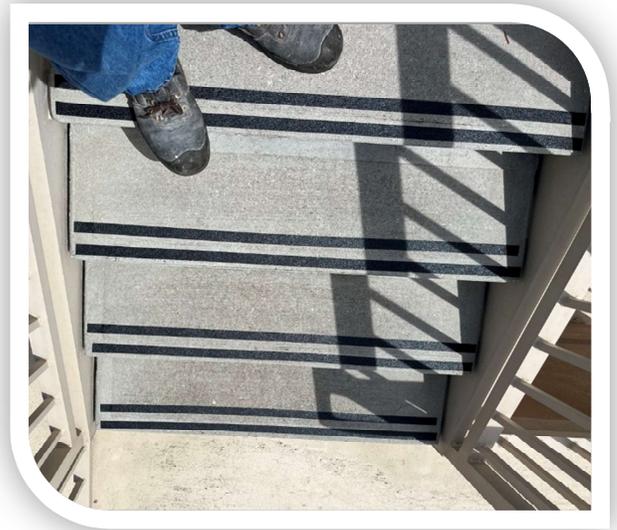
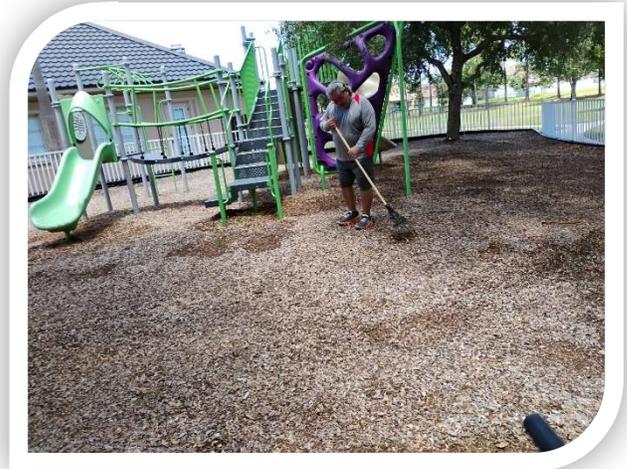
- ✚ GMS Staff has completed the following repairs/installations:
- Pressure washed all stucco columns
 - Patched all stucco columns in need of repair and painting
 - Stripped and painted the yellow curb on pool deck
 - Clubhouse soffit replaced



Completed

General Maintenance Continued

- ✚ GMS Staff has completed the following repairs/installations:
 - Repaired the AC unit in the meeting room
 - Pool tiles and deck damage have been repaired.
 - Installed anti-slip tape on pool slide stairs



Conclusion

For any questions or comments regarding the above information, please contact me by phone at 407-577-0918, or by email at AHilyard@gmscfl.com. Thank you.

Respectfully,

Ashley Hilyard

SECTION 1

SECTION D

BIG HAWK LAKE RECREATION CENTER

**AUGUST -
SEPTEMBER**



AMENITY USAGE REPORT

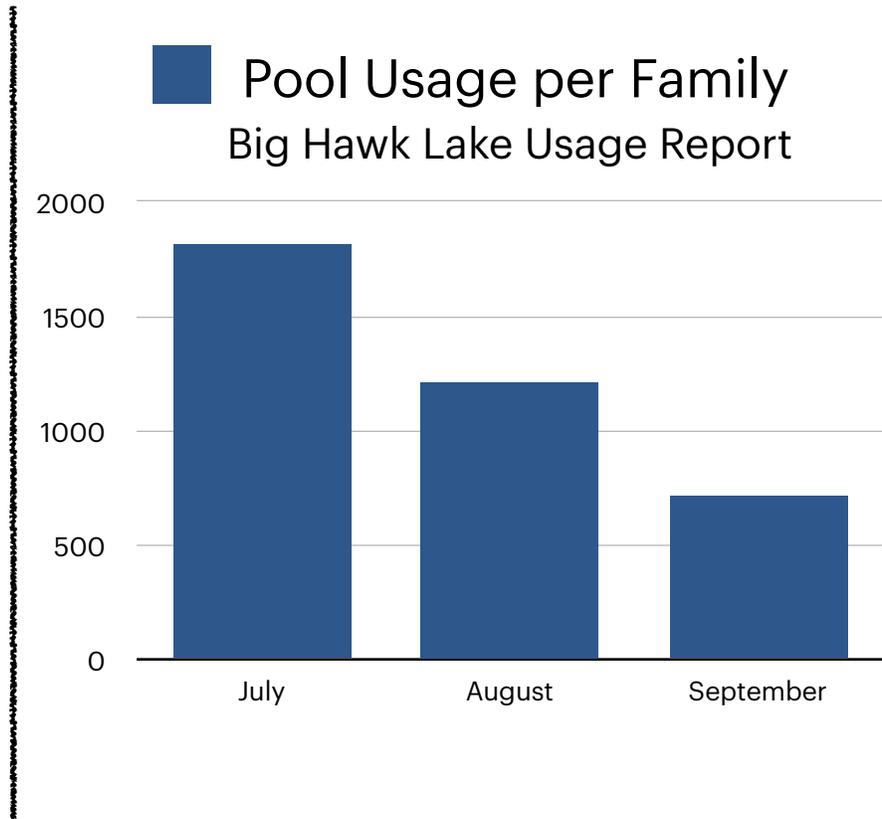
PROVIDED BY C.A.L.M.

TOTAL RENTALS

July - 9

August - 11

September - 6



-CURRENT SEASON SCHEDULE:

OCTOBER

- Opened: Monday, Wednesday, Friday, Saturday and Sunday
 - 10:00am - 7:00pm
 - Tuesdays/Thursdays: CLOSED

Falcon Trace CDD
 Movie Night, March 2026
 Proposed Expenses

Vendor	20' Screen	30' Screen	No SnoCones, 20' Screen	Exist. Equip./ No SnoCones	2024
GMS-CF	\$500	\$500	\$500	\$500	\$ 1,211.42
CALM Event Coordination*	\$500	\$500	\$500	\$500	\$ 500.00
CALM Manager Fee	\$200	\$200	\$200	\$200	\$ 200.00
Orange County Sheriff (1)	\$500	\$500	\$500	\$500	\$ 921.00
Swank License	\$600	\$600	\$600	\$600	\$ 609.50
Janitorial	\$90	\$90	\$90	\$90	\$ 90.00
Pool Attendant (No additional charge if during pool operational hours.)	\$70	\$70	\$70	\$70	\$ 90.00
Mosquito Treatment (<i>possible</i>)	\$360	\$360	\$360	\$360	\$ 402.50
Signage: (<i>est. \$20 per sign/ 5 signs</i>)	\$100	\$100	\$100	\$100	\$ -
20' Screen	\$130		\$130		\$ -
30' Screen		\$300			\$ -
Projector	\$400	\$400	\$400		\$ -
Audio (if needed)	\$400	\$400	\$400		\$ -
Popcorn Machine & Supplies	\$100	\$100	\$100	\$100	\$ -
Sno Cone Machine & Supplies	\$100	\$100			\$ -
	\$3,550	\$3,720	\$3,450	\$3,020	\$ 4,024.42
					\$ (700.00)
Previous Expenses \$4,024.42					\$ 3,324.42
W/Discounts: \$3,324.42					

Please note that most amounts are only estimates. The amounts may be less or more at time of booking.

Amounts are not expected to be substantially different.

Falcon Trace CDD
Movie Night, March 2026
Proposed Expenses

*CALM Event Coordination Flat Fee: includes coordination and organization of all pertinent staff and vendors prior, during and post event.

Examples include pool attendants, maintenance personal for set up, troubleshooting and break down, mosquito control, off duty police officers, janitorial, etc.

Prior to event date: Communication with each vendor; scheduling, setting up accounts, filling out forms, negotiating rates. Following up with all vendors regularly to ensure efficiency. Follow up emails and/or calls with necessary parties. Ordering necessary supplies, picking them up and delivering to the property. Keeping contact with all parties. Managing RSVP list through pool attendants. Confirm all equipment and supplies.

Event date prior to event start time: Ensure parties are in attendance and are in their designated area(s). Provide instructions to all parties. Manage set up of equipment. Maintain contact with pertinent vendors and staff. Assist with any inquiries or set up items.

During Event: Monitor all aspects. (district property, guests, staff, and vendors). Address any concerns that may arise. Ensure vendors are fulfilling their contractual duties.

Post Event: Ensure safe dismissal of participants. Close out any vendors and staff. Direct staff on post movie responsibilities such as break down of equipment, removing any event specific equipment, ensure district property is stored, coordinate and assist with any post event clean up. Confirm proper closure of facility. Obtain any outstanding event invoices and submitting them for payment.

Any additional necessary tasks to ensure a successful event.

SECTION 1

On Aug 27, 2025, at 11:12 AM, sarahurst@cfl.rr.com wrote:

Good morning Nigel -

Hope you have had a nice summer - seems like it has flown by for my family.

CDD is looking to host another movie night in March 2026 - close to Spring Break time frame for Orange County so March 13-22, 2026 if I'm reading the calendar accurately.

Last time we hosted the HOA was able to contribute financially .. would your group be able to assist again? Asking formally now as the CDD will only have two (2) more meetings before the event (Oct 2025 and Jan 20226) so we want to make sure that if we are going solo we allocate appropriate funding.

The plan this year involves the entire board and there is planned a much larger "marketing" push to the community directly - post cards to the address have been brought up as that would cover any renters who are not always part of the mailing / portal process. I've cc'd Jason Showe, our CDD Management Services contact in case I'm misrepresenting anything from our meeting last week.

Let me know your thoughts when you have a chance - I'm out of town this holiday weekend but happy to discuss if you have any questions or concerns.

Sara

sarahurst@cfl.rr.com
407-808-9827 (VM / text)

From: Jason Showe <jshowe@gmscfl.com>
Sent: Wednesday, August 27, 2025 11:19 AM
To: ngough@bellsouth.net
Cc: Sara Hurst <sarahurst@cfl.rr.com>
Subject: Re: Movie Night - the sequel

Sara,

I concur on the thoughts below, and am also happy to help with any questions from the HOA.

Sincerely,

From: "Nigel Gough" <ngough@bellsouth.net>
Subject: RE: Movie Night - the sequel
Date: September 27, 2025 at 1:50:41PM EDT
To: "'Sara Hurst'" <sarahurst@cfl.rr.com>
Cc: "'Jason Showe'" <jshowe@gmscfl.com>, "'Linda Johnson - LCAM'" <ljohnson@artemislifestyles.com>

Hi Sara:

At the FT BOD meeting last Wednesday, we approved up to \$3,000.00 for 50% financial participation in the CDD proposed movie night next March.

Please keep me in touch with the CDD's progress on this proposed movie night event.

Thanks

Nigel



Nigel E. Gough, President
Falcon Trace Property Owners' Association, Inc.
c/o Artemis Lifestyles Services, Inc.
1631 E. Vine Street | Suite 300 | Kissimmee, FL 34744