

### WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT

### PALM BEACH COUNTY

REGULAR BOARD MEETING & PUBLIC HEARING JUNE 19, 2017 6:30 P.M.

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

www.winstontrailseastcdd.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 & PUBLIC HEARING

June 19, 2017 6:30 P.M.

A.	Call to Order
B.	Proof of Publication
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. April 10, 2017 Regular Board Meeting Minutes
G.	Public Hearing
	1. Proof of PublicationPage 5
	2. Receive Public Comments on Fiscal Year 2017/2018 Final Budget
	3. Consider Resolution No. 2017-03 – Adopting a Fiscal Year 2017/2018 Final Budget
H.	Old Business
I.	New Business
	1. Consider Resolution No. 2017-04 – Adopting a Fiscal Year 2017/2018 Meeting SchedulePage 13
J.	Administrative Matters
K.	Board Members Comments
L.	Adjourn

### The Palm Beach Post

Palm Beach Daily News

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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 Post9-26/2016 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 COMM DEV DIST PROOF OF PUBLICATION STATE OF FLORIDA COUNTY OF

NADIA VAGEDES, Notary Public

My Commission Expires Sept. 2, 2019

Sworn to and subscribed before 09/28/2016.

Who is personally known to me.

### WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT REGULAR BOARD MEETING APRIL 10, 2017

### A. CALL TO ORDER

District Manager Jason Pierman called the April 10, 2017, Regular Board Meeting of the Winston Trails East Community Development District to order at 6:32 p.m. in the Conference Room of the Recreation Center located at 5980 Winston Trails Boulevard, Lake Worth, Florida 33463.

### 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. ESTABLISH A QUORUM

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

Also in attendance were: District Manager Jason Pierman of Special District Services, Inc.; and District Counsel Frank Palen of Caldwell Pacetti Edwards Schoech & Viator LLP.

### D. ADDITIONS OR DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

### E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

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

#### F. APPROVAL OF MINUTES

### 1. November 14, 2016, Regular Board Meeting

Mr. Pierman presented the minutes of the November 14, 2016, Regular Board Meeting and asked if there were any questions or comments. There being none, a **motion** was made by Mr. Palo, seconded by Mr. Puleo and unanimously passed to approve the minutes of the November 14, 2016, Regular Board Meeting, as presented.

#### G. OLD BUSINESS

There was no Old Business to come before the Board.

### H. NEW BUSINESS

### WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT REGULAR BOARD MEETING APRIL 10, 2017

1. Consider Resolution No. 2017-01 – Adopting a Fiscal Year 2017/2018 Proposed Budget

Mr. Pierman presented Resolution No. 2017-01, entitled:

### **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.

A **motion** was made by Ms. Karstens, seconded by Mr. Puleo and passed unanimously to adopt Resolution No. 2017-01, as presented, setting the Public Hearing for June 19, 2017.

2. Consider Resolution No. 2017-02 – Electronic Approval Process and Authorized Signatories

Mr. Pierman presented Resolution No. 2017-02, entitled:

### **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.

Mr. Pierman explained that although the Board had recently adopted a similar resolution, due to another retirement at SDS, payment approvers needed to be updated. The Board noted that Mr. Puleo, as Chair, would be the additional signer.

A **motion** was made by Ms. Barreiro, seconded by Ms. Karstens and passed unanimously to adopt Resolution No. 2017-02, as presented, naming Mr. Puleo as the additional signer.

### I. ADMINISTRATIVE MATTERS

Mr. Pierman noted that the next meeting would include the Public Hearing on June 19, 2017.

### J. BOARD MEMBER COMMENTS

# WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT REGULAR BOARD MEETING APRIL 10, 2017

There were no	comments	from the	e Board
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**ADJOURNMENT** 

K.

There	heing no	further	business	to	come	before	the	Board	а	motion	was	made	hv	Ms	Ka

<u> </u>	e before the Board, a <b>motion</b> was made by Ms. Karstens, y passed to adjourn the Regular Board Meeting at 6:39 p.m.
Secretary/Assistant Secretary	Chair/Vice-Chair

### Notice of Public Hearing and Regular Board Meeting of the Winston Trails East Community Development District

The Board of Supervisors (the "Board") of the Winston Trails East Community Development District (the "District") will hold a Public Hearing and Regular Board Meeting on June 19, 2017, at 6:30 p.m., or as soon thereafter as the meeting can be heard, in the Winston Trails Recreation Center located at 5980 Winston Trails Boulevard, Lake Worth, Florida 33463.

The purpose of the Public Hearing is to receive public comment on the Proposed Fiscal Year 2017/2018 Budget of the Winston Trails East Community Development District. The purpose of the Regular Board Meeting is for the Board to consider any other business which may properly come before it. A copy of the Budget and/or the Agenda may be obtained from the District's website or at the offices of the District Manager, 2501A Burns Road, Palm Beach Gardens, Florida 33410, during normal business hours. The meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. Meetings may be continued as found necessary to a time and place specified on the record.

There may be occasions when one or more Supervisors will participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at 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 meetings.

If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Regular Board Meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based.

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

**Winston Trails East Community Development District** 

www.winstonrailseastcdd.org

PUBLISH: PALM BEACH POST 05/30/17 & 06/06/17

#### RESOLUTION NO. 2017-03

# A RESOLUTION OF THE WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2017/2018 BUDGET.

**WHEREAS**, the Winston Trails East Community Development District ("District") has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2017/2018 and has held a duly advertised Public Hearing to receive public comments on the Proposed Budget and Final Special Assessment Roll; and,

**WHEREAS**, following the Public Hearing and the adoption of the Proposed Budget and Final Assessment Roll, the District is now authorized to levy non ad-valorem assessments upon the properties within the District.

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

**Section 1.** The Final Budget and Final Special Assessment Roll for Fiscal Year 2017/2018 attached hereto as Exhibit "A" is approved and adopted, and the assessments set forth therein shall be levied.

<u>Section 2</u>. The Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

**PASSED, ADOPTED and EFFECTIVE** this <u>19<sup>th</sup></u> day of <u>June</u>, 2017.

ATTEST:	WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT
Ву:	By:
Secretary/Assistant Secr	retary Chairperson/Vice Chairperson

# Winston Trails (East) Community Development District

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

### **CONTENTS**

I	FINAL BUDGET
II	DETAILED FINAL BUDGET
Ш	DETAILED FINAL DEBT SERVICE FUND BUDGET
IV	ASSESSMENT COMPARISON

### **FINAL BUDGET**

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

FIS	SCAL YEAR
	2017/2018
	BUDGET
	64,299
	238,672
	0
	60
\$	303,031
	4,000
	320
	2,500
	18,000
	3,000
	5,000
	3,600
	6,356
	1,100
	800
	325
	425
	175
	4,650
	1,500
	8,750
\$	60,501
\$	242,530
	(224,352)
•	18,178
Ψ	10,170
	(6,059)
	(12,119)
\$	-
	0
\$	
	\$ \$ \$ \$ \$

### **DETAILED FINAL BUDGET**

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

	FISCAL YEAR	FISCAL YEAR	FISCAL YEAR	
	2015/2016	2016/2017	2017/2018	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
O & M Assessments	61,855	63,149		Expenditures Less Interest & Carryover/.94
Debt Assessments	241,994	240,157		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		Projected At 8% Of Supervisor Fees
Engineering/Inspections	2,470	2,500		No Change From 2016/2017 Budget
Management	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		As Per Contract
Audit Fees	3,500	3,500	3,600	\$100 Increase From 2016/2017 Budget
Insurance	5,665	6,300		Insurance Company Estimate
Legal Advertisements	929	1,100	1,100	No Change From 2016/2017 Budget
Miscellaneous	354	800		No Change From 2016/2017 Budget
Postage	102	350		\$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		No Change From 2016/2017 Budget
Contingency	0	7,825	8,750	Contingency
TOTAL EXPENDITURES	\$ 48,464	\$ 59,420	\$ 60,501	
DEVENUES LESS EVENDETURES	¢ 255.444	¢ 242.046	\$ 242.530	
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)	, , ,	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	FISCAL YEAR	FISCAL YEAR	
	2015/2016	2016/2017	2017/2018	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
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*		2014/2015 2015/2016		Fiscal Year 2016/2017 Assessment*		20	scal Year 017/2018 d Assessment*
Administrative For Fifty Foot Lots  Debt For Fifty Foot Lots	\$	58.81 364.49	\$ \$	119.33 363.97	\$ \$	121.91 361.38	\$ \$	124.13 359.14
Total	\$	423.30	\$	483.30	\$	483.29	\$	483.27
Administrative For Sixty Four Foot Lots Debt For Sixty Four Foot Lots	\$ \$	58.81 466.54	\$ \$	119.33 465.88	\$ \$	121.91 462.56	\$ \$	124.13 459.70
Total	\$	525.35	\$	585.21	\$	584.47	\$	583.83
Administrative For Sixty Five Foot Lots <u>Debt For Sixty Five Foot Lots</u>	\$ \$	58.81 473.83	\$ \$	119.33 473.15	\$ \$	121.91 469.79	\$ \$	124.13 466.89
Total	\$	532.64	\$	592.48	\$	591.70	\$	591.02
Administrative For Seventy Foot Lots <u>Debt For Seventy Foot Lots</u>	\$ \$	58.81 510.28	\$ \$	119.33 509.55	\$ \$	121.91 505.93	\$ \$	124.13 502.80
Total	\$	569.09	\$	628.88	\$	627.84	\$	626.93

### \* Assessments Include the Following :

### Community Information:

Fifty Foot Lots	98
Sixty Four Foot Lots	112
Sixty Five Foot Lots	80
Seventy Foot Homes	<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.

<sup>4%</sup> Discount for Early Payments

<sup>1%</sup> County Tax Collector Fee

<sup>1%</sup> County Property Appraiser Fee

#### **RESOLUTION NO. 2017-04**

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2017/2018 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, it is necessary for the Winston Trails East Community Development District ("District") to establish a regular meeting schedule for fiscal year 2017/2018; and

**WHEREAS,** the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2017/2018 which is attached hereto and made a part hereof as Exhibit "A".

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

**Section 1.** The above recitals are hereby adopted.

**Section 2.** The regular meeting schedule, time and location for meetings for fiscal year 2017/2018 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

**PASSED, ADOPTED and EFFECTIVE** this 19th day of June, 2017.

ATTEST:	WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT
By:	By:
Secretary/Assistant Sec	cretary Chairperson/Vice Chairperson

### WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2017/2018 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:

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PUBLISH: THE PALM BEACH POST 00/00/2017