

**HILLTOP POINT
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
REGULAR MEETING
OCTOBER 21, 2022**

**HILLTOP POINT
COMMUNITY DEVELOPMENT DISTRICT AGENDA
FRIDAY, OCTOBER 21, 2022 AT 10:15 a.m.
SPRINGHILL SUITES BY MARRIOTT TAMPA SUNCOAST PARKWAY
LOCATED AT 16615 CROSSPOINTE RUN, LAND O' LAKES, FL 34638**

District Board of Supervisors	Chair Vice-Chair Supervisor Supervisor Supervisor	Betty Valenti Keith Malcuit Lee Thompson John Blakley Melissa Wood
District Manager	Inframark	Brian Lamb Bryan Radcliff
District Attorney	Erin McCormick Law, PA	Erin McCormick
District Engineer	Stantec, Inc	Tonja Stewart

All cellular phones and pagers must be turned off while in the meeting room

The District Agenda is comprised of four different sections:

The meeting will begin at **10:15 a.m.**

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 873-7300, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1 who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

October 21, 2022
Board of Supervisors
Hilltop Point Community Development District

Dear Board Members:

The Regular Meeting of the Hilltop Point Community Development District will be held on **October 21, 2022 at 10:15 a.m. at the SpringHill Suites by Marriott Tampa Suncoast Parkway located at 16615 Crosspointe Run, Land O'Lakes, FL 34638**. Please let us know at least 24 hours in advance if you are planning to call into the meeting. Following is the Agenda for the Meeting:

Call In Number: 1-866-906-9330

Access Code: 4863181

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE QUESTIONS AND COMMENTS ON AGENDA ITEMS**
- 3. VENDOR AND STAFF REPORTS**
 - A. District Counsel
 - B. District Manager
 - C. District Engineer
- 4. BUSINESS ITEMS**
 - A. Consideration of Resolution 2023-01; Re-Designating Officers.....Tab 01
 - B. Discussion of Field Services.....Tab 02
 - C. General Matters of the District
- 5. CONSENT AGENDA ITEM**
 - A. Consideration of Board of Supervisors Meeting Minutes September 23, 2022.....Tab 03
 - B. Consideration of Operations and Maintenance Expenditures September 2022.....Tab 04
 - C. Review of Financial Statements for Month Ending September 31, 2022.....Tab 05
- 6. BOARD MEMBERS COMMENTS**
- 7. PUBLIC COMMENTS**
- 8. ADJOURNMENT**

We look forward to speaking with you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,



RESOLUTION 2023-01

**A RESOLUTION OF THE BOARD OF SUPERVISORS
DESIGNATING THE OFFICERS OF HILLTOP POINT
COMMUNITY DEVELOPMENT DISTRICT AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Hilltop Point Community Development District (the “District”), is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within the City of Dade City; and

WHEREAS, the initial supervisors have taken and subscribed to the oath of office per F.S. 190.006(4); and

WHEREAS, the Board of Supervisors (hereinafter the “Board”) now desires to organize by designating the Officers of the District per F.S. 190.006(6).

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

1. The following persons are elected to the offices shown, to wit:

_____	Chair
_____	Vice-Chair
<u>Brian Lamb</u>	Secretary
<u>Eric Davidson</u>	Treasurer
<u>Bryan Radcliff</u>	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS 21st DAY OF OCTOBER, 2022.

ATTEST:

**HILLTOP POINT COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chair/Vice-Chair

- 15- Prepare required investment policies and procedures at the District's direction.
- 16- Administer purchase order system, periodic payment of invoices.
- 17- Coordinate tax collection and miscellaneous receivables.
- 18- Establish Government Fund Accounting System in accordance with the Uniform Accounting System prescribed by Department of Banking and Finance for Government Accounting, Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB).
- 19- Prepare and coordinate applications for federal ID numbers and tax exemption certificates.
- 20- Prepare assessment resolution levying the assessments on the property in the District and prepare assessment rolls.
- 21- Prepare and maintain a property database by using information obtained by local Property Appraiser's secured roll.
- 22- Review and compare information received from the Property Appraiser to prior years' rolls, to ensure that the District rolls are in compliance with the law and that the Service Company has obtained all the pertinent information to prepare accurate assessments.
- 23- Periodically update the database for all activity such as transfer of title, payment of annual assessment, prepayment of principal.
- 24- Act as the primary contact to answer property owner questions regarding special assessments, tax bills, etc. and provide pay off information upon request to property owner.
- 25- Upon adoption of the budget and assessments, coordinate with the office of the Property Appraiser and Tax Collector to ensure correct application of assessments and receipt of District funds.
- 26- Act as primary contact to answer property owners' questions regarding the Capital Assessment.

C. CONSTRUCTION ACCOUNTING –

- 1- Accounting & coordination with site development team, engineer, trustee, vendors for requisition payment from bond series.
- 2- Maintain requisition log for each bond series

D. DISSEMINATION SERVICES-

- 1- The duties of the Dissemination Agent are set forth in the provisions in each Bond Series Continuing Disclosure Agreement to facilitate the District's compliance with the Securities and Exchange Commission's (the "SEC's") Rule 15c2-12(b)(5) (the "Rule") related to continuing disclosure.

E. FIELD MANAGEMENT SERVICES –

- 1- Monitor all Landscaping, Irrigation, Wetland and Pond Maintenance Contracts for compliance issues and meet with vendors on-site to resolve failures or disputes raised or identified.
- 2- Provide in-house expertise to provide vendor and staff oversight as it pertains to the maintenance of the District's landscaping, aquatics, and facilities.

- 3- Within the first 90 days of the start of service, evaluate the performance of all existing operational vendors, the scopes of services under which maintenance is currently conducted, and provide the Board with a report and recommendations.
- 4- Develop and manage Requests for Proposals to include attendance at pre-bid meetings, bid openings and evaluation and recommendations to the Board.
- 5- The Operations Manager will personally conduct monthly inspections of all landscaping, facilities and staff and provide reports to the Board.
- 6- Once per month, the Operations Manager will conduct a walk-through with each major vendor. At a minimum, these vendors shall include the landscape maintenance vendor, aquatics vendor, pool maintenance vendor, and any other vendor as requested by the Board.
- 7- All tasks and directives to the District's vendors shall be tracked and updated through an action item database specifically tailored to the District's needs.
- 8- The Field Operations Inspector shall conduct community inspections on a minimum of once a month and work with the site employee to develop skills necessary to oversee pool maintenance, access card maintenance and contract compliance. The purpose of the inspections is to identify any community deficiencies, be available to assist the District's employees in their daily tasks, report on vendor progress, and communicate community status and issues to the Operations Manager.
- 9- Schedule and meet with residents and the appropriate staff members and/or vendors to provide direction, assistance and or recommendations as appropriate in response to requests for information or assistance.
- 10- Provide warning letters, cease and desist notices, and other appropriate communication in response to violations of rules and policies relating to conservation lands and applicable Water Management District compliance issues and community rule violations.
- 11- Oversee the process of enforcement of parking rules and other directives as identified by the Board of Supervisors relating to the parks and other District lands.
- 12- Schedule tasks for ongoing maintenance or repair of District lands and facilities and verify completion or progress. Use web-based task management program and keep current.
- 13- Develop proposals and suggestions for improvements to the efficiency and/or quality of maintenance programs.
- 14- Provide a monthly update to the District Manager for inclusion in his management report to the Board.
- 15- Annual Public Informational Workshops for Budget Considerations.
- 16- Resident Service Coordination related to community operational & program conditions.

F. WEBSITE MAINTENANCE

- 1- Work with ADA Compliant Service Provider for initial website creation, update monthly as required by Florida Statue 189.069, as well as adding and removing items regarding community events, policies, procedures and items of interest to the general public.

Hilltop CDD Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract				
Monthly Contract Sub-Total		\$ 0.00		
Variable Contract				
Variable Contract Sub-Total		\$ 0.00		
Utilities				
Tampa Electric	221008683908 082922	\$ 215.21		Electricity Service - Thru 08/22/22
Utilities Sub-Total		\$ 215.21		
Regular Services				
Erin McCormick	10612	\$ 504.00		Construction Work - 09/13/22
Erin McCormick	10613	2,016.00	\$ 2,520.00	General Representation - 09/13/22
Tampa Bay Times	320570 083122	114.80		Notice of Special Meeting - 08/31/22
Regular Services Sub-Total		\$ 2,634.80		
Additional Services				
Additional Services Sub-Total		\$ 0.00		
TOTAL:		\$ 2,850.01		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

**Hilltop CDD Community Development District
Summary of Operations and Maintenance Invoices**

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
---------------	-----------------------------------	---------------	-------------------------	-----------------------------

[] Chairman [] Vice Chairman [] Assistant Secretary



ACCOUNT INVOICE

tampaelectric.com



Statement Date: 08/26/2022

Account: 221008683908

HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT
12373 CARL LOOP, PUMP
DADE CITY, FL 33525-6051

Current month's charges:	\$215.21
Total amount due:	\$215.21
Payment Due By:	09/16/2022

Your Account Summary

Previous Amount Due	\$0.00
Payment(s) Received Since Last Statement	\$0.00
Current Month's Charges	\$215.21
Total Amount Due	\$215.21

One Less Worry :)

Paperless Billing -
Contact free;
worry free!

Sign up for free today!

tampaelectric.com/paperless



Amount not paid by due date may be assessed a late payment charge and an additional deposit.

Thanks for your vote of confidence.

We are proud to be recognized as a 2022 Trusted Business Partner, according to the 2022 Cogent Syndicated annual Utility Trusted Brand & Customer Engagement: Business study.

tampaelectric.com/news



To ensure prompt credit, please return stub portion of this bill with your payment. Make checks payable to TECO.



WAYS TO PAY YOUR BILL



See reverse side for more information

Account: 221008683908

Current month's charges:	\$215.21
Total amount due:	\$215.21
Payment Due By:	09/16/2022

Amount Enclosed \$ 657556590371

00001938 01 AB 0.48 33607 FTECO10826222152510 00000 05 01000000 004 05 21772 003

HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT
2005 PAN AM CIR, STE 300
TAMPA, FL 33607-6008

MAIL PAYMENT TO:
TECO
P.O. BOX 31318
TAMPA, FL 33631-3318

6575565903712210086839080000000215212

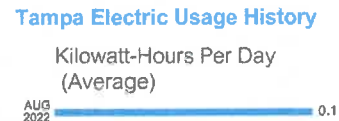
Account: 221008683908
Statement Date: 08/26/2022
Current month's charges due 09/16/2022

Details of Charges – Service from 07/26/2022 to 08/22/2022

Service for: 12373 CARL LOOP, PUMP, DADE CITY, FL 33525-6051

Rate Schedule: General Service - Non Demand

Meter Number	Read Date	Current Reading	-	Previous Reading	=	Total Used	Multiplier	Billing Period
1000871451	08/22/2022	2	-	0	=	2 kWh	1	28 Days
Daily Basic Service Charge						28 days @ \$0.74000		\$20.72
Energy Charge						2 kWh @ \$0.07035/kWh		\$0.14
Fuel Charge						2 kWh @ \$0.04126/kWh		\$0.08
Storm Protection Charge						2 kWh @ \$0.00315/kWh		\$0.01
Clean Energy Transition Mechanism						2 kWh @ \$0.00402/kWh		\$0.01
Florida Gross Receipt Tax								\$0.54
Electric Service Cost								\$21.50
State Tax								\$1.71
Total Electric Cost, Local Fees and Taxes								\$23.21
Other Fees and Charges								
Electric Security Deposit								\$80.00
Elec Connection Chrg Initial								\$112.00
Total Other Fees and Charges								\$192.00
Total Current Month's Charges								\$215.21



Important Messages

Welcome to Tampa Electric!

Please visit tampaelectric.com/rates for information about your electric rates and charges.

Bills to increase less than 1 percent

The Florida Public Service Commission approved an increase in Tampa Electric's base rates and charges effective with September bills. As part of Tampa Electric's base-rate settlement agreement, the company may adjust bills if interest rates reach certain levels. With rising interest rates, Tampa Electric must pay more to borrow money, and those costs are shared by all customers. Customer bills will increase by less than 1 percent. Visit tampaelectric.com/ratecommunications to view rates for residential, small commercial, commercial and industrial and outdoor lighting customers.

More clean energy to you

Tampa Electric has reduced its use of coal by 94% over the past 20 years and has cut its carbon footprint in half. This is all made possible through investments in technology that help us use more solar and cleaner, domestically produced natural gas to produce electricity. Today, Tampa Electric is the state's top producer of solar energy per customer. Our diverse fuel mix for the 12-month period ending June 2022 includes Natural Gas 78%, Purchased Power 9%, Solar 7% and Coal 6%.





Erin McCormick | Law, PA

Erin McCormick, Esq.

Hilltop Point CDD

Brittany Crutchfield
2005 Pan Am Circle
Suite 300
Tampa, FL 33607
Email: districtinvoices@merituscorp;
brittany.crutchfield@merituscorp.com

Invoice Date	Invoice Number
09/13/2022	10612
Terms	Service Through
	09/13/2022

In Reference To: Construction Matters (Work)

Date	By	Services	Hours	Amount
08/18/2022	Erin R McCormick	Review of RFP documents and emails; telephone conference with Keith Malcuit regarding updates to schedule for RFP, prospective proposers and need to determine new date for Board of Supervisors meeting; prepare email to Bryan Radcliff, Brian Lamb and Keith Malcuit requesting final Project Manual and documents and confirmation on updated dates for RFP, information for Addendum and confirmation of Board of Supervisors meeting date; review of email from Brian Lamb; review of from Bryan Radcliff and contract documents transmitted; email to Bryan Radcliff regarding final version of Project Manual;	1.30	\$ 468.00
08/22/2022	Erin R McCormick	Review of email from Bryan Radcliff and respond;	0.10	\$ 36.00

Total Hours	1.40 hrs
Total Work	\$ 504.00
Total Invoice Amount	\$ 504.00
Previous Balance	\$ 2,556.00
8/26/2022 Payment - Check Split Payment	(\$2,556.00)
Balance (Amount Due)	\$ 504.00

51400
3109

 9/13/22



Erin McCormick | Law, PA

Erin McCormick, Esq.

Hilltop Point CDD

Brittany Crutchfield
2005 Pan Am Circle
Suite 300
Tampa, FL 33607
Email: districtinvoices@merituscorp;
brittany.crutchfield@merituscorp.com

Invoice Date	Invoice Number
09/13/2022	10613
Terms	Service Through
	09/13/2022

In Reference To: General Representation (Work)

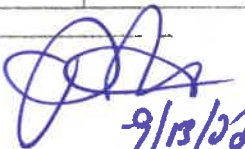
Date	By	Services	Hours	Amount
08/18/2022	Erin R McCormick	Begin preparation of Agreement for District Engineering Services; email to Brittany Crutchfield and Bryan Radcliff regarding above;	0.50	\$ 180.00
08/22/2022	Erin R McCormick	Prepare Agreement for District Engineering Services; prepare email to Tonja Stewart, Bryan Radcliff, Brian Lamb, Brittany Crutchfield and Betty Valenti regarding above;	1.80	\$ 648.00
08/25/2022	Erin R McCormick	Prepare Developer Funding Agreement; prepare email to Zeep Panaseny, Brian Lamb, Bryan Radcliff and Brittany Crutchfield and transmit Developer Funding Agreement; review of Agenda back up materials and prepare for Board of Supervisors meeting; telephone conference with Brittany Crutchfield; telephone conference with Tonja Stewart	2.00	\$ 720.00
08/26/2022	Erin R McCormick	Travel to and attend Board of Supervisors meeting	1.10	\$ 396.00
09/02/2022	Erin R McCormick	Review of proposal from Bryan Radcliff regarding proposal for Landscape Maintenance and respond;	0.20	\$ 72.00

Total Hours	5.60 hrs
Total Work	\$ 2,016.00
Total Invoice Amount	\$ 2,016.00
Previous Balance	\$ 1,152.00
8/26/2022 Payment - Check Split Payment	(\$1,152.00)
Balance (Amount Due)	\$ 2,016.00

51400
3109

3314 Henderson Boulevard | Suite 100 D | Tampa, FL 33609

813.579.2653 | erin@emccormicklaw.com | f: 813.315.6333


9/13/22

Tampa Bay Times

tampabay.com

Times Publishing Company
DEPT 3396
PO BOX 123396
DALLAS, TX 75312-3396
Toll Free Phone: 1 (877) 321-7355
Fed Tax ID 59-0482470

ADVERTISING INVOICE

Advertising Run Dates		Advertiser Name	
08/31/22		HILLTOP CDD	
Billing Date	Sales Rep	Customer Account	
08/31/2022	Jean Mitotes	320570	
Total Amount Due		Ad Number	
\$114.80		0000241746	

PAYMENT DUE UPON RECEIPT

Start	Stop	Ad Number	Product	Placement	Description PO Number	Ins.	Size	Net Amount
08/31/22	08/31/22	0000241746	Times	Legals CLS	Notice of Special Meeting	1	2x48 L	\$112.80
08/31/22	08/31/22	0000241746	Tampabay.com	Legals CLS	Notice of Special Meeting AffidavitMaterial	1	2x48 L	\$0.00 \$2.00

51300
4801

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

Tampa Bay Times

tampabay.com

DEPT 3396
PO BOX 123396
DALLAS, TX 75312-3396
Toll Free Phone: 1 (877) 321-7355

ADVERTISING INVOICE

Thank you for your business.

Advertising Run Dates		Advertiser Name	
08/31/22		HILLTOP CDD	
Billing Date	Sales Rep	Customer Account	
08/31/2022	Jean Mitotes	320570	
Total Amount Due		Ad Number	
\$114.80		0000241746	

Received
SEP 06 2022

DO NOT SEND CASH BY MAIL

PLEASE MAKE CHECK PAYABLE TO:

TIMES PUBLISHING COMPANY

REMIT TO:

HILLTOP CDD
C/O MERITUS
2005 PAN AM CIRCLE, SUITE 300
TAMPA, FL 33607

Times Publishing Company
DEPT 3396
PO BOX 123396
DALLAS, TX 75312-3396

Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Pasco

Before the undersigned authority personally appeared **Judy Allen** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Notice of Special Meeting** was published in said newspaper by print in the issues of: **8/31/22** or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Pasco** County, Florida and that the said newspaper has heretofore been continuously published in said **Pasco** County, Florida each day and has been entered as a second class mail matter at the post office in said **Pasco** County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Judy Allen
Signature Affiant

Sworn to and subscribed before me this 08/31/2022


Signature of Notary Public

Personally known	X	or produced identification
------------------	---	----------------------------

Type of identification produced _____

NOTICE OF PUBLIC MEETING HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT

NOTICE IS HEREBY GIVEN that the Board of Supervisors of Hilltop Point Community Development District will hold a Special Meeting of the Board to consider any and all business which may properly come before them on **Monday, September 12, 2022 at 10:15 a.m., at the SpringHill Suites by Marriott Tampa Suncoast Parkway located at 16615 Crosspointe Run, Land O'Lakes, FL 34638.**

This meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. Copies of the agenda for any of the Board's meetings may be obtained by contacting the Main District Office at (813) 873-7300. Affected parties and others interested may appear at these meetings and be heard.

There may be occasions when one or more Supervisors will participate by telephone. At the above location there will be a speaker telephone present, so that any person can attend the meeting and be fully informed of the discussions taking place either in person or by telephone communication.

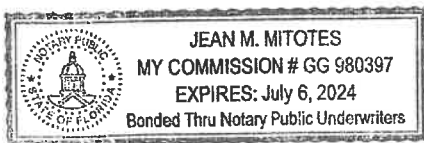
Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to advise the District Management Office at (813) 873-7300, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 4-1-1, who can aid you in contacting the District Office.

If any person decides to appeal any decision made by the Board with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made, at his or her own expense, and which record includes the testimony and evidence on which the appeal is based.

Brian Lamb
District Manager

Run Date: August 31, 2022

0000241746



HILLTOP POINT COMMUNITY DEVELOPMENT DISTRICT

September 23, 2022, Minutes of the Regular Meeting

MINUTES OF THE REGULAR MEETING

The Regular Meeting of the Board of Supervisors for the Hilltop Point Community Development District was held on **Friday, September 23, 2022, at 10:15 a.m.** at the SpringHill Suites by Marriott Tampa Suncoast Parkway located at 16615 Crosspointe Run, Land O'Lakes, FL 34638.

1. CALL TO ORDER

Bryan Radcliff called the Regular Meeting of the Board of Supervisors of the Hilltop Point Community Development District to order on **Friday, September 23, 2022, at 10:26 a.m.**

Board Members Present and Constituting a Quorum:

Betty Valenti	Chair
Keith Malcuit	Vice-Chair
Lee Thompson	Supervisor
John Blakley	Supervisor
Melissa Wood	Supervisor <i>(Elected during the meeting)</i>

Staff Members Present:

Bryan Radcliff District Manager, Inframark

There were no members of the general public present.

Appointment

The Board Appointed Melissa Wood as a supervisor for Hilltop Point CDD. Ms. Wood declined compensation.

MOTION TO:	Appoint Melissa Wood as a Board of Supervisor for Hilltop Point CDD.
MADE BY:	Supervisor Valenti
SECONDED BY:	Supervisor Thompson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

2. AUDIENCE QUESTIONS OR COMMENT ON AGENDA ITEMS

There were no public comments on agenda items.

3. VENDOR AND STAFF REPORTS

- A. District Counsel
- B. District Manager
- C. District Engineer

There were no staff reports at this time.

4. BUSINESS ITEMS

A. Consideration of Bid for Amenity Center Construction – Windward Homes

The Board reviewed the Bid from Windward Homes for construction of the Amenity Center at Hilltop Point. The Board requested the following items be included in the final agreement:

- The Board requested that a requirement be listed in the agreement requiring Windward Homes to provide a list of subcontractors used and all warranty information to the Board upon completion of the project.

- The Board requested that this list of subcontractors and warranty information be provided in electronic and hard copy format.

MOTION TO:	Approved the Bid from Windward Homes for construction of the Amenity Center.
MADE BY:	Supervisor Valenti
SECONDED BY:	Supervisor Blakley
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

B. Consideration of Landscape Clean Up Proposal

The Board reviewed and discussed the landscape clean up proposal.

MOTION TO:	Approved the proposal from Yellowstone to do a one-time cleanup of the property to be paid for by the developer.
MADE BY:	Supervisor Blakley
SECONDED BY:	Supervisor Thompson
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

C. Consideration of an Agreement for Landscape Maintenance Services

The Board reviewed and discussed the service agreement.

MOTION TO: Approved the agreement for landscape services with
Yellowstone.
MADE BY: Supervisor Blakley
SECONDED BY: Supervisor Valenti
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
5/0 - Motion Passed Unanimously

D. General Matters of the District

There were no general matters of the District at this time.

5. CONSENT AGENDA ITEM

**A. Consideration of Board of Supervisors Public Hearing and Regular Meeting
Minutes August 26, 2022.**

B. Consideration of Operations and Maintenance Expenditures August 2022

C. Review of Financial Statements for Month Ending August 30, 2022

The Board reviewed and approved the Consent Agenda items.

MOTION TO: Approve the Consent Agenda Item A-C.
MADE BY: Supervisor Valenti
SECONDED BY: Supervisor Malcuit
DISCUSSION: None further
RESULT: Called to Vote: Motion PASSED
5/0 - Motion Passed Unanimously

6. BOARD MEMBERS' COMMENTS

The Board requested proposals for Field Services for the District.

7. PUBLIC COMMENTS

There were no public comments.

8. ADJOURNMENT

MOTION TO:	Adjourn at 10:14 A.M.
MADE BY:	Supervisor Thompson
SECONDED BY:	Supervisor Malcuit
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

DRAFT

**Please note the entire meeting is available on disc.*

**These minutes were done in summary format.*

**Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on _____.

Signature

Signature

Printed Name

Printed Name

Title:

- ☐ **Secretary**
☐ **Assistant Secretary**

Title:

- ☐ **Chairman**
☐ **Vice Chairman**

Recorded by Records Administrator

Signature

Date

Official District Seal

Hilltop Point Community Development District

Financial Statements
(Unaudited)

Period Ending
September 30, 2022



Inframark LLC
2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607
Phone (813) 873-7300 ~ Fax (813) 873-7070

Hilltop CDD
Balance Sheet
As of 9/30/2022

(In Whole Numbers)

	<u>General Fund</u>	<u>Total</u>
Assets		
Cash-Operating Account	<u>1,815.00</u>	<u>1,815.00</u>
Total Assets	<u>1,815.00</u>	<u>1,815.00</u>
Liabilities		
Accounts Payable	<u>0.00</u>	<u>0.00</u>
Total Liabilities	<u>0.00</u>	<u>0.00</u>
Fund Equity & Other Credits	1,815.00	1,815.00
Total Liabilities & Fund Equity	<u>1,815.00</u>	<u>1,815.00</u>

Hilltop CDD
Statement of Revenues and Expenditures
From 10/1/2021 Through 9/30/2022

001 - General Fund
(In Whole Numbers)

	<u>Total Budget - Original</u>	<u>Current Period Actual</u>	<u>YTD Budget Variance - Original</u>	<u>Percent Total Budget Remaining - Original</u>
Revenues				
Special Assessments - Service				
Operations & Maintenance Assmts-	490,375.00	0.00	(490,375.00)	(100)%
Tax Roll				
Contributions & Donations From				
Private Sources				
Developer Contributions	0.00	42,250.00	42,250.00	0 %
Other Miscellaneous Revenues				
Rentals & Leases	0.00	300.00	300.00	0 %
Total Revenues	<u>490,375.00</u>	<u>42,550.00</u>	<u>(447,825.00)</u>	<u>(91)%</u>
Expenditures				
Legislative				
Supervisor Fees	2,000.00	2,800.00	(800.00)	(40)%
Financial & Administrative				
Administrative Services	4,500.00	500.00	4,000.00	89 %
District Manager	25,000.00	2,778.00	22,222.00	89 %
Recording Secretary	2,400.00	267.00	2,133.00	89 %
District Engineer	5,500.00	0.00	5,500.00	100 %
Construction Accounting	6,000.00	0.00	6,000.00	100 %
Financial & Revenue Collections	3,500.00	0.00	3,500.00	100 %
Dissemination Services	5,000.00	0.00	5,000.00	100 %
Accounting Services	12,000.00	1,333.00	10,667.00	89 %
Postage, Phone, Faxes, Copies	500.00	0.00	500.00	100 %
Rentals & Leases	600.00	0.00	600.00	100 %
Public Officials Insurance	2,500.00	0.00	2,500.00	100 %
Legal Advertising	3,500.00	9,499.00	(5,999.00)	(171)%
Bank Fees	200.00	116.00	84.00	42 %
Dues, Licenses, & Fees	175.00	875.00	(700.00)	(400)%
Miscellaneous Fees	250.00	750.00	(500.00)	(200)%
Office Supplies	100.00	216.00	(116.00)	(116)%
Technology Services	600.00	0.00	600.00	100 %
Website Maintenance	2,400.00	133.00	2,267.00	94 %

Hilltop CDD
Statement of Revenues and Expenditures
From 10/1/2021 Through 9/30/2022

001 - General Fund
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	YTD Budget Variance - Original	Percent Total Budget Remaining - Original
ADA Website Compliance	1,800.00	2,900.00	(1,100.00)	(61)%
Legal Counsel				
District Counsel	5,500.00	18,352.00	(12,852.00)	(234)%
Electric Utility Services				
Electric Utility Services -	55,000.00	215.00	54,785.00	100 %
Electric Utility Services-All Others	12,000.00	0.00	12,000.00	100 %
Garbage/Solid Waste Control				
Garbage Recreation Center	2,800.00	0.00	2,800.00	100 %
Water-Sewer Combination Services				
Water Utility Services	4,500.00	0.00	4,500.00	100 %
Stormwater Control				
Aquatic Maintenance	12,500.00	0.00	12,500.00	100 %
Retaining Wall Maintenance	1,000.00	0.00	1,000.00	100 %
Aquatic Plant Replacement	500.00	0.00	500.00	100 %
Other Physical Environment				
Property & Casualty Insurance	22,500.00	0.00	22,500.00	100 %
General Liability Insurance	3,200.00	0.00	3,200.00	100 %
Entry & Walls Maintenance	1,500.00	0.00	1,500.00	100 %
Landscape Maintenance	180,000.00	0.00	180,000.00	100 %
Plant Replacement Program	10,000.00	0.00	10,000.00	100 %
Landscape Mulch	18,500.00	0.00	18,500.00	100 %
Landscape Annuals	14,000.00	0.00	14,000.00	100 %
Miscellaneous Landscape	5,000.00	0.00	5,000.00	100 %
Irrigation Maintenance	12,000.00	0.00	12,000.00	100 %
Road & Street Facilities				
Pavement & Sidewalk & Maintenance	1,500.00	0.00	1,500.00	100 %
Parks & Recreation				
Field Services	12,000.00	0.00	12,000.00	100 %
Pool Service Contract	12,000.00	0.00	12,000.00	100 %
Facility A/C Maintenance	1,000.00	0.00	1,000.00	100 %
Pool Permits	350.00	0.00	350.00	100 %
Facility Janitorial Services	6,000.00	0.00	6,000.00	100 %

Hilltop CDD
Statement of Revenues and Expenditures
From 10/1/2021 Through 9/30/2022

001 - General Fund
(In Whole Numbers)

	<u>Total Budget - Original</u>	<u>Current Period Actual</u>	<u>YTD Budget Variance - Original</u>	<u>Percent Total Budget Remaining - Original</u>
Facility Maintenance	7,500.00	0.00	7,500.00	100 %
Facility Janitorial Supplies	750.00	0.00	750.00	100 %
Pool Repairs	2,500.00	0.00	2,500.00	100 %
Telephone / Internet Services	950.00	0.00	950.00	100 %
Playground Equipment	300.00	0.00	300.00	100 %
Access Control Maintenance	2,000.00	0.00	2,000.00	100 %
Dog Waste Station Service & Supplies	1,500.00	0.00	1,500.00	100 %
Event Services & Supplies	500.00	0.00	500.00	100 %
Undesignated Reserve				
Miscellaneous	<u>2,500.00</u>	<u>0.00</u>	<u>2,500.00</u>	<u>100 %</u>
Total Expenditures	<u>490,375.00</u>	<u>40,735.00</u>	<u>449,640.00</u>	<u>92 %</u>
Excess of Revenues Over (Under) Expenditures	<u>0.00</u>	<u>1,815.00</u>	<u>1,815.00</u>	<u>0 %</u>
Excess of Revenue/Other Sources over Expenditures/Other Uses	<u>0.00</u>	<u>1,815.00</u>	<u>1,815.00</u>	<u>0 %</u>
Fund Balance, End of Period	<u>0.00</u>	<u>1,815.00</u>	<u>1,815.00</u>	<u>0 %</u>

Hilltop CDD
Reconcile Cash Accounts

Summary
Cash Account: 10101 Cash-Operating Account
Reconciliation ID: 09/30/2022
Reconciliation Date: 9/30/2022
Status: Locked

Bank Balance	4,385.33
Less Outstanding Checks/Vouchers	2,570.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	1,815.33
Balance Per Books	<u>1,815.33</u>
Unreconciled Difference	<u>0.00</u>

Click the Next Page toolbar button to view details.

Hilltop CDD
Reconcile Cash Accounts

Detail
Cash Account: 10101 Cash-Operating Account
Reconciliation ID: 09/30/2022
Status: Locked
Outstanding Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
1013	6/2/2022	meeting room rental	50.00	Ballantrae CD
1032	9/14/2022	System Generated Check/Voucher	<u>2,520.00</u>	Erin McCormick Law PA
Outstanding Checks/Vouchers			<u>2,570.00</u>	

Hilltop CDD
Reconcile Cash Accounts

Detail
Cash Account: 10101 Cash-Operating Account
Reconciliation ID: 09/30/2022
Reconciliation Date: 9/30/2022
Status: Locked
Cleared Checks/Vouchers

Document Number	Document Date	Document Description	Document Amount	Payee
1029	9/1/2022	System Generated Check/Voucher	200.00	John C. Blakley
1030	9/1/2022	System Generated Check/Voucher	200.00	Lee R. Thompson
1031	9/8/2022	System Generated Check/Voucher	215.21	TECO
1033	9/14/2022	System Generated Check/Voucher	114.80	Tampa Bay Times
005	9/21/2022	Service Charge for September	<u>23.62</u>	
Cleared Checks/Vouchers			<u><u>753.63</u></u>	