

**PARKWAY CENTER  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
REGULAR MEETING  
MAY 24, 2017**

**PARKWAY CENTER  
COMMUNITY DEVELOPMENT DISTRICT  
AGENDA  
MAY 24, 2017 at 6:30 p.m.**

Rivercrest CDD Clubhouse  
Located at 11560 Ramble Creek Drive, Riverview, FL 33569.

<b>District Board of Supervisors</b>	Chairman	JoAnn Ward
	Vice Chairman	Earl Kunke
	Supervisor	Tanya O'Connor
	Supervisor	Daniel Fleary, Jr.
	Supervisor	Suzanne DeCopain
<b>District Manager</b>	Meritus	Brian Howell
<b>District Attorney</b>	Burr Forman	Scott Steady
<b>District Engineer</b>	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 **6:30 p.m.** with the third section is called **Vendor/Staff Reports**. This section allows the District Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action and vendors presentation of information from any potential or current contractor of the District. Fourth section called **Consent Agenda**. The Consent Agenda section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The fifth section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. The sixth section called **Management Reports** allows the District Administrator to update the Board of Supervisors on any pending issues that are being researched for Board action and vendors presentation of information from any potential or current contractor of the District. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 397-5120 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The seventh section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet the District's needs. The final section is called **Audience Questions, Comments and Discussion Forum**. This portion of the agenda is where individuals may comment on matters that concern the District. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT ADMINSTRATOR OUTSIDE THE CONTEXT OF THIS MEETING.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

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) 397-5120, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, 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.

Board of Supervisors  
Parkway Center Community Development District

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Parkway Center Community Development District will be held on **Wednesday, May 24, 2017 at 6:30 p.m.** at Rivercrest CDD Clubhouse at 11560 Ramble Creek Drive, Riverview, FL 33569. Included below is the agenda:

- 1. CALL TO ORDER/ROLL CALL**
- 2. AUDIENCE QUESTIONS AND COMMENT ON AGENDA ITEMS**
- 3. VENDOR/STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
    - i. Discussion on Tree Survey and Long Term Planning ..... Tab 01
- 4. BUSINESS ITEMS**
  - A. Discussion on Sod Installation Proposal -LMP ..... Tab 02
  - B. Consideration of Resolution 2017-01; Approving Proposed Fiscal Year 2018 Budget & Setting Public Hearing ..... Tab 03
  - C. Consideration of Resolution 2017-02; Re-Designating of Treasurer.....Tab 04
  - D. Consideration of Resolution 2017-03; Re-Designating Qualified Public Depository..... Tab 05
  - E. Annual Disclosure of Qualified Electors ..... Tab 06
  - F. Appointment of Audit Committee
  - G. General Matters of the District
- 5. CONSENT AGENDA**
  - A. Consideration of Minutes of Board of Supervisors Meeting April 26, 2017..... Tab 07
  - B. Review of Financial Statements through April 30, 2017..... Tab 08
- 6. MANAGEMENT REPORTS**
  - A. District Manager’s Report
  - B. Field Manager
    - i. District Inspection Report ..... Tab 09
    - ii. Staff Action List..... Tab 10
    - iii. Aquatic Systems Reports ..... Tab 11
- 7. SUPERVISOR REQUESTS**
- 8. AUDIENCE QUESTION, COMMENTS AND DISCUSSION FORUM**
- 9. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 397-5120.

Sincerely,

Brian Howell  
District Manager





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## Consultants

Legend

## Notes

Client/Project

Title

Sheet                      Revision

0





1. ALL PLANTS SHALL BE FLORIDA GRADE #1 OR BETTER.
2. ALL PLANTS SHALL BE WATERED BY A FULLY AUTOMATIC IRRIGATION SYSTEM PROVIDING 100% COVERAGE. THE IRRIGATION SYSTEM MAY CONSIST OF AN AUTOMATIC OR MANUAL UNDERGROUND SLOPED, DRIP SYSTEM, QUICK COUPLING VALVES, OR HOSE BIRS LOCATED WITHIN 50 FEET OF ALL LANDSCAPING PLAN MATERIAL.
3. APPLY A 3" LAYER OF MULCH LAYER TO ALL PROPOSED TREE, SHRUB, GROUND COVER AND VINE PLANTINGS
4. IRRIGATION LINES SHALL NOT BE INSTALLED DISTURBING EXISTING TREE ROOTS (IF APPLICABLE)
5. NO REFERENCE TO ENGINEERING SHOULD BE MADE FROM THIS SHEET FOR LANDSCAPE REFERENCE ONLY.
6. ANY DEVIATION FROM PLANT QUANTITY, SIZE OR GRADE MAY JEOPARDIZE THE CERTIFICATES OF OCCUPANCY. ADDITIONAL PLANTS MAY BE ADDED, BUT MUST COMPLY WITH HILLSBOROUGH COUNTY LANDSCAPE REQUIREMENTS.
7. ALL TREE ROOTS EXISTING WITHIN APPROVED IMPROVEMENT AREAS AND ORIGINATING FROM A PROTECTED TREE SHALL BE SEVERED CLEAN AT THE BOUNDARY OF THE AREA TO BE PRESERVED.
8. GRASSED AREAS IN SITE DEVELOPMENT PROJECTS. NO MORE THAN 50% OF THE LANDSCAPED AREA MAY BE PLANTED WITH SHALLOW ROOTED TURF GRASS VARIETIES. STORMWATER PONDS, PAVES, RECREATIONAL FACILITIES, AND STEEP SLOPED AREAS ARE EXCLUDED FROM THIS REQUIREMENTS.
9. THE IRRIGATION SYSTEM SHALL INCLUDE A RAIN SENSOR
10. MINIMUM 50% OF ALL REQUIRED TREES SHALL BE NATIVE SPECIES OR HYBRIDS OR CULTIVARS OF NATIVE SPECIES
11. ALL REQUIRED LANDSCAPING MATERIAL SHALL BE PROTECTED BY WHEEL STOPS OR CURBS THAT SHALL MEASURE A MINIMUM OF 6 INCHES IN HEIGHT, 6 INCHES IN WIDTH AND 6 FEET LONG.



1"=20'

\* Total provided by Landscape Contractor.  
Roots plus trees may be substituted for container grown trees.  
Drake Elms are shown in Teco Easement

35'0" *EXISTING TREE TO REMAIN*

8'0" *EXISTING TREE TO BE REMOVED*



1. FINAL PLANT QUANTITY TO BE DETERMINED BY LANDSCAPE CONTRACTOR.

2. 90% REPLACEMENT FOR TREES 24" & GREATER PROPOSED FOR REMOVAL WILL BE PAID TO THE TREE BANK. ( 131' DSH TO BE REPLACED)
3. THIS IS A PERMIT LANDSCAPE PLAN AND WAS PREPARED FOR PERMITTING PURPOSES. THIS PLAN REFLECTS THE ABSOLUTE MINIMUM PLANTING REQUIREMENTS. ADDITIONAL PLANTS SHOULD BE PLANTED TO MEET SPECIFIC NEEDS AND AESTHETIC CONSIDERATIONS OF THE DEVELOPER.

**HEIDT & ASSOCIATES, Inc.**  
Tampa • Fort Myers

 Tampa Office  
3502 N. 10th Street  
Tampa, Florida 33605-5014  
Phone: 813-263-8311  
FAX: 813-263-8311  
Mobile: 727-442-8535  
Pasadena: 818-542-2601  
FAX: 818-525-2318

*Thomas F. Deal*

THOMAS F. DEAL LA 000144  
FLORIDA REGISTERED LANDSCAPE ARCHITECT

JOB NO. MSH-PC-017		<h1 style="text-align: center;">FALKENBURG EXT.</h1>
DESIGN HARNETT		
DRAWN HARNETT	PREPARED FOR:	MORRISON HOMES
DATE 09-14-07	Elevations based on National Geodetic Vertical Datum 1928 (NGVD 29) Conversion from NGVD 29 to NAVD 88 = -0.87 Feet	
FILE P1 P.DWG	<h1 style="text-align: center;">SHEET 1 OF 1 SHEETS</h1>	



## Estimate

**Submitted To:**

Parkway Center CDD  
c/o Meritus  
2005 Pan Am Cir.  
Suite 120  
Tampa, FL 33607

Date	5/10/2017
Estimate #	38850
LMP REPRESENTATIVE	
PG	
PO #	
Work Order #	

ITEM	DESCRIPTION	QTY	COST	TOTAL
	Sod Work			
Sod	At Amberly entrance on the right side install St Augustine - sf	400	0.85	340.00
Sod	At Sanctuary install on left side of entrance St Augustine - sf	420	0.85	357.00
Sod	At Sanctuary install on right side of entrance St Augustine - sf	200	0.85	170.00
Sod	On the corner Falkenburg & Still River install St Augustine - sf	2,380	0.85	2,023.00

**TERMS AND CONDITIONS:**

<b>TOTAL</b>	<b>\$2,890.00</b>
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LMP reserves the right to withdraw this proposal if not accepted within 30 days of the date listed above. Any alteration or deviation to scope of work involving additional costs must be agreed upon in writing as a separate proposal or change order to this proposal. Periodic invoices may be submitted if job is substantial in nature with final invoice being submitted at completion of project. Any work performed requiring more than 5 days to complete is subject to progressive payments as portions of the work are completed. No finance charge will be imposed if the total of said work is paid in full within 30 days of invoice date. If not paid in full within 30 days, then customer is subject to finance charges on the balance of the work from the invoice date at a rate of 1.5% per month until paid. LMP shall have the right to stop work under this contract until all outstanding amounts including finance charges are paid in full. Payments will be applied to the oldest invoices.

ACCEPTANCE OF PROPOSAL: The above prices, scope of work and terms and conditions are hereby satisfactorily agreed upon. LMP, Inc. has been authorized to perform the work as outlined and payment will be made as outlined above. The above pricing does not include any unforeseen modifications to the said irrigation system that could not be reasonably accounted for prior to job start. All plant material carries a one (1) year warranty provided LMP, Inc. is performing landscape maintenance services to the area installed or enhanced at the time of installation. If not, then there is no warranty on the plant material.

OWNER / AGENT

## RESOLUTION 2017- 01

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT APPROVING PROPOSED BUDGET(S) FOR FISCAL YEAR 2017/2018 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Parkway Center Community Development District (“**District**”) prior to June 15, 2017, proposed budget(s) (“**Proposed Budget**”) for the fiscal year beginning October 1, 2017 and ending September 30, 2018 (“**Fiscal Year 2017/2018**”); 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 PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT:**

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2017/2018 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: August 23, 2017

HOUR: 6:30 p.m.

LOCATION: The Rivercrest Clubhouse  
11560 Ramble Creek Drive  
Riverview, FL 33569

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Hillsborough County 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. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS 24<sup>th</sup> DAY OF MAY, 2017.**

ATTEST:

**PARKWAY CENTER COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary

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



2018



# PARKWAY CENTER

COMMUNITY DEVELOPMENT DISTRICT



**FISCAL YEAR 2018**  
PROPOSED ANNUAL OPERATING BUDGET

MAY 24, 2017

# PARKWAY CENTER

## COMMUNITY DEVELOPMENT DISTRICT

### FISCAL YEAR 2018

#### PROPOSED ANNUAL OPERATING BUDGET

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MAY 24, 2017



# PARKWAY CENTER

## COMMUNITY DEVELOPMENT DISTRICT

### BUDGET INTRODUCTION

#### **Background Information**

The Parkway Center Community Development District is a local special purpose government authorized by Chapter 190, Florida Statutes, as amended. The Community Development District (CDD) is an alternative method for planning, financing, acquiring, operating and maintaining community-wide infrastructure in master planned communities. The CDD also is a mechanism that provides a “solution” to the State’s needs for delivery of capital infrastructure to service projected growth without overburdening other governments and their taxpayers. CDDs represent a major advancement in Florida’s effort to manage its growth effectively and efficiently. This allows the community to set a higher standard for construction along with providing a long-term solution to the operation and maintenance of community facilities.

The following report represents the District budget for Fiscal Year 2018, which begins on October 1, 2017. The District budget is organized by fund to segregate financial resources and ensure that the segregated resources are used for their intended purpose, and the District has established the following funds.

<b><u>Fund Number</u></b>	<b><u>Fund Name</u></b>	<b><u>Services Provided</u></b>
001	General Fund	Operations and Maintenance of Community Facilities Financed by Non-Ad Valorem Assessments
200	Debt Service Fund	Collection of Special Assessments for Debt Service on the Series 2004 Capital Improvement Revenue Bonds
201	Debt Service Fund	Collection of Special Assessments for Debt Service on the Series 2008 Capital Improvement Revenue Bonds

#### **Facilities of the District**

The District’s existing facilities include storm-water management (lake and water control structures), wetland preserve areas, street lighting, landscaping, entry signage, entry features, irrigation distribution facilities, recreational center, parks, pool facility, tennis courts and other related public improvements.

#### **Maintenance of the Facilities**

In order to maintain the facilities, the District conducts hearings to adopt an operating budget each year. This budget includes a detailed description of the maintenance program along with an estimate of the cost of the program. The funding of the maintenance budget is levied as a non-ad valorem assessment on your property by the District Board of Supervisors.

# PARKWAY CENTER

## COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2017 Operating Budget	Current Period Actuals 10/1/2016 - 3/31/17	Projected Revenues & Expenditures 04/01/17 to 9/30/17	Total Actuals and Projections Through 09/30/17	Over/(Under) Budget Through 09/30/17
<b>REVENUES</b>					
<b>SPECIAL ASSESSMENTS</b>					
Operations & Maintenance Assmts-Tax Roll	540,847.00	545,060.06	8,550.93	553,610.99	12,763.99
<b>TOTAL SPECIAL ASSESSMENTS</b>	<b>540,847.00</b>	<b>545,060.06</b>	<b>8,550.93</b>	<b>553,610.99</b>	<b>12,763.99</b>
<b>INTEREST EARNINGS</b>					
Interest Earnings	50.00	95.52	0.00	95.52	45.52
<b>TOTAL INTEREST EARNINGS</b>	<b>50.00</b>	<b>95.52</b>	<b>0.00</b>	<b>95.52</b>	<b>45.52</b>
<b>OTHER MISCELLANEOUS REVENUES</b>					
Undesignated Reserves	15,000.00	0.00	26,000.00	26,000.00	11,000.00
<b>TOTAL OTHER MISCELLANEOUS REVENUES</b>	<b>15,000.00</b>	<b>0.00</b>	<b>26,000.00</b>	<b>26,000.00</b>	<b>11,000.00</b>
<b>TOTAL REVENUES</b>	<b>\$555,897.00</b>	<b>\$545,155.58</b>	<b>\$34,550.93</b>	<b>\$579,706.51</b>	<b>\$23,809.51</b>
<b>EXPENDITURES</b>					
<b>LEGISLATIVE</b>					
Supervisor Fees	10,000.00	3,800.00	2,400.00	6,200.00	(3,800.00)
<b>TOTAL LEGISLATIVE</b>	<b>10,000.00</b>	<b>3,800.00</b>	<b>2,400.00</b>	<b>6,200.00</b>	<b>(3,800.00)</b>
<b>FINANCIAL &amp; ADMINISTRATIVE</b>					
District Manager	28,840.00	14,419.98	14,420.02	28,840.00	0.00
Recording Secretary	5,543.00	2,771.52	2,771.48	5,543.00	0.00
District Engineer	6,000.00	704.00	2,500.00	3,204.00	(2,796.00)
Disclosure Report	1,000.00	0.00	1,000.00	1,000.00	0.00
Trustees Fees	7,000.00	2,891.29	4,108.71	7,000.00	0.00
Auditing Services	7,600.00	0.00	5,000.00	5,000.00	(2,600.00)
Arbitrage Rebate Calculation	1,300.00	0.00	1,300.00	1,300.00	0.00
Financial Services	26,677.00	13,338.48	13,338.52	26,677.00	0.00
Postage, Phone, Faxes, Copies	600.00	721.09	154.64	875.73	275.73
Digital Meeting Media	1,500.00	0.00	200.00	200.00	(1,300.00)
Public Officials Insurance	2,500.00	1,808.42	0.00	1,808.42	(691.58)
Legal Advertising	550.00	0.00	150.00	150.00	(400.00)
Bank Fees	186.00	67.89	67.89	135.78	(50.22)
Dues, Licenses & Fees	200.00	175.00	0.00	175.00	(25.00)
Miscellaneous Fees	500.00	0.00	0.00	0.00	(500.00)
Investment Reporting Fees	2,000.00	1,099.98	0.00	1,099.98	(900.02)
Office Supplies	200.00	0.00	20.00	20.00	(180.00)
Technology Services	4,000.00	1,465.90	1,388.40	2,854.30	(1,145.70)
Website Administration	2,500.00	0.00	0.00	0.00	(2,500.00)
<b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>98,696.00</b>	<b>39,463.55</b>	<b>46,419.66</b>	<b>85,883.21</b>	<b>(12,812.79)</b>
<b>LEGAL COUNSEL</b>					
District Counsel	10,000.00	4,795.36	4,795.36	9,590.72	(409.28)
<b>TOTAL LEGAL COUNSEL</b>	<b>10,000.00</b>	<b>4,795.36</b>	<b>4,795.36</b>	<b>9,590.72</b>	<b>(409.28)</b>
<b>ELECTRIC UTILITY SERVICES</b>					
Electric Utility Services - Other	11,000.00	8,794.49	2,205.51	11,000.00	0.00
Street Lighting	90,000.00	35,388.51	24,771.96	60,160.47	(29,839.53)
<b>TOTAL ELECTRIC UTILITY SERVICES</b>	<b>101,000.00</b>	<b>44,183.00</b>	<b>26,977.47</b>	<b>71,160.47</b>	<b>(29,839.53)</b>
<b>OTHER PHYSICAL ENVIRONMENT</b>					
Property & Casualty Insurance	12,400.00	6,906.32	5,493.68	12,400.00	0.00
Entry & Walls Maintenance	5,500.00	700.00	700.00	1,400.00	(4,100.00)
Landscape Maintenance - Contract	151,833.84	94,533.42	57,300.42	151,833.84	0.00
Landscape Maintenance - Other	12,000.00	24,425.41	5,000.00	29,425.41	17,425.41
Field Manager	27,707.00	13,853.58	13,853.42	27,707.00	0.00
Irrigation Maintenance	5,000.00	6,161.46	6,000.00	12,161.46	7,161.46
Plant Replacement Program	12,500.00	16,459.73	0.00	16,459.73	3,959.73
Waterway Management Program-Contract	14,040.00	7,463.00	6,577.00	14,040.00	0.00
Waterway Management Program - Other	5,000.00	3,445.00	1,555.00	5,000.00	0.00
Waterway Management Program - Erosion Control	5,000.00	0.00	1,000.00	1,000.00	(4,000.00)
Irrigation Improvements	5,000.00	2,713.44	2,286.56	5,000.00	0.00
Waterway Mgt. Program-Aquatic Plantings	4,000.00	0.00	1,000.00	1,000.00	(3,000.00)
Capital Improvements	15,000.00	79,613.80	10,000.00	89,613.80	74,613.80
<b>TOTAL OTHER PHYSICAL ENVIRONMENT</b>	<b>274,980.84</b>	<b>256,275.16</b>	<b>110,766.08</b>	<b>367,041.24</b>	<b>92,060.40</b>
<b>ROAD &amp; STREET FACILITIES</b>					
Street/Decorative Light Maintenance	5,000.00	675.50	500.00	1,175.50	(3,824.50)
Pavement & Signage Repairs	4,500.00	3,900.00	600.00	4,500.00	0.00
Holiday Lighting	5,000.00	3,100.00	0.00	3,100.00	(1,900.00)
<b>TOTAL ROAD &amp; STREET FACILITIES</b>	<b>14,500.00</b>	<b>7,675.50</b>	<b>1,100.00</b>	<b>8,775.50</b>	<b>(5,724.50)</b>
<b>PARKS &amp; RECREATION</b>					
Miscellaneous Maintenance	5,000.00	3,195.00	936.34	4,131.34	(868.66)
Security Patrol	21,000.00	14,432.03	11,492.00	25,924.03	4,924.03
Special Events	2,000.00	0.00	1,000.00	1,000.00	(1,000.00)
<b>TOTAL PARKS &amp; RECREATION</b>	<b>28,000.00</b>	<b>17,627.03</b>	<b>13,428.34</b>	<b>31,055.37</b>	<b>3,055.37</b>
<b>RESERVES</b>					
Capital Asset Reserves	18,720.16	0.00	0.00	0.00	(18,720.16)
<b>TOTAL RESERVES</b>	<b>18,720.16</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(18,720.16)</b>
<b>TOTAL EXPENDITURES</b>	<b>\$555,897.00</b>	<b>\$373,819.60</b>	<b>\$205,886.91</b>	<b>\$579,706.51</b>	<b>\$23,809.51</b>
<b>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$0.00</b>	<b>\$171,335.98</b>	<b>(\$171,335.98)</b>	<b>\$0.00</b>	<b>(\$0.00)</b>

FISCAL YEAR 2017 BUDGET ANALYSIS



# PARKWAY CENTER

## COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2017 Operating Budget	Total Actuals and Projections Through 09/30/17	Over/(Under) Budget Through 09/30/17	Fiscal Year 2018 Proposed Operating Budget	Increase / (Decrease) from FY 2017 to FY 2018
<b>REVENUES</b>					
<b>SPECIAL ASSESSMENTS</b>					
Operations & Maintenance Assmts-Tax Roll	540,847.00	553,610.99	12,763.99	540,847.00	0.00
<b>TOTAL SPECIAL ASSESSMENTS</b>	<b>540,847.00</b>	<b>553,610.99</b>	<b>12,763.99</b>	<b>540,847.00</b>	<b>0.00</b>
<b>INTEREST EARNINGS</b>					
Interest Earnings	50.00	95.52	45.52	50.00	0.00
<b>TOTAL INTEREST EARNINGS</b>	<b>50.00</b>	<b>95.52</b>	<b>45.52</b>	<b>50.00</b>	<b>0.00</b>
<b>OTHER MISCELLANEOUS REVENUES</b>					
Undesignated Reserves	15,000.00	26,000.00	11,000.00	23,679.84	8,679.84
<b>TOTAL OTHER MISCELLANEOUS REVENUES</b>	<b>15,000.00</b>	<b>26,000.00</b>	<b>11,000.00</b>	<b>23,679.84</b>	<b>8,679.84</b>
<b>TOTAL REVENUES</b>	<b>\$555,897.00</b>	<b>\$579,706.51</b>	<b>\$23,809.51</b>	<b>\$564,576.84</b>	<b>\$8,679.84</b>
<b>EXPENDITURES</b>					
<b>LEGISLATIVE</b>					
Supervisor Fees	10,000.00	6,200.00	(3,800.00)	10,000.00	0.00
<b>TOTAL LEGISLATIVE</b>	<b>10,000.00</b>	<b>6,200.00</b>	<b>(3,800.00)</b>	<b>10,000.00</b>	<b>0.00</b>
<b>FINANCIAL &amp; ADMINISTRATIVE</b>					
District Manager	28,840.00	28,840.00	0.00	28,840.00	0.00
Recording Secretary	5,543.00	5,543.00	0.00	5,543.00	0.00
District Engineer	6,000.00	3,204.00	(2,796.00)	6,000.00	0.00
Disclosure Report	1,000.00	1,000.00	0.00	1,000.00	0.00
Trustees Fees	7,000.00	7,000.00	0.00	7,000.00	0.00
Auditing Services	7,600.00	5,000.00	(2,600.00)	5,000.00	(2,600.00)
Arbitrage Rebate Calculation	1,300.00	1,300.00	0.00	1,300.00	0.00
Financial Services	26,677.00	26,677.00	0.00	26,677.00	0.00
Postage, Phone, Faxes, Copies	600.00	875.73	275.73	600.00	0.00
Digital Meeting Media	1,500.00	200.00	(1,300.00)	500.00	(1,000.00)
Public Officials Insurance	2,500.00	1,808.42	(691.58)	2,500.00	0.00
Legal Advertising	550.00	150.00	(400.00)	550.00	0.00
Bank Fees	186.00	135.78	(50.22)	186.00	0.00
Dues, Licenses & Fees	200.00	175.00	(25.00)	200.00	0.00
Miscellaneous Fees	500.00	0.00	(500.00)	500.00	0.00
Investment Reporting Fees	2,000.00	1,099.98	(900.02)	2,000.00	0.00
Office Supplies	200.00	20.00	(180.00)	200.00	0.00
Technology Services	4,000.00	2,854.30	(1,145.70)	4,000.00	0.00
Website Administration	2,500.00	0.00	(2,500.00)	1,000.00	(1,500.00)
<b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>98,696.00</b>	<b>85,883.21</b>	<b>(12,812.79)</b>	<b>93,596.00</b>	<b>(5,100.00)</b>
<b>LEGAL COUNSEL</b>					
District Counsel	10,000.00	9,590.72	(409.28)	10,000.00	0.00
<b>TOTAL LEGAL COUNSEL</b>	<b>10,000.00</b>	<b>9,590.72</b>	<b>(409.28)</b>	<b>10,000.00</b>	<b>0.00</b>
<b>ELECTRIC UTILITY SERVICES</b>					
Electric Utility Services - Other	11,000.00	11,000.00	0.00	11,000.00	0.00
Street Lighting	90,000.00	60,160.47	(29,839.53)	80,000.00	(10,000.00)
<b>TOTAL ELECTRIC UTILITY SERVICES</b>	<b>101,000.00</b>	<b>71,160.47</b>	<b>(29,839.53)</b>	<b>91,000.00</b>	<b>(10,000.00)</b>
<b>OTHER PHYSICAL ENVIRONMENT</b>					
Property & Casualty Insurance	12,400.00	12,400.00	0.00	12,400.00	0.00
Entry & Walls Maintenance	5,500.00	1,400.00	(4,100.00)	5,500.00	0.00
Landscape Maintenance - Contract	151,833.84	151,833.84	0.00	215,833.84	64,000.00
Landscape Maintenance - Other	12,000.00	29,425.41	17,425.41	0.00	(12,000.00)
Field Manager	27,707.00	27,707.00	0.00	27,707.00	0.00
Irrigation Maintenance	5,000.00	12,161.46	7,161.46	10,000.00	5,000.00
Plant Replacement Program	12,500.00	16,459.73	3,959.73	10,500.00	(2,000.00)
Waterway Management Program-Contract	14,040.00	14,040.00	0.00	14,040.00	0.00
Waterway Management Program - Other	5,000.00	5,000.00	0.00	5,000.00	0.00
Waterway Management Program - Erosion Control	5,000.00	1,000.00	(4,000.00)	5,000.00	0.00
Irrigation Improvements	5,000.00	5,000.00	0.00	0.00	(5,000.00)
Waterway Mgt. Program-Aquatic Plantings	4,000.00	1,000.00	(3,000.00)	4,000.00	0.00
Capital Improvements	15,000.00	89,613.80	74,613.80	10,000.00	(5,000.00)
<b>TOTAL OTHER PHYSICAL ENVIRONMENT</b>	<b>274,980.84</b>	<b>367,041.24</b>	<b>92,060.40</b>	<b>319,980.84</b>	<b>45,000.00</b>
<b>ROAD &amp; STREET FACILITIES</b>					
Street/Decorative Light Maintenance	5,000.00	1,175.50	(3,824.50)	1,000.00	(4,000.00)
Pavement & Signage Repairs	4,500.00	4,500.00	0.00	4,500.00	0.00
Holiday Lighting	5,000.00	3,100.00	(1,900.00)	5,000.00	0.00
<b>TOTAL ROAD &amp; STREET FACILITIES</b>	<b>14,500.00</b>	<b>8,775.50</b>	<b>(5,724.50)</b>	<b>10,500.00</b>	<b>(4,000.00)</b>
<b>PARKS &amp; RECREATION</b>					
Miscellaneous Maintenance	5,000.00	4,131.34	(868.66)	5,000.00	0.00
Security Patrol	21,000.00	25,924.03	4,924.03	24,000.00	3,000.00
Special Events	2,000.00	1,000.00	(1,000.00)	500.00	(1,500.00)
<b>TOTAL PARKS &amp; RECREATION</b>	<b>28,000.00</b>	<b>31,055.37</b>	<b>3,055.37</b>	<b>29,500.00</b>	<b>1,500.00</b>
<b>RESERVES</b>					
Capital Asset Reserves	18,720.16	0.00	(18,720.16)	0.00	(18,720.16)
<b>TOTAL RESERVES</b>	<b>18,720.16</b>	<b>0.00</b>	<b>(18,720.16)</b>	<b>0.00</b>	<b>(18,720.16)</b>
<b>TOTAL EXPENDITURES</b>	<b>\$555,897.00</b>	<b>\$579,706.51</b>	<b>\$23,809.51</b>	<b>\$564,576.84</b>	<b>\$8,679.84</b>
<b>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$0.00)</b>	<b>\$0.00</b>	<b>\$0.00</b>

**FISCAL YEAR 2018**  
PROPOSED ANNUAL OPERATING BUDGET

# PARKWAY CENTER

## COMMUNITY DEVELOPMENT DISTRICT

### GENERAL FUND 001

#### **Legislative**

##### **Supervisor's Fees**

The amount paid to each Supervisor for the time devoted to the District business and monthly meetings. The amount permitted is \$200.00 per meeting for each member of the Board.

#### **Financial & Administrative**

##### **District Manager**

The District retains the services of a consulting manager, who is responsible for the daily administration of the District's business, including any and all financial work related to the Bond Funds and Operating Funds of the District, and preparation of the minutes of the Board of Supervisors. In addition, the District Manager prepares the Annual Budget(s), implements all policies of the Board of Supervisors, and attends all meetings of the Board of Supervisors.

##### **Recording Secretary**

As part of the consulting managers contract, the District retains a Recording Secretary to prepare and record the minutes of the official district records of proceeding.

##### **District Engineer**

Requirements for legal services are estimated annual expenditures on as needed basis and also cover such items as attendance at scheduled meetings of the Board of Supervisor's, contract preparation and review, etc.

##### **Disclosure Report**

This is required of the District as part of the bond indentures.

##### **Trustees Fees**

This is required of the District as part of the bond indentures.

##### **Auditing Services**

The District is required to annually undertake an independent examination of its books, records and accounting procedures. This audit is conducted pursuant to State Law and the Rules of the Auditor General.

##### **Arbitrage Rebate Calculation**

This is required of the District as part of the bond indentures.

##### **Financial Services**

As part of the consulting managers contract, the District retains Financial Services to process invoices, tax-roll preparation and record the District's transactions in compliance with governmental accounting standards.

##### **Travel Per Diem**

This applies at the current rate of mileage reimbursement for official District business.

##### **Postage, Phone, Fax, Copies**

Cost of materials and service to produce agendas and conduct day-to-day business of the District.

##### **Rentals & Leases**

This is required of the District to store its official records.

##### **Public Officials Insurance**

The District carries Public Officials Liability in the amount of \$1,000,000.

**FISCAL YEAR 2018**  
**PROPOSED ANNUAL OPERATING BUDGET**



# PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT

## GENERAL FUND 001

### **Legal Advertising**

This is required to conduct the official business of the District in accordance with the Sunshine Law and other advertisement requirements as indicated by the Florida Statutes.

### **Bank Fees**

The District operates a checking account for expenditures and receipts.

### **Dues, Licenses & Fees**

The District is required to file with the County and State each year.

### **Miscellaneous Fees**

To provide for unbudgeted administrative expenses.

### **Investment Reporting Fees**

This is to provide an investment report to the District on a quarterly basis.

### **Office Supplies**

Cost of daily supplies required by the District to facilitate operations.

### **Technology Services**

This is to upgrade and keep current the operating components to comply with new governmental accounting standards along with basic website maintenance.

### **Website Administration**

This is for maintenance and administration of the District's official website.

### **Capital Outlay**

This is to purchase new equipment as required.

## **Legal Counsel**

### **District Counsel**

Requirements for legal services are estimated annual expenditures on an as needed basis and also cover such items as attendance at scheduled meetings of the Board of Supervisor's, contract preparation and review, etc.

## **Electric Utility Services**

### **Electric Utility Services**

This item is for street lights, pool, recreation facility and other common element electricity needs.

## **Water-Sewer Combination Services**

### **Water Utility Services**

This item is for service to satisfy common element water needs.

## **Other Physical Environment**

### **Field Manager**

As an anticipated addendum to the consulting managers contract, the District will retain the services of a Field Manager. The Field Manager is responsible for the day-to-day field operations. These responsibilities include, but are not limited to, preparing and bidding of services and commodities, contract administration, hiring and maintaining qualified personnel, preparation of and implementation of operating schedules and policies, insuring compliance with all operating permits, prepare and implement field operating budgets, provide information/education to public regarding District programs. The fee for this service is reviewed annually.

# PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT

## GENERAL FUND 001

### **Property & Casualty Insurance**

The District carries \$1,000,000 in general liability and also has sovereign immunity.

### **Entry & Walls Maintenance**

This item is for maintaining the main entry feature and other common area walls.

### **Landscape Maintenance - Contract**

The District contracts with a professional landscape firm to provide service through a public bid process. This fee does not include replacement material or irrigation repairs.

### **Landscape Maintenance - Other**

Landscape fees that do not fall within the scope of services covered under the landscape contract.

### **Miscellaneous Maintenance**

To provide for unbudgeted repairs and maintenance.

### **Irrigation Maintenance**

Repairs necessary for everyday operation of the irrigation system to ensure its effectiveness.

### **Plant Replacement Program**

This item is for landscape items that may need to be replaced during the year.

### **Waterway Mgt Program - Contract**

This item is for the contract that maintains the multiple waterways that compose the District's waterway management system and aids in controlling nuisance vegetation that may otherwise restrict the flow of water.

### **Waterway Mgt Program - Other**

This category is for the unforeseen items that are not under contract to maintain the multiple waterways in the District.

### **Waterway Mgt Program - Erosion Con**

This category is for the erosion issues that are not under contract that may occur along the banks of the multiple waterways in the District.

### **Capital Improvements**

This item provides for capital improvements relating to the District's physical environment.

## **Road & Street Facilities**

### **Decorative Light Maintenance**

This item provides for maintenance and repairs of the street lights and decorative lighting throughout the District.

### **Pavement and Signage Repairs**

This item provides for maintenance and repairs of the signage throughout the District.

### **Street Sweeping**

This item provides for cleaning of the District roadways.

## **Parks & Recreation**

### **Security Patrol**

This item is for the contractual service of the Sheriffs office or a private vendor to provide random patrols of the District assets and the community as a whole.

### **Capital Improvements**

This item provides for capital improvements relating to the District's parks and recreational areas.

## FISCAL YEAR 2018 PROPOSED ANNUAL OPERATING BUDGET

# PARKWAY CENTER

## COMMUNITY DEVELOPMENT DISTRICT

### DEBT SERVICE FUND

#### SERIES 2004A

#### REVENUES

CDD Debt Service Assessments	\$	492,104
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>492,104</b>

#### EXPENDITURES

Series 2004A May Bond Principal Payment	\$	175,000
Series 2004A May Bond Interest Payment	\$	161,232
Series 2004A November Bond Interest Payment	\$	155,873
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>492,104</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$</b>	<b>-</b>

#### ANALYSIS OF BONDS OUTSTANDING

Bonds Outstanding - Period Ending 11/1/2017	\$	5,160,000
Principal Payment Applied Toward Series 2004A Bonds	\$	175,000
<b>Bonds Outstanding - Period Ending 11/1/2018</b>	<b>\$</b>	<b>4,985,000</b>

**FISCAL YEAR 2018**  
PROPOSED ANNUAL OPERATING BUDGET



# PARKWAY CENTER

## COMMUNITY DEVELOPMENT DISTRICT

### DEBT SERVICE FUND

#### SERIES 2004B

#### REVENUES

CDD Debt Service Assessments	\$	211,050
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>211,050</b>

#### EXPENDITURES

Series 2004B May Bond Principal Payment	\$	-
Series 2004B May Bond Interest Payment	\$	105,525
Series 2004B November Bond Interest Payment	\$	105,525
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>211,050</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$</b>	<b>-</b>

#### ANALYSIS OF BONDS OUTSTANDING

Bonds Outstanding - Period Ending 11/1/2017	\$	3,015,000
Principal Payment Applied Toward Series 2004B Bonds	\$	-
<b>Bonds Outstanding - Period Ending 11/1/2018</b>	<b>\$</b>	<b>3,015,000</b>

# PARKWAY CENTER

## COMMUNITY DEVELOPMENT DISTRICT

### DEBT SERVICE FUND

#### SERIES 2008

#### REVENUES

CDD Debt Service Assessments	\$	172,099
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>172,099</b>

#### EXPENDITURES

Series 2008 May Bond Principal Payment	\$	90,000
Series 2008 May Bond Interest Payment	\$	41,985
Series 2008 November Bond Interest Payment	\$	40,113
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>172,099</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$</b>	<b>-</b>

#### ANALYSIS OF BONDS OUTSTANDING

Bonds Outstanding - Period Ending 11/1/2017	\$	1,725,000
Principal Payment Applied Toward Series 2008 Bonds	\$	90,000
<b>Bonds Outstanding - Period Ending 11/1/2018</b>	<b>\$</b>	<b>1,635,000</b>

# PARKWAY CENTER

## COMMUNITY DEVELOPMENT DISTRICT

### SCHEDULE OF ANNUAL ASSESSMENTS<sup>(1)</sup>

			Fiscal Year 2017			Fiscal Year 2018			
Lot Size	ERU Value	Unit Count	Debt Service Per Unit	O&M Per Unit	Fiscal Year 2017 Total Assessment	Debt Service Per Unit	O&M Per Unit	Fiscal Year 2018 Total Assessment	Inc/(Dec) in Annual CDD Fees Per Unit <sup>(2)</sup>
Phase 1 - Series 2008									
SF 40'	1.00	199	\$325.00	\$318.98	\$643.98	\$325.00	\$318.98	\$643.98	\$0.00
SF 50'	1.25	218	\$406.00	\$398.72	\$804.72	\$406.00	\$398.72	\$804.72	\$0.00
SF 65'	1.50	73	\$487.00	\$478.47	\$965.47	\$487.00	\$478.47	\$965.47	\$0.00
Phase 2 - Series 2004									
Townhome	0.75	604	\$324.00	\$239.23	\$563.23	\$324.00	\$239.23	\$563.23	\$0.00
SF 50'	1.25	532	\$541.00	\$398.72	\$939.72	\$541.00	\$398.72	\$939.72	\$0.00
SF 60'	1.50	96	\$649.00	\$478.47	\$1,127.47	\$649.00	\$478.47	\$1,127.47	\$0.00

**Notations:**

<sup>(1)</sup> Annual assessments are adjusted for collection costs and early payment discounts of 8%.

<sup>(2)</sup> An increase in assessments creates a positive figure; conversely, a decrease in assessments creates a negative figure.

**FISCAL YEAR 2018**  
**PROPOSED ANNUAL OPERATING BUDGET**



**RESOLUTION 2017-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF PARKWAY  
CENTER COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A  
TREASURER.**

**WHEREAS**, Parkway Center Community Development District (hereinafter the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, being situated entirely within Hillsborough County, Florida; and

**WHEREAS**, the Board of Supervisors of the District desires to appoint a Treasurer;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF PARKWAY  
CENTER COMMUNITY DEVELOPMENT DISTRICT THAT:**

**Section 1.**      Eric Davidson                      is appointed Treasurer.

**Section 2.**      All prior designations which are inconsistent with the designation herein are forthwith rescinded.

**Section 3.**      This Resolution shall become effective on May 24, 2017.

**PASSED AND ADOPTED THIS 24<sup>TH</sup> DAY OF MAY, 2017.**

**ATTEST:**

**PARKWAY CENTER  
COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
**SECRETARY / ASSISTANT SECRETARY**

\_\_\_\_\_  
**CHAIRMAN**

## **RESOLUTION 2017-03**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT DESIGNATING A PUBLIC DEPOSITORY FOR FUNDS OF THE PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, Parkway Center 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 Hillsborough County, Florida; and

**WHEREAS**, the District’s Board of Supervisors (the “**Board**”), is statutorily authorized to select a depository as defined in Section 280.02, *Florida Statutes*, which meets all the requirements of Chapter 280 and has been designated by the State Chief Financial Officer as a qualified public depository; and

**WHEREAS**, the Board wishes to designate a public depository for the funds of the District.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT THAT:**

**Section 1.** \_\_\_\_\_ is hereby designated as the public depository for funds of the Parkway Center Community Development District.

**Section 2.** In accordance with Section 280.17(2), *Florida Statutes*, the District’s Secretary is directed to take the following steps:

- (a) Ensure that the name of the District is on the account or certificate or other form provided to the District by the qualified public depository in a manner sufficient to identify that the account is a Florida public deposit.
- (b) Execute the form prescribed by the Chief Financial Officer for identification of each public deposit account and obtain acknowledgment of receipt on the form from the qualified public depository at the time of opening the account.
- (c) Maintain the current public deposit identification and acknowledgment form as a valuable record.

**Section 3.** The District’s Treasurer, upon assuming responsibility for handling the funds of the District, is directed to furnish to the State Chief Financial Officer annually, not later than November 30 of each year, the information required in accordance with Section 280.17(6), *Florida Statutes*, and otherwise take the necessary steps to ensure that all other requirements of Section 280.17, *Florida Statutes*, have been met.

**Section 4.** This Resolution shall become effective immediately upon its adoption and it replaces all prior resolutions with respect to the designated public depository for funds of the District.

**PASSED AND ADOPTED** this 24<sup>th</sup> Day of May 2017.

**ATTEST:**

**PARKWAY CENTER COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Name: \_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Name: \_\_\_\_\_  
Chair of the Board of Supervisors





*Craig Latimer*  
**Supervisor of Elections**

Our Vision: To be the best place in America to vote

GOVERNOR'S  
STERLING  
AWARD  
RECIPIENT

April 20, 2017

Brian Lamb  
Meritus  
2005 Pan Am Circle, Suite 120  
Tampa 33607

Dear Brian Lamb,

As per F.S. 190.006, you'll find the number of qualified registered electors for your Community Development District as of April 15, 2017, listed below.

Community Development District	Number of Registered Electors
Parkway Center	2342

We ask that you respond to our office with a current list of CDD office holders by **June 1, 2017**, and that you update us throughout the year if there are changes. This will enable us to provide accurate information to potential candidates during filing and qualifying periods.

Please note it is the responsibility of each district to keep our office updated with current district information. If you have any questions, please do not hesitate to contact me at (813) 384-3944 or [ccampbell@hcsoe.org](mailto:ccampbell@hcsoe.org).

Respectfully,

Chelsea Campbell  
Candidate Services Liaison

# PARKWAY CENTER COMMUNITY DEVELOPMENT DISTRICT

April 26, 2017 Minutes of the Regular Meeting

## Minutes of the Regular Meeting

The Regular Meeting of the Board of Supervisors for Parkway Center Community Development District was held on **Wednesday, April 26, 2017 at 6:30 p.m.** at the Rivercrest CDD Clubhouse at 11560 Ramble Creek Drive, Riverview, FL 33569.

### 1. CALL TO ORDER/ROLL CALL

Brian Howell called the Regular Meeting of the Board of Supervisors of the Parkway Center Community Development District to order on **Wednesday, April 26, 2017 at 6:34 p.m.**

Brian Howell led the Board in The Pledge of Allegiance.

#### Board Members Present:

JoAnn Ward	Chairman
Earl Kunke	Vice Chairman
Tanya O'Connor	Supervisor
Daniel Fleary, Jr.	Supervisor
Suzanne DeCopain	Supervisor

#### Staff Members Present:

Brian Howell	Meritus
Scott Steady	District Counsel
Celia Nichols	Nichols Landscape Architecture
Jeff Deason	Taylor Morrison

There were five residents present.

### 2. AUDIENCE QUESTIONS AND COMMENT ON AGENDA ITEMS

There were no audience questions or comments on agenda items.

*The entire meeting is available on audio.*

### 3. VENDOR/STAFF REPORTS

#### A. District Counsel

#### B. District Engineer

Mr. Steady and Mr. Deason went over the well agreement with the HOA. They stated that the HOA would bear all the expense, but the CDD would be able to have access to the timer and water for CDD common areas.

MOTION TO:	Approve the well agreement.
MADE BY:	Supervisor DeCopain
SECONDED BY:	Supervisor Fleary
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously.

Next, Mr. Steady and Mr. Deason went over the easement agreement, which is for TECO to run their lines, and the Board agreed that this makes sense. The Board then requested for Mr. Deason to look into building a monument sign where they are punching through for 78<sup>th</sup> Street; the Board also wanted to know the status of adding power, water, and landscaping to the Pine Ridge sign. Mr. Deason asked Mr. Howell for any monument plans and stated that he would look into this for the Board.

The Board then discussed the amenity center, and Mr. Deason confirmed there was no existing parcel they were willing to sell. The HOA Park in Summerwood would need to be discussed with the current CDD Board as well as the resident board which will be elected in the transition from Taylor Morrison in June. Mr. Deason stated they could not sell or hand over that parcel now since they were in the transition process. Mr. Howell stated the District Engineer is not present since there is no reason to look at floor plans when the District does not have a parcel to build on. Mr. Fleary said that he did not agree and that it is not the job of Mr. Howell to make that call. Mr. Steady stated there was a potential parcel that might be for sale and that he would look into it and advise the Board prior to the next meeting.

The Board requested for Mr. Deason to look at the palms that are failing in Summerwood in the cul-de-sac area.

The Board also reviewed the advisory group and noted that the meetings have to be advertised like a CDD meeting and the minutes recorded. The cost to advertise each meeting is around \$200, which is what the newspaper charges, not Meritus. Mr. Howell stated that if Meritus does not have to supply a manager to these meetings, then there would be no extra charges on their end. The Board tabled this item until next meeting so that all Board members could be present.

#### 4. BUSINESS ITEMS

##### A. Discussion on Aquatics Systems, Inc. Proposals

- i. Lake Assessment
- ii. Plant Installation
- iii. Cattails Removal

##### B. Capital Improvement Update

##### C. General Matters of the District

Ms. Nichols went over the next phase of the landscape improvements. Mr. Howell stated that they had allocated \$100,000 for improvements last year, and the two improvements came in

around \$92,000. Thus, the CDD was under budget for this line item. Mr. Howell recommending setting aside another \$100,000 from surplus funds for the next round of enhancements. After review, the Board requested for Ms. Nichols to come up with concept plans for Hamlet and Belmont, as well as with a plan for replacing the dead palms that were removed. The Board will review concepts and estimated costs at the next meeting.

The Board also mentioned that one of the ribbon palms looked to be dying, and Ms. Nichols stated that she will contact LMP, as everything is under a one-year warranty. She noted that she has the plans for CDD records.

The Board discussed the pond analysis proposal.

MOTION TO:	Approve water analysis for Pond 8 in the amount of \$1,122.00.
MADE BY:	Supervisor Ward
SECONDED BY:	Supervisor Kunke
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion passed unanimously.

The Board discussed the plant installation proposal.

MOTION TO:	Approve the planting of ponds where cattails are being removed for \$1,271.00.
MADE BY:	Supervisor Ward
SECONDED BY:	Supervisor DeCopain
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion passed unanimously.

The Board discussed the cattail removal proposal.

MOTION TO:	Approve cattail removal for \$4,450.00.
MADE BY:	Supervisor Ward
SECONDED BY:	Supervisor Kunke
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 – Motion passed unanimously.



**5. CONSENT AGENDA**

**A. Consideration of Minutes of Board of Supervisors Meeting March 22, 2017**

The Board reviewed the minutes.

MOTION TO:	Approve March 22, 2017 minutes.
MADE BY:	Supervisor Ward
SECONDED BY:	Supervisor Kunke
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously.

**B. Consideration of Operations and Maintenance Expenditures April 2017**

The Board went over the O&Ms.

MOTION TO:	Approve the O&M's for April 2017.
MADE BY:	Supervisor Ward
SECONDED BY:	Supervisor DeCopain
DISCUSSION:	There was a discussion on Bales and when they patrol, recent car break-ins, LMP invoices, additional doggy areas in newer sections, and utility bills.
RESULT:	Called to Vote: Motion PASSED
	4/0 – Motion passed unanimously.

**C. Review of Financial Statements through February 28, 2017**

The Board reviewed and accepted the financials. Mr. Howell noted that the next meeting will be the budget meeting.

**6. MANAGEMENT REPORTS**

**A. District Manager's Report**

**B. Field Manager**

- 1. District Inspection Report**
- 2. Staff Action List**
- 3. Aquatic Systems Reports**
- 4. Bales Security**

Mr. Howell went over his report.

**7. SUPERVISOR REQUESTS**

Supervisor Ward discussed the weekly work sheet LMP is now doing, irrigation, and trash.

Supervisor Fleary commented on Ms. Crutchfield and Ms. Chamberlain and how well the trash volunteer sign-up form looks on the website. He also discussed Bales security and trash. Mr. Howell noted that vests for the volunteer program have been ordered.

Supervisor DeCopain talked about Bales coverage and schedule.

**8. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

There were no audience questions, comments, or discussion at this time.

**9. ADJOURNMENT**

MOTION TO:	Adjourn at 8:32 p.m.
MADE BY:	Supervisor Ward
SECONDED BY:	Supervisor Fleary
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion passed unanimously

*\*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**

\_\_\_\_\_  
**Printed Name**

**Title:**

- ☐ **Chairman**  
☐ **Vice Chairman**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

**Title:**

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

*Recorded by Records Administrator*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Official District Seal

# Parkway Center Community Development District

Financial Statements  
(Unaudited)

Period Ending  
April 30, 2017



Meritus Districts  
2005 Pan Am Circle ~ Suite 120 ~ Tampa, FL 33607-1775  
Phone (813) 873-7300 ~ Fax (813) 873-7070



Meritus Corp  
Parkway Center CDD

**NOTES TO THE FINANCIAL STATEMENTS  
FOR THE MONTH ENDED APRIL 2017**

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At the current time, we did not have access to the bank statements to show the reconciliation. Will be reflected in the following month.

April 2017 O&M was previously provided for viewing last month. Carrying forward we will be providing O&Ms related to the respective financials being presented. March and April Financials are attached.

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1. O&M Expense Line 4101 Postage, Phone, Faxes, Copies: under budgeted. Budget Line requires review/adjustment with Board for the current year and future years.
2. O&M Expense Line 4605 Landscape-Other: budgeted for \$12,000 but there was an invoice for the removal of palm trees for \$15,080. Budget Line requires review/adjustment with Board for the current year and future years.
3. O&M Expense Line 4612 Irrigation Maintenance: underbudgeted. Budget Line requires review/adjustment with Board for the current year and future years.
4. O&M Expense Line 4613 Plant Replacement Program: budgeted for \$12,500 but there are two invoices for plant replacements for \$6,400.54 & \$6,307.91. Budget Line requires review/adjustment with Board for the current year and future years.
5. O&M Expense Line 4908 Capital Improvements: budgeted for \$15,000 but there are two invoices for modifications throughout existing zones for \$35,744.73 & \$36,269.60. Budget Line requires review/adjustment with Board for the current year and future years.
6. DS 04 Revenue Line 1001 DS Tax Roll: anticipated receipt of the remainder due by 09/30/17.
7. DS 04 Revenue Line 1003 DS Lot Prepayments: budget needed.
8. DS 04 Revenue Line 1006 DS Lot Revenue: budget needed.
9. DS 04 Revenue Line 0001 Interest: budget needed.
10. DS 04 Revenue Line 0002 Developer Contribution: budget needed.
11. DS 04 Expense Line 7002 Principal Payment: budgeted for \$165,000 but there are prepayments for \$665,000. Budget Line requires review/adjustment with Board for the current year and future years.
12. DS 08 Revenue Line 0001 Interest: budget needed.
13. CP 04 Revenue Line 0001 Interest: budget needed.
14. CP 08 Revenue Line 0001 Interest: budget needed.
15. CP 08 Revenue Line 6301 Improvements: budget needed.

These notes are to be read in conjunction with the attached compilation report.

# Parkway Center Community Development District

## Combining Balance Sheet

As of 4/30/2017

(In Whole Numbers)

	General Fund	Debt Service Fund - Series 2004	Debt Service Fund - Series 2008	Capital Projects Fund - Series 2004	Capital Projects Fund - Series 2008	General Fixed Assets Account Group	General Long-Term Debt Account Group	Total
Assets								
Cash- Operating Acct	555,979	0	0	0	0	0	0	555,979
Cash on Hand	0	0	0	0	0	0	0	0
Assessments Receivable - Tax Roll	0	0	0	0	0	0	0	0
Assessments Receivable - Off Roll	0	0	0	0	0	0	0	0
Accounts Receivable	11,816	0	0	0	0	0	0	11,816
Due From General Fund	0	2	(2)	0	0	0	0	0
Due From Debt Service Fund	0	0	0	0	0	0	0	0
Interest Receivable	0	0	0	0	0	0	0	0
Investments--Reserve Fund B--Series 2000-Suntrust	0	0	0	0	0	0	0	0
Investments - 2004 A Reserve	0	500,906	0	0	0	0	0	500,906
Investments - 2004 B Reserve	0	101,801	0	0	0	0	0	101,801
Investments 2004 A Interest	0	166,285	0	0	0	0	0	166,285
Investments - 2004 B Interest	0	479	0	0	0	0	0	479
Invest - Developer Reserve Fund	0	13,482	0	0	0	0	0	13,482
Investments-Revenue Account-Series 2004	0	269,137	0	0	0	0	0	269,137
Investment - Sinking - 2004	0	165,000	0	0	0	0	0	165,000
Investments--Prepayment Acct--Series 2004B	0	1,490,554	0	0	0	0	0	1,490,554
Investments-Prepayment Acct A - Series 2004	0	158,844	0	0	0	0	0	158,844
Investments-COI-Series 2004B	0	0	0	881	0	0	0	881
Investments-Revenue Account-Series 2008	0	0	234,373	0	0	0	0	234,373
Investments-Interest Account-Series 2008	0	0	0	0	0	0	0	0
Investments-Reserve Account-Series 2008	0	0	17,293	0	0	0	0	17,293
Investments-Sinking Fund Account-Series 2008	0	0	0	0	0	0	0	0
Inv - Redemption Series 2008	0	0	0	0	0	0	0	0
Investments-Const. Account-Series 2008	0	0	0	0	17,994	0	0	17,994
Investments-COI-Series 2008	0	0	0	0	0	0	0	0
Prepaid Items	23,593	0	0	0	0	0	0	23,593
Prepaid Trustee Fees	0	0	0	0	0	0	0	0
Prepaid General Liability Insurance	6,882	0	0	0	0	0	0	6,882

Parkway Center Community Development District

Combining Balance Sheet

As of 4/30/2017

(In Whole Numbers)

	General Fund	Debt Service Fund - Series 2004	Debt Service Fund - Series 2008	Capital Projects Fund - Series 2004	Capital Projects Fund - Series 2008	General Fixed Assets Account Group	General Long-Term Debt Account Group	Total
Prepaid Professional Liability	713	0	0	0	0	0	0	713
Deposits	9,035	0	0	0	0	0	0	9,035
Improvements Other Than Buildings	0	0	0	0	0	2,653,526	0	2,653,526
Ancillary Costs	0	0	0	0	0	937,602	0	937,602
Construction Work In Progress	0	0	0	0	0	61,931	0	61,931
Amount Available-Debt Service	0	0	0	0	0	0	1,604,805	1,604,805
Amount To Be Provided-Debt Service	0	0	0	0	0	0	10,345,195	10,345,195
Total Assets	608,017	2,866,489	251,665	881	17,994	3,653,059	11,950,000	19,348,105
Liabilities								
Accounts Payable	2,324	0	0	0	0	0	0	2,324
Accounts Payable Other	0	0	0	0	0	0	0	0
Unallocated Funds	0	0	0	0	0	0	0	0
Due To General Fund	0	0	0	0	0	0	0	0
Due To Debt Service Fund	0	0	0	0	0	0	0	0
Accrued Expenses Payable	0	0	0	0	0	0	0	0
Deposit - Due Developer	0	0	0	0	0	0	0	0
Other Current Liabilities	0	0	0	0	0	0	0	0
Revenue Bonds 2004 A	0	0	0	0	0	0	5,330,000	5,330,000
Revenue Bonds 2004 B	0	0	0	0	0	0	4,830,000	4,830,000
Refunding Bonds - 2008	0	0	0	0	0	0	1,790,000	1,790,000
Total Liabilities	2,324	0	0	0	0	0	11,950,000	11,952,324
Fund Equity & Other Credits								
Fund Balance-All Other Reserves	0	1,340,913	119,002	880	29,429	0	0	1,490,224
Fund Balance-Unreserved	472,177	0	0	0	0	0	0	472,177
Investment In General Fixed Assets	0	0	0	0	0	3,653,059	0	3,653,059
Other	133,517	1,525,576	132,663	1	(11,435)	0	0	1,780,321
Total Fund Equity & Other Credits	605,694	2,866,489	251,665	881	17,994	3,653,059	0	7,395,781
Total Liabilities & Fund Equity	608,017	2,866,489	251,665	881	17,994	3,653,059	11,950,000	19,348,105

# Parkway Center Community Development District

## Statement of Revenues and Expenditures

001 - General Fund  
From 10/1/2016 Through 4/30/2017  
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments - Service Charges				
Operations & Maintenance	540,847	550,523	9,676	2 %
Assmts-Tax Roll				
Interest Earnings				
Interest Earnings	50	96	46	91 %
Other Miscellaneous Revenues				
Undesignated Reserves	15,000	0	(15,000)	(100)%
Total Revenues	555,897	550,619	(5,278)	(1)%
Expenditures				
Legislative				
Supervisor Fees	10,000	4,600	5,400	54 %
Financial & Administrative				
District Manager	28,840	16,823	12,017	42 %
Recording Secretary	5,543	3,233	2,310	42 %
District Engineer	6,000	1,344	4,656	78 %
Disclosure Report	1,000	0	1,000	100 %
Trustees Fees	7,000	2,891	4,109	59 %
Auditing Services	7,600	0	7,600	100 %
Arbitrage Rebate Calculation	1,300	0	1,300	100 %
Financial Services	26,677	15,562	11,115	42 %
Postage, Phone, Faxes, Copies	600	760	(160)	(27)%
Digital Meeting Media	1,500	0	1,500	100 %
Public Officials Insurance	2,500	1,808	692	28 %
Legal Advertising	550	0	550	100 %
Bank Fees	186	68	118	64 %
Dues, Licenses & Fees	200	175	25	13 %
Miscellaneous Fees	500	0	500	100 %
Investment Reporting Fees	2,000	1,283	717	36 %
Office Supplies	200	0	200	100 %
Technology Services	4,000	1,822	2,178	54 %
Website Administration	2,500	0	2,500	100 %
Legal Counsel				
District Counsel	10,000	4,795	5,205	52 %
Electric Utility Services				
Electric Utility Services - Other	11,000	8,794	2,206	20 %
Street Lighting	90,000	41,837	48,163	54 %
Other Physical Environment				
Property & Casualty Insurance	12,400	11,986	414	3 %
Entry & Walls Maintenance	5,500	700	4,800	87 %
Landscape Maintenance - Contract	151,834	110,289	41,545	27 %
Landscape Maintenance - Other	12,000	24,425	(12,425)	(104)%
Field Manager	27,707	16,163	11,544	42 %
Irrigation Maintenance	5,000	9,200	(4,200)	(84)%
Plant Replacement Program	12,500	16,460	(3,960)	(32)%
Waterway Management	14,040	9,089	4,951	35 %
Program-Contract				
Waterway Management Program - Other	5,000	3,445	1,555	31 %
Waterway Management Program - Erosion Control	5,000	0	5,000	100 %
Irrigation Improvements	5,000	2,713	2,287	46 %



# Parkway Center Community Development District

## Statement of Revenues and Expenditures

001 - General Fund  
From 10/1/2016 Through 4/30/2017  
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Waterway Mgt. Program-Aquatic Plantings	4,000	0	4,000	100 %
Capital Improvements	15,000	79,765	(64,765)	(432)%
Road & Street Facilities				
Street/Decorative Light Maintenance	5,000	676	4,325	86 %
Pavement & Signage Repairs	4,500	3,900	600	13 %
Holiday Lighting	5,000	3,100	1,900	38 %
Parks & Recreation				
Miscellaneous Maintenance	5,000	3,195	1,805	36 %
Security Patrol	21,000	16,200	4,800	23 %
Special Events	2,000	0	2,000	100 %
Reserves				
Capital Asset Reserves	18,720	0	18,720	100 %
Total Expenditures	555,897	417,102	138,795	25 %
Excess of Revenues Over(Under) Expenditures	0	133,517	133,517	0 %
Fund Balance, Beginning of Period	0	472,177	472,177	0 %
Fund Balance, End of Period	0	605,694	605,694	0 %

# Parkway Center Community Development District

## Statement of Revenues and Expenditures

200 - Debt Service Fund - Series 2004

From 10/1/2016 Through 4/30/2017

(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments - Capital Improvements				
Debt Service Assmts-Tax Roll	828,911	506,939	(321,972)	(39)%
Debt Service Prepayments	0	1,646,429	1,646,429	0 %
Debt Service Assessment-Lot Closing	0	82,976	82,976	0 %
Interest Earnings				
Interest Earnings	0	1,045	1,045	0 %
Contributions & Donations From Private Sources				
Developer Contributions	0	287,669	287,669	0 %
Total Revenues	<u>828,911</u>	<u>2,525,058</u>	<u>1,696,147</u>	<u>205 %</u>
Expenditures				
Debt Service Payments				
Interest Payments	663,911	334,482	329,429	50 %
Principal Payments	<u>165,000</u>	<u>665,000</u>	<u>(500,000)</u>	<u>(303)%</u>
Total Expenditures	<u>828,911</u>	<u>999,482</u>	<u>(170,571)</u>	<u>(21)%</u>
Excess of Revenuess Over(Under) Expenditures	<u>0</u>	<u>1,525,576</u>	<u>1,525,576</u>	<u>0 %</u>
Fund Balance, Beginning of Period	0	1,340,913	1,340,913	0 %
Fund Balance, End of Period	<u>0</u>	<u>2,866,489</u>	<u>2,866,489</u>	<u>0 %</u>

# Parkway Center Community Development District

## Statement of Revenues and Expenditures

201 - Debt Service Fund - Series 2008

From 10/1/2016 Through 4/30/2017

(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments - Capital Improvements				
Debt Service Assmts-Tax Roll	169,725	175,819	6,094	4 %
Interest Earnings				
Interest Earnings	0	90	90	0 %
Total Revenues	169,725	175,909	6,184	4 %
Expenditures				
Debt Service Payments				
Interest Payments	84,724	43,246	41,478	49 %
Principal Payments	85,000	0	85,000	100 %
Total Expenditures	169,724	43,246	126,478	75 %
Excess of Revenues Over(Under) Expenditures	1	132,663	132,662	13,266,161 %
Fund Balance, Beginning of Period	0	119,002	119,002	0 %
Fund Balance, End of Period	1	251,665	251,664	25,166,357 %

# Parkway Center Community Development District

## Statement of Revenues and Expenditures

300 - Capital Projects Fund - Series 2004

From 10/1/2016 Through 4/30/2017

(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Interest Earnings				
Interest Earnings	0	1	1	0 %
Total Revenues	0	1	1	0 %
Excess of Revenues Over(Under) Expenditures	0	1	1	0 %
Fund Balance, Beginning of Period	0	880	880	0 %
Fund Balance, End of Period	0	881	881	0 %



# Parkway Center Community Development District

## Statement of Revenues and Expenditures

301 - Capital Projects Fund - Series 2008

From 10/1/2016 Through 4/30/2017

(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Interest Earnings				
Interest Earnings	0	14	14	0 %
Total Revenues	0	14	14	0 %
Expenditures				
Other Physical Environment				
Improvements Other Than Buildings	0	11,449	(11,449)	0 %
Total Expenditures	0	11,449	(11,449)	0 %
Excess of Revenues Over(Under) Expenditures	0	(11,435)	(11,435)	0 %
Fund Balance, Beginning of Period	0	29,429	29,429	0 %
Fund Balance, End of Period	0	17,994	17,994	0 %

# Parkway Center Community Development District

## Statement of Revenues and Expenditures

900 - General Fixed Assets Account Group

From 10/1/2016 Through 4/30/2017

(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Fund Balance, Beginning of Period				
Investment In General Fixed Assets				
	0	3,653,059	3,653,059	0 %
Total Fund Balance, Beginning of Period	0	3,653,059	3,653,059	0 %
Fund Balance, End of Period	0	3,653,059	3,641,610	0 %



## MERITUS

### MONTHLY MAINTENANCE INSPECTION GRADESHEET

Site: Parkway Center

Date: Wednesday, May 17, 2017

	MAXIMUM VALUE	CURRENT VALUE	CURRENT DEDUCTION	REASON FOR DEDUCTION
<b>AQUATICS</b>				
DEBRIS	25	25	0	<u>No debris observed</u>
INVASIVE MATERIAL (FLOATING)	20	19	-1	<u>Minor algae observed</u>
INVASIVE MATERIAL (SUBMERSED)	20	19	-1	<u>Minor</u>
FOUNTAINS/AERATORS	20	20	0	<u>Good</u>
DESIRABLE PLANTS	15	15	0	<u>Good</u>
<b>AMENITIES</b>				
CLUBHOUSE INTERIOR	4	4	0	<u>Not applicable</u>
CLUBHOUSE EXTERIOR	3	3	0	<u>Not applicable</u>
POOL WATER	10	10	0	<u>Not applicable</u>
POOL TILES	10	10	0	<u>Not applicable</u>
POOL LIGHTS	5	5	0	<u>Not applicable</u>
POOL FURNITURE/EQUIPMENT	8	8	0	<u>Not applicable</u>
FIRST AID/SAFETY ITEMS	10	10	0	<u>Not applicable</u>
SIGNAGE (rules, pool, playground)	5	5	0	<u>Not applicable</u>
PLAYGROUND EQUIPMENT	5	5	0	<u>Not applicable</u>
RECREATIONAL FACILITIES	7	7	0	<u>Not applicable</u>
RESTROOMS	6	6	0	<u>Not applicable</u>
HARDSCAPE	10	10	0	<u>Not applicable</u>
ACCESS & MONITORING SYSTEM	3	3	0	<u>Not applicable</u>
IT/PHONE SYSTEM	3	3	0	<u>Not applicable</u>
TRASH RECEPTACLES	3	3	0	<u>Good condition</u>
FOUNTAINS	8	8	0	<u>Not applicable</u>
<b>MONUMENTS AND SIGNS</b>				
CLEAR VISIBILITY (Landscaping)	25	25	0	<u>Good condition</u>
PAINTING	25	25	0	<u>Good condition</u>
CLEANLINESS	25	25	0	<u>Good condition</u>
GENERAL CONDITION	25	25	0	<u>Good condition</u>



## MERITUS

## MONTHLY MAINTENANCE INSPECTION GRADESHEET

Site: Parkway CenterDate: Wednesday, May 17, 2017

	MAXIMUM VALUE	CURRENT VALUE	CURRENT DEDUCTION	REASON FOR DEDUCTION
<b>HIGH IMPACT LANDSCAPING</b>				
ENTRANCE MONUMENT	40	40	0	<u>Good</u>
RECREATIONAL AREAS	30	30	0	<u>Not applicable</u>
SUBDIVISION MONUMENTS	30	30	0	<u>Good</u>
<b>HARDSCAPE ELEMENTS</b>				
WALLS/FENCING	15	14	-1	<u>Overall good</u>
SIDEWALKS	30	30	0	<u>Good</u>
SPECIALTY MONUMENTS	15	15	0	<u>Good condition</u>
STREETS	25	25	0	<u>Overall Good</u>
PARKING LOTS	15	15	0	<u>Not applicable</u>
<b>LIGHTING ELEMENTS</b>				
STREET LIGHTING	33	33	0	<u>OK</u>
LANDSCAPE UP LIGHTING	22	22	0	<u>Good</u>
MONUMENT LIGHTING	30	30	0	<u>Good</u>
AMENITY CENTER LIGHTING	15	15	0	<u>Not applicable</u>
<b>GATES</b>				
ACCESS CONTROL PAD	25	25	0	<u>Not applicable</u>
OPERATING SYSTEM	25	25	0	<u>Not applicable</u>
GATE MOTORS	25	25	0	<u>Not applicable</u>
GATES	25	25	0	<u>Not applicable</u>
<b>SCORE</b>	<b>700</b>	<b>697</b>	<b>-3</b>	<b>100%</b>

Manager's Signature: Nicole Chamberlain 5/17/2017

Supervisor's Signature: \_\_\_\_\_

# MERITUS

## MONTHLY LANDSCAPE MAINTENANCE INSPECTION GRADESHEET

Site: Parkway Center

Date: Wednesday, May 17, 2017

MAXIMUM VALUE	CURRENT VALUE	CURRENT DEDUCTION	REASON FOR DEDUCTION
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### LANDSCAPE MAINTENANCE

TURF	5	5	0	<u>Good</u>
TURF FERTILITY	10	10	0	<u>Good - sod replaced</u>
TURF EDGING	5	5	0	<u>Good</u>
WEED CONTROL - TURF AREAS	5	5	0	<u>No weeds observed</u>
TURF INSECT/DISEASE CONTROL	10	10	0	<u>Good</u>
PLANT FERTILITY	5	5	0	<u>Overall Good</u>
WEED CONTROL - BED AREAS	5	5	0	<u>Good</u>
PLANT INSECT/DISEASE CONTROL	5	5	0	<u>Good</u>
PRUNING	10	10	0	<u>Overall good</u>
CLEANLINESS	5	5	0	<u>Good</u>
MULCHING	5	5	0	<u>Good</u>
WATER/IRRIGATION MGMT	8	8	0	<u>Good - new irrigation line installed</u>
CARRYOVERS	5	5	0	

### SEASONAL COLOR/PERENNIAL MAINTENANCE

VIGOR/APPEARANCE	7	7	0	<u>Good</u>
INSECT/DISEASE CONTROL	7	7	0	<u>Good condition</u>
DEADHEADING/PRUNING	3	3	0	<u>Good</u>

SCORE

100	100	0	100%
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Contractor Signature: \_\_\_\_\_

Manager's Signature: Nicole Chamberlain 5/17/2017

Supervisor's Signature: \_\_\_\_\_

# LMP Weekly Maintenance Worksheet

Date: 5-2-17 Property Parkway CDD

Foreman: Gabriel Miron, Jose Vasquez

Mgr: Paul Gomez

	Category	Comments
X	Mow	
X	Edge	
X	Monofilament Trim	
X	Shrub/Groundcover Trim	Trim the shrubs off Castle Creek. Work in progress cutting back the ornamental grasses.
X	Blow	
X	Debris Disposal-Details	Police for trash & debris throughout property. We service all the doggie stations. Removed all soliciting signs from property. Detailed Falkenburg starting at Castle Creek heading down to Belmont entrance.
<input type="checkbox"/>	Bed Weed Control for R-UP	
<input type="checkbox"/>	Tree Pruner Palm pruner	
<input type="checkbox"/>	Insect/Disease Control	
X	Irrigation Inspection	Irrigation modification proposal at Riverview has been completed.
<input type="checkbox"/>	Tree Fertilization	
<input type="checkbox"/>	Shrub Fertilization	
<input type="checkbox"/>	Turf Fertilization	
<input type="checkbox"/>	Turf Weed Control	
<input type="checkbox"/>	Fire Ant Control	
X	Seasonal Color Maintenance Annuals	Detail the Begonias & remove weeds.
<input type="checkbox"/>	Perennials Maintenance	
<input type="checkbox"/>	Mulching	

## Extra Work Needed


## Additional Comments




# LMP Weekly Maintenance Worksheet

Date: 5-9-17 Property Parkway CDD

Foreman: Gabriel Miron, Jose Vasquez

Mgr: Paul Gomez

	Category	Comments
X	Mow	
X	Edge	
X	Monofilament Trim	
X	Shrub/Groundcover Trim	Trim the shrubs off Still River & Still Creek. Work in progress cutting back the ornamental grasses which will be completed next week. Cutback 25% the Duranta (Gold Mound) to have that tier affect.
X	Blow	
X	Debris Disposal-Details	Police for trash & debris throughout property. We service all the doggie stations. Removed all soliciting signs from property. Detailed Still River & Still Creek.
<input type="checkbox"/>	Bed Weed Control for R-UP	
X	Tree Pruner Palm pruner	Raise tree canopy as needed off Falkenburg & Still River.
X	Insect/Disease Control	Fakahatchee has been treated.
X	Irrigation Inspection	Irrigation modification proposal at Riverview has been completed.
<input type="checkbox"/>	Tree Fertilization	
<input type="checkbox"/>	Shrub Fertilization	
<input type="checkbox"/>	Turf Fertilization	
<input type="checkbox"/>	Turf Weed Control	
<input type="checkbox"/>	Fire Ant Control	
X	Seasonal Color Maintenance Annuals	Detail the Begonias & remove weeds.
<input type="checkbox"/>	Perennials Maintenance	
<input type="checkbox"/>	Mulching	

## Extra Work Needed


## Additional Comments


## Action Item Template

Date	May 1 2017
District	Parkway Center

#	Action Item Description	Responsible	Open Date	Date Due	Closed Date	Status	Comments
1	Shared well	Bah	5/1/17	May Meeting		open	Well is being installed
2	Security	BH	2/1/17	May Meeting		done	See reports
4	Landscape Enhancements	BH	4/1/17	May Meeting		open	Celia will be attending to go over concepts.
5	Aquatic Work	SS	4/1/17	May Meeting		open	Vendor will be doing approved work within next 30 days.
6	Ponds	BH	1/1/17	May Meeting		done	Please see report by Aquatics Systems.
7	Amenity Parcel	TS	%/1/17	May Meeting		done	Please see memo by Tonja.
8	2018 Budget	BH	5/1/17	May Meeting		done	Please see enclosed budget.
9							

**Aquatic Systems, Inc.**  
LAKE & WETLAND MANAGEMENT SERVICES



## Parkway Center CDD Waterway Inspection Report

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**Reason for Inspection:** Routine Scheduled - Monthly

**Inspection Date:** 5/8/2017

**Prepared for:**

Ms. Debby Hukill, CAM, DM

Meritus Corporation

2005 Pan Am Circle Drive, Suite #120

Tampa, Florida 33607

**Prepared by:**

Virginia Tillman, Assistant Account Representative/Biologist

Aquatic Systems, Inc. – Sun City Field Office

Corporate Headquarters

2100 N.W. 33<sup>rd</sup> Street, Pompano Beach, FL 33069

1-800-432-4302

# Parkway Center CDD Waterway Inspection Report

5/8/2017

## Site: 4



### Comments: Treatment in progress

Minor Filamentous Algae, shoreline weeds and floating Watermeal were present along the perimeter of Pond #4. The grasses and Algae were targeted during our routine visit on 4/27 and the Watermeal will be treated during our routine visit.

## Site: 5



### Comments: Treatment in progress

Overall, Pond #5 looks good. The minor shoreline weeds were targeted during our routine visit on 4/27 and positive results should be seen within 21-28 days following treatment.



# Parkway Center CDD Waterway Inspection Report

5/8/2017

## Site: 7



**Comments:** Site looks good  
Pond #7 looks great!

## Site: 8



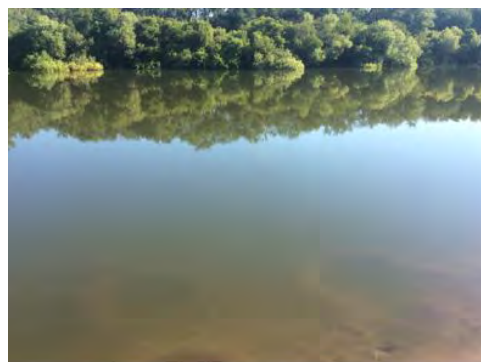
**Comments:** Site looks good  
Overall, Pond #8 looks great! The water levels were observed to be low due to the lack of rainfall.



# Parkway Center CDD Waterway Inspection Report

5/8/2017

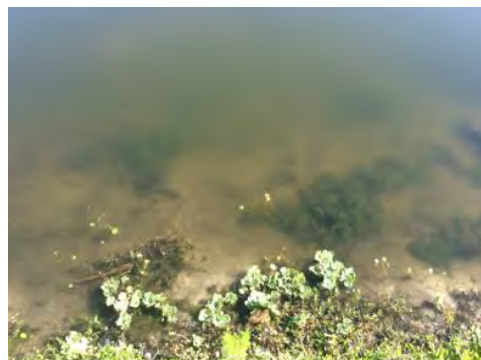
## Site: 12



### Comments: Normal growth observed

Minor Water Hyacinth and Cattails were observed in the southwest corner of Pond #12, both of which will be targeted during our routine visits.

## Site: 13



### Comments: Normal growth observed

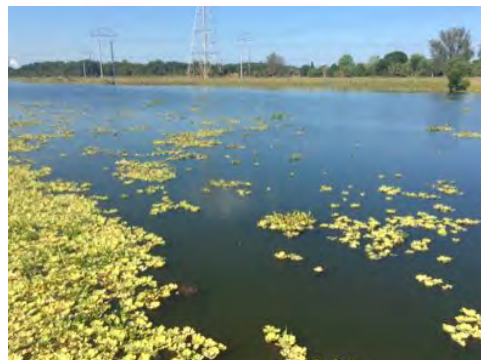
Minor Filamentous Algae, shoreline weeds and Water Lettuce were present along the shoreline of Pond #13, all of which will be treated during our upcoming routine visits.



# Parkway Center CDD Waterway Inspection Report

5/8/2017

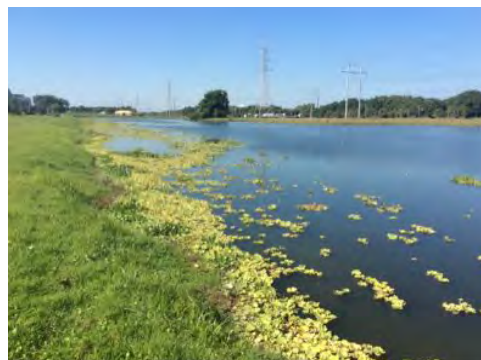
## Site: 14



### Comments: Treatment in progress

Moderate Water Lettuce and Water Hyacinth were observed throughout Pond #14, both of which were treated during our routine visit on 5/03.

## Site: 15



### Comments: Treatment in progress

Moderate Water Hyacinth and Water Lettuce were present throughout Pond #15, both of which were targeted during our routine visit on 5/03.



# Parkway Center CDD Waterway Inspection Report

5/8/2017

## Site: 16



### Comments: Site looks good

Overall, Pond #16 looks good. The minor shoreline weeds were treated during our routine visit on 4/27 and positive results should be seen within 21-28 days following treatment.

## Site: 17



### Comments: Normal growth observed

Minor shoreline weeds and Water Primrose were present along the perimeter of Pond #17, both of which will be treated during our routine visits.

# Parkway Center CDD Waterway Inspection Report

5/8/2017

## Management Summary

Overall, the ponds within Parkway Center CDD have steadily improved following our routine maintenance! The following 10 ponds were visually assessed during today's inspection: Ponds #4, #5, #7, #8, #12, #13, #14, #15, #16 and #17 respectively.

Floating Plants can be divided into two groups: free floating and rooted. Free-floating surface plants derive their nutrient needs directly from the water and are not attached to the bottom while rooted floating attach to the sediment layer. Floating plants are notorious for overspreading in lakes and ponds due to high nutrient levels within the water column. Some of the floating weeds found throughout the community are: Water Lettuce, Water Hyacinth and Watermeal. Water Lettuce is a free-floating plant with many thick, spongy, dusty green simple leaves. Water Hyacinth is a free-floating perennial plant that creates dense mats along the surface of a pond. Watermeal is a free-floating granular plant that tends to grow in dense colonies in quiet water. The moderate Water Lettuce and Water Hyacinth in Ponds #14 and #15 were targeted during our routine visit on 5/03. The minor Watermeal on Pond #4, the minor Water Lettuce on Pond #13 and the minor Water Hyacinth on Pond #12 will be treated during our routine visits. Positive results should be seen within 14-21 days following treatment.

Despite the favorable high temperatures and lack of rainfall, the overall coverage of Algae was minor! Normal Algal growth was present along the perimeter of Pond #4 and #13. The minor Filamentous Algae on Pond #4 were treated during our routine visit on 4/27 and the minor Filamentous Algae on Pond #13 will be treated during our routine visits. Positive results should be seen within 10-14 days following treatment.

Invasive shoreline weeds were observed along the shoreline of Ponds #4, #5, #13, #16 and #17. The minor Torpedograss, Alligatorweed and Pennywort on Ponds #4, #5 and #16 were treated during our routine visit on 4/27. The minor grasses on Ponds #13 and #17 will be treated during our routine visits. Positive results should be seen within 21-28 days following treatment. The minor Cattails on Pond #12 and the Water Primrose on Pond #17 will be treated during our routine visits.

## Recommendations/Action Items

- Routine Maintenance.
- Target the floating weeds on Ponds #4, #13 and #12.
- Continue to monitor all ponds for Algal growth and target on contact.
- Target the minor Filamentous Algae on Pond #13.
- Continue to treat all invasive vegetation on all sites during our routine visits.
- Treat the minor grasses on Ponds #12, #13 and #17.

THANK YOU FOR CHOOSING ASI!



