



**WINSTON TRAILS EAST
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
OCTOBER 16, 2023
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
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AGENDA
WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT
Recreation Center
5980 Winston Trails Boulevard
Lake Worth, Florida 33463
REGULAR BOARD MEETING
October 16, 2023
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
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- K. Adjourn

Publication Date
2023-10-06

Subcategory
Miscellaneous Notices

WINSTON TRAILS EAST
COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2023/2024
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. at the Recreation Center at 5980 Winston Trails Boulevard, Lake Worth, Florida 33463, on the following dates:

October 16, 2023
November 13, 2023
December 11, 2023
January 8, 2024
February 12, 2024
March 11, 2024
April 8, 2024
May 13, 2024
June 10, 2024
July 8, 2024
August 12, 2024
September 9, 2024

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 Districts 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 ensure 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
Oct. 6, 2023 #9342034

**WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT
PUBLIC HEARING & REGULAR BOARD MEETING
JUNE 12, 2023**

A. CALL TO ORDER

District Manager Jason Pierman called the June 12, 2023, Regular Board Meeting of the Winston Trails East Community Development District (the “District”) to order at 6:37 p.m. in 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 May 23, 2023, and May 30, 2023, as legally required.

C. ESTABLISH A QUORUM

Mr. Pierman determined that the attendance of Chairman John Puleo and Supervisors Van Schoen, Debra Barreiro and Pedro Raphael (via phone) 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.

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. April 10, 2023, Regular Board Meeting

Mr. Pierman presented the minutes of the April 10, 2023, 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. Puleo and unanimously passed approving the minutes of the April 10, 2023, Regular Board Meeting, as presented.

The Regular Board Meeting was then recessed and the Public Hearing was opened.

G. PUBLIC HEARING

1. Proof of Publication

Mr. Pierman presented proof of publication that notice of the Public Hearing had been published in *The Palm Beach Post* on May 23, 2023, and May 30, 2023, as legally required.

2. Receive Public Comment on Fiscal Year 2023/2024 Final Budget

Mr. Pierman noted that there were no members of the public present.

3. Consider Resolution No. 02 – Adopting a Fiscal Year 2023/2024 Final Budget

Resolution No. 2023-02 was presented, entitled:

RESOLUTION NO. 2023-02

A RESOLUTION OF THE WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT ADOPTING A FISCAL YEAR 2023/2024 BUDGET.

A **motion** was made by Ms. Barreiro, seconded by Mr. Puleo and passed unanimously adopting Resolution No. 2023-02, as presented.

The Public Hearing was then closed and the Regular Board Meeting was reconvened.

H. OLD BUSINESS

There were no Old Business items to come before the Board.

I. NEW BUSINESS

1. Consider Resolution No. 2023-03 – Adopting a Fiscal Year 2023/2024 Meeting Schedule

Resolution No. 2023-03 was presented, entitled:

RESOLUTION NO. 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT, ESTABLISHING A REGULAR MEETING SCHEDULE FOR FISCAL YEAR 2023/2024 AND SETTING THE TIME AND LOCATION OF SAID DISTRICT MEETINGS; AND PROVIDING AN EFFECTIVE DATE.

A **motion** was made by Mr. Schoen, seconded by Mr. Puleo and passed unanimously adopting Resolution No. 2023-03, amended to reflect an October 16, 2023, meeting date.

2. Consider Resolution No. 2023-04 – Adopting a Records Retention Policy

Resolution No. 2023-04 was presented, entitled:

RESOLUTION 2023-04

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

A **motion** was made by Ms. Barreiro, seconded by Mr. Puleo and passed unanimously adopting Resolution No. 2023-04, as presented.

J. ADMINISTRATIVE MATTERS

Mr. Pierman reminded the Board Members to file their 2022 Form1 by the July 1, 2023, deadline.

Mr. Pierman noted that the next meeting was scheduled for October 16, 2023.

K. BOARD MEMBER COMMENTS

There were no further comments from the Board Members.

L. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Puleo, seconded by Mr. Schoen and unanimously passed adjourning the Regular Board Meeting at 6:48 p.m.

Secretary/Assistant Secretary

Chair/Vice-Chair

RESOLUTION NO. 2023-05

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2022/2023 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors of the Winston Trails East Community Development District (“District”) is empowered to provide a funding source and to impose special assessments upon the properties within the District; and,

WHEREAS, the District has prepared for consideration and approval an Amended Budget.

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

Section 1. The Amended Budget for Fiscal Year 2022/2023 attached hereto as Exhibit “A” is hereby approved and adopted.

Section 2. The Secretary/Assistant 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 16th day of October, 2023.

ATTEST:

**WINSTON TRAILS EAST
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice Chairperson

Winston Trails (East)
Community Development District

**Amended Final Budget For
Fiscal Year 2022/2023
October 1, 2022 - September 30, 2023**

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AMENDED FINAL BUDGET
WINSTON TRAILS (EAST) COMMUNITY DEVELOPMENT DISTRICT
OPERATING FUND
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2022/2023 BUDGET 10/1/22 - 9/30/23	AMENDED FINAL BUDGET 10/1/22 - 9/30/23	YEAR TO DATE ACTUAL 10/1/22 - 9/29/23
REVENUES			
O & M Assessments	58,670	58,870	58,870
Debt Assessments	241,940	242,041	242,041
Other Revenues	0	0	0
Interest Income	120	4,840	4,740
TOTAL REVENUES	\$ 300,730	\$ 305,751	\$ 305,651
EXPENDITURES			
Supervisor Fees	4,000	2,600	2,600
Payroll Taxes (Employer)	320	199	199
Engineering/Inspections	2,500	4,300	3,358
Management	18,000	18,000	18,000
Legal	1,800	3,500	3,139
Assessment Roll	5,000	5,000	5,000
Audit Fees	3,500	3,500	3,500
Insurance	6,000	6,134	6,134
Legal Advertisements	1,000	800	414
Miscellaneous	700	700	668
Postage	200	100	92
Office Supplies	325	200	153
Dues & Subscriptions	175	175	175
Trustee Fee	5,100	5,100	5,100
Website Management	2,000	2,000	2,000
Contingency	4,650	2,625	0
TOTAL EXPENDITURES	\$ 55,270	\$ 54,933	\$ 50,532
REVENUES LESS EXPENDITURES	\$ 245,460	\$ 250,818	\$ 255,119
Bond Payments	(227,424)	(230,586)	(230,586)
BALANCE	\$ 18,036	\$ 20,232	\$ 24,533
County Appraiser & Tax Collector Fee	(6,012)	(3,785)	(3,785)
Discounts For Early Payments	(12,024)	(11,370)	(11,370)
EXCESS/ (SHORTFALL)	\$ -	\$ 5,077	\$ 9,378
Carryover From Prior Year	0	0	0
NET EXCESS/ (SHORTFALL)	\$ -	\$ 5,077	\$ 9,378

FUND BALANCE AS OF 9/30/22
FY 2022/2023 ACTIVITY
FUND BALANCE AS OF 9/30/23

\$124,219
\$5,077
\$129,296

AMENDED FINAL BUDGET
WINSTON TRAILS (EAST) COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND
FISCAL YEAR 2022/2023
OCTOBER 1, 2022 - SEPTEMBER 30, 2023

	FISCAL YEAR 2022/2023 BUDGET 10/1/22 - 9/30/23	AMENDED FINAL BUDGET 10/1/22 - 9/30/23	YEAR TO DATE ACTUAL 10/1/22 - 9/29/23
REVENUES			
Interest Income	25	5,345	5,245
NAV Tax Collection	227,424	230,586	230,586
Prepaid Bond Collection	0	1,956	1,956
Total Revenues	\$ 227,449	\$ 237,887	\$ 237,787
EXPENDITURES			
Principal Payments	175,000	175,000	175,000
Interest Payments	52,449	56,706	56,706
Total Expenditures	\$ 227,449	\$ 231,706	\$ 231,706
Excess/ (Shortfall)	\$ -	\$ 6,181	\$ 6,081

FUND BALANCE AS OF 9/30/22	\$88,623
FY 2022/2023 ACTIVITY	\$6,181
FUND BALANCE AS OF 9/30/23	\$94,804

Notes

Reserve Fund Balance = \$22,784*. Revenue Fund Balance = \$66,394*.

Redemption Account Balance = \$5,626*

Revenue Fund Balance To Be Used To Make 11/1/2023 Interest Payment Of \$24,329.

* Approximate Amounts

Series 2008 Refunding Bond Information

Original Par Amount =	\$2,890,000	Annual Principal Payments Due:
Interest Rate =	4.76%	May 1st
Issue Date =	September 2008	Annual Interest Payments Due:
Maturity Date =	May 2028	May 1st & November 1st
Par Amount As Of 9/30/23 =	\$1,000,000	