

***PARK CREEK  
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Board Package***

***Board of Supervisors  
Regular Meeting and Budget Public Hearing***

***Thursday  
August 25, 2016  
6:30 p.m.***

***Location: Panther Trace II Clubhouse  
11518 Newgate Crest Drive  
Riverview, Florida***

***Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.***

# Park Creek Community Development District

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Development Planning and Financing Group  
15310 Amberly Drive, Suite 175, Tampa, Florida 33647  
Phone: 813-374-9105

Board of Supervisors  
**Park Creek Community  
Development District**

Dear Board Members:

The Regular Meeting and Budget Public Hearing of the Park Creek Community Development District is scheduled to be held on **Thursday, August 25, 2016 at 6:30 p.m.** at the Panther Trace II Clubhouse 11518 Newgate Crest Drive Riverview, Florida.

*The advanced copy of the agenda for the meeting is attached along with associated documentation.* Any additional support material will be forwarded to you under separate cover or distributed at the meeting.

The balance of the agenda is routine in nature. In the meantime if you have any questions, please contact me.

Sincerely,

Paul Cusmano  
District Manager

# **PARK CREEK COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: **Thursday, August 25, 2016**  
Time: 6:30 p.m.  
Location: Panther Trace II Clubhouse  
11518 Newgate Crest Drive  
Riverview, Florida

Conference Call No.: (563) 999-2090  
Code: 686859#

## ***AGENDA***

### **I. Roll Call**

### **II. Audience Comments**

### **III. Business Matters**

- A. 2016-2017 Budget Public Hearing
  - 1. Open Public Hearing
  - 2. Review and Discussion of the 2016-2017 Budget Exhibit 1
  - 3. Public Comment & Testimony
  - 4. Close Public Hearing
  
- B. Consideration and Approval of Resolution 2016-04 Annual Appropriation Resolution Adopting the Fiscal Year 2016-2017 Budget Exhibit 2
  
- C. Consideration and Approval of Resolution 2016-05 Imposing Assessments to Fund Fiscal Year 2016/2017 Budget Exhibit 3
  
- D. Consideration and Approval of the 2016-2017 Meeting Schedule Exhibit 4
  
- E. Consideration and Approval of Resolution 2016-06 Officers Exhibit 5
  
- F. Additional Items

### **IV. Staff Reports**

- A. District Manager
  
- B. Attorney
  
- C. District Engineer

### **V. Supervisors Requests**

### **VI. Audience Questions and Comments on Other Items**

### **VII. Adjournment**

# EXHIBIT 1

# PARK CREEK COMMUNITY DEVELOPMENT DISTRICT



**PROPOSED OPERATING BUDGET  
OCTOBER 1, 2016 – SEPTEMBER 30, 2017**

**STATEMENT 1  
PARK CREEK CDD  
FY 2017 PROPOSED BUDGET  
GENERAL FUND (O&M)**

	FY 2014 ACTUAL	FY 2015 ACTUAL	FY 2016 ADOPTED BUDGET	FY 2016 YTD-MARCH	FY 2017 PROPOSED BUDGET	VARIANCE 2016 TO 2017
<b>I. REVENUE</b>						
OFF ROLL FUNDING	\$ 4,638	\$ 39,146	\$ 234,617	\$ -	\$ -	\$ (234,617)
ASSESSMENTS ON ROLL	-	31,464	167,747	138,726	411,716	272,990
DEVELOPER FUNDING	97,670	167,316	-	69,263	-	(69,263)
MISC REVENUE	397	56	-	165	-	(165)
DISCOUNTS	-	-	(16,095)	-	-	16,095
<b>TOTAL REVENUE</b>	<b>102,705</b>	<b>237,982</b>	<b>386,269</b>	<b>208,154</b>	<b>411,716</b>	<b>(14,960)</b>
<b>II. EXPENDITURES</b>						
<b>GENERAL ADMINISTRATIVE</b>						
SUPERVISORS COMPENSATION	6,400	6,400	12,000	3,200	8,000	(4,000)
PAYROLL TAXES	512	531	918	245	612	(306)
PAYROLL SERVICES	843	495	600	261	457	(143)
MANAGEMENT CONSULTING SERVICES	21,000	21,000	21,000	10,500	21,000	-
CONSTRUCTION ACCOUNTING	-	9,000	-	-	-	-
PLANNING AND COORDINATING SERVICES	-	24,000	24,000	12,000	24,000	-
ADMINISTRATIVE SERVICES	4,500	5,042	5,500	2,750	5,500	(0)
BANK FEES	-	15	175	25	175	-
MISCELLANEOUS	60	209	500	-	250	(250)
AUDITING SERVICES	2,500	2,400	2,400	-	5,500	3,100
SUPERVISOR TRAVEL PER DIEM	36	33	500	-	250	(250)
INSURANCE	-	16,024	17,008	21,990	22,488	5,480
REGULATORY AND PERMIT FEES	200	175	175	175	175	-
LEGAL ADVERTISEMENTS	600	1,497	1,500	-	750	(750)
ENGINEERING SERVICES	6,026	3,540	4,500	551	4,500	-
LEGAL SERVICES	4,174	5,888	5,000	1,485	5,000	-
PERFORMANCE & WARRANTY BOND PREMIUM	-	-	5,000	2,500	2,500	(2,500)
WEBSITE HOSTING	-	18	1,995	600	720	(1,275)
COUNTY COLLECTION FEES	-	-	16,095	-	-	(16,095)
MISC. SERVICES	-	-	-	68	250	250
<b>TOTAL GENERAL ADMINISTRATIVE</b>	<b>46,851</b>	<b>96,267</b>	<b>118,866</b>	<b>56,350</b>	<b>101,877</b>	<b>(16,989)</b>
<b>DEBT ADMINISTRATION:</b>						
DISSEMINATION AGENT	5,000	5,000	5,000	10,000	10,000	5,000
BONDS PERFORMANCE SERVICES	2,500	-	-	-	-	-
TRUSTEE FEES	-	5,388	5,388	8,620	9,000	3,612
ARBITRAGE	-	-	500	-	1,250	750
<b>TOTAL DEBT ADMINISTRATION</b>	<b>7,500</b>	<b>10,388</b>	<b>10,888</b>	<b>18,620</b>	<b>20,250</b>	<b>9,362</b>
<b>PHYSICAL ENVIRONMENT EXPENDITURES:</b>						
FIELD ADMIN. SERVICES	24,000	-	16,800	5,263	18,000	1,200
FIELD TRAVEL EXPENSE	-	-	-	1,015	3,000	3,000
STREETPOLE LIGHTING	12,030	34,138	31,000	17,728	45,600	14,600
ELECTRICITY (IRRIGATION & POND PUMPS)	905	7,597	10,200	3,148	9,600	(600)
WATER (Hillsborough County & purchase from well)	18	530	16,800	473	16,800	-
LANDSCAPING MAINTENANCE	8,693	48,317	57,564	28,016	56,064	(1,500)
LANDSCAPE REPLINISHMENT	390	-	29,639	28,980	35,160	5,521
IRRIGATION MAINTENANCE	-	1,333	3,000	3,555	5,400	2,400
NPDES	-	-	-	1,875	6,300	6,300
PET WASTE REMOVAL	-	-	-	642	2,220	2,220
POWER SWEEP	-	-	-	250	1,000	1,000
STORMWATER DRAINAGE	-	-	-	5,062	10,200	10,200
ENVIRONMENTAL MITIGATION & POND MAINTENANCE	-	-	-	8,150	3,100	3,100
POND MAINTENANCE	1,856	11,123	12,756	4,270	12,890	134
SOLID WASTE DISPOSAL	-	-	3,720	-	-	(3,720)
CONSTRUCTION	-	-	-	-	-	-
POND EROSION	-	2,029	-	-	-	-
FIELD CONTINGENCY	150	9,587	10,000	850	5,000	(5,000)
<b>TOTAL PHYSICAL ENVIRONMENT EXPENDITURES</b>	<b>48,042</b>	<b>114,654</b>	<b>191,479</b>	<b>109,277</b>	<b>230,334</b>	<b>38,855</b>

**STATEMENT 1  
PARK CREEK CDD  
FY 2017 PROPOSED BUDGET  
GENERAL FUND (O&M)**

	<b>FY 2014 ACTUAL</b>	<b>FY 2015 ACTUAL</b>	<b>FY 2016 ADOPTED BUDGET</b>	<b>FY 2016 YTD-MARCH</b>	<b>FY 2017 PROPOSED BUDGET</b>	<b>VARIANCE 2016 TO 2017</b>
<b>AMENITY CENTER OPERATIONS</b>						
POOL SERVICE CONTRACT	-	-	7,200	4,300	10,200	3,000
POOL MAINTENANCE & REPAIRS	-	6,500	3,500	-	4,000	500
POOL PERMIT	-	425	275	-	275	-
AMENITY CENTER CLEANING & MAINTENANCE	-	1,630	5,520	1,985	2,920	(2,600)
AMENITY CENTER INTERNET	-	-	2,280	896	1,920	(360)
AMENITY CENTER ELECTRICITY	-	-	14,400	-	15,600	1,200
AMENITY CENTER WATER	-	-	10,500	-	3,600	(6,900)
AMENITY CENTER PEST CONTROL	-	-	1,020	880	1,740	720
REFUSE SERVICE	-	-	2,100	-	2,000	(100)
LANDSCAPE MAINTENANCE	-	-	12,000	-	12,000	-
MISC. AMENITY CENTER REPAIRS & MAINT.& SUPPLIES	-	250	6,242	-	5,000	(1,242)
<b>TOTAL AMENITY CENTER OPERATIONS</b>	<b>-</b>	<b>8,805</b>	<b>65,037</b>	<b>8,061</b>	<b>59,255</b>	<b>(5,782)</b>
<b>CONSTRUCTION EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>	<b>102,393</b>	<b>230,114</b>	<b>386,270</b>	<b>192,308</b>	<b>411,716</b>	<b>25,446</b>
<b>III. EXCESS OF REVENUE OVER (UNDER) EXPENDITURES</b>	<b>312</b>	<b>7,868</b>	<b>(1)</b>	<b>15,846</b>	<b>0</b>	<b>-</b>
FUND BALANCE - BEGINNING		3,601	-	-	-	-
<b>FUND BALANCE - ENDING</b>	<b>\$ 312</b>	<b>\$ 11,469</b>	<b>\$ (1)</b>	<b>\$ 15,846</b>	<b>\$ 0</b>	<b>\$ -</b>

<b>GROSS ASSESSMENTS:</b>	
SPECIAL ASSESSMENTS - ON-ROLL	\$ 443,906
DISCOUNT	(16,095)
COLLECTION FEES	(16,095)
<b>NET ASSESSMENTS:</b>	<b>\$ 411,716</b>

**STATEMENT 2  
PARK CREEK CDD  
FY 2017  
GENERAL FUND (O&M) ASSESSMENT ALLOCATION**

1. ERU Assignment, Ranking and Calculation

Lot Width	Units	ERU	Total ERU	% ERU
50'	179	1	179	47.11%
60'	76	1.2	91.2	24.00%
70'	67	1.4	93.8	24.68%
100'	8	2	16	4.21%
<b>Total</b>	<b>330</b>		<b>380</b>	<b>100.00%</b>

2. O&M Assessment Requirement ("AR")

AR = Total Expenditures - NET:	\$	411,716	
Plus: Early Payment Discount		16,095	
Plus: County Collection Charges		16,095	
Total Assessment (Gross Expendi	\$	<u>443,906</u>	
Total ERU:		380	
Total AR / ERU - net:		<b>\$1,083.46</b>	
Total AR / ERU - gross:		<b>\$1,177.68</b>	<including County collection charges and Early pn

3. FY 2017 - Allocation of AR (Difference Due to Rounding) & O&M Assmt. PER UNIT

Lot Width	Units	ERU	NET Assmt/Unit	Total NET Assmt	GROSS Assmt/Unit
50'	179	1	\$1,083.46	\$193,939.91	\$1,177.68
60'	76	1.2	\$1,300.16	\$98,811.84	\$1,413.22
70'	67	1.4	\$1,516.85	\$101,628.84	\$1,648.75
100'	8	2	\$2,166.93	\$17,335.41	\$2,355.36
<b>Total</b>	<b>330</b>			<b>\$411,716.00</b>	

4. FY 2016 - Allocation of AR (Difference Due to Rounding) & O&M Assmt.

Lot Width	Units	ERU	NET Assmt/Unit	Total NET Assmt
50'	179	1	\$974.14	\$174,371.06
60'	76	1.2	\$1,168.97	\$88,841.72
70'	67	1.4	\$1,363.80	\$91,374.60
100'	8	2	\$1,948.29	\$15,586.32
<b>Total</b>	<b>330</b>			<b>\$370,173.70</b>

5. Difference between FY 2016 and FY 2017

Lot Width	Units	ERU	Difference	Total Difference
50	181	1	\$109.32	\$32,857.81
60	73	1.2	\$131.19	\$15,902.60
75	68	1.4	\$153.05	\$11,892.71
100	8	2	\$218.64	\$2,904.56
<b>Total</b>	<b>330</b>			<b>\$63,557.67</b>



## STATEMENT 3

PARK CREEK - 330 Units, 13 Acres

FY 2017 PROPOSED BUDGET

FINANCIAL STATEMENT CATEGORY	SERVICE PROVIDER (VENDOR)	SERVICE PROVIDED	CONTRACT AGREEMENT YES/NO	ANNUAL AMOUNT OF CONTRACT	COMMENTS (SCOPE OF SERVICE)
<b>EXPENDITURES ADMINISTRATIVE:</b>					
SUPERVISORS COMPENSATION				8,000	5 supervisors , 1Xmonthly meeting, 8 meetings per year
PAYROLL TAXES				612	7.65% of total payroll
PAYROLL SERVICES				457	\$54 per month plus\$25 eoY
MANAGEMENT CONSULTING SRVS	DPFG	DISTRICT MGMT.	YES	21,000	District Mgmt.
CONSTRUCTION ACCOUNTING		COORDINATE SVCS		-	Bonds not anticipated to be issued for FY 2017
PLANNING AND COORDINATING SERVICES	DPFG	Contract and field coordination	YES	24,000	\$2000 PER MONTH
ADMINISTRATIVE SERVICES	DPFG			5,500	\$458.33 PER MONTH
BANK FEES	BANK UNITED			175	
MISCELLANEOUS				250	
AUDITING SERVICES	Debartelemeo	ANNUAL AUDIT	YES	5,500	STATUTE REQUIRED
SUPERVISOR TRAVEL PER DIEM				250	
INSURANCE (Liability, Property, Casualty, Bridge)	PGIT	INSURANCE	YES	22,488	
REGULATORY AND PERMIT FEES	Florida	ANNUAL FILING FEE	REQUIRED	175	
LEGAL ADVERTISEMENTS	TIME PUBLISHING	PUBLIC NOTICE	NO	750	
ENGINEERING SERVICES	STANTEC	DISTRICT ENGINEER	YES	4,500	
LEGAL SERVICES	STRALEY & ROBIN	DISTRICT ATTORNEY	YES	5,000	
PERFORMANCE & WARRANTY BOND PREMIUM				2,500	
WEBSITE HOSTING				720	\$60 PER MONTH
COUNTY COLLECTION FEES				-	BUDGET REFLECTING NET
MISC. SERVICES				250	
<b>EXPENDITURES DEBT ADMINISTRATION:</b>					
DISSEMINATION AGENT				10,000	2013 A1 /A2 and 2014
BONDS PERFORMANCE SERVICES				-	
TRUSTEE FEES	US BANK			9,000	for 2013 and 2014
ARBITRAGE	LLS Services			1,250	Series 2013 and 2014
<b>PHYSICAL ENVIRONMENT EXPENDITURES:</b>					
FIELD ADMIN. SERVICES	DPFG Field Services			18,000	Field Manager
FIELD TRAVEL EXPENSE	DPFG Field Services			3,000	Travel expense for field manager
STREETPOLE LIGHTING	TECO			45,600	102 streetpole lights, an increase of approximately 30 streetlights over prior year. Avg \$3,800 per month
ELECTRICITY (IRRIGATION & POND PUMPS)	TECO			9,600	\$800 mo - Electric utilities to maintain irrigaiton system & pond pumps
WATER (PURCHASED FROM WELL)	Hillsborough County			16,800	Reclaimed and potable - \$1,400 monthly
LANDSCAPING MAINTNANCE	ALL-AMERICAN LAWN&TREE			56,064	\$4,672 monthly mowing services
LANDSCAPING REPLENISHMENT	ALL-AMERICAN LAWN&TREE			35,160	Contract-\$2,305 mo. , additional \$7,500 for misc planr replacement
IRRIGATION MAINTENANCE	ALL-AMERICAN LAWN&TREE			5,400	\$450 MO. + \$1,500 for repairs

NPDES(National Pollutant Discharge Elimination System)	GENESIS			6,300	monthly inspection (weekly)-\$450 plus additional rain event inspections at \$75 per month
PET WASTE REMOVAL	POOP 911	PET WASTE REMOVAL		2,220	\$185 MONTHLY
POWER SWEEP	HALLELUJAH			1,000	Quarterly power wash of common areas \$250 quarterly
STORMWATER DRAINAGE	GENESIS			10,200	Storm drain clean out and replacment of rocks. Approximates \$850 avg. per month
ENVIRONMENTAL MITIGATION	Hamilton Engineering			3,100	Semi Annual \$750 ea - Qterly - \$400 ea
POND MAINTENANCE				12,890	Aquatic systems \$320 per month, Pond mowings by Grandview -\$1,175 ea for 6 mowings +\$2,000 for misc.
SOLID WASTE DISPOSAL					moved to amenity center
POND EROSION				-	
FIELD CONTINGENCY				5,000	
<b>AMENITY CENTER OPERATIONS</b>					
POOL SERVICE CONTRACT	HALLELUJAH POOLS			10,200	Hallelujah Pools - \$850 monthly for three days of service
POOL MAINTENANCE & REPAIRS	HALLELUJAH POOLS			4,000	Supplies about \$125 mo + \$2,500 misc.
POOL PERMIT	State of Florida			275	Pool permit
AMENITY CENTER CLEANING & MAINTENANCE	Coverall North America			2,920	Approximately \$160 per month + \$1,000 for misc.
AMENITY CENTER INTERNET	Brighthouse			1,920	Monthly charge approximates \$160 mo.
AMENITY CENTER ELECTRICITY				15,600	Estimated at \$1,300 per mo.
AMENITY CENTER WATER				3,600	Estimated at \$300 per month
AMENITY CENTER PEST CONTROL	EARTH-TECH PROP. SOLUTIONS			1,740	Estimated at \$145 mo
REFUSE SERVICE				2,000	Estimated
LANDSCAPE MAINTENANCE				12,000	Estimated
MISC. AMENITY CENTER REPAIRS & MAINTNANCE				5,000	

# EXHIBIT 2

**RESOLUTION 2016-04**

**THE ANNUAL APPROPRIATION RESOLUTION OF THE PARK CREEK COMMUNITY DEVELOPMENT DISTRICT (THE "DISTRICT") RELATING TO THE ANNUAL APPROPRIATIONS AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2016, AND ENDING SEPTEMBER 30, 2017.**

**WHEREAS**, the District Manager has, prior to the fifteenth (15<sup>th</sup>) day in June, 2016, submitted to the Board of Supervisors (the "Board") a proposed budget for the next ensuing budget year along with an explanatory and complete financial plan for each fund of the Park Creek Community Development District, pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

**WHEREAS**, at least sixty (60) days prior to the adoption of the proposed annual budget (the "Proposed Budget"), the District filed a copy of the Proposed Budget with the local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), Florida Statutes; and

**WHEREAS**, the Board set August 25, 2016, at 6:30 p.m., as the date for a public hearing thereon and caused notice of such public hearing to be given by publication pursuant to Section 190.008(2)(a), Florida Statutes; and

**WHEREAS**, the District Manager posted the Proposed Budget on the District's website at least two days before the public hearing; and

**WHEREAS**, Section 190.008(2)(a), Florida Statutes, requires that, prior to October 1, of each year, the District Board by passage of the Annual Appropriation Resolution shall adopt a budget for the ensuing fiscal year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing fiscal year; and

**WHEREAS**, the District Manager has prepared a Proposed Budget, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the fiscal year.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PARK CREEK COMMUNITY DEVELOPMENT DISTRICT:**

**Section 1. Budget**

- a. That the Board of Supervisors has reviewed the District Manager's Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's

Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.

- b. That the Proposed Budget, attached hereto as **Exhibit “A,”** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), Florida Statutes, and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures for fiscal year 2015/2016 and/or revised projections for fiscal year 2016/2017.
- c. That the adopted budget, as amended, shall be maintained in the office of the District Manager and at the District’s Records Office and identified as the Budget for the Park Creek Community Development District for the Fiscal Year Beginning October 1, 2016, and Ending September 30, 2017, as adopted by the Board of Supervisors on August 25, 2016.
- d. The final adopted budget shall be posted by the District Manager on the District’s official website within thirty (30) days after adoption.

**Section 2. Appropriations**

There is hereby appropriated out of the revenues of the Park Creek Community Development District, for the fiscal year beginning October 1, 2016, and ending September 30, 2017, the sum of \$ \_\_\_\_\_ to be raised by the levy of assessments and otherwise, which sum is deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

TOTAL GENERAL FUND	\$ _____
TOTAL DEBT SERVICE FUNDS	\$ _____
TOTAL ALL FUNDS	\$ _____*

\*Not inclusive of any collection costs.

**Section 3. Supplemental Appropriations**

The Board may authorize by resolution, supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the fiscal year as follows:

- a. The Board may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.

- b. The Board may authorize an appropriation from the unappropriated balance of any fund.
- c. The Board may increase any revenue or income budget amount to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

The District Manager and Treasurer shall have the power within a given fund to authorize the transfer of any unexpected balance of any appropriation item or any portion thereof, provided such transfers do not exceed Ten Thousand (\$10,000) Dollars or have the effect of causing more than 10% of the total appropriation of a given program or project to be transferred previously approved transfers included. Such transfer shall not have the effect of causing a more than \$10,000 or 10% increase, previously approved transfers included, to the original budget appropriation for the receiving program. Other transfers may be approved by the Board of Supervisors. The District Manager or Treasurer must establish administrative procedures which require information on the request forms proving that such transfer requests comply with this section.

Introduced, considered favorably, and adopted this 25th day of August, 2016.

**ATTEST:**

**PARK CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Assistant Secretary

By: \_\_\_\_\_  
Michael Lawson  
Chair of the Board of Supervisors

**Exhibit A: 2016/2017 Budget**

# EXHIBIT 3

**RESOLUTION 2016-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE PARK CREEK COMMUNITY DEVELOPMENT DISTRICT IMPOSING SPECIAL ASSESSMENTS; PROVIDING FOR COLLECTION AND ENFORCEMENT OF SPECIAL ASSESSMENTS; ADOPTING AND CERTIFYING AN ASSESSMENT ROLL; PROVIDING FOR AMENDMENT OF THE ASSESSMENT ROLL; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Park Creek Community Development District (the “District”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes for the purpose of providing, operating and maintaining infrastructure improvements, facilities and services to the lands within the District; and

**WHEREAS**, the District is located in Hillsborough County, Florida (the “County”); and

**WHEREAS**, the District owns and operates various infrastructure improvements and provides certain services in accordance with Chapter 190, Florida Statutes; and

**WHEREAS**, the Board of Supervisors (the “Board”) of the District hereby determines to undertake various operations and maintenance activities described in the District’s budget for fiscal year 2016/2017 (“Operations and Maintenance Budget”), attached hereto as **Exhibit “A”** and incorporated as a material part of this Resolution by this reference; and

**WHEREAS**, the District must obtain sufficient funds to provide for the operation and maintenance services and facilities provided by the District as described in the District’s Operation and Maintenance Budget; and

**WHEREAS**, the provision of such services, facilities, and operations is a benefit to lands within the District; and

**WHEREAS**, Chapter 190, Florida Statutes, provides that the District may impose special assessments on benefitted lands within the District; and

**WHEREAS**, Chapter 197, Florida Statutes, provides a mechanism pursuant to which such special assessments may be placed on the County Tax Roll and collected by the County Tax Collector (“Uniform Method”); and

**WHEREAS**, the District has, by resolution and public notice, previously evidenced its intention to utilize the Uniform Method; and

**WHEREAS**, the District has approved an agreement with the County Property Appraiser and County Tax Collector to provide for the collection of special assessments under the Uniform Method; and



**WHEREAS**, it is in the best interests of the District to proceed with the imposition of the special assessments on all assessable lands for operations and maintenance in the amount contained in the Operation and Maintenance Budget; and

**WHEREAS**, the District desires to levy and collect special assessments reflecting each parcel's portion of the District's Operations and Maintenance Budget; and

**WHEREAS**, it is in the best interests of the District to adopt the Assessment Roll of the Park Creek Community Development District (the "Assessment Roll") attached to this Resolution as **Exhibit "B"** and incorporated as a material part of this Resolution by this reference, and to certify a portion of the Assessment Roll on the parcels designated in **Exhibit "B"** to the County Tax Collector pursuant to the Uniform Method and to directly collect a portion of the assessments on the parcels designated in **Exhibit "B"** through the direct collection method pursuant to Chapter 190, Florida Statutes; and

**WHEREAS**, it is in the best interests of the District to permit the District Manager to amend the Assessment Roll adopted herein, including that portion certified to the County Tax Collector by this Resolution, as the County Property Appraiser updates the property roll for the County, for such time as authorized by Florida law.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE PARK CREEK COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1. BENEFIT.** The provision of the services, facilities and operations as described in **Exhibit "A"** confer a special and peculiar benefit to the lands within the District, which benefits exceed or equal the costs of the assessments. The allocation of the costs to the specially benefited lands is shown in **Exhibits "A" and "B"**.

**SECTION 2. ASSESSMENT IMPOSITION.** Pursuant to Chapter 190 of the Florida Statutes, and using procedures authorized by Florida law for the levy and collection of special assessments, a special assessment for operation and maintenance is hereby imposed and levied on benefited lands within the District in accordance with **Exhibits "A" and "B"**. The lien of the special assessments for operations and maintenance imposed and levied by this Resolution shall be effective upon passage of this Resolution.

**SECTION 3. COLLECTION AND DUE DATE.**

**A. Uniform Method Assessments.** The collection of the previously levied debt service assessments and operation and maintenance special assessments on a portion of the platted lots and developed lands shall be at the same time and in the same manner as County taxes in accordance with the Uniform Method, as set forth in **Exhibits "A" and "B."**

**B. Direct Bill Assessments.** The annual installment for the previously levied debt service assessments, and the annual operations and maintenance assessments, on a portion of the undeveloped and unplatted lands will be collected directly by the District in accordance with

Florida law, as set forth in **Exhibits “A” and “B.”** Assessments directly collected by the District are due in full on December 1, 2016; provided, however, that, to the extent permitted by law, the assessments due may be paid in several partial, deferred payments and according to the following schedule: 50% due no later than December 1, 2016, 25% due no later than February 1, 2017 and 25% due no later than May 1, 2017. In the event that an assessment payment is not made in accordance with the schedule stated above, the whole assessment – including any remaining partial, deferred payments for Fiscal Year 2016/2017, as well as any future installments of special assessments securing debt service – shall immediately become due and payable; shall accrue interest, penalties in the amount of one percent (1%) per month, and all costs of collection and enforcement; and shall either be enforced pursuant to a foreclosure action, or, at the District’s sole discretion, collected pursuant to the Uniform Method on a future tax bill, which amount may include penalties, interest, and costs of collection and enforcement. Any prejudgment interest on delinquent assessments shall accrue at the applicable rate of any bonds or other debt instruments secured by the special assessments, or, in the case of operations and maintenance assessments, at the applicable statutory prejudgment interest rate. In the event an assessment subject to direct collection by the District shall be delinquent, the District Manager and District Counsel, without further authorization by the Board, may initiate foreclosure proceedings pursuant to Chapter 170 of the Florida Statutes or other applicable law to collect and enforce the whole assessment, as set forth herein.

**C. Future Collection Methods.** The decision to collect special assessments by any particular method – e.g., on the tax roll or by direct bill – does not mean that such method will be used to collect special assessments in future years, and the District reserves the right in its sole discretion to select collection methods in any given year, regardless of past practices. The District certifies all assessments for debt service and operations and maintenance for collection pursuant to Chapters 190 and 197, Florida Statutes. All assessments collected by the County Tax Collector shall be due and payable as provided in Chapter 197, Florida Statutes.

**SECTION 4. ASSESSMENT ROLL.** The District's Assessment Roll, attached to this Resolution as **Exhibit “B”**, is hereby certified and adopted.

**SECTION 5. ASSESSMENT ROLL AMENDMENT.** The District Manager shall keep apprised of all updates made to the Hillsborough County property roll by the County Property Appraiser after the date of this Resolution, and shall amend the Districts Assessment Roll in accordance with any such updates, for such time as authorized by Florida law. After any amendment of the Assessment Roll, the District Manager shall file the updates to the tax roll in the District records.

**SECTION 6. SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

**SECTION 7. EFFECTIVE DATE.** This Resolution shall take effect upon the passage and adoption of this Resolution by the Board of Supervisors of the Park Creek Community Development District.

**PASSED AND ADOPTED** this 25th day of August, 2016.

**ATTEST:**

**PARK CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Assistant Secretary

By: \_\_\_\_\_  
Michael Lawson  
Chair of the Board of Supervisors

**Exhibit "A" – Fiscal Year 2016/2017 Budget  
Exhibit "B" – Assessment Roll**

# EXHIBIT 4

**Notice of Meetings  
Fiscal Year 2017  
Park Creek  
Community Development District**

As required by Chapters 189 and 190 of Florida Statutes, notice is hereby given that the Fiscal Year 2017 regular meetings of the Board of Supervisors of the Park Creek Community Development District are scheduled to be held on the first Tuesday of every month at 10:00 a.m. at the offices of Metro Development Group, 2502 North Rocky Point Drive, Suite 1050, Tampa, Florida. The meeting dates are as follows [exceptions are noted below]:

October 4, 2016  
November 1, 2016  
December 6, 2016  
January 3, 2017  
February 7, 2017  
March 7, 2017  
April 4, 2017  
May 2, 2017  
June 6, 2017  
July 7, 2017  
August 1, 2017  
September 5, 2017

The meeting is open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meeting may be continued with no additional notice to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for the meetings listed above, may be obtained from Development Planning and Financing Group [DPFG], 15310 Amberly Drive, Suite 175, Tampa, Florida 33647 at (813) 374-9105, one week prior to the meeting.

There may be occasions when one or more Supervisors will participate by telephone.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact DPFG at 813-374-9105. If you are hearing or speech impaired, please contact the Florida Relay Service at (800) 955-8770 for aid in contacting the District Office at least two (2) business days prior to the date of the hearing and meeting.

Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the 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 based.

DPFG, District Management

# EXHIBIT 5

RESOLUTION 2016-06

A RESOLUTION DESIGNATING OFFICERS OF THE PARK CREEK COMMUNITY DEVELOPMENT DISTRICT

WHEREAS, the Board of Supervisors of the Park Creek Community Development District during the business meeting held on August 25, 2016 desires to appoint the below recited persons to the offices specified.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF PARK CREEK COMMUNITY DEVELOPMENT DISTRICT:

1. The following persons were appointed to the offices shown, to wit:

<u>Mike Lawson</u>	Chairman
<u>Doug Draper</u>	Vice Chairman
<u>Paul Cusmano</u>	Secretary
<u>Patricia Comings- Thibault</u>	Treasurer
<u>Maik Aagaard</u>	Assistant Treasurer
<u>Carolyn Stewart &amp; Janet Johns</u>	Assistant Secretary
<u>Lori Price</u>	Assistant Secretary
<u>Ted Sanders</u>	Assistant Secretary
_____	Assistant Secretary

2. That this resolution supersedes all previous resolutions and motions designating, electing or appointing officers adopted by the Board of Supervisors of the Park Creek Community Development District and are hereby declared null and void.

Adopted this 25th Day of AUGUST, 2016.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

Title:  
 Secretary  
 Assistant Secretary

Title:  
 Chairperson  
 Vice Chairperson



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Market Analysis

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**Sacramento, CA**

4380 Auburn Blvd.  
Sacramento, CA 95841  
P: (916) 480-0305  
F: (916) 480-0499

**Las Vegas, NV**

3277 E. Warm Springs Road,  
Suite 100  
Las Vegas, NV 89120  
P: (702) 478-9277  
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**Boise, ID**

950 West Bannock, 11th Floor  
Boise, ID 83702  
P: (208) 319-3576  
F: (208) 439-7339

**Phoenix, AZ**

3302 East Indian School Road  
Phoenix, AZ 85018  
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F: (602) 381-1203

**Austin, TX**

8140 Exchange Drive  
Austin, TX 78754  
P: (512) 732-0295  
F: (512) 732-0297

**Orlando, FL**

1060 Maitland Center Commons,  
Suite 340  
Maitland, FL 32751  
P: (321) 263-0132  
F: (321) 263-0136

**Tampa, FL**

15310 Amberly Drive, Suite 175  
Tampa, FL 33647  
P: (813) 374-9104  
F: (813) 374-9106

**Research Triangle, NC**

1340 Environ Way, Suite 328  
Chapel Hill, NC 27517  
P: (919) 321-0232  
F: (919) 869-2508

**Charleston, SC**

4000 S. Faber Place Drive, Suite 300  
N. Charleston, SC 29405  
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