

**HILLCREST PRESERVE
COMMUNITY DEVELOPMENT
DISTRICT**

JUNE 17, 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

June 17, 2025, at 11:00 a.m.

The Regular Meetings of Hillcrest Preserve Community Development District will be held on **June 17, 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 May 20, 2025 Meeting
 - B. Consideration of Operation and Maintenance Expenditures May 2025
 - C. Acceptance of the Financials and Approval of the Check Register for May 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, July 15, 2025 at 11:00 a.m.

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, May 20, 2025, and called to order at 11:41 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
Nicholas Dister	Vice Chairperson <i>(via phone)</i>
Kelly Evans	Assistant Secretary
Angie Grunwald	Assistant Secretary
Ryan Motko	Assistant Secretary <i>(via phone)</i>

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. Report on Number of Registered Voters (0)

Ms. Cooper reported that presently there are zero (0) registered voters.

B. Discussion of Proposed Fiscal Year 2026 Budget

On MOTION by Mr. de la Ossa seconded by Ms. Evans, with all in favor, the Proposed Fiscal Year 2026 Budget, as discussed, was approved. 5-0

C. Consideration of Resolution 2025-05, Approving the Fiscal Year 2026 Budget and Setting a Public Hearing

On MOTION by Mr. de la Ossa seconded by Ms. Evans, with all in favor, Resolution 2025-05, Approving the Fiscal Year 2026 Budget and Setting a Public Hearing for Tuesday August 19, 2025 at 11:00 am at the SpringHill Suites by Marriott Tampa Suncoast Parkway, located at 16615 Crosspointe Run, Land O' Lakes, Florida 34638, was adopted. 5-0

FOURTH ORDER OF BUSINESS

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**

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.

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 11:44 am. 5-0

Jayna Cooper
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	5/2/2025	149105	\$750.00		Accounting Services May 2025
INFRAMARK LLC	5/2/2025	149105	\$375.00		Administration May 2025
INFRAMARK LLC	5/2/2025	149105	\$2,083.33		District Management May 2025
INFRAMARK LLC	5/2/2025	149105	\$100.00		Financial & Revenue Collection May 2025
INFRAMARK LLC	5/2/2025	149105	\$50.00		
INFRAMARK LLC	5/2/2025	149105	\$100.00		
INFRAMARK LLC	5/2/2025	149105	\$200.00		Recording Secretary May 2025
INFRAMARK LLC	5/2/2025	149105	\$50.00	\$3,708.33	Rentals & Leases May 2025
Monthly Contract Subtotal			\$3,708.33	\$3,708.33	
Variable Contract					
STRALEY ROBIN VERICKER	5/6/2025	26496	\$727.50	\$727.50	May 2025 Landscape Inspection
Variable Contract Subtotal			\$727.50	\$727.50	
Regular Services					
ADA SITE COMPLIANCE	4/23/2025	INV-11230	\$1,568.52	\$1,568.52	Website ADA Compliance
ANGIE GRUNWALD	5/20/2025	AG-052025	\$200.00	\$200.00	BOARD 5/20/25
CARLOS DE LA OSSA	5/20/2025	CO-052025	\$200.00	\$200.00	BOARD 5/20/25
KELLY ANN EVANS	5/20/2025	KE-052025	\$200.00	\$200.00	BOARD 5/20/25
NICHOLAS J. DISTER	5/20/2025	ND-052025	\$200.00	\$200.00	BOARD 5/20/25
RYAN MOTKO	5/20/2025	RM-052025	\$200.00	\$200.00	BOARD 5/20/25
Regular Services Subtotal			\$2,568.52	\$2,568.52	
TOTAL			\$7,004.35	\$7,004.35	



2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE

INVOICE#

149105

CUSTOMER ID

C3119

PO#

DATE

5/2/2025

NET TERMS

Net 30

DUE DATE

6/1/2025

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: May 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
Subtotal					3,708.33

Subtotal

\$3,708.33

Tax

\$0.00

Total Due

\$3,708.33

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.

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400

Federal Tax Id. - 20-1778458

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Hillcrest Preserve CDD
Inframark
2005 Pan Am Circle, Ste. 300
Tampa, FL 33607

May 06, 2025

Client: 001607

Matter: 000001

Invoice #: 26496

Page: 1

RE: General

For Professional Services Rendered Through April 30, 2025

SERVICES

Date	Person	Description of Services	Hours	Amount
4/9/2025	AM	REVIEW PROPOSED BUDGET FOR FISCAL YEAR 2025-2026 RE INCREASE; PREPARE DRAFT MAILED NOTICE LETTER AND PUBLICATION ADS FOR BUDGET.	1.8	\$315.00
4/14/2025	JMV	REVIEW AGENDA PACKET AND PREPARE FOR CDD BOARD MEETING.	0.4	\$150.00
4/15/2025	JMV	PREPARE FOR AND ATTEND CDD BOARD MEETING.	0.7	\$262.50
Total Professional Services			2.9	\$727.50

Total Services	\$727.50	
Total Disbursements	\$0.00	
Total Current Charges		\$727.50
Previous Balance		\$780.00
Less Payments		(\$780.00)
PAY THIS AMOUNT		\$727.50

Please Include Invoice Number on all Correspondence

ADA Site Compliance
5210 E Williams Cir Ste 750
Tucson, AZ 857114477
accounting@adasitecompliance.com



Invoice

BILL TO
Monica Alvarez Hillcrest Preserve CDD

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
INV-11230	06/23/2024	\$1,568.52	07/23/2024	30	

DESCRIPTION	QTY/HRS	RATE	AMOUNT
New Accessible & Compliant Website, Compliance Shield, Accessibility Policy, Technological Auditing.	1	1,500.00	1,500.00
1.5% - Applied on Aug 23, 2024			22.50
1.5% - Applied on Sep 23, 2024			22.84
1.5% - Applied on Oct 23, 2024			23.18

BALANCE DUE

\$1,568.52

Pay invoice

HILLCREST PRESERVE CDDMEETING DATE: May 20, 2025

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Angie Grunwald	X	Accept	\$200
Kelly Evans	X	Accept	\$200
Nick Dister	X	Accept	\$200
Ryan Motko	X	Accept	\$200
Carlos de la Ossa	X	Accept	\$200

DMS Staff Signature Jayna Cooper

HILLCREST PRESERVE CDDMEETING DATE: May 20, 2025

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Angie Grunwald	X	Accept	\$200
Kelly Evans	X	Accept	\$200
Nick Dister	X	Accept	\$200
Ryan Motko	X	Accept	\$200
Carlos de la Ossa	X	Accept	\$200

DMS Staff Signature Jayna Cooper

HILLCREST PRESERVE CDDMEETING DATE: May 20, 2025

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Angie Grunwald	X	Accept	\$200
Kelly Evans	X	Accept	\$200
Nick Dister	X	Accept	\$200
Ryan Motko	X	Accept	\$200
Carlos de la Ossa	X	Accept	\$200

DMS Staff Signature Jayna Cooper

HILLCREST PRESERVE CDDMEETING DATE: May 20, 2025

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Angie Grunwald	X	Accept	\$200
Kelly Evans	X	Accept	\$200
Nick Dister	X	Accept	\$200
Ryan Motko	X	Accept	\$200
Carlos de la Ossa	X	Accept	\$200

DMS Staff Signature Jayna Cooper

HILLCREST PRESERVE CDDMEETING DATE: May 20, 2025

SUPERVISORS	CHECK IF IN ATTENDANCE	STATUS	PAYMENT AMOUNT
Angie Grunwald	X	Accept	\$200
Kelly Evans	X	Accept	\$200
Nick Dister	X	Accept	\$200
Ryan Motko	X	Accept	\$200
Carlos de la Ossa	X	Accept	\$200

DMS Staff Signature Jayna Cooper

Hillcrest Preserve Community Development District

Financial Statements
(Unaudited)

Period Ending
May 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 May 31, 2025

(In Whole Numbers)

ACCOUNT DESCRIPTION	TOTAL
<u>ASSETS</u>	
Cash - Operating Account	\$ 89,780
TOTAL ASSETS	\$ 89,780
<u>FUND BALANCES</u>	
Unassigned:	89,780
TOTAL FUND BALANCES	89,780

HILLCREST PRESERVE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 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
<u>REVENUES</u>				
Special Assmnts- CDD Collected	165,785	124,626	(41,159)	75.17%
TOTAL REVENUES	165,785	124,626	(41,159)	75.17%
<u>EXPENDITURES</u>				
<u>Administration</u>				
Supervisor Fees	3,000	8,400	(5,400)	280.00%
ProfServ-Dissemination Agent	4,200	-	4,200	0.00%
ProfServ-Info Technology	600	300	300	50.00%
ProfServ-Recording Secretary	2,400	1,200	1,200	50.00%
ProfServ-Trustee Fees	6,500	-	6,500	0.00%
District Counsel	9,500	8,827	673	92.92%
District Engineer	9,500	-	9,500	0.00%
Administrative Services	4,500	2,167	2,333	48.16%
District Manager	25,000	13,000	12,000	52.00%
Accounting Services	18,000	4,500	13,500	25.00%
Auditing Services	6,000	-	6,000	0.00%
Website Compliance	1,800	1,569	231	87.17%
Postage, Phone, Faxes, Copies	500	35	465	7.00%
Rentals & Leases	600	327	273	54.50%
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	800	400	66.67%
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%
Total Administration	105,225	45,069	60,156	42.83%
<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%
<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%

HILLCREST PRESERVE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 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
<u>Contingency</u>				
Misc-Contingency	12,500	-	12,500	0.00%
Total Contingency	12,500	-	12,500	0.00%
TOTAL EXPENDITURES	165,785	47,569	118,216	28.69%
Excess (deficiency) of revenues				
Over (under) expenditures	-	77,057	77,057	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		12,723		
FUND BALANCE, ENDING		\$ 89,780		

Hillcrest Preserve CDD

Statement No. 25_05

Statement Date

05/31/2025

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
Deposits							
							0.00
Total Deposits							0.00
Checks							
							0.00
03/25/2025	Payment	1127	NICHOLAS J. DISTER	Check for Vendor V00007	-200.00	-200.00	0.00
04/10/2025	Payment	1129	INFRAMARK LLC	Check for Vendor V00013	-7,124.97	-7,124.97	0.00
04/17/2025	Payment	1133	NICHOLAS J. DISTER	Check for Vendor V00007	-200.00	-200.00	0.00
04/17/2025	Payment	1134	RYAN MOTKO	Check for Vendor V00005	-200.00	-200.00	0.00
04/30/2025	Payment	1138	INFRAMARK LLC	Check for Vendor V00013	-27.89	-27.89	0.00
04/30/2025	Payment	1139	MIKE WELLS	Check for Vendor V00018	-150.00	-150.00	0.00
04/30/2025	Payment	1140	STRALEY ROBIN VERICKER	Check for Vendor V00012	-727.50	-727.50	0.00
05/22/2025	Payment	1141	ANGIE GRUNWALD	Check for Vendor V00022	-200.00	-200.00	0.00
05/22/2025	Payment	1142	KELLY ANN EVANS	Check for Vendor V00021	-200.00	-200.00	0.00
05/22/2025	Payment	1145	CARLOS DE LA OSSA	Check for Vendor V00008	-200.00	-200.00	0.00
Total Checks					-9,230.36	-9,230.36	0.00
Adjustments							
Total Adjustments							
Outstanding Checks							
05/22/2025	Payment	1143	NICHOLAS J. DISTER	Check for Vendor V00007			-200.00
05/22/2025	Payment	1144	RYAN MOTKO	Check for Vendor V00005			-200.00
05/28/2025	Payment	1146	ADA SITE COMPLIANCE	Check for Vendor V00011			-1,568.52
05/28/2025	Payment	1147	INFRAMARK LLC	Check for Vendor V00013			-3,608.33
Total Outstanding Checks							-5,576.85
Outstanding Deposits							

Bank Account Statement

Hillcrest Preserve CDD

Bank Account No. 817335

Statement No. 25_05

Statement Date 05/31/2025

Total Outstanding Deposits