

**HILLCREST PRESERVE  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MAY 20, 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  
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

May 20, 2025, at 11:00 a.m.

The Regular Meetings of Hillcrest Preserve Community Development District will be held on **May 20, 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. Report on Number of Registered Voters (0)
  - B. Discussion of Proposed Fiscal Year 2026 Budget
  - C. Consideration of Resolution 2025-05, Approving the Fiscal Year 2026 Budget and Setting a Public Hearing
4. **CONSENT AGENDA**
  - A. Approval of Minutes of April 15, 2025 Meeting
  - B. Consideration of Operation and Maintenance Expenditures April 2025
  - C. Acceptance of the Financials and Approval of the Check Register for April 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, June 17, 2025 at 11:00 a.m.**

## **Third Order of Business**



**Brian E. Corley**  
**Supervisor of Elections**  
PO Box 300  
Dade City FL 33526-0300

**1-800-851-8754**  
**[www.PascoVotes.gov](http://www.PascoVotes.gov)**

April 23, 2025

Camille Berloune  
District Administrative Assistant  
11555 Heron Bay Blvd Suite 201  
Coral Springs FL 33076

Dear Camille Berloune:

Pursuant to your request, the following voter registration statistics are provided for their respective community development districts as of April 15, 2025.

• Hillcrest Preserve Community Development District	0
• Palmetto Ridge Community Development District	0
• The Groves Community Development District	1,093
• Two Rivers East Community Development District	1
• Two Rivers North Community Development District	617
• Two Rivers West Community Development District	6
• West Hillcrest Community Development District	0

As always, please call me if you have any questions or need additional information.

Sincerely,

Tiffannie A. Alligood  
Chief Administrative Officer

**Hillcrest Preserve**  
Community Development District

***Annual Operating and Debt Service Budget***

**Fiscal Year 2026**

Preliminary Budget

Prepared by:



**Hillcrest Preserve**  
Community Development District

**Budget Overview**  
Fiscal Year 2026

**Hillcrest Preserve**  
Community Development District

**Operating Budget**  
Fiscal Year 2026

**Table of Contents**

**OPERATING BUDGET**

General Fund	
Summary of Revenues, Expenditures and Changes in Fund Balances .....	1
Exhibit A - Allocation of Fund Balances .....	2
Budget Narrative .....	3 - 5

**SUPPORTING BUDGET SCHEDULES**

2025-2026 Non-Ad Valorem Assessment Summary .....	6
---------------------------------------------------	---



**Summary of Revenues, Expenditures and Changes in Fund Balances**  
**General Fund**  
**Fiscal Year 2026 Budget**

<b>ACCOUNT DESCRIPTION</b>	<b>ADOPTED BUDGET FY 2025</b>	<b>ANNUAL BUDGET FY 2026</b>
<b>REVENUES</b>		
Interest - Investments	\$ -	\$ -
Operations & Maintenance Assmts - On Roll	\$ 165,784	\$ 629,450
Special Assmnts- tax collector	\$ -	\$ 25,178
Developer Contributions	\$ -	\$ -
Special Assmnts- CDD Collected	\$ -	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 165,784</b>	<b>\$ 654,628</b>

**EXPENDITURES**

**Financial and Administrative**

Supervisor fees	\$ 3,000	\$ 12,000
ProfServ- Dissemination Agent	\$ 4,200	\$ 5,000
ProfServ- Info technology	\$ 600	\$ 600
ProfServ-Recording secretary	\$ 2,400	\$ 2,400
Trustee fees	\$ 6,500	\$ 6,500
District counsel	\$ 9,500	\$ 25,000
District engineer	\$ 9,500	\$ 9,500
ProfServ-Administrative services	\$ 4,500	\$ 4,500
ProfServ- District manager	\$ 25,000	\$ 25,000
ProfServ- Accounting services	\$ 18,000	\$ 9,000
Auditing services	\$ 6,000	\$ 6,000
Website compliance	\$ 1,800	\$ 1,800
Postage,Phone, Faxes, Copies	\$ 500	\$ 500
ProfServ- Rentals and leases	\$ 600	\$ 600
Legal advertising	\$ 3,500	\$ 3,500
Bank fees	\$ 200	\$ 200
ProfServ- Financial and revenue collections	\$ 1,200	\$ 5,000
Meeting expenses	\$ 4,000	\$ 500
ProfServ- Website administration	\$ 1,200	\$ 1,200
Miscellaneous expenses	\$ 250	\$ -
Dues, Licenses, Subscriptions	\$ 175	\$ 325
ProfServ- Field Management	\$ -	\$ 12,000
ProfServ - Construction Accounting	\$ -	\$ 6,000
<b>Total Financial and Administrative</b>	<b>\$ 102,725</b>	<b>\$ 137,225</b>

**Insurance**

Public Officials Insurance	\$ 2,500	\$ 2,531
General liability Insurance	\$ 3,200	\$ 3,094
Property Insurance	\$ -	\$ 10,000
Crime	\$ -	\$ 500
Deductible	\$ -	\$ 2,500
<b>Total Insurance</b>	<b>\$ 5,700</b>	<b>\$ 18,625</b>

**Utility Services**

Contracts- Dispatch services	\$ 30,000	\$ -
Utility - Electric	\$ 1,500	\$ 9,000
Water/Waste	\$ -	\$ 2,400
Streetlights	\$ -	\$ 90,000
<b>Total Utility Services</b>	<b>\$ 31,500</b>	<b>\$ 101,400</b>

**Contingency**

Misc Contingency	\$ 12,500	\$ 25,000
Storm Clean Up	\$ -	\$ 35,000
<b>Total Contingency</b>	<b>\$ 12,500</b>	<b>\$ 60,000</b>

**Landscape and Pond Maintenance**

Contracts - Aquatics	\$ 6,680	\$ 9,000
Contracts - Landscape	\$ 6,880	\$ 200,000
ROW Maintenance	\$ -	\$ 50,000
Mitigation Maintenance	\$ -	\$ 30,000
<b>Total Landscape and Pond Maintenance</b>	<b>\$ 26,060</b>	<b>\$ 289,000</b>

**Other Physical Environment**

Entrance Monuments & Walls R&M	\$ -	\$ 10,000
Dog Waste Station Service & Supplies	\$ -	\$ 1,200
Mailbox Kiosk R&M	\$ -	\$ 3,000
Wildlife Control	\$ -	\$ 9,000
<b>Total Other Physical Environment</b>	<b>\$ 39,620</b>	<b>\$ 23,200</b>

<b>TOTAL EXPENDITURES</b>	<b>\$ 218,105</b>	<b>\$ 629,450</b>
---------------------------	-------------------	-------------------

Excess (deficiency) of revenues	\$ (52,321)	\$ 25,178
---------------------------------	-------------	-----------

Net change in fund balance	\$ (52,321)	\$ 25,178
----------------------------	-------------	-----------

<b>FUND BALANCE, BEGINNING</b>	<b>\$ 12,723</b>	<b>\$ 82,037</b>
--------------------------------	------------------	------------------

<b>FUND BALANCE, ENDING</b>	<b>\$ (39,598)</b>	<b>\$ 107,215</b>
-----------------------------	--------------------	-------------------

**Exhibit "A"**  
Allocation of Fund Balances

<b>FISCAL YEAR 2024 RESERVE FUND ANALYSIS</b>
-----------------------------------------------

Beginning Fund Balance - Carry Forward Surplus as of 10/1/2023	\$	(39,598)
Less: Forecasted Surplus/(Deficit) as of 9/30/2024		121,635

<b>Estimated Funds Available - 9/30/2024</b>	<b>82,037</b>
----------------------------------------------	---------------

<b>FISCAL YEAR 2025 RESERVE FUND ANALYSIS</b>
-----------------------------------------------

Beginning Fund Balance - Carry Forward Surplus as of 10/1/2024	\$	82,037
Less: First Quarter Operating Reserve		- -1
Less: Designated Reserves for Capital Projects		
Less: Forecasted Surplus/(Deficit) as of 9/30/2025		

<b>Estimated Remaining Undesignated Cash as of 9/30/2025</b>	<b>82,037</b>
--------------------------------------------------------------	---------------

**Notes**

(1) Represents approximately 3 months of operating expenditures

**Budget Narrative**  
Fiscal Year 2026

**REVENUES**

**Interest-Investments**

The District earns interest on its operating accounts.

**Operations & Maintenance Assessments – On Roll**

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District to pay for the operating expenditures during the Fiscal Year. The collection will be provided by the Tax Collector pursuant to Section 197.3632, Florida Statutes, which is the Uniform Collection Methodology.

**Developer Contributions**

The district will direct bill and collect non-ad valorem assessments on assessable property in order to pay for the debt service expenditures during the fiscal year.

**Other Miscellaneous Revenues**

Additional revenue sources not otherwise specified by other categories.

**Special Assessments-Discounts**

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments only when collected by the Tax Collector. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

**EXPENDITURES**

**Financial and Administrative**

**Supervisor Fees**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance. The amount for the Fiscal Year is based upon four supervisors attending 14 meetings.

**Onsite Staff**

The district may incur expenses for employees or other staff members needed for recreational facilities such as clubhouse staff.

**District Management**

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.

**Field Management**

The District has a contract with Inframark Infrastructure Management Services. for services in the administration and operation of the Property and its contractors.

**Administration**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services.

**Budget Narrative**  
Fiscal Year 2026

<b>EXPENDITURES</b>
---------------------

**Financial and Administrative** (continued)

**Recording Secretary**

Inframark provides recording services with near verbatim minutes.

**Construction Accounting**

Accounting services as described within the Accounting Services but specifically regarding construction.

**Financial/Revenue Collections**

Service includes all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a collection agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

**Rentals and Leases**

The anticipated cost of rental expenses including but not limited to renting meeting room space for district board meetings.

**Data Storage**

Cost of server maintenance and technical support for CDD related IT needs.

**Accounting Services**

Services including the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

**Dissemination Agent/Reporting**

The District is required by the Securities and Exchange Commission to comply with rule 15c2-12(b)-(5), which relates to additional reporting requirements for unrelated bond issues. The budgeted amount for the fiscal year is based on standard fees charged for this service.

**Website Administration Services**

The cost of web hosting and regular maintenance of the District's website by Inframark Management Services.

**District Engineer**

The District's engineer provides general engineering services to the District, i.e., attendance and preparation for board meetings when requested, review of invoices, and other specifically requested assignments.

**District Counsel**

The District's attorney provides general legal services to the District, i.e., attendance and preparation for Board meetings, review of contracts, agreements, resolutions, and other research as directed or requested by the BOS District Manager.

**Trustee Fees**

The District pays US Bank an annual fee for trustee services on the Series 2014 and Series 2015 Bonds. The budgeted amount for the fiscal year is based on previous year plus any out-of-pocket expenses.

<b>EXPENDITURES</b>
---------------------

**Budget Narrative**  
Fiscal Year 2026

**Financial and Administrative** (continued)

**Auditing Services**

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is an estimate based on prior year costs.

**Postage, Phone, Faxes, Copies**

This item refers to the cost of materials and service to produce agendas and conduct day-to-day business of the District.

**Mailings**

Copies used in the preparation of agenda packages, required mailings, and other special projects.

**Professional Services – Arbitrage Rebate**

The District is required to annually calculate the arbitrage rebate liability on its Series 2013A and 2020 bonds.

**Legal Advertising**

The District is required to advertise various notices for monthly Board meetings and other public hearings in the newspaper of general circulation.

**Bank Fees**

This represents the cost of bank charges and other related expenses that are incurred during the year.

**Dues, Licenses and Fees**

This represents the cost of the District's operating license as well as the cost of memberships in necessary organizations.

**Onsite Office Supplies**

This represents the cost of supplies used to prepare agenda packages, create required mailings, and perform other special projects. The budget for this line item also includes the cost for supplies in the District office.

**Website ADA Compliance**

Cost of maintaining district website's compliance with the Americans with Disabilities Act of 1990.

**Disclosure Report**

On a quarterly and annual basis, disclosure of relevant district information is provided to the Muni Council, as required within the bond indentures.

**Annual Stormwater Report**

Cost to produce annual report on CDD stormwater infrastructure.

**Miscellaneous Administrative**

All other administrative costs not otherwise specified above.

**Budget Narrative**  
Fiscal Year 2026

<b>EXPENDITURES</b>
---------------------

**Insurance**

**Insurance-General Liability**

The District's General Liability & Public Officials Liability Insurance policy is with Egis Insurance Advisors, LLC. The budgeted amount allows for a projected increase in the premium.

**Public Officials Insurance**

The District will incur expenditures for public officials' liability insurance for the Board and Staff and may incur a 10% premium increase.

**Property & Casualty Insurance**

The District will incur fees to insure items owned by the district for its property needs.

**Deductible**

District's share of expenses for insured property when a claim is filed.

<b>EXPENDITURES</b>
---------------------

**Utility Services**

**Electric Utility Services**

Electricity for accounts with the local Utilities Commissions for the swim club, parks, and irrigation. Fees are based on historical costs for metered use.

**Streetlights**

Local Utility Company charges electricity usage (maintenance fee). The budget is based on historical costs.

**Lighting Replacement**

Cost of replacing defective lights and bulbs in CDD facilities.

**Decorative Light Maintenance**

Cost of replacement and repair of decorative lighting fixtures.

**Amenity Internet**

Internet service for clubhouse and other amenity locations.

**Water/Waste**

The District charges each new water/sewer system customer an Accrued Guaranteed Revenue Fee (AGRF) for wastewater service in accordance with the adopted rate schedule.

**Gas**

Cost of natural gas for CDD facilities. Regular fuel costs (automobile etc.)

**Facility A/C & Heating R&M**

Cost of repairs and regular maintenance of Air Conditioning and central heating of CDD facilities.

**Utilities – Other**

Utility expenses not otherwise specified in above categories.

**Budget Narrative**  
Fiscal Year 2026

<b>EXPENDITURES</b>
---------------------

**Amenity**

**Pool Monitor**

Cost of staff members to facilitate pool safety services.

**Janitorial – Contract**

Cost of janitorial labor for CDD Facilities.

**Janitorial Supplies/Other**

Cost of janitorial supplies for CDD Facilities.

**Garbage Dumpster – Rental and Collection**

Cost of dumpster rental and trash collection at CDD facilities.

**Amenity Pest Control**

Cost of exterminator and pesticides at CDD amenities and facilities.

**Amenity R&M**

Cost of repairs and regular maintenance of CDD amenities.

**Amenity Furniture R&M**

Cost of repairs and maintenance to amenity furniture.

**Access Control R&M**

Cost of repairs and maintenance to electronic locks, gates, and other security fixtures.

**Key Card Distribution**

Cost of providing keycards to residents to access CDD Facilities.

**Recreation/Park Facility Maintenance**

Cost of upkeep and repairs to all parks and recreation facilities in the CDD

**Athletic Courts and Field Maintenance**

Cost of upkeep and repairs for athletic fields and courts (ex. Basketball Courts) on CDD property.

**Park Restroom Maintenance**

Upkeep and cleaning of park restrooms on CDD property.

**Playground Equipment and Maintenance**

Cost of acquisition and upkeep of playground equipment for CDD parks.

**Clubhouse Office Supplies**

Cost of supplies for clubhouse clerical duties (pens, paper, ink, etc.)

**Clubhouse IT Support**

Cost of IT services and for clubhouse operational needs.

**Dog Waste Station Service & Supplies**

Cost of cleaning and resupplying dog waste stations.

<b>EXPENDITURES</b>
---------------------



**Budget Narrative**  
Fiscal Year 2026

**Amenity (Continued)**

**Entrance Monuments, Gates, Walls R&M**

Cost of repairs and regular maintenance for entryways, walls, and gates.

**Sidewalk, Pavement, Signage R&M**

Cost of repairs and regular maintenance to sidewalks, pavements, and signs.

**Trail/Bike Path Maintenance**

Cost of upkeep to bike paths and trails on CDD property.

**Boardwalk and Bridge Maintenance**

Cost of upkeep for boardwalks and bridges on CDD property.

**Pool and Spa Permits**

Cost of permits required for CDD pool and spa operation as required by law.

**Pool Maintenance – Contract**

Cost of Maintenance for CDD pool facilities.

**Pool Treatments & Other R&M**

Cost of chemical pool treatments and similar such maintenance.

**Security Monitoring Services**

Cost of CDD security personnel and equipment.

**Special Events**

Cost of holiday celebrations and events hosted on CDD property.

**Community Activities**

Cost of recreational events hosted on CDD property.

**Holiday Decorations**

Cost of decorations for major holidays (i.e., Christmas)

**Miscellaneous Amenity**

Amenity Expenses not otherwise specified.

**EXPENDITURES**

**Landscape and Pond Maintenance**

**R&M – Stormwater System**

Cost of repairs and regular maintenance to the CDD's stormwater and drainage infrastructure.

**Landscape Maintenance - Contract**

Landscaping company to provide maintenance consisting of mowing, edging, trimming, blowing, fertilizing, and applying pest and disease control chemicals to turf throughout the District.

**Landscaping - R&M**

Cost of repairs and regular maintenance to landscaping equipment.

**EXPENDITURES**

**Landscape and Pond Maintenance (Continued)**

**Budget Narrative**  
Fiscal Year 2026

**Landscaping – Plant Replacement Program**

Cost of replacing dead or damaged plants throughout the district.

**Irrigation Maintenance**

Purchase of irrigation supplies. Unscheduled maintenance consists of major repairs and replacement of system components including weather station and irrigation lines.

**Aquatics – Contract**

Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

**Wetlands Maintenance and Monitoring**

Cost of upkeep and protection of wetlands on CDD property.

**Aquatics – Plant Replacement**

The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

**Waterway Management Program**

Cost of maintaining waterways and rivers on district property.

**Debris Cleanup**

Cost of cleaning up debris on district property.

**Wildlife Control**

Management of wildlife on district property.

<b>EXPENDITURES</b>
---------------------

**Contingency/Reserves**

**Contingency**

Funds set aside for projects, as determined by the district's board.

**Capital Improvements**

Funding of major projects and building improvements to CDD property.

**R&M Other Reserves**

The board may set aside monetary reserves for necessary for maintenance projects as needed.

## **Hillcrest Preserve**

Community Development District

### **Supporting Budget Schedules**

Fiscal Year 2026

# Hillcrest Preserve

Community Development District

All Funds

## Assessment Summary Fiscal Year 2026 vs. Fiscal Year 2025

### ASSESSMENT ALLOCATION

Assessment Area 1											
Product	Units	O&M Assessment			Debt Service			Total Assessments per Unit			
		FY 2026	FY 2025	Dollar Change	FY 2026	FY 2025	Dollar Change	FY 2026	FY 2025	Dollar Change	
Townhomes 24'	52	\$ 432.95	\$ 114.03	\$ 318.92	\$ -	\$ -	\$ -	\$ 432.95	\$ 114.03	\$ 318.92	
Townhomes 28'	24	\$ 505.11	\$ 133.04	\$ 372.07	\$ -	\$ -	\$ -	\$ 505.11	\$ 133.04	\$ 372.07	
Single Family 40'	257	\$ 721.58	\$ 190.05	\$ 531.53	\$ -	\$ -	\$ -	\$ 721.58	\$ 190.05	\$ 531.53	
Single Family 50'	322	\$ 901.98	\$ 237.56	\$ 664.41	\$ -	\$ -	\$ -	\$ 901.98	\$ 237.56	\$ 664.41	
Single Family 60'	147	\$ 1,082.37	\$ 285.08	\$ 797.30	\$ -	\$ -	\$ -	\$ 1,082.37	\$ 285.08	\$ 797.30	
	802										

## RESOLUTION 2025-05

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HILLCREST PRESERVE COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED OPERATION AND MAINTENANCE BUDGET FOR FISCAL YEAR 2025/2026; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING, AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Hillcrest Preserve Community Development District (“**District**”) prior to June 15, 2025 a proposed operation and maintenance budget for the fiscal year beginning October 1, 2025 and ending September 30, 2026 (“**Proposed Budget**”); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to approve the Proposed Budget and set the required public hearing thereon.

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget, including any modifications made by the Board, 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.** The public hearing on said Proposed Budget is hereby declared and set for the following date, hour, and location:

DATE: August 19, 2025

HOUR: 11:00 a.m.

LOCATION: SpringHill Suites by Marriott Tampa  
16615 Crosspointe Run  
Land O’Lakes, Florida 34638

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 Pasco 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 Proposed Budget on the District’s website at least 2 days before the budget hearing date 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 by Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED ON MAY 20, 2025.**

Attest:

**Hillcrest Preserve Community  
Development District**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
☐ Secretary/☐ Assistant Secretary

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
☐ Chair/☐ Vice Chair of the Board of Supervisors

**Exhibit A: Proposed Budget for Fiscal Year 2025/2026**

# **Fourth Order of Business**

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

The regular meeting of the Board of Supervisors of the Hillcrest Preserve Community Development District was held on Tuesday, April 15, 2025, and called to order at 11:02 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
Ryan Motko	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**

There being none, the next order of business followed.

**FOURTH ORDER OF BUSINESS** **Consent Agenda**

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

On MOTION by Mr. de la Ossa seconded by Ms. Evans, with all in favor, the Consent Agenda was approved. 5-0

**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.



45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59

**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 11:03 am. 5-0
------------------------------------------------------------------------------------------------------------------

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

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

<b>HILLCREST PRESERVE CDD</b>
<b>Summary of Operations and Maintenance Invoices</b>

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
<b>Monthly Contract</b>					
INFRAMARK LLC	4/1/2025	147155	\$750.00		Accounting Services
INFRAMARK LLC	4/1/2025	147155	\$375.00		Administrative Services
INFRAMARK LLC	4/1/2025	147155	\$2,083.33		District Management Services
INFRAMARK LLC	4/1/2025	147155	\$100.00		Financial & Revenue Collection
INFRAMARK LLC	4/1/2025	147155	\$200.00		Recording Secretary
INFRAMARK LLC	4/1/2025	147155	\$50.00		Rental & Leases
INFRAMARK LLC	4/1/2025	147155	\$50.00		Technology Services
INFRAMARK LLC	4/1/2025	147155	\$100.00		Website Services
INFRAMARK LLC	4/1/2025	147155	\$375.00		Accounting Services - Retro Feb 25
INFRAMARK LLC	4/1/2025	147155	\$208.33		Administrative Services - Retro Feb 25
INFRAMARK LLC	4/1/2025	147155	\$916.66		District Management Services - Retro Feb 25
INFRAMARK LLC	4/1/2025	147155	\$100.00		Recording Secretary - Retro Feb 25
INFRAMARK LLC	4/1/2025	147155	\$33.33		Rental & Leases - Retro Feb 25
INFRAMARK LLC	4/1/2025	147155	\$25.00		Technology Services - Retro Feb 25
INFRAMARK LLC	4/1/2025	147155	\$50.00		Website Services - Retro Feb 25
INFRAMARK LLC	4/1/2025	147155	\$375.00		Accounting Services - Retro March 25
INFRAMARK LLC	4/1/2025	147155	\$208.33		Administrative Services - Retro March 25
INFRAMARK LLC	4/1/2025	147155	\$916.66		District Management Services - Retro March 25
INFRAMARK LLC	4/1/2025	147155	\$100.00		Recording Secretary - Retro March 25
INFRAMARK LLC	4/1/2025	147155	\$33.33		Rentals & Leases - Retro March 25
INFRAMARK LLC	4/1/2025	147155	\$25.00		Technology Services - Retro March 25
INFRAMARK LLC	4/1/2025	147155	\$50.00	\$7,124.97	Website Services - Retro March 25
<b>Monthly Contract Subtotal</b>			<b>\$7,124.97</b>	<b>\$7,124.97</b>	
<b>Regular Services</b>					
ANGIE GRUNWALD	4/15/2025	AG 041525	\$200.00	\$200.00	BOARD 4/15/25

<b>HILLCREST PRESERVE CDD</b> <b>Summary of Operations and Maintenance Invoices</b>
----------------------------------------------------------------------------------------

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
CARLOS DE LA OSSA	4/15/2025	CO 041525	\$200.00	\$200.00	BOARD 4/15/25
KELLY ANN EVANS	4/15/2025	KE 041525	\$200.00	\$200.00	BOARD 4/15/25
NICHOLAS J. DISTER	4/15/2025	ND 041525	\$200.00	\$200.00	BOARD 4/15/25
RYAN MOTKO	4/15/2025	RM 041525	\$200.00	\$200.00	BOARD 4/15/25
STRALEY ROBIN VERICKER	4/8/2025	26328	\$780.00	\$780.00	District Counsel
<b>Regular Services Subtotal</b>			<b>\$1,780.00</b>	<b>\$1,780.00</b>	
<b>Additional Services</b>					
INFRAMARK LLC	4/21/2025	147945	\$0.69		Postage
INFRAMARK LLC	4/21/2025	147945	\$27.20	\$27.89	Meeting Expense
<b>Additional Services Subtotal</b>			<b>\$27.89</b>	<b>\$27.89</b>	
<b>TOTAL</b>			<b>\$8,932.86</b>	<b>\$8,932.86</b>	



2002 West Grand Parkway North  
Suite 100  
Katy, TX 77449

# INVOICE

**INVOICE#**

147155

**CUSTOMER ID**

C3119

**PO#**

**DATE**

4/1/2025

**NET TERMS**

Net 30

**DUE DATE**

5/1/2025

**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: April 2025**

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Accounting Services	1	Ea	750.00		750.00
Administration	1	Ea	375.00		375.00
District Management	1	Ea	2,083.33		2,083.33
Financial & Revenue Collection	1	Ea	100.00		100.00
Recording Secretary	1	Ea	200.00		200.00
Rental & Leases	1	Ea	50.00		50.00
Technology/Data Storage	1	Ea	50.00		50.00
Website Maintenance / Admin	1	Ea	100.00		100.00
Accounting Services (Retrobilling Feb 2025)	1	Ea	375.00		375.00
Administration (Retrobilling Feb 2025)	1	Ea	208.33		208.33
District Management (Retrobilling Feb 2025)	1	Ea	916.66		916.66
Recording Secretary (Retrobilling Feb 2025)	1	Ea	100.00		100.00
Rental & Leases (Retrobilling Feb 2025)	1	Ea	33.33		33.33
Technology/Data Storage (Retrobilling Feb 2025)	1	Ea	25.00		25.00
Website Maintenance / Admin (Retrobilling Feb 2025)	1	Ea	50.00		50.00
Accounting Services (Retrobilling March 2025)	1	Ea	375.00		375.00
Administration (Retrobilling March 2025)	1	Ea	208.33		208.33
District Management (Retrobilling March 2025)	1	Ea	916.66		916.66
Recording Secretary (Retrobilling March 2025)	1	Ea	100.00		100.00
Rental & Leases (Retrobilling March 2025)	1	Ea	33.33		33.33
Technology/Data Storage (Retrobilling March 2025)	1	Ea	25.00		25.00

**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.*



2002 West Grand Parkway North  
Suite 100  
Katy, TX 77449

**BILL TO**

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

**INVOICE#**

147155

**CUSTOMER ID**

C3119

**PO#****DATE**

4/1/2025

**NET TERMS**

Net 30

**DUE DATE**

5/1/2025

**Services provided for the Month of: April 2025**

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Website Maintenance / Admin (Retrobilling March 2025)	1	Ea	50.00		50.00
<b>Subtotal</b>					<b>7,124.97</b>

<b>Subtotal</b>	\$7,124.97
-----------------	------------

<b>Tax</b>	\$0.00
------------	--------

<b>Total Due</b>	\$7,124.97
------------------	------------

**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: April 15, 2025

<b>SUPERVISORS</b>	<b>CHECK IF IN ATTENDANCE</b>	<b>STATUS</b>	<b>PAYMENT AMOUNT</b>
Angie Grunwald	✓	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: April 15, 2025

<b>SUPERVISORS</b>	<b>CHECK IF IN ATTENDANCE</b>	<b>STATUS</b>	<b>PAYMENT AMOUNT</b>
Angie Grunwald	✓	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: April 15, 2025

<b>SUPERVISORS</b>	<b>CHECK IF IN ATTENDANCE</b>	<b>STATUS</b>	<b>PAYMENT AMOUNT</b>
Angie Grunwald	✓	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: April 15, 2025

<b>SUPERVISORS</b>	<b>CHECK IF IN ATTENDANCE</b>	<b>STATUS</b>	<b>PAYMENT AMOUNT</b>
Angie Grunwald	✓	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: April 15, 2025

<b>SUPERVISORS</b>	<b>CHECK IF IN ATTENDANCE</b>	<b>STATUS</b>	<b>PAYMENT AMOUNT</b>
Angie Grunwald	✓	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 CDD  
 Inframark  
 2005 Pan Am Circle, Ste. 300  
 Tampa, FL 33607

April 08, 2025

Client: 001607

Matter: 000001

Invoice #: 26328

Page: 1

RE: General

For Professional Services Rendered Through March 31, 2025

**SERVICES**

Date	Person	Description of Services	Hours	Amount
3/12/2025	AM	REVIEW MEETING INFORMATION FOR APPROVING BUDGET FOR FISCAL YEAR 2025-2026; PREPARE DRAFT RESOLUTION APPROVING PROPOSED BUDGET AND SETTING PUBLIC HEARING.	1.0	\$175.00
3/17/2025	JMV	REVIEW AGENDA PACKET AND PREPARE FOR CDD BOARD MEETING; TELEPHONE CALL WITH C. DE LA OSSA.	0.3	\$112.50
3/18/2025	JMV	PREPARE FOR AND ATTEND CDD BOARD MEETING.	0.6	\$225.00
3/20/2025	WAS	REVIEW RESOLUTION APPROVING PRELIMINARY BUDGET AND SETTING PUBLIC HEARING ON BUDGET ADOPTION.	0.3	\$97.50
3/21/2025	KCH	PREPARE FOR AND ATTEND EPG OPERATIONS MEETING IN PERSON; ATTEND PROPOSED BUDGET DISCUSSION AND REVIEW IN PERSON.	0.2	\$65.00
3/31/2025	AM	PREPARE DRAFT PUBLICATION AD FOR BUDGET.	0.6	\$105.00
Total Professional Services			3.0	\$780.00

Total Services	\$780.00	
Total Disbursements	\$0.00	
Total Current Charges		\$780.00
<b>PAY THIS AMOUNT</b>		<b>\$780.00</b>

*Please Include Invoice Number on all Correspondence*



2002 West Grand Parkway North  
Suite 100  
Katy, TX 77449

**BILL TO**

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

**INVOICE#**

147945

**CUSTOMER ID**

C3119

**PO#****DATE**

4/21/2025

**NET TERMS**

Net 30

**DUE DATE**

5/21/2025

**Services provided for the Month of: March 2025**

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Postage	1	Ea	0.69		0.69
Eric Davidson 02-21-25 - SPRINGHILL SUITES LAND : meeting space \$27.20	1	Ea	27.20		27.20
<b>Subtotal</b>					<b>27.89</b>

**Subtotal**

\$27.89

**Tax**

\$0.00

**Total Due**

\$27.89

**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 Community Development District**

Financial Statements  
(Unaudited)

Period Ending  
April 30, 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 April 30, 2025

(In Whole Numbers)

ACCOUNT DESCRIPTION	TOTAL
<b><u>ASSETS</u></b>	
Cash - Operating Account	\$ 96,684
<b>TOTAL ASSETS</b>	<b>\$ 96,684</b>

<b><u>FUND BALANCES</u></b>	
Unassigned:	96,684
<b>TOTAL FUND BALANCES</b>	<b>96,684</b>

**HILLCREST PRESERVE COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending April 30, 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	7,400	(4,400)	246.67%
ProfServ-Dissemination Agent	4,200	-	4,200	0.00%
ProfServ-Info Technology	600	250	350	41.67%
ProfServ-Recording Secretary	2,400	1,000	1,400	41.67%
ProfServ-Trustee Fees	6,500	-	6,500	0.00%
District Counsel	9,500	8,099	1,401	85.25%
District Engineer	9,500	-	9,500	0.00%
Administrative Services	4,500	1,792	2,708	39.82%
District Manager	25,000	10,917	14,083	43.67%
Accounting Services	18,000	3,750	14,250	20.83%
Auditing Services	6,000	-	6,000	0.00%
Website Compliance	1,800	-	1,800	0.00%
Postage, Phone, Faxes, Copies	500	35	465	7.00%
Rentals & Leases	600	277	323	46.17%
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	700	500	58.33%
Meeting Expense	4,000	-	4,000	0.00%
Website Administration	1,200	500	700	41.67%
Miscellaneous Expenses	250	-	250	0.00%
Office Supplies	100	-	100	0.00%
Dues, Licenses, Subscriptions	175	325	(150)	185.71%
<b>Total Administration</b>	<b>105,225</b>	<b>38,164</b>	<b>67,061</b>	<b>36.27%</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 April 30, 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>40,664</b>	<b>125,121</b>	<b>24.53%</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	83,962	83,962	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2024)</b>		<b>12,722</b>		
<b>FUND BALANCE, ENDING</b>		<b>\$ 96,684</b>		

