

**HILLCREST PRESERVE  
COMMUNITY DEVELOPMENT  
DISTRICT**

**APRIL 15, 2025**

**AGENDA PACKAGE**



2005 PAN AM CIRCLE SUITE 300  
TAMPA, FL 33607

# Hillcrest Preserve Community Development District

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## Board of Supervisors

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

## District Staff

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

## Regular Meeting Agenda

April 15, 2025, at 11:00 a.m.

The Regular Meetings of Hillcrest Preserve Community Development District will be held on **April 15, 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**
4. **CONSENT AGENDA**
  - A. Approval of Minutes of March 18, 2025 Meeting
  - B. Consideration of Operation and Maintenance Expenditures March 2025
  - C. Acceptance of the Financials and Approval of the Check Register for March 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, May 20, 2025 at 11:00 a.m.**

# **Fourth Order of Business**

**MINUTES OF REGULAR MEETING  
HILLCREST PRESERVE  
COMMUNITY DEVELOPMENT DISTRICT**

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The regular meeting of the Board of Supervisors of the Hillcrest Preserve Community Development District was held on Tuesday, March 18, 2025, and called to order at 11:19 a.m. at the SpringHill Suites by Marriott Tampa Suncoast Parkway, located at 16615 Crosspointe Run, Land O' Lakes, Florida 34638.

Present and constituting a quorum were:

Carlos de la Ossa	Chairperson
Nick Dister	Vice Chairperson
Kelly Evans	Assistant Secretary
Angie Grunwald	Assistant Secretary

Also present were:

Jayna Cooper	District Manager
John Vericker	District Counsel
Tyson Waag	District Engineer ( <i>via phone</i> )

*The following is a summary of the discussions and actions taken.*

**FIRST ORDER OF BUSINESS** **Call To Order/Roll Call**

Ms. Cooper called the meeting to order, and a quorum was established.

**SECOND ORDER OF BUSINESS** **Public Comments**

There being no members of the public present, the next order of business followed.

**THIRD ORDER OF BUSINESS** **Business Items**

**A. Consideration of Resolution 2025-04, Designation of Officers**

The following are the persons elected to the offices shown:

Carlos de la Ossa	Chairperson
Nicholas Dister	Vice Chairperson
Jayna Cooper	Secretary
Leah Popelka	Treasurer
Angel Montagna	Assistant Treasurer
Ryan Motko	Assistant Secretary
Angie Grunwald	Assistant Secretary
Kelly Evans	Assistant Secretary

On MOTION by Ms. Evans seconded by Mr. de la Ossa with all in favor, Resolution 2025-04, Designation of Officers as detailed above, was adopted. 4-0
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**FOURTH ORDER OF BUSINESS**

**Consent Agenda**

- A. Approval of Minutes of the February 18, 2025, Regular Meeting**
- B. Consideration of Operation and Maintenance Expenditures February 2025**
- C. Acceptance of the Financials and Approval of the Check Register for February 2025**

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

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

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

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

**SIXTH ORDER OF BUSINESS**

**Board Members' Comments**

There being none, the next order of business followed.

**SEVENTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,

On MOTION by Mr. de la Ossa seconded by Ms. Evans, with all in favor, the meeting was adjourned at 11:21 am. 4-0

\_\_\_\_\_  
Jayna Cooper  
District Manager

\_\_\_\_\_  
Carlos de la Ossa  
Chairperson

# **Hillcrest Preserve Community Development District**

Financial Statements  
(Unaudited)

Period Ending  
March 31, 2025

Prepared by:



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Phone (813) 873-7300 ~ Fax (813) 873-7070

# HILLCREST PRESERVE COMMUNITY DEVELOPMENT DISTRICT

## Balance Sheet

As of March 31, 2025

*(In Whole Numbers)*

ACCOUNT DESCRIPTION	TOTAL
<b><u>ASSETS</u></b>	
Cash - Operating Account	\$ 105,767
<b>TOTAL ASSETS</b>	<b>\$ 105,767</b>
<b><u>FUND BALANCES</u></b>	
Unassigned:	105,767
<b>TOTAL FUND BALANCES</b>	<b>105,767</b>

**HILLCREST PRESERVE COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 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
<b><u>REVENUES</u></b>				
Special Assmnts- CDD Collected	165,785	124,626	(41,159)	75.17%
<b>TOTAL REVENUES</b>	<b>165,785</b>	<b>124,626</b>	<b>(41,159)</b>	<b>75.17%</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
Supervisor Fees	3,000	6,400	(3,400)	213.33%
ProfServ-Dissemination Agent	4,200	-	4,200	0.00%
ProfServ-Info Technology	600	150	450	25.00%
ProfServ-Recording Secretary	2,400	600	1,800	25.00%
ProfServ-Trustee Fees	6,500	-	6,500	0.00%
District Counsel	9,500	7,319	2,181	77.04%
District Engineer	9,500	-	9,500	0.00%
Administrative Services	4,500	1,000	3,500	22.22%
District Manager	25,000	7,000	18,000	28.00%
Accounting Services	18,000	2,250	15,750	12.50%
Auditing Services	6,000	-	6,000	0.00%
Website Compliance	1,800	-	1,800	0.00%
Postage, Phone, Faxes, Copies	500	7	493	1.40%
Rentals & Leases	600	160	440	26.67%
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	600	600	50.00%
Meeting Expense	4,000	-	4,000	0.00%
Website Administration	1,200	300	900	25.00%
Miscellaneous Expenses	250	-	250	0.00%
Office Supplies	100	-	100	0.00%
Dues, Licenses, Subscriptions	175	175	-	100.00%
<b>Total Administration</b>	<b>105,225</b>	<b>29,080</b>	<b>76,145</b>	<b>27.64%</b>
<b><u>Electric Utility Services</u></b>				
Contracts-Dispatch Services	30,000	-	30,000	0.00%
Utility - Electric	1,500	-	1,500	0.00%
<b>Total Electric Utility Services</b>	<b>31,500</b>	<b>-</b>	<b>31,500</b>	<b>0.00%</b>



**HILLCREST PRESERVE COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending March 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
<b><u>Other Physical Environment</u></b>				
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%
<b>Total Other Physical Environment</b>	<b>16,560</b>	<b>2,500</b>	<b>14,060</b>	<b>15.10%</b>
<b><u>Contingency</u></b>				
Misc-Contingency	12,500	-	12,500	0.00%
<b>Total Contingency</b>	<b>12,500</b>	<b>-</b>	<b>12,500</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>165,785</b>	<b>31,580</b>	<b>134,205</b>	<b>19.05%</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	93,046	93,046	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2024)</b>		<b>12,721</b>		
<b>FUND BALANCE, ENDING</b>		<b>\$ 105,767</b>		

# Bank Account Statement

Hillcrest Preserve CDD

Bank Account No. 817335

Statement No. 25\_03

Statement Date

03/31/2025

<b>G/L Account No. 101001 Balance</b>	105,767.10	<b>Statement Balance</b>	106,195.68
		<b>Outstanding Deposits</b>	0.00
<b>Positive Adjustments</b>	0.00		
<b>Subtotal</b>	105,767.10	<b>Subtotal</b>	106,195.68
<b>Negative Adjustments</b>	0.00	<b>Outstanding Checks</b>	-428.58
<b>Ending G/L Balance</b>	105,767.10	<b>Ending Balance</b>	105,767.10

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
<b>Deposits</b>							
							0.00
<b>Total Deposits</b>							0.00
<b>Checks</b>							
							0.00
12/17/2024	Payment	1096	RYAN MOTKO	Check for Vendor V00005	-200.00	-200.00	0.00
12/19/2024	Payment	1102	RYAN MOTKO	Check for Vendor V00005	-200.00	-200.00	0.00
01/28/2025	Payment	1114	RYAN MOTKO	Check for Vendor V00005	-200.00	-200.00	0.00
02/27/2025	Payment	1118	KELLY ANN EVANS	Check for Vendor V00021	-200.00	-200.00	0.00
02/27/2025	Payment	1119	NICHOLAS J. DISTER	Check for Vendor V00007	-200.00	-200.00	0.00
02/27/2025	Payment	1120	RYAN MOTKO	Check for Vendor V00005	-200.00	-200.00	0.00
03/04/2025	Payment	1121	ANGIE GRUNWALD	Check for Vendor V00022	-200.00	-200.00	0.00
03/05/2025	Payment	1122	INFRAMARK LLC	Check for Vendor V00013	-2,000.00	-2,000.00	0.00
03/25/2025	Payment	1123	ANGIE GRUNWALD	Check for Vendor V00022	-200.00	-200.00	0.00
03/25/2025	Payment	1124	CARLOS DE LA OSSA	Check for Vendor V00008	-200.00	-200.00	0.00
03/25/2025	Payment	1126	KELLY ANN EVANS	Check for Vendor V00021	-200.00	-200.00	0.00
<b>Total Checks</b>					-4,000.00	-4,000.00	0.00

## Adjustments

### Total Adjustments

### Outstanding Checks

03/25/2025	Payment	1125	INFRAMARK LLC	Check for Vendor V00013			-28.58
03/25/2025	Payment	1127	NICHOLAS J. DISTER	Check for Vendor V00007			-200.00
03/25/2025	Payment	1128	RYAN MOTKO	Check for Vendor V00005			-200.00
<b>Total Outstanding Checks</b>							-428.58

### Outstanding Deposits

### Total Outstanding Deposits