



**WINSTON TRAILS EAST
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
& PUBLIC HEARING
JUNE 8, 2020
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
VIDEO ACCESS AT: <https://us02web.zoom.us/j/82354144756>
MEETING ID: 823 5414 4756
PHONE FOR TELEPHONIC ACCESS AT: 1-312-626-6799
REGULAR BOARD MEETING & PUBLIC HEARING

June 8, 2020
6:30 P.M.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Consider Approval of Rules of Procedure.....Page 2
- E. Additions or Deletions to Agenda
- F. Comments from the Public for Items Not on the Agenda
- G. Approval of Minutes
 - 1. March 9, 2020 Regular Board Meeting.....Page 3
- H. Public Hearing
 - 1. Proof of Publication.....Page 5
 - 2. Receive Public Comments on Fiscal Year 2020/2021 Final Budget
 - 3. Consider Resolution No. 2020-02 – Adopting a Fiscal Year 2020/2021 Final Budget.....Page 6
- I. Old Business
- J. New Business
 - 1. Consider Resolution No. 2020-03 – Adopting a Fiscal Year 2020/2021 Meeting Schedule.....Page 13
- K. Administrative Matters
- L. Board Members Comments
- M. Adjourn

NOTICE OF PUBLIC HEARING AND REGULAR BOARD MEETING OF THE WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT NOTICE IS HEREBY GIVEN that the Winston Trails East Community Development District (the "District") will hold a Public Hearing and Regular Board Meeting (the "Meeting") of its Board of Supervisors (the "Board") on June 8, 2020, at 6:30 p.m. to be conducted by telephonic and video conferencing communications media technology pursuant to Executive Orders 20-52, 20-69, and 20112 issued by Governor DeSantis on March 9, 2020, March 20, 2020, and April 29, 2020, respectively, and pursuant to Section 120.54(5)(b)2., Florida Statutes. The purpose of the Public Hearing is for the Board to consider the Fiscal Year 2020/2021 Budget. The Meeting is being held for the necessary public purpose of considering any agenda items related to the District. At such time the Board is so authorized and may consider any business that may properly come before it. While it is necessary to hold the Meeting utilizing communications media technology due to the current COVID-19 public health emergency, the District fully encourages public participation in a safe and efficient manner. Participants may attend the Meeting by accessing the District's website, www.winstontrailseastcdd.org and clicking on the meeting link you will find on the homepage, or utilizing the following login information: Join by URL for VIDEO ACCESS at: <https://us02web.zoom.us/j/82354144756> Meeting ID: 823 5414 4756 Call In Phone Number is 1 312 626 6799 If the Governor's Executive Orders 20-52, 20-69, and 20-112 expire or are otherwise amended prior to the date of the Meeting such that the Board must conduct the Meeting in person, the Meeting will take place with the Board in attendance at the meeting location of the Conference Room at the Recreation Center located at 5980 Winston Trails Boulevard, Lake Worth, Florida 33463, in which case the public may attend in person or participate by telephonic communications technology using the information provided above. Please check the District's website at www.vistacdd.org or contact the District Manager at jpierman@sdsinc.org and/or by telephone at 561-630-4922 at least one business day prior to the scheduled Meeting for updated Meeting location information. A copy of the budget and/or the agenda for the Meeting may be obtained at the offices of the District Manager, c/o Special District Services, Inc., at (561) 630-4922 or jpierman@sdsinc.org (the "District Manager's Office") during normal business hours. The Meeting is open to the public and will be conducted in accordance with the provisions of Florida law for special districts. The Meeting may be continued to a date, time, and place to be specified on the record at the Meeting. Any person requiring special accommodations in order to access and participate in the Meeting because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the Meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office. As indicated above, this Meeting will be conducted by media communications technology. Anyone requiring assistance in order to obtain access to the telephonic, video conferencing, or other communications media technology being utilized to conduct this Meeting should contact the District Manager's Office at least forty-eight (48) hours prior to the Meeting. Similarly, any person requiring or that otherwise may need assistance accessing or participating in this Meeting because of a disability or physical impairment is strongly encouraged to contact the District Manager's Office at least forty-eight (48) hours in advance so that arrangements may be made. Each person who decides to appeal any decision made by the Board with respect to any matter considered at the Meeting is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be base. District Manager WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT www.winstontrailseastcdd.org 5-19, 5-26/2020

**WINSTON TRAILS EAST COMMUNITY DEVELOPMENT
DISTRICT BOARD OF SUPERVISORS
RULES OF PROCEDURE FOR CONDUCT OF MEETINGS
USING COMMUNICATIONS MEDIA TECHNOLOGY (CMT)
DURING THE COVID-19 EMERGENCY**

1. **AUTHORIZATION TO USE CMT TO CONDUCT BOARD MEETINGS:** During the term of the Emergency, Board Meetings may be held using Communications Media Technology (“CMT”), as defined in Chapter 28-109, F.A.C., as provided defined herein. The specific CMT to be used will be ZOOM, a cloud-based video conference tool, which may be accessed on the Internet at www.zoom.us. Participation in a Zoom video conference is free to the Public.

2. **Quorum:** Pursuant to Executive Order 2020-69, as amended, a quorum of the Board of Supervisors is not required to be physically present at a defined location during the term of the COVID-19 Emergency. A quorum of the Board of Supervisors shall continuously attend the Zoom Meeting. “Attendance” shall mean being logged in to the Zoom Meeting.

3. **Manager as “Host”.** The Manager shall serve as “Host” of a Zoom Meeting.

4. **Rule 8 (Order of Business).** Upon joining the Zoom Meeting, all attendees will be muted. The Host will “unmute” attendees as follows:
 - i. Board Members, Staff and Professional Consultants shall constitute the Board’s “Virtual Dais. The Virtual Dais will be unmuted by the President/Host as each participant joins the Zoom Meeting.
 - ii. Upon joining the Zoom Meeting, members of the Public shall remain “muted” until the Agenda indicates Public Comment is appropriate.

5. **Addressing the Board of Supervisors; Public Participation in a Zoom Meeting).**
 - i. If a member of the Public attending the Zoom Meeting wishes to speak, they may click the “Raise Hand” button provided by Zoom. This will alert the Host of the request, who will unmute the speaker when public comment is appropriate.
 - ii. Unless additional time is allotted by the Host, Speakers will have a maximum of three (3) minutes to comment, at the end of which period the Host will resume the Speaker’s “mute”. District In the absence of Comment Cards, the Manager will record a summary of each Speaker’s comments for the Official Record.

**WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
MARCH 9, 2020**

A. CALL TO ORDER

District Manager Jason Pierman called the March 9, 2020, Regular Board Meeting of the Winston Trails East Community Development District to order at 6:32 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. October 14, 2019, Regular Board Meeting

Mr. Pierman presented the minutes of the October 14, 2019, 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. Schoen and unanimously passed approving the minutes of the October 14, 2020, 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. 2020-01 – Adopting a Fiscal Year 2020/2021 Proposed Budget

Mr. Pierman presented Resolution No. 2020-01, entitled:

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.

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A **motion** was made by Mr. Palo, seconded by Mr. Schoen and passed unanimously to adopt Resolution No. 2020-01, as presented, setting the Public Hearing for June 8, 2020.

I. ADMINISTRATIVE MATTERS

There were no Administrative Matters to come before the Board.

J. BOARD MEMBER COMMENTS

There were no comments from the Board.

K. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Schoen, seconded by Ms. Barreiro and unanimously passed to adjourn the Regular Board Meeting at 6:35 p.m.

Secretary/Assistant Secretary

Chair/Vice-Chair

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RESOLUTION NO. 2020-02

A RESOLUTION OF THE WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2020/2021 BUDGET.

WHEREAS, the Winston Trails East Community Development District (“District”) has prepared a Proposed Budget and Final Special Assessment Roll for Fiscal Year 2020/2021 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 2020/2021 attached hereto as Exhibit “A” is approved and adopted, and the assessments set forth therein shall be levied.

Section 2. 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 8th day of June, 2020.

ATTEST:

**WINSTON TRAILS EAST
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Winston Trails (East)
Community Development District

**Final Budget For
Fiscal Year 2020/2021
October 1, 2020 - September 30, 2021**

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- IV ASSESSMENT COMPARISON

FINAL 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 FINAL 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 FINAL 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.

RESOLUTION NO. 2020-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2020/2021 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 2020/2021; and

WHEREAS, the Board of Supervisors of the District has set a regular meeting schedule, location and time for District meetings for fiscal year 2020/2021 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 2020/2021 which is attached hereto as Exhibit "A" is hereby adopted and authorized to be published.

PASSED, ADOPTED and EFFECTIVE this 8th day of June, 2020.

ATTEST:

**WINSTON TRAILS EAST
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

**WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2020/2021 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 12, 2020
November 9, 2020
December 14, 2020
January 11, 2021
February 8, 2021
March 8, 2021
April 12, 2021
May 10, 2021
June 14, 2021
July 12, 2021
August 9, 2021
September 13, 2021**

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

PUBLISH: THE PALM BEACH POST 00/00/2020