



**WINSTON TRAILS EAST
COMMUNITY DEVELOPMENT
DISTRICT**

**PALM BEACH COUNTY
REGULAR BOARD MEETING
APRIL 8, 2024
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
Recreation Center
5980 Winston Trails Boulevard
Lake Worth, Florida 33463
REGULAR BOARD MEETING
April 8, 2024
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 16, 2023 Regular Board Meeting.....Page 2
- G. Old Business
- H. New Business
 - 1. Consider Resolution No. 2024-01 – Adopting a Fiscal Year 2024/2025 Proposed Budget.....Page 4
 - 2. Discussion Regarding Required Ethics Training.....Page 11
- I. Administrative Matters
- J. Board Members Comments
- K. Adjourn

LOCALIQ

The Gainesville Sun | The Ledger
Daily Commercial | Ocala StarBanner
News Chief | Herald-Tribune
News Herald | The Palm Beach Post
Northwest Florida Daily News

PO Box 631244 Cincinnati, OH 45263-1244

PROOF OF PUBLICATION

Winston Trails Comm Dev Dist
Winston Trails Comm Dev Dist
2501 BURNS RD
STE A

PALM BEACH GARDENS FL 334105207

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the Palm Beach Post, published in Palm Beach County, Florida; that the attached copy of advertisement, being a Govt Public Notices, was published on the publicly accessible website of Palm Beach County, Florida, or in a newspaper by print in the issues of, on:

10/06/2023

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me on 10/06/2023

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$268.83
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DENISE ROBERTS
Notary Public
State of Wisconsin

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 of 6:30 p.m. of 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 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 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.winstontrails eastcdd.org
Oct. 6, 2023 #9342034

**WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT
REGULAR BOARD MEETING
OCTOBER 16, 2023**

A. CALL TO ORDER

District Manager Jason Pierman called the October 16, 2023, Regular Board Meeting of the Winston Trails East Community Development District (the “District”) to order at 6:33 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 October 6, 2023, as part of the District’s Fiscal Year 2023/2024 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 and Debra Barreiro 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. June 12, 2023, Public Hearing & Regular Board Meeting

Mr. Pierman presented the minutes of the June 12, 2023, 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. Schoen and unanimously passed approving the minutes of the June 12, 2023, Public Hearing & Regular Board Meeting, as presented.

G. OLD BUSINESS

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

H. NEW BUSINESS

1. Consider Resolution No. 2023-05 – Adopting a Fiscal Year 2022/2023 Amended Budget

Resolution No. 2023-05 was presented, entitled:

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.

A **motion** was made by Mr. Schoen, seconded by Mr. Puleo and passed unanimously adopting Resolution No. 2023-05, as presented.

I. ADMINISTRATIVE MATTERS

Mr. Pierman noted that the next meeting would be held in April.

J. BOARD MEMBER COMMENTS

There were no further comments from the Board Members.

K. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Mr. Palo, seconded by Mr. Puleo and unanimously passed adjourning the Regular Board Meeting at 6:39 p.m.

Secretary/Assistant Secretary

Chair/Vice-Chair

RESOLUTION NO. 2024-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WINSTON TRAILS EAST COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2024/2025; 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 2024/2025 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 2024/2025 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for _____, 2024 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 2023/2024 Budget.

PASSED, ADOPTED and EFFECTIVE this 8th day of April, 2024.

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 2024/2025
October 1, 2024 - September 30, 2025**

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PROPOSED BUDGET
WINSTON TRAILS (EAST) COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2024/2025 BUDGET	
REVENUES		
O & M Assessments		60,920
Debt Assessments		238,779
Other Revenues		0
Interest Income		600
TOTAL REVENUES	\$	300,299
EXPENDITURES		
Supervisor Fees		4,000
Payroll Taxes (Employer)		320
Engineering/Inspections		3,000
Management		18,000
Legal		2,000
Assessment Roll		5,000
Audit Fees		3,700
Insurance		7,100
Legal Advertisements		1,000
Miscellaneous		700
Postage		175
Office Supplies		325
Dues & Subscriptions		175
Trustee Fee		5,100
Website Management		2,000
Contingency		5,270
TOTAL EXPENDITURES	\$	57,865
REVENUES LESS EXPENDITURES	\$	242,434
Payment To Trustee		(224,452)
BALANCE	\$	17,982
County Appraiser & Tax Collector Fee		(5,994)
Discounts For Early Payments		(11,988)
EXCESS/ (SHORTFALL)	\$	-
Carryover From Prior Year		0
NET EXCESS/ (SHORTFALL)	\$	-

DETAILED PROPOSED BUDGET
WINSTON TRAILS (EAST) COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2022/2023 ACTUAL	FISCAL YEAR 2023/2024 BUDGET	FISCAL YEAR 2024/2025 BUDGET	COMMENTS
REVENUES				
O & M Assessments	58,870	61,505	60,920	Expenditures Less Interest & Carryover/.94
Debt Assessments	242,041	238,259	238,779	Payment To Trustee/.94
Other Revenues	0	0	0	
Interest Income	5,284	180	600	Projected At \$50.00 Per Month
TOTAL REVENUES	\$ 306,195	\$ 299,944	\$ 300,299	
EXPENDITURES				
Supervisor Fees	2,600	4,000	4,000	No Change From 2023/2024 Budget
Payroll Taxes (Employer)	199	320	320	Projected At 8% Of Supervisor Fees
Engineering/Inspections	3,358	2,500	3,000	\$500 Increase From 2023/2024 Budget
Management	18,000	18,000	18,000	As Per Contract
Legal	3,163	1,500	2,000	\$500 Increase From 2023/2024 Budget
Assessment Roll	5,000	5,000	5,000	As Per Contract
Audit Fees	3,500	3,600	3,700	\$100 Increase From 2023/2024 Budget
Insurance	6,134	6,800	7,100	Fiscal Year 2023/2024 Expenditure Was \$6,594
Legal Advertisements	414	1,000	1,000	No Change From 2023/2024 Budget
Miscellaneous	668	700	700	No Change From 2023/2024 Budget
Postage	92	175	175	No Change From 2023/2024 Budget
Office Supplies	153	325	325	No Change From 2023/2024 Budget
Dues & Subscriptions	175	175	175	No Change From 2023/2024 Budget
Trustee Fee	5,099	5,100	5,100	No Change From 2023/2024 Budget
Website Management	2,000	2,000	2,000	No Change From 2023/2024 Budget
Contingency	0	6,800	5,270	Contingency
TOTAL EXPENDITURES	\$ 50,555	\$ 57,995	\$ 57,865	
REVENUES LESS EXPENDITURES	\$ 255,640	\$ 241,949	\$ 242,434	
Payment To Trustee	(230,586)	(223,964)	(224,452)	2025 Principal & Interest Payments Less Interest
BALANCE	\$ 25,054	\$ 17,985	\$ 17,982	
County Appraiser & Tax Collector Fee	(2,282)	(5,995)	(5,994)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(11,370)	(11,990)	(11,988)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ 11,402	\$ -	\$ -	
Carryover From Prior Year	0	0	0	Carryover Balance From Prior Years
NET EXCESS/ (SHORTFALL)	\$ 11,402	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
WINSTON TRAILS (EAST) COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025
OCTOBER 1, 2024 - SEPTEMBER 30, 2025

	FISCAL YEAR 2022/2023	FISCAL YEAR 2023/2024	FISCAL YEAR 2024/2025	
REVENUES	ACTUAL	BUDGET	BUDGET	COMMENTS
Interest Income	5,639	50	500	Projected Interest For FY 2024/2025
NAV Tax Collection	230,586	223,964	224,452	2024 Principal & Interest Payments Less Interest
Total Revenues	\$ 236,225	\$ 224,014	\$ 224,952	
EXPENDITURES				
Principal Payments	175,000	180,000	190,000	Principal Payment Due In 2025
Interest Payments	56,707	44,014	34,952	Interest Payments Due In 2025
Total Expenditures	\$ 231,707	\$ 224,014	\$ 224,952	
Excess/ (Shortfall)	\$ 4,518	\$ -	\$ -	

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 1/1/24 =	\$1,000,000		

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

	Fiscal Year 2021/2022 Assessment*	Fiscal Year 2022/2023 Assessment*	Fiscal Year 2023/2024 Assessment*	Fiscal Year 2024/2025 Projected Assessment*
Administrative For Fifty Foot Lots	\$ 117.51	\$ 113.27	\$ 118.74	\$ 117.61
<u>Debt For Fifty Foot Lots</u>	<u>\$ 361.74</u>	<u>\$ 364.76</u>	<u>\$ 359.21</u>	<u>\$ 360.00</u>
Total	\$ 479.25	\$ 478.03	\$ 477.95	\$ 477.61
Administrative For Sixty Four Foot Lots	\$ 117.51	\$ 113.27	\$ 118.74	\$ 117.61
<u>Debt For Sixty Four Foot Lots</u>	<u>\$ 463.02</u>	<u>\$ 466.90</u>	<u>\$ 459.79</u>	<u>\$ 460.80</u>
Total	\$ 580.53	\$ 580.17	\$ 578.53	\$ 578.41
Administrative For Sixty Five Foot Lots	\$ 117.51	\$ 113.27	\$ 118.74	\$ 117.61
<u>Debt For Sixty Five Foot Lots</u>	<u>\$ 470.26</u>	<u>\$ 474.19</u>	<u>\$ 466.98</u>	<u>\$ 468.00</u>
Total	\$ 587.77	\$ 587.46	\$ 585.72	\$ 585.61
Administrative For Seventy Foot Lots	\$ 117.51	\$ 113.27	\$ 118.74	\$ 117.61
<u>Debt For Seventy Foot Lots</u>	<u>\$ 506.43</u>	<u>\$ 510.67</u>	<u>\$ 502.90</u>	<u>\$ 504.00</u>
Total	\$ 623.94	\$ 623.94	\$ 621.64	\$ 621.61

* 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

<u>64 Foot Lots Information</u>	
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.

Ethics Training

Beginning in 2024, District Supervisors are required to complete four (4) hours of ethics training annually. Below are links to two training sessions that will, upon completion, satisfy the training requirement. *Beginning with the 2024 Form 1, District Supervisors will be required to confirm that they have completed the training each year.*

- **State Ethics Laws for Constitutional Officers & Elected Municipal Officers**
 - <https://www.youtube.com/watch?v=U8JktIMKzyl>
- **Public Meetings and Public Records Law**
 - <https://www.myfloridalegal.com/sites/default/files/Full%2520audio%25202018%5B2%5D.mp3>

Both links can be found on SDS' website, at www.sdsinc.org/links.

The Florida Association of Special Districts (FASD) also offers a training option through Florida State University's Florida Institute of Government. If your special district is a member of FASD, the cost for this special district-specific ethics training is \$49.00 for each district official.

If your special district is NOT a member of FASD, the cost for this special district-specific ethics training is \$79.00 for each district official.

Information on the FASD course can be found at <https://www.fasd.com/ethics-for-special-districts>.