



**WINSTON TRAILS EAST
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
APRIL 10, 2017
6:30 P.M.**

Special District Services, Inc.
The Oaks Center
2501A Burns Road
Palm Beach Gardens, FL 33410

www.winstontrails eastcdd.org

561.630.4922 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT (EAST)
Conference Room of the Recreation Center
5980 Winston Trails Boulevard
Lake Worth, Florida 33463
REGULAR BOARD MEETING
April 10, 2017
6:30 P.M.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
 - 1. November 14, 2016 Regular Board Meeting Minutes.....Page 2
- G. Old Business
- H. New Business
 - 1. Consider Resolution No. 2017-01 – Adopting a Fiscal Year 2017/2018 Proposed Budget.....Page 6
 - 2. Consider Resolution No. 2017-02 – Electronic Approval Process and Authorized Signatories...Page 13
- I. Administrative Matters
- J. Board Members Comments
- K. Adjourn

The Palm Beach Post

Palm Beach Daily News



WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2016/2017 REGULAR MEETING SCHEDULE

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Winston Trails East Community Development District will hold Regular Meetings at 6:30 p.m. in the Conference Room of the Recreation Center at 5980 Winston Trails Boulevard, Lake Worth, Florida 33463, on the following dates:

October 10, 2016
November 14, 2016
December 12, 2016
January 9, 2017
February 13, 2017
March 13, 2017
April 10, 2017
May 8, 2017
June 12, 2017
July 10, 2017
August 14, 2017
September 11, 2017

The purpose of the meetings is to conduct any business coming before the Board. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law. Copies of the Agendas for any of the meetings may be obtained from the District's website or by contacting the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 five (5) days prior to the date of the particular meeting.

From time to time one or more Supervisors may participate by telephone; therefore, at the location of these meetings there will be a speaker telephone present so that interested persons can attend the meetings at the above location and be fully informed of the discussions taking place either in person or by telephone communication. Meetings may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

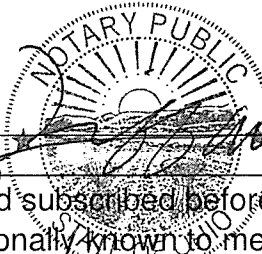
In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at (561) 630-4922 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time without advertised notice.

WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT

www.winstontrailseastcdd.org
PUB: The Palm Beach Post 9-26/2016
#653638

Signed



NADIA VAGEDES, Notary Public
In and for the State of Ohio
My Commission Expires Sept. 2, 2019

Sworn to and subscribed before 09/28/2016.
Who is personally known to me.

WINSTON TRAILS COMM DEV DIST PROOF OF PUBLICATION STATE OF FLORIDA COUNTY OF PALM BEACH Before the undersigned authority personally appeared Tiffani Everett, who on oath says that she is Call Center Legal Advertising Representative of The Palm Beach Post, a daily and Sunday newspaper, published at West Palm Beach in Palm Beach County, Florida; that the attached copy of advertising for a Notice was published in said newspaper on First date of Publication 09/26/2016 and last date of Publication 09/26/2016 Affiant further says that the said The Post is a newspaper published at West Palm Beach, in said Palm Beach County, Florida, and that the said newspaper has heretofore been continuously published in said Palm Beach County, Florida, daily and Sunday and has been entered as second class mail matter at the post office in West Palm Beach, in said Palm Beach County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that she/he has neither paid nor promised any person, firm or corporation any discount rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper. Also published in Martin and St. Lucie Counties. WINSTON TRAILS EAST CDD Ad ID: 1272591 Ad Cost: 282.08

WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 14, 2016

A. CALL TO ORDER

District Manager Jason Pierman called the November 14, 2016, Regular Board Meeting of the Winston Trails East Community Development District to order at 6:36 p.m. in Avanti's Italian Restaurant located at 6101 Winston Trails Boulevard, Lake Worth, Florida 33463.

Mr. Pierman noted that, because of a scheduling conflict with the recreation center, the meeting was moved to Avanti's Italian Restaurant, and that a sign had been posted at the advertised location, and the start of the meeting had been postponed to allow the public time to arrive.

B. PROOF OF PUBLICATION

Mr. Pierman presented proof of publication that notice of the Regular Board Meeting had been published in *The Palm Beach Post* on September 26, 2016, as part of the District's Fiscal Year 2016/2017 Regular Meeting Schedule, as legally required.

C. SEAT NEW BOARD MEMBERS

Mr. Pierman noted that no one had qualified for the open seats, so it was in order to declare vacancies and reappoint Supervisors to Seats 1, 2 and 3, each for 4 year terms. A **motion** was made by Mr. Palo, seconded by Ms. Karstens, and unanimously passed to reappoint Ms. Barreiro, Mr. Puleo and Ms. Karstens, to Seats 1, 2 and 3, respectively.

D. ADMINISTER OATH OF OFFICE AND REVIEW BOARD MEMBER RESPONSIBILITIES & DUTIES

Mr. Pierman, a Notary for the State of Florida, administered the Oath of Office to Mr. Puleo and Ms. Karstens. He noted that Ms. Barreiro would be sworn in prior to the next Board Meeting.

E. ESTABLISH A QUORUM

Mr. Pierman determined that the attendance of Chairman John Puleo, Vice Chairman Charles "Randy" Palo and Supervisors Van Schoen and Nancy Karstens constituted a quorum and it was in order to proceed with the meeting.

Also in attendance was District Manager Jason Pierman of Special District Services, Inc.

F. ADDITIONS OR DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

G. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 14, 2016

There were no comments from the public for items not on the agenda.

H. APPROVAL OF MINUTES

1. June 13, 2016, Regular Board Meeting

Mr. Pierman presented the minutes of the June 13, 2016, Regular Board Meeting and asked if there were any questions or comments. There being none, a **motion** was made by Mr. Schoen, seconded by Mr. Palo and unanimously passed to approve the minutes of the June 13, 2016, Regular Board Meeting, as presented.

I. OLD BUSINESS

There was no Old Business to come before the Board.

J. NEW BUSINESS

1. Consider Resolution No. 2016-04 – Adopting a Fiscal Year 2015/2016 Amended Budget

Mr. Pierman presented Resolution No. 2016-04, entitled:

RESOLUTION NO. 2016-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2015/2016 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

A **motion** was made by Mr. Schoen, seconded by Mr. Puleo and passed unanimously to adopt Resolution No. 2016-04, as presented.

2. Consider Resolution No. 2016-05 – Electronic Approval Process and Authorized Signatories

Mr. Pierman presented Resolution No. 2016-05, entitled:

RESOLUTION NO. 2016-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT, AUTHORIZING THE ESTABLISHMENT OF A DISTRICT CHECKING/OPERATING ACCOUNT, DESIGNATING DISTRICT

WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 14, 2016

**OFFICIALS AND/OR AUTHORIZED STAFF TO REVIEW, APPROVE
AND ISSUE PAYMENT OF EXPENDITURES, SELECTING THE
SIGNATORIES THEREOF; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Pierman explained that, due to a recent retirement at SDS, payment approvers needed to be updated. He also noted that SDS is testing electronic payments, and that the resolution would allow for electronic payments in the future. The Board noted that Mr. Puleo, as Chair, would be the additional signer.

A **motion** was made by Mr. Palo, seconded by Ms. Karstens to adopt Resolution No. 2016-05, naming Mr. Puleo as the additional signer. Upon being put to a vote, the **motion** carried 4 to 0.

3. Consider Acceptance of Annual Inspection Report

Mr. Pierman noted that he would forward the report to the HOA for their information.

A **motion** was made by Mr. Schoen, seconded by Mr. Palo accepting the Annual Inspection Report, as presented. Upon being put to a vote, the **motion** carried 4 to 0.

K. ADMINISTRATIVE MATTERS

Mr. Pierman stated that the next meeting would likely be held in April, at which time the proposed budget would be considered.

L. BOARD MEMBER COMMENTS

There were no comments from the Board.

M. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Karstens, seconded by Mr. Puleo and unanimously passed to adjourn the Regular Board Meeting at 6:54 p.m.

WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
NOVEMBER 14, 2016

Secretary/Assistant Secretary

Chair/Vice-Chair

RESOLUTION NO. 2017-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2017/2018; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (“Board”) of the Winston Trails East Community Development District (“District”) is required by Chapter 190.008, *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

WHEREAS, the Proposed Budget including the Assessments for Fiscal Year 2017/2018 has been prepared and considered by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT THAT:

Section 1. The Proposed Budget including the Assessments for Fiscal Year 2017/2018 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for _____, 2017 at 6:30 p.m. in the Conference Room of the Recreation Center, 5980 Winston Trails Boulevard Lake Worth, Florida 33463, for the purpose of receiving public comments on the Proposed Fiscal Year 2017/2018 Budget.

PASSED, ADOPTED and EFFECTIVE this 10th day of April, 2017.

ATTEST:

**WINSTON TRAILS EAST
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairman/Vice Chairman

Winston Trails (East)
Community Development District

**Proposed Budget For
Fiscal Year 2017/2018
October 1, 2017 - September 30, 2018**

CONTENTS

- I PROPOSED BUDGET**
- II DETAILED PROPOSED BUDGET**
- III DETAILED PROPOSED DEBT SERVICE FUND BUDGET**
- IV ASSESSMENT COMPARISON**

PROPOSED BUDGET
WINSTON TRAILS (EAST) COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2017/2018 BUDGET
REVENUES	
O & M Assessments	64,299
Debt Assessments	238,672
Other Revenues	0
Interest Income	60
TOTAL REVENUES	\$ 303,031
EXPENDITURES	
Supervisor Fees	4,000
Payroll Taxes (Employer)	320
Engineering/Inspections	2,500
Management	18,000
Legal	3,000
Assessment Roll	5,000
Audit Fees	3,600
Insurance	6,356
Legal Advertisements	1,100
Miscellaneous	800
Postage	325
Office Supplies	425
Dues & Subscriptions	175
Trustee Fee	4,650
Website Management	1,500
Contingency	8,750
TOTAL EXPENDITURES	\$ 60,501
REVENUES LESS EXPENDITURES	\$ 242,530
Payment To Trustee	(224,352)
BALANCE	\$ 18,178
County Appraiser & Tax Collector Fee	(6,059)
Discounts For Early Payments	(12,119)
EXCESS/ (SHORTFALL)	\$ -
Carryover From Prior Year	0
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
WINSTON TRAILS (EAST) COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2015/2016 ACTUAL	FISCAL YEAR 2016/2017 BUDGET	FISCAL YEAR 2017/2018 BUDGET	COMMENTS
REVENUES				
O & M Assessments	61,855	63,149	64,299	Expenditures Less Interest & Carryover/.94
Debt Assessments	241,994	240,157	238,672	Payment To Trustee/.94
Other Revenues	0	0	0	
Interest Income	26	60	60	Projected At \$5.00 Per Month
TOTAL REVENUES	\$ 303,875	\$ 303,366	\$ 303,031	
EXPENDITURES				
Supervisor Fees	3,000	4,000	4,000	No Change From 2016/2017 Budget
Payroll Taxes (Employer)	230	320	320	Projected At 8% Of Supervisor Fees
Engineering/Inspections	2,470	2,500	2,500	No Change From 2016/2017 Budget
Management	18,000	18,000	18,000	As Per Contract
Legal	2,491	3,000	3,000	No Change From 2016/2017 Budget
Assessment Roll	5,000	5,000	5,000	As Per Contract
Audit Fees	3,500	3,500	3,600	\$100 Increase From 2016/2017 Budget
Insurance	5,665	6,300	6,356	Insurance Company Estimate
Legal Advertisements	929	1,100	1,100	No Change From 2016/2017 Budget
Miscellaneous	354	800	800	No Change From 2016/2017 Budget
Postage	102	350	325	\$25 Decrease From 2016/2017 Budget
Office Supplies	412	400	425	\$25 Increase From 2016/2017 Budget
Dues & Subscriptions	175	175	175	No Change From 2016/2017 Budget
Trustee Fee	4,636	4,650	4,650	No Change From 2016/2017 Budget
Website Management	1,500	1,500	1,500	No Change From 2016/2017 Budget
Contingency	0	7,825	8,750	Contingency
TOTAL EXPENDITURES	\$ 48,464	\$ 59,420	\$ 60,501	
REVENUES LESS EXPENDITURES	\$ 255,411	\$ 243,946	\$ 242,530	
Payment To Trustee	(228,864)	(225,748)	(224,352)	2018 Principal & Interest Payments Less Interest
BALANCE	\$ 26,547	\$ 18,198	\$ 18,178	
County Appraiser & Tax Collector Fee	(1,402)	(6,066)	(6,059)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(11,273)	(12,132)	(12,119)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 13,872	\$ -	\$ -	
Carryover From Prior Year	0	0	0	Carryover Balance From Prior Years
NET EXCESS/ (SHORTFALL)	\$ 13,872	\$ -	\$ -	

DETAILED FINAL DEBT SERVICE FUND BUDGET
WINSTON TRAILS (EAST) COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2017/2018
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

	FISCAL YEAR 2015/2016 ACTUAL	FISCAL YEAR 2016/2017 BUDGET	FISCAL YEAR 2017/2018 BUDGET	COMMENTS
REVENUES				
Interest Income	8	25	25	Projected Interest For FY 2017/2018
NAV Tax Collection	228,864	225,748	224,352	2018 Principal & Interest Payments Less Interest
Total Revenues	\$ 228,872	\$ 225,773	\$ 224,377	
EXPENDITURES				
Principal Payments	125,000	130,000	135,000	Principal Payment Due In 2018
Interest Payments	105,256	95,773	89,377	Interest Payments Due In 2018
Total Expenditures	\$ 230,256	\$ 225,773	\$ 224,377	
Excess/ (Shortfall)	\$ (1,384)	\$ -	\$ -	

Series 2008 Refunding Bonds Information

Original Par Amount =	\$2,890,000	Annual Principal Payments Due =	May 1st
Interest Rate =	4.76%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	September 2008		
Maturity Date =	May 2028		

**WINSTON TRAILS (EAST) COMMUNITY DEVELOPMENT DISTRICT
ASSESSMENT COMPARISON**

	Fiscal Year 2014/2015 Assessment*	Fiscal Year 2015/2016 Assessment*	Fiscal Year 2016/2017 Assessment*	Fiscal Year 2017/2018 Projected Assessment*
Administrative For Fifty Foot Lots	\$ 58.81	\$ 119.33	\$ 121.91	\$ 124.13
<u>Debt For Fifty Foot Lots</u>	<u>\$ 364.49</u>	<u>\$ 363.97</u>	<u>\$ 361.38</u>	<u>\$ 359.14</u>
Total	\$ 423.30	\$ 483.30	\$ 483.29	\$ 483.27
Administrative For Sixty Four Foot Lots	\$ 58.81	\$ 119.33	\$ 121.91	\$ 124.13
<u>Debt For Sixty Four Foot Lots</u>	<u>\$ 466.54</u>	<u>\$ 465.88</u>	<u>\$ 462.56</u>	<u>\$ 459.70</u>
Total	\$ 525.35	\$ 585.21	\$ 584.47	\$ 583.83
Administrative For Sixty Five Foot Lots	\$ 58.81	\$ 119.33	\$ 121.91	\$ 124.13
<u>Debt For Sixty Five Foot Lots</u>	<u>\$ 473.83</u>	<u>\$ 473.15</u>	<u>\$ 469.79</u>	<u>\$ 466.89</u>
Total	\$ 532.64	\$ 592.48	\$ 591.70	\$ 591.02
Administrative For Seventy Foot Lots	\$ 58.81	\$ 119.33	\$ 121.91	\$ 124.13
<u>Debt For Seventy Foot Lots</u>	<u>\$ 510.28</u>	<u>\$ 509.55</u>	<u>\$ 505.93</u>	<u>\$ 502.80</u>
Total	\$ 569.09	\$ 628.88	\$ 627.84	\$ 626.93

* Assessments Include the Following :

- 4% Discount for Early Payments
- 1% County Tax Collector Fee
- 1% County Property Appraiser Fee

Community Information:

Fifty Foot Lots	98
Sixty Four Foot Lots	112
Sixty Five Foot Lots	80
<u>Seventy Foot Homes</u>	<u>228</u>
Total Units	518

Includes 1% County Tax Collector Fee, a 1% County Property Appraiser Fee and a 4% Discount for early payment of taxes.

RESOLUTION NO. 2017-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT, AUTHORIZING THE ESTABLISHMENT OF A DISTRICT CHECKING/OPERATING ACCOUNT, DESIGNATING DISTRICT OFFICIALS AND/OR AUTHORIZED STAFF TO REVIEW, APPROVE AND ISSUE PAYMENT OF EXPENDITURES, SELECTING THE SIGNATORIES THEREOF; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The Winston Trails East Community Development District ("District") has established a District checking/operating account in order for the District to expend public funds of the District as authorized and required; and

WHEREAS, the Board of Supervisors (the "Board") of the District shall designate authorized staff and/or District officials to approve expenditures, via electronic or non-electronic approval processes, from the checking/operating account;

WHEREAS, the Board of the District has selected Todd Wodraska, Jason Pierman, Patricia LasCasas, Lennart Lindahl and _____ to serve as the signatories, as required, on the District checking/operating account; and

WHEREAS, all resolutions or parts thereof of the District in conflict with the provisions contained herein are to the extent of any such conflict, hereby superseded and repealed.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT, AS FOLLOWS:

Section 1. The above recitals are hereby adopted.

Section 2. Each expenditure from the checking/operating account will require a minimum of two (2) approvals and a designated member of the Board, by an electronic approval procedure, will have an opportunity to review the District's expenditure(s) prior to release of payment(s).

Section 3. When necessary to write checks, the signatures of two (2) of the designated signatories named herein will be required on all District checks tendered from the District checking/operating account, as approved.

PASSED, ADOPTED and becomes EFFECTIVE this 10th day of April, 2017.

ATTEST:

**WINSTON TRAILS EAST
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson