

**HILLCREST PRESERVE
COMMUNITY DEVELOPMENT
DISTRICT**

FEBRUARY 18, 2025

AGENDA PACKAGE



2005 PAN AM CIRCLE SUITE 300
TAMPA, FL 33607

Hillcrest Preserve Community Development District

Agenda Page 2

Board of Supervisors

Carlos de la Ossa, Chairman
Nicholas Dister, Vice-Chairman
Ryan Motko, Assistant Secretary
Kelly Evans, Assistant Secretary
Mike Rainer, Assistant Secretary

District Staff

Brian Lamb, District Secretary
Jayna Cooper, District Manager
John Vericker, District Counsel
Tonja Stewart, District Engineer

Regular Meeting Agenda

February 18, 2025, at 11:00 a.m.

The Regular Meetings of Hillcrest Preserve Community Development District will be held on **February 18, 2025, at 11:00 a.m. at the SpringHill Suites by Marriott Tampa Suncoast Parkway located at 16615 Crosspointe Run, Land O' Lakes, FL 34638.** For those who intend to call in below is the Teams link information. Please let us know at least 24 hours in advance if you are planning to call into the meeting.

Microsoft Teams meeting; [Join the meeting now](#)

Meeting ID: 297 982 188 241 Passcode: Yz3RiT

Dial-in by phone +1 646-838-1601 Pin: 769 240 715#

REGULAR MEETINGS OF THE BOARD OF SUPERVISORS

1. **CALL TO ORDER/ROLL CALL**
2. **PUBLIC COMMENTS** *(Each individual has the opportunity to comment and is limited to three (3) minutes for such comment)*
3. **BUSINESS ITEMS**
 - A. Acceptance of Supervisor Rainer's Resignation
4. **CONSENT AGENDA**
 - A. Approval of Minutes of January 21, 2025 Meeting
 - B. Consideration of Operation and Maintenance Expenditures January 2025
 - C. Acceptance of the Financials and Approval of the Check Register for January 2025
5. **STAFF REPORTS**
 - A. District Counsel
 - B. District Manager
 - C. District Engineer
6. **BOARD MEMBERS COMMENTS**
7. **ADJOURNMENT**

The next Meeting is scheduled for Tuesday, March 18, 2025 at 11:00 a.m.

Fourth Order of Business

- 44 **A. Consideration of Resolution 2025-03; Final Terms of Series 2024 Bonds**
- 45 **B. Consideration of Engineer's Report**
- 46 **C. Consideration of First Supplemental Assessment Methodology Report**
- 47

48 On MOTION by Mr. de la Ossa seconded by Mr. Motko, with all in
 49 favor, Resolution 2025-03; Final Terms of Series 2024 Bonds, was
 50 adopted and the Engineer's report and Assessment Methodology Report
 51 as exhibits in this Resolution, were approved. 4-0

- 52
- 53 **FOURTH ORDER OF BUSINESS** **Consent Agenda**
- 54 **A. Approval of Minutes of the December 17, 2024, Regular Meeting**
- 55 **B. Consideration of Operation and Maintenance Expenditures December 2024**
- 56 **C. Acceptance of the Financials and Approval of the Check Register for November**
- 57 **2024**
- 58

59 On MOTION by Mr. de la Ossa seconded by Mr. Motko, with all in
 60 favor, the Consent Agenda was approved. 4-0

- 61
- 62 **FIFTH ORDER OF BUSINESS** **Staff Reports**
- 63 **A. District Counsel**
- 64 **B. District Manager**
- 65 **C. District Engineer**

66 There being no reports, the next order of business followed.

- 67
- 68 **SIXTH ORDER OF BUSINESS** **Board Members' Comments**
- 69 There being none, the next order of business followed.
- 70

- 71 **SEVENTH ORDER OF BUSINESS** **Adjournment**
- 72 There being no further business,
- 73

74 On MOTION by Mr. de la Ossa seconded by Mr. Motko, with all in
 75 favor, the meeting was adjourned at 11:15 am. 4-0

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80 _____
 Jayna Cooper

81 District Manager

Carlos de la Ossa
 Chairperson

HILLCREST PRESERVE CDD
Summary of Operations and Maintenance Invoices

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
Monthly Contract					
INFRAMARK LLC	1/3/2025	141131	\$375.00		ACCOUNTING SERVICES
INFRAMARK LLC	1/3/2025	141131	\$166.67		ADMIN
INFRAMARK LLC	1/3/2025	141131	\$1,166.66		DISTRICT MGMT
INFRAMARK LLC	1/3/2025	141131	\$100.00		FINANCIAL & REVENUE COLLECTION
INFRAMARK LLC	1/3/2025	141131	\$100.00		RECORDING SECRETARY
INFRAMARK LLC	1/3/2025	141131	\$16.67		RENTAL & LEASES
INFRAMARK LLC	1/3/2025	141131	\$25.00		TECHNOLOGY/DATA STORAGE
INFRAMARK LLC	1/3/2025	141131	\$50.00	\$2,000.00	WEBSITE MAINT/ADMIN
Monthly Contract Subtotal			\$2,000.00	\$2,000.00	
Variable Contract					
CARLOS DE LA OSSA	1/21/2025	CO 012125	\$200.00	\$200.00	SUPERVISOR FEES
KELLY ANN EVANS	1/21/2025	KE 012125	\$200.00	\$200.00	BOS MEETING
NICHOLAS J. DISTER	1/21/2025	ND 012125	\$200.00	\$200.00	SUPERVISOR FEES
RYAN MOTKO	1/21/2025	RM 012125	\$200.00	\$200.00	BOS MEETING 01/21/25
Variable Contract Subtotal			\$800.00	\$800.00	
Regular Services					
STRALEY ROBIN VERICKER	1/9/2025	25805	\$2,386.75	\$2,386.75	PROF SVCS
Regular Services Subtotal			\$2,386.75	\$2,386.75	
TOTAL			\$5,186.75	\$5,186.75	



INVOICE

2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE#

141131

DATE

1/3/2025

CUSTOMER ID

C3119

NET TERMS

Net 30

PO#

DUE DATE

2/2/2025

BILL TO

Hillcrest Preserve Community
Development District
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

Services provided for the Month of: January 2025

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Accounting Services	1	Ea	375.00		375.00
Administration	1	Ea	166.67		166.67
District Management	1	Ea	1,166.66		1,166.66
Financial & Revenue Collection	1	Ea	100.00		100.00
Recording Secretary	1	Ea	100.00		100.00
Rental & Leases	1	Ea	16.67		16.67
Technology/Data Storage	1	Ea	25.00		25.00
Website Maintenance / Admin	1	Ea	50.00		50.00
Subtotal					2,000.00

Subtotal	\$2,000.00
Tax	\$0.00
Total Due	\$2,000.00

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:

Account Name: INFRAMARK, LLC

ACH - Bank Routing Number: 111000614 / Account Number: 912593196

Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.

HILLCREST PRESERVE CDD

MEETING DATE: January 21, 2025

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Mike Rainer		Accept	\$200
Kelly Evans	✓	Accept	\$200
Nick Dister *	✓	Accept	\$200
Ryan Motko	✓	Accept	\$200
Carlos de la Ossa	✓	Accept	\$200

DMS Staff Signature *Jayna Cooper*

HILLCREST PRESERVE CDD

MEETING DATE: January 21, 2025

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Mike Rainer		Accept	\$200
Kelly Evans	✓	Accept	\$200
Nick Dister *	✓	Accept	\$200
Ryan Motko	✓	Accept	\$200
Carlos de la Ossa	✓	Accept	\$200

DMS Staff Signature *Jayna Cooper*

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MEETING DATE: January 21, 2025

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Kelly Evans	✓	Accept	\$200
Nick Dister *	✓	Accept	\$200
Ryan Motko	✓	Accept	\$200
Carlos de la Ossa	✓	Accept	\$200

DMS Staff Signature *Jayna Cooper*

HILLCREST PRESERVE CDD

MEETING DATE: January 21, 2025

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Mike Rainer		Accept	\$200
Kelly Evans	✓	Accept	\$200
Nick Dister *	✓	Accept	\$200
Ryan Motko	✓	Accept	\$200
Carlos de la Ossa	✓	Accept	\$200

DMS Staff Signature *Jayna Cooper*

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400

Federal Tax Id. - 20-1778458

Hillcrest Preserve Community Development District
 Inframark
 2005 Pan Am Circle, Ste. 300
 Tampa, FL 33607

January 09, 2025
 Client: 001607
 Matter: 000001
 Invoice #: 25805

Page: 1

RE: General

For Professional Services Rendered Through December 31, 2024

SERVICES

Date	Person	Description of Services	Hours	Amount
12/2/2024	JMV	REVIEW EMAIL FROM C. DE LA OSSA; REVIEW AGREEMENT; TELEPHONE CALL WITH R. PEREZ; REVIEW EMAIL FROM M. SPADA.	2.0	\$750.00
12/2/2024	KCH	PREPARE NOTICE TO CURE DISTRICT MANAGEMENT DEFICIENCIES DEMAND LETTER.	1.0	\$325.00
12/4/2024	JMV	REVIEW EMAIL FROM C. DE LA OSSA; REVIEW CONSTRUCTION ACCOUNTS; REVIEW ENGINEERS REPORTS; PREPARE ALLOCATION RESOLUTION; DRAFT EMAIL TO C. DE LA OSSA AND R. PEREZ.	1.8	\$675.00
12/11/2024	JMV	REVIEW EMAIL FROM M. SPADA; REVIEW EMAIL FROM C. DE LA OSSA; PREPARE RESOLUTION; DRAFT EMAIL TO J. COOPER AND T. STEWART.	1.0	\$375.00
12/13/2024	LC	PREPARE RESOLUTION ADOPTING FINAL TERMS OF THE SERIES 2024 BONDS.	1.0	\$175.00
12/16/2024	JMV	REVIEW AGENDA PACKET AND PREPARE FOR CDD BOARD MEETING.	0.4	\$150.00
12/17/2024	JMV	PREPARE FOR AND ATTEND CDD BOARD MEETING.	0.9	\$337.50
12/18/2024	JMV	PREPARE RESOLUTION FOR CDD BOARD MEETING.	0.9	\$337.50
12/19/2024	LC	FINALIZE RESOLUTION ADOPTING FINAL TERMS OF THE 2024 BONDS; PREPARE CORRESPONDENCE TO DISTRICT MANAGER RE SAME.	0.3	\$52.50
Total Professional Services			9.3	\$3,177.50

DISBURSEMENTS

Date	Description of Disbursements	Amount
12/31/2024	Photocopies	\$3.30
	Total Disbursements	\$3.30
	Total Services	\$3,177.50
	Total Disbursements	\$3.30
	Total Current Charges	\$3,180.80
	Previous Balance	\$3,575.00
	<i>Less Payments</i>	<i>(\$3,125.00)</i>
	<i>Less Trust Applied</i>	<i>(\$1,244.05)</i>
	PAY THIS AMOUNT	\$2,386.75

Please Include Invoice Number on all Correspondence

Outstanding Invoices

Invoice Number	Invoice Date	Services	Disbursements	Interest	Tax	Total
25724	December 11, 2024	\$450.00	\$0.00	\$0.00	\$0.00	\$3,630.80
Total Remaining Balance Due						\$3,630.80

AGED ACCOUNTS RECEIVABLE

0-30 Days	31-60 Days	61-90 Days	Over 90 Days
\$3,630.80	\$0.00	\$0.00	\$0.00

Hillcrest Preserve Community Development District

Financial Statements
(Unaudited)

Period Ending
January 31, 2025

Prepared by:



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

HILLCREST PRESERVE COMMUNITY DEVELOPMENT DISTRICT

Balance Sheet

As of January 31, 2025

(In Whole Numbers)

ACCOUNT DESCRIPTION	TOTAL
<u>ASSETS</u>	
Cash - Operating Account	\$ 112,170
TOTAL ASSETS	\$ 112,170
<u>FUND BALANCES</u>	
Unassigned:	112,170
TOTAL FUND BALANCES	112,170

HILLCREST PRESERVE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending January 31, 2025
General Fund (001)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
REVENUES				
Special Assmnts- Tax Collector	\$ 165,785	\$ -	\$ (165,785)	0.00%
Special Assmnts- CDD Collected	-	124,626	124,626	0.00%
TOTAL REVENUES	165,785	124,626	(41,159)	75.17%
EXPENDITURES				
<u>Administration</u>				
Supervisor Fees	3,000	4,600	(1,600)	153.33%
ProfServ-Dissemination Agent	4,200	-	4,200	0.00%
ProfServ-Info Technology	600	100	500	16.67%
ProfServ-Recording Secretary	2,400	400	2,000	16.67%
ProfServ-Trustee Fees	6,500	-	6,500	0.00%
District Counsel	9,500	6,782	2,718	71.39%
District Engineer	9,500	-	9,500	0.00%
Administrative Services	4,500	667	3,833	14.82%
District Manager	25,000	4,667	20,333	18.67%
Accounting Services	18,000	1,500	16,500	8.33%
Auditing Services	6,000	-	6,000	0.00%
Website Compliance	1,800	-	1,800	0.00%
Postage, Phone, Faxes, Copies	500	2	498	0.40%
Rentals & Leases	600	67	533	11.17%
Public Officials Insurance	2,500	2,500	-	100.00%
Legal Advertising	3,500	619	2,881	17.69%
Bank Fees	200	-	200	0.00%
Financial & Revenue Collections	1,200	400	800	33.33%
Meeting Expense	4,000	-	4,000	0.00%
Website Administration	1,200	200	1,000	16.67%
Miscellaneous Expenses	250	-	250	0.00%
Office Supplies	100	-	100	0.00%
Dues, Licenses, Subscriptions	175	175	-	100.00%
Total Administration	105,225	22,679	82,546	21.55%
<u>Electric Utility Services</u>				
Contracts-Dispatch Services	30,000	-	30,000	0.00%
Utility - Electric	1,500	-	1,500	0.00%
Total Electric Utility Services	31,500	-	31,500	0.00%

HILLCREST PRESERVE COMMUNITY DEVELOPMENT DISTRICT

Statement of Revenues, Expenditures and Changes in Fund Balances

For the Period Ending January 31, 2025

General Fund (001)

(In Whole Numbers)

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<u>Other Physical Environment</u>				
Contracts-Aquatic Control	6,680	-	6,680	0.00%
Insurance - General Liability	3,200	2,500	700	78.13%
Landscape Maintenance	6,680	-	6,680	0.00%
Total Other Physical Environment	16,560	2,500	14,060	15.10%
<u>Contingency</u>				
Misc-Contingency	12,500	-	12,500	0.00%
Total Contingency	12,500	-	12,500	0.00%
TOTAL EXPENDITURES	165,785	25,179	140,606	15.19%
Excess (deficiency) of revenues				
Over (under) expenditures	-	99,447	99,447	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		12,723		
FUND BALANCE, ENDING		\$ 112,170		

Bank Account Statement

Hillcrest Preserve CDD

Bank Account No. 817335

Statement No. 25_01

Statement Date 01/31/2025

G/L Account No. 101001 Balance	112,169.96	Statement Balance	115,169.96
		Outstanding Deposits	0.00
Positive Adjustments	0.00	Subtotal	115,169.96
Subtotal	112,169.96	Outstanding Checks	-3,000.00
Negative Adjustments	0.00	Ending Balance	112,169.96
Ending G/L Balance	112,169.96		

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
Deposits							
							0.00
Total Deposits							0.00
Checks							
							0.00
01/13/2025	Payment	1106	BUSINESS OBSERVER	Check for Vendor V00020	-56.88	-56.88	0.00
01/13/2025	Payment	1107	INFRAMARK LLC	Check for Vendor V00013	-2,001.38	-2,001.38	0.00
01/13/2025	Payment	1108	STRALEY ROBIN VERICKER	Check for Vendor V00012	-450.00	-450.00	0.00
01/22/2025	Payment	1110	STRALEY ROBIN VERICKER	Check for Vendor V00012	-2,386.75	-2,386.75	0.00
01/28/2025	Payment	1111	CARLOS DE LA OSSA	Check for Vendor V00008	-200.00	-200.00	0.00
Total Checks					-5,095.01	-5,095.01	0.00
Adjustments							
Total Adjustments							
Outstanding Checks							
12/17/2024	Payment	1096	RYAN MOTKO	Check for Vendor V00005			-200.00
12/19/2024	Payment	1102	RYAN MOTKO	Check for Vendor V00005			-200.00
01/22/2025	Payment	1109	INFRAMARK LLC	Check for Vendor V00013			-2,000.00
01/28/2025	Payment	1112	KELLY ANN EVANS	Check for Vendor V00021			-200.00
01/28/2025	Payment	1113	NICHOLAS J. DISTER	Check for Vendor V00007			-200.00
01/28/2025	Payment	1114	RYAN MOTKO	Check for Vendor V00005			-200.00
Total Outstanding Checks							-3,000.00
Outstanding Deposits							
Total Outstanding Deposits							