



**WINSTON TRAILS EAST
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING3
MARCH 9, 2020
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
Conference Room of the Recreation Center
5980 Winston Trails Boulevard
Lake Worth, Florida 33463
REGULAR BOARD MEETING
March 9, 2020
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. October 14, 2019 Regular Board Meeting.....Page 3
- G. Old Business
- H. New Business
 - 1. Consider Resolution No. 2020-01 – Adopting a Fiscal Year 2019/2020 Proposed Budget.....Page 6
- I. Administrative Matters
- J. Board Members Comments
- K. Adjourn



PROOF OF PUBLICATION STATE OF FLORIDA

PUBLIC NOTICE

Before the undersigned authority, personally appeared Suzanne Casey, who on oath, says that he/she is a Legal Advertising Representative of The Palm Beach Post, a daily and Sunday newspaper, published in West Palm Beach and distributed in Palm Beach County, Martin County, and St. Lucie County, Florida; that the attached copy of advertising for a Legal - PublicNotice was published in said newspaper on: first date of Publication 10/04/2019 and last date of Publication 10/04/2019. Affiant further says that the said The Palm Beach Post is a newspaper published in 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 he/she 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 said newspaper.

WINSTON TRAILS COMM DEV DIST
2501 BURNS RD
STE A
PALM BEACH GARDENS, FL 33410-5207

Invoice/Order Number: 0000517333
Ad Cost: \$278.64
Paid: \$0.00
Balance Due: \$278.64

Signed Suzanne Casey
(Legal Advertising Agent)

Sworn or affirmed to, and subscribed before me, this 7th day of October, 2019 in Testimony whereof, I have hereunto set my hand and affixed my official seal, the day and year aforesaid.

Signed Donna Taylor
(Notary)



DONNA S. TAYLOR
MY COMMISSION # GG 031838
EXPIRES: September 19, 2020
Bonded Thru Budget Notary Services

Please see Ad on following page(s).

Invoice/Order Number: 0000517333
Ad Cost: \$278.64
Paid: \$0.00
Balance Due: \$278.64

**WINSTON TRAILS EAST
COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2019/2020
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 14, 2019
November 11, 2019
December 9, 2019
January 13, 2020
February 10, 2020
March 9, 2020
April 13, 2020
May 11, 2020
June 8, 2020
July 6, 2020
August 10, 2020
September 14, 2020

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 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
10-4/2019

0000517333-01

**WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 14, 2019**

Mr. Pierman noted that a sign had been posted at the Recreation Center noting the change of the meeting location.

A. CALL TO ORDER

District Manager Jason Pierman called the October 14, 2019, Regular Board Meeting of the Winston Trails East Community Development District to order at 6:30 p.m. in Avant's Restaurant located at 6101 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 October 4, 2019, as part of the District's Fiscal Year 2019/2020 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, 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. June 10, 2019, Public Hearing & Regular Board Meeting

Mr. Pierman presented the minutes of the June 10, 2019, Public Hearing & 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 approving the minutes of the June 10, 2019, Public Hearing & Regular Board Meeting, as presented.

G. OLD BUSINESS

There was no Old Business to come before the Board.

H. NEW BUSINESS

1. Consider Resolution No. 2019-04 – Adopting a Fiscal Year 2018/2019 Amended Budget

Mr. Pierman presented Resolution No. 2019-04, entitled:

RESOLUTION NO. 2019-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2018/2019 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. 2019-04, as presented.

2. Receive and Accept Annual Engineer’s Report

Mr. Pierman presented the annual Engineer’s Report, noting that he would send it to the HOA manager for review. Board discussion ensued regarding the last time the culverts were dove, and whether they should be dove again.

A **motion** was made by Ms. Karstens, seconded by Mr. Schoen and passed unanimously receiving and accepting the Annual Engineer’s Report, as presented.

Mr. Pierman then recessed the Regular Board Meeting and opened a meeting of Auditor Selection Committee.

I. AUDITOR SELECTION COMMITTEE

1. Ranking of Proposals/Consider Selection of an Auditor

Mr. Pierman explained that, at this time, it was in order for the Board to convene as the Auditor Selection Committee to review the results of the auditor selection criteria from the responding firms.

Mr. Pierman presented proposals from Grau and Associates and Berger Toombs Elam Gaines & Frank.

A **motion** was made by Mr. Palo, seconded by Mr. Puleo, and unanimously passed ranking Grau and Associates as the first choice, and Berger Toombs Elam Gaines & Frank as the second choice, closed the Auditor Selection Committee meeting and reconvened the Regular Board Meeting.

Sitting as the District Board, a **motion** was made by Ms. Barreiro, seconded by Mr. Schoen, and unanimously passed accepting the recommendation of the Auditor Selection Committee and directing staff to enter into negotiations with Grau and Associates.

J. ADMINISTRATIVE MATTERS

Mr. Pierman noted, unless something were to arise, the next meeting would most likely be held in March 2020.

K. BOARD MEMBER COMMENTS

There were no comments from the Board.

L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Karstens, seconded by Mr. Palo and unanimously passed to adjourn the Regular Board Meeting at 6:42 p.m.

Secretary/Assistant Secretary

Chair/Vice-Chair

RESOLUTION NO. 2020-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2020/2021; 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 2020/2021 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 2020/2021 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for _____, 2020 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 2020/2021 Budget.

PASSED, ADOPTED and EFFECTIVE this 9th day of March, 2020.

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 2020/2021
October 1, 2020 - September 30, 2021**

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 2020/2021
OCTOBER 1, 2020 - SEPTEMBER 30, 2021

	FISCAL YEAR 2020/2021 BUDGET
REVENUES	
O & M Assessments	63,670
Debt Assessments	237,371
Other Revenues	0
Interest Income	120
TOTAL REVENUES	\$ 301,161
EXPENDITURES	
Supervisor Fees	4,000
Payroll Taxes (Employer)	320
Engineering/Inspections	2,500
Management	18,000
Legal	2,000
Assessment Roll	5,000
Audit Fees	3,300
Insurance	6,000
Legal Advertisements	1,000
Miscellaneous	750
Postage	250
Office Supplies	375
Dues & Subscriptions	175
Trustee Fee	5,100
Website Management	2,000
Contingency	9,200
TOTAL EXPENDITURES	\$ 59,970
REVENUES LESS EXPENDITURES	\$ 241,191
Payment To Trustee	(223,129)
BALANCE	\$ 18,062
County Appraiser & Tax Collector Fee	(6,021)
Discounts For Early Payments	(12,041)
EXCESS/ (SHORTFALL)	\$ -
Carryover From Prior Year	0
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
WINSTON TRAILS (EAST) COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020/2021
OCTOBER 1, 2020 - SEPTEMBER 30, 2021

	FISCAL YEAR 2018/2019 ACTUAL	FISCAL YEAR 2019/2020 BUDGET	FISCAL YEAR 2020/2021 BUDGET	COMMENTS
REVENUES				
O & M Assessments	65,744	61,597	63,670	Expenditures Less Interest & Carryover/.94
Debt Assessments	236,528	240,115	237,371	Payment To Trustee/.94
Other Revenues	0	0	0	
Interest Income	220	120	120	Projected At \$10.00 Per Month
TOTAL REVENUES	\$ 302,492	\$ 301,832	\$ 301,161	
EXPENDITURES				
Supervisor Fees	2,800	4,000	4,000	No Change From 2019/2020 Budget
Payroll Taxes (Employer)	214	320	320	Projected At 8% Of Supervisor Fees
Engineering/Inspections	2,468	2,500	2,500	No Change From 2019/2020 Budget
Management	18,000	18,000	18,000	As Per Contract
Legal	2,200	2,000	2,000	No Change From 2019/2020 Budget
Assessment Roll	5,000	5,000	5,000	As Per Contract
Audit Fees	3,500	3,600	3,300	Accepted Amount For 2019/2020 Audit
Insurance	5,000	6,356	6,000	Insurance Estimate
Legal Advertisements	719	1,000	1,000	No Change From 2019/2020 Budget
Miscellaneous	339	750	750	No Change From 2019/2020 Budget
Postage	116	275	250	\$25 Decrease From 2019/2020 Budget
Office Supplies	460	375	375	No Change From 2019/2020 Budget
Dues & Subscriptions	175	175	175	No Change From 2019/2020 Budget
Trustee Fee	5,099	5,100	5,100	No Change From 2019/2020 Budget
Website Management	1,500	2,000	2,000	No Change From 2019/2020 Budget
Contingency	0	6,570	9,200	Contingency
TOTAL EXPENDITURES	\$ 47,590	\$ 58,021	\$ 59,970	
REVENUES LESS EXPENDITURES	\$ 254,902	\$ 243,811	\$ 241,191	
Payment To Trustee	(225,458)	(225,708)	(223,129)	2021 Principal & Interest Payments Less Interest
BALANCE	\$ 29,444	\$ 18,103	\$ 18,062	
County Appraiser & Tax Collector Fee	(1,952)	(6,034)	(6,021)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(11,266)	(12,069)	(12,041)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 16,226	\$ -	\$ -	
Carryover From Prior Year	0	0	0	Carryover Balance From Prior Years
NET EXCESS/ (SHORTFALL)	\$ 16,226	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
WINSTON TRAILS (EAST) COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020/2021
OCTOBER 1, 2020 - SEPTEMBER 30, 2021

	FISCAL YEAR 2018/2019 ACTUAL	FISCAL YEAR 2019/2020 BUDGET	FISCAL YEAR 2020/2021 BUDGET	COMMENTS
REVENUES				
Interest Income	2,465	250	250	Projected Interest For FY 2020/2021
NAV Tax Collection	225,458	225,708	223,129	2021 Principal & Interest Payments Less Interest
Total Revenues	\$ 227,923	\$ 225,958	\$ 223,379	
EXPENDITURES				
Principal Payments	140,000	150,000	155,000	Principal Payment Due In 2021
Interest Payments	86,146	75,958	68,379	Interest Payments Due In 2021
Total Expenditures	\$ 226,146	\$ 225,958	\$ 223,379	
Excess/ (Shortfall)	\$ 1,777	\$ -	\$ -	

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		
Par Amount As Of 1/1/20 =	\$1,645,000		

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

	Fiscal Year 2017/2018 Assessment*	Fiscal Year 2018/2019 Assessment*	Fiscal Year 2019/2020 Assessment*	Fiscal Year 2020/2021 Projected Assessment*
Administrative For Fifty Foot Lots	\$ 124.13	\$ 126.76	\$ 118.92	\$ 122.92
<u>Debt For Fifty Foot Lots</u>	<u>\$ 359.14</u>	<u>\$ 356.48</u>	<u>\$ 362.01</u>	<u>\$ 357.87</u>
Total	\$ 483.27	\$ 483.24	\$ 480.93	\$ 480.79
Administrative For Sixty Four Foot Lots	\$ 124.13	\$ 126.76	\$ 118.92	\$ 122.92
<u>Debt For Sixty Four Foot Lots</u>	<u>\$ 459.70</u>	<u>\$ 456.30</u>	<u>\$ 463.37</u>	<u>\$ 458.08</u>
Total	\$ 583.83	\$ 583.06	\$ 582.29	\$ 581.00
Administrative For Sixty Five Foot Lots	\$ 124.13	\$ 126.76	\$ 118.92	\$ 122.92
<u>Debt For Sixty Five Foot Lots</u>	<u>\$ 466.89</u>	<u>\$ 463.43</u>	<u>\$ 470.61</u>	<u>\$ 465.24</u>
Total	\$ 591.02	\$ 590.19	\$ 589.53	\$ 588.16
Administrative For Seventy Foot Lots	\$ 124.13	\$ 126.76	\$ 118.92	\$ 122.92
<u>Debt For Seventy Foot Lots</u>	<u>\$ 502.80</u>	<u>\$ 499.08</u>	<u>\$ 506.82</u>	<u>\$ 501.03</u>
Total	\$ 626.93	\$ 625.84	\$ 625.74	\$ 623.95

* 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

64 Foot Lots Information

Total Units	112
<u>Prepayments</u>	<u>1</u>
Billed For Debt	111

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