

**SOUTHERN HILLS
PLANTATION I
COMMUNITY DEVELOPMENT
DISTRICT**

September 13, 2021

**BOARD OF SUPERVISORS
REGULAR MEETING
AGENDA**

Southern Hills Plantation I
Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Fax: (561) 571-0013•Toll-free: (877) 276-0889

September 6, 2021

ATTENDEES:
Please identify yourself each
time you speak to facilitate
accurate transcription of
meeting minutes.

Board of Supervisors
Southern Hills Plantation I Community Development District

Dear Board Members:

The Board of Supervisors of the Southern Hills Plantation I Community Development District will hold a Regular Meeting on September 13, 2021, at 10:00 a.m., at the Southern Hills Plantation Clubhouse, located at 4200 Summit View Drive, Brooksville, Florida 34601. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments (*Agenda Items*)
3. Discussion: Status of Culvert Cleanout
4. Continued Discussion: Status of CDD II and III Delinquencies
5. Update: Debt Assessment Status
6. Consideration of Vortex Property Services Estimate #1050 for Paver Work and Sealing at Southern Hills Entry
7. Acceptance of Unaudited Financial Statements as of July 31, 2021
8. Approval of August 9, 2021 Public Hearings and Regular Meeting Minutes
9. Other Business
10. Staff Reports
 - A. District Counsel: *KE Law Group, PLLC*
 - B. District Engineer: *Coastal Engineering Associates, Inc.*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*

- NEXT MEETING DATE: October 4, 2021, *immediately following the adjournment of the Southern Hills Plantation III CDD meeting scheduled to commence at 10:00 a.m.*
 - QUORUM CHECK

JOHN McCOSKRIE	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
ROBERT NELSON	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
MATT ROMERO	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
BRIAN McCAFFREY	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No
MARGARET BLOOMQUIST	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> No

11. Supervisors' Requests

12. Adjournment

If you have any questions or comments, please contact me directly at (239) 464-7114.

Sincerely,



Chesley E. Adams, Jr.
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 229 774 8903

**SOUTHERN HILLS PLANTATION I
COMMUNITY DEVELOPMENT DISTRICT**

7

**SOUTHERN HILLS PLANTATION I
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
JULY 31, 2021**

**SOUTHERN HILLS PLANTATION I
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
JULY 31, 2021**

	Major Funds		Total Governmental Funds
	General	Debt Service	
ASSETS			
Wells Fargo	\$ 515,509	\$ -	\$ 515,509
SBA	92	-	92
Investments			
Revenue - A1	-	276,530	276,530
Revenue - A2	-	169,144	169,144
Reserve - A1	-	493,369	493,369
Reserve - A2	-	57,391	57,391
Prepayment - A1	-	12,733	12,733
Prepayment - A2	-	709	709
Cost of Issuance	-	17,943	17,943
Due from other funds			
General	-	78,033	78,033
Assessments receivable - on-roll	-	46,287	46,287
Assessments receivable - off-roll	154,314	743,931	898,245
Allowance for uncollectable receivable	(248,705)	(19,567)	(268,272)
Due from Southern Hills II	463,595	-	463,595
Due from Southern Hills III	35,704	-	35,704
Deposits	2,919	-	2,919
Total assets	<u>\$ 923,428</u>	<u>\$ 1,876,503</u>	<u>\$ 2,799,931</u>
LIABILITIES			
Liabilities			
Due to other funds			
Debt service 2011 A1	\$ 50,295	\$ -	\$ 50,295
Debt service 2011 A2	27,738	-	27,738
Due to Developer	37	-	37
Total liabilities	<u>78,070</u>	<u>-</u>	<u>78,070</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred receipts	2,171	743,931	746,102
Total deferred inflows of resources	<u>2,171</u>	<u>743,931</u>	<u>746,102</u>
Fund balances			
Restricted for:			
Debt service	-	1,132,572	1,132,572
Unassigned	843,187	-	843,187
Total fund balances	<u>843,187</u>	<u>1,132,572</u>	<u>1,975,759</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 923,428</u>	<u>\$ 1,876,503</u>	<u>\$ 2,799,931</u>

**SOUTHERN HILLS PLANTATION I
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED JULY 31, 2021**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Special assessments: on-roll	\$ 1,221	\$ 447,458	\$ 470,147	95%
Special assessments: off-roll	-	166,996	75,582	221%
Lot closings	115,550	115,550	-	N/A
Reimburse - SHP-III	4,115	12,344	-	N/A
Interest & miscellaneous	-	116	250	46%
Total revenues	<u>120,886</u>	<u>742,464</u>	<u>545,979</u>	136%
EXPENDITURES				
Professional & administrative				
Legislative				
Supervisor fees	-	6,600	4,100	161%
Financial & administrative				
Management	2,500	25,000	30,000	83%
Engineering	388	1,449	7,500	19%
Dissemination agent	208	2,083	2,500	83%
Trustee	-	9,678	4,300	225%
Audit	3,625	3,625	3,250	112%
Arbitrage rebate calculation	-	-	650	0%
Insurance: public officials liability	-	5,007	4,800	104%
Legal advertising	110	467	750	62%
Bank fees	20	330	600	55%
Annual district filing fee	-	175	175	100%
Website	-	705	1,000	71%
ADA website compliance	-	-	210	0%
Postage	154	675	500	135%
Office supplies	172	172	150	115%
Legal counsel				
District counsel	2,049	21,973	10,000	220%
Total professional & administrative	<u>9,226</u>	<u>77,939</u>	<u>70,485</u>	111%

**SOUTHERN HILLS PLANTATION I
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED JULY 31, 2021**

	Current Month	Year to Date	Budget	% of Budget
Field operations				
Electric utility services				
Street lights	1,394	11,550	14,800	78%
Stormwater control				
Lake/pond bank maintenance	-	-	55,000	0%
Aquatic maintenance	-	32,720	46,800	70%
Aquatic plant replacement	8,959	8,959	5,000	179%
Lake/pond repair	-	9,999	6,900	145%
Other physical environment				
Insurance: property	-	7,904	7,400	107%
Entry & walls maintenance	792	1,505	2,500	60%
Landscape maintenance	10,380	35,635	75,000	48%
Holiday decorations	-	10,000	10,000	100%
Irrigation repairs & maintenance	841	5,713	7,500	76%
Landscape replacement	2,100	11,824	75,000	16%
Contingency				
Miscellaneous contingency	-	-	10,000	0%
Total field operations	<u>24,466</u>	<u>135,809</u>	<u>315,900</u>	43%
Other fees and charges				
Property appraiser	-	-	9,795	0%
Tax collector	-	12,706	9,795	130%
Total other fees and charges	<u>-</u>	<u>12,706</u>	<u>19,590</u>	65%
Total expenditures	<u>33,692</u>	<u>226,454</u>	<u>405,975</u>	56%
Excess/(deficiency) of revenues over/(under) expenditures	87,194	516,010	140,004	
Fund balance - beginning	<u>755,993</u>	<u>327,177</u>	<u>340,281</u>	
Fund balance - ending	<u>\$ 843,187</u>	<u>\$ 843,187</u>	<u>\$480,285</u>	

**SOUTHERN HILLS PLANTATION I
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2011
FOR THE PERIOD ENDED JULY 31, 2021**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Special assessments: on-roll	\$ 2,157	\$ 805,397	\$ 786,552	102%
Special assessments: off-roll	-	-	185,983	0%
Assessment prepayment	-	8,587	-	N/A
Interest	7	152	5,500	3%
Total revenues	<u>2,164</u>	<u>814,136</u>	<u>978,035</u>	83%
EXPENDITURES				
Principal - A1	-	-	230,000	0%
Principal - A2	-	-	170,000	0%
Interest - A1	-	307,545	307,980	100%
Interest - A2	-	226,780	226,780	100%
Principal prepayments	-	15,000	-	N/A
Total expenditures	<u>-</u>	<u>549,325</u>	<u>934,760</u>	59%
Other fees and charges				
Property appraiser	-	-	16,387	0%
Tax collector	-	22,460	16,387	137%
Total other fees and charges	<u>-</u>	<u>22,460</u>	<u>32,774</u>	69%
Total expenditures	<u>-</u>	<u>571,785</u>	<u>967,534</u>	59%
Excess/(deficiency) of revenues over/(under) expenditures	2,164	242,351	10,501	
Fund balance - beginning	1,130,408	890,221	856,851	
Fund balance - ending	<u>\$ 1,132,572</u>	<u>\$ 1,132,572</u>	<u>\$ 867,352</u>	

**SOUTHERN HILLS PLANTATION I
COMMUNITY DEVELOPMENT DISTRICT**

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39 runs through the neighborhood into the creek, through the woods, breaches the creek and the
40 berm and floods his garage and home. He stated that he recently spent \$2,000 to repair water
41 damage to his property and expressed his opinion that the CDD needs to correct the issue.

42 Mr. Knierim believed that the drainage system on 17th Drive, on the north side of the
43 gatehouse, had not been maintained in over two years, causing sediments to collect and block
44 water flow and push water onto the residential properties and the golf course. He discussed
45 photographs from July that capture the drainage issues. In his opinion, if water cannot flow
46 out, it will remain stagnant and cause other issues for which the CDD will be responsible. Mr.
47 Weston stated the lot next to his home collects standing water, which breeds mosquitoes, and
48 is a health hazard. He stated that, after the meeting, he would have the health department
49 inspect and evaluate the situation.

50 Discussion ensued regarding clogged culverts, annual maintenance of the culverts,
51 recent rainfall, a recent inspection of the drainage system by the Southwest Florida Water
52 Management District (SWFWMD), CDD responsibilities and the budget. Mr. Adams would
53 coordinate with Mr. Knierim to engage a contractor and have the culverts cleaned.

54

55 **THIRD ORDER OF BUSINESS**

**Presentation of Audited Annual Financial
Report for the Fiscal Year Ended
September 30, 2020, Prepared by Berger,
Toombs, Elam, Gaines & Frank**

59

60 Mr. Gaines presented the Audited Annual Financial Report for the Fiscal Year Ended
61 September 30, 2020 and noted the pertinent information. There were no findings,
62 recommendations, deficiencies on internal control or instances of non-compliance; it was a
63 clean audit.

64 Ms. Bloomquist asked if the \$409,283 received from the two other CDDs was in addition
65 to the \$400,761 received in special assessments from the Developer and other parties, as
66 shown on Page 24. Mr. Gaines replied affirmatively. He reviewed the Statement of Net Position
67 on Page 9. Discussion ensued regarding long-term debt, the reserve fund, a disclosure letter
68 and governmental accounting policies.

69

70 **FOURTH ORDER OF BUSINESS** **Consideration of Resolution 2021-05,**
 71 **Accepting the Audited Annual Financial**
 72 **Report for the Fiscal Year Ended**
 73 **September 30, 2020**
 74

75 Mr. Adams presented Resolution 2021-05.
 76

77 **On MOTION by Mr. McCaffrey and seconded by Mr. Romero, with all in favor,**
 78 **Resolution 2021-05, Accepting the Audited Annual Financial Report for the**
 79 **Fiscal Year Ended September 30, 2020, was approved.**

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 81
 82 **FIFTH ORDER OF BUSINESS** **Ratification of Engagement with KE Law**
 83 **Group, PLLC**
 84

85 • **Consideration of Fee Agreement**

86 Ms. Kilinski presented the Joint Engagement letter between Hopping Green & Sams
 87 (HGS) and KE Law Group, PLLC, (KELG) related to several attorneys that resigned from HGS and
 88 have created a new law firm specializing in Special District representation. KELG is staffed
 89 efficiently to create staff effectiveness, with low overhead and low billing rates. She reviewed
 90 the Fee Agreement.
 91

92 **On MOTION by Mr. Romero and seconded by Mr. McCaffrey, with all in favor,**
 93 **the Engagement with KE Law Group, PLLC and the Fee Agreement, were**
 94 **ratified and approved.**

95
 96
 97 **SIXTH ORDER OF BUSINESS** **Public Hearing on the Adoption of the**
 98 **Fiscal Year 2021/2022 Budget**
 99

100 **A. Proof/Affidavit of Publication**

101 The affidavit of publication was included for informational purposes.

102 **B. Consideration of Resolution 2021-06, Relating to the Annual Appropriations and**
 103 **Adopting the Budgets for the Fiscal Year Beginning October 1, 2021, and Ending**
 104 **September 30, 2022; Authorizing Budget Amendments; and Providing an Effective**
 105 **Date**

106 Mr. Adams presented the proposed Fiscal Year 2022 budget and noted a few minor
107 changes, including a slight reduction year-over-year, which resulted in slightly lower assessment
108 levels, and in the probability number of units that are not expected to pay, going forward.
109 Consequently, the year-over-year increase-to-fund balance was reduced from \$140,000 to
110 \$87,000.

111 Ms. Bloomquist asked if Staff heard from the Trustee. Mr. Adams stated a
112 communication was received from the Bondholder regarding additional funds in the Trust that
113 were recently received. Management would transmit a reconciliation to the bondholder.

114 **Mr. Adams opened the public hearing.**

115 No members of the public spoke.

116 **Mr. Adams closed the public hearing.**

117 Mr. Adams presented Resolution 2021-06.

118

119 **On MOTION by Ms. Bloomquist and seconded by Mr. Nelson, with all in favor,**
120 **Resolution 2021-06, Relating to the Annual Appropriations and Adopting the**
121 **Budget for the Fiscal Year Beginning October 1, 2021, and Ending September**
122 **30, 2022; Authorizing Budget Amendments; and Providing an Effective Date,**
123 **was adopted.**

124

125

126 **SEVENTH ORDER OF BUSINESS**

**Public Hearing to Hear Comments and
Objections on the Imposition of Operations
and Maintenance Special Assessments to
Fund the Budget for Fiscal Year 2021/2022,
Pursuant to Florida Law**

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132 **A. Proof of Publication**

133 The affidavit of publication was included for informational purposes.

134 **B. Consideration of Resolution 2021-07, Making a Determination of Benefit and Imposing**
135 **Special Assessments for Fiscal Year 2021/2022; Providing for the Collection and**
136 **Enforcement of Special Assessments, Including but Not Limited to Penalties and**
137 **Interest Thereon; Certifying an Assessment Roll; Providing for Amendments to the**
138 **Assessment Roll; Providing a Severability Clause; and Providing an Effective Date**

139 Mr. Adams opened the public hearing.

140 No members of the public spoke.

141 Mr. Adams closed the public hearing.

142 Mr. Adams presented Resolution 2021-07.

143

<p>144 On MOTION by Ms. Bloomquist and seconded by Mr. McCaffrey, with all in 145 favor, Resolution 2021-07, Making a Determination of Benefit and Imposing 146 Special Assessments for Fiscal Year 2021/2022; Providing for the Collection and 147 Enforcement of Special Assessments, Including but Not Limited to Penalties 148 and Interest Thereon; Certifying an Assessment Roll; Providing for 149 Amendments to the Assessment Roll; Providing a Severability Clause; and 150 Providing an Effective Date, was adopted.</p>

151

152

EIGHTH ORDER OF BUSINESS

Update: CDD II and III Repayments

154

155 This item was presented following the Tenth Order of Business.

156

NINTH ORDER OF BUSINESS

**Update: Status of Sale and Receipt of
Payments from Previously Escheated
Properties**

157

158

159

160

161 This item was not addressed.

162

TENTH ORDER OF BUSINESS

**Consideration of ASI Landscape
Management Proposals for Main Line
Break by Guard House**

163

164

165

166

167 Mr. McCaffrey stated ASI was recently contracted to address the irrigation issues . He
168 introduced Mr. Rodriguez and Mr. Taylor.

169 Mr. Taylor reported the following:

170 ➤ ASI was correcting all zones to get everything operational.

171 ➤ During the initial inspection, numerous mainline breaks were identified and are being
172 analyzed zone by zone.

173 ➤ The system was very neglected, several mainlines were capped by the previous
174 company and several areas were not being irrigated.

175 ➤ ASI has been conducting inspections, discovering mainline breaks, pressurizing lines,
176 installing valves and working on repairs.

177 ➤ ASI was working on deciphering the system zones and wiring.

178 ➤ 20 zones were inspected and 15 zones remain to be inspected.

179 ➤ One proposal was already been sent.

180 Mr. Rodriguez discussed the proposals, valves, zones, timer, maintenance and erosion.

181 ASI installed a few temporary battery packs. Ms. Bloomquist asked about the issues potholes
182 and with pipes underneath the roadway. Mr. Rodriguez stated ASI would inspect the area.

183 Mr. Taylor discussed separating the community into three landscaping sections, focal
184 areas, mowing, the ponds, pine straw applications, mulch, horticulture, fertilizing the trees and
185 palms, weed control, insect control and a fall pre-emergent application. He stated the spray
186 schedules, monthly inspection reports and wet checks would be emailed to Mr. McCaffrey.

187 **A. EST2652202 – General Irrigation Repairs Such as Lateral Line Breaks, Clogged Nozzles,
188 Broken Spray Heads, Broken Rotors, Etc.**

189 **B. EST2652181 – Two-Wire Zone Investigation for Tracking and Finding Zones That Are
190 Not Turning On, Finding Faults and Bad Decoders**

191 **▪ Update: CDD II and III Repayments**

192 **This item, previously the Eighth Order of Business, was presented out of order.**

193 Mr. Adams reported the following:

194 ➤ Southern Hills Plantation CDD III (CDD III): Repayments were being received.

195 ➤ Southern Hills Plantation CDD II (CDD II): Thus far, no repayments were received.

196 ➤ Ms. Bloomquist recently met with representatives of CDD II.

197 Ms. Bloomquist recapped a recent meeting with Mr. Devon Rushnell, from CDD II. Their
198 position was that the 36.6% portion for CDD II should only include the expense of maintaining
199 the main boulevard and not the pond maintenance, as reflected in the budget. Another issue
200 was that the Inter-local Agreement was never recorded in 2004 and CDD II is willing to litigate
201 this matter. Mr. Rushnell would examine the main boulevard and come up with a viable plan,

202 going forward. Mr. Rushnell had expressed that CDD II is open to having a formal arrangement
203 with the CDDs.

204 Ms. Kilinski stated, in response to a request from District Counsel for CDD II, Staff
205 compiled and transmitted backup documents, invoices and arrear payments owed. She recently
206 asked District Counsel for CDD II for the status of their review and learned that the CDD II Board
207 had not met in four months and the documents would be discussed in an upcoming meeting.
208 She suggested having a joint meeting to have a productive conversation about a repayment
209 schedule. She stated the communication that was sent to CDD II could be transmitted to the
210 Board. Discussion ensued regarding the recorded agreement, litigation strategy, a
211 misstatement in the SHPCDD II audit and forgiving the arrears amount.

212 **▪ Consideration of ASI Landscape Management Proposals Resumed**

213 Mr. Adams asked for approval of the ASI proposals.

214
215 **On MOTION by Mr. Romero and seconded by Mr. McCaffrey, with all in favor,**
216 **ASI Proposal Estimate ID EST2652202 for \$6778.25 and Estimate ID EST2652181**
217 **for \$1,966, were approved.**

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219
220 **ELEVENTH ORDER OF BUSINESS**

**Consideration of Vortex Property Services
Estimate #1050 for Paver Work and Sealing
at Southern Hills Entry**

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224 This item was deferred.

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226 **TWELFTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial
Statements as of June 30, 2021**

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229 **• Actual Year-to-Date Plant Replacement Expenditures Versus Budget**

230 Mr. Adams presented the Unaudited Financial Statements as of June 30, 2021. The
231 financials were accepted.

232
233 **THIRTEENTH ORDER OF BUSINESS**

**Approval of June 14, 2021 Regular Meeting
Minutes**

236 Mr. Adams presented the June 14, 2021 Regular Meeting Minutes.

237

238 **On MOTION by Mr. Romero and seconded by Mr. McCaffrey, with all in favor,**
239 **the June 14, 2021 Regular Meeting Minutes, as presented, were approved.**

240

241

242 **FOURTEENTH ORDER OF BUSINESS**

Other Business

243

244 There was no other business.

245

246 **FIFTEENTH ORDER OF BUSINESS**

Staff Reports

247

248 **A. District Counsel: *KE Law Group, PLLC***

249 There was nothing further to report.

250 **B. District Engineer: *Coastal Engineering Associates, Inc.***

251 Discussion ensued regarding pipe cleaning, landscaping and rainfall.

252 **C. District Manager: *Wrathell, Hunt and Associates, LLC***

- 253 • **NEXT MEETING DATE: September 13, 2021, immediately following the**
- 254 ***adjournment of the Southern Hills Plantation III CDD meeting scheduled to***
- 255 ***commence at 10:00 a.m.***

256 ○ **QUORUM CHECK**

257 The next meeting will be held on September 13, 2021.

258

259 **SIXTEENTH ORDER OF BUSINESS**

Supervisors' Requests

260

261 Ms. Bloomquist asked for an update on the County lots that are closing. Ms. Kilinski
262 stated that the HOA and City lots closed and the County lots are scheduled to close this week;
263 the funds coming in would be District funds.

264

265 **SEVENTEENTH ORDER OF BUSINESS**

Adjournment

266

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268 **On MOTION by Mr. Romero and seconded by Ms. Bloomquist, with all in favor,**
269 **the meeting adjourned at 11:26 a.m.**

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Secretary/Assistant Secretary

Chair/Vice Chair

**SOUTHERN HILLS PLANTATION I
COMMUNITY DEVELOPMENT DISTRICT**

10C

SOUTHERN HILLS PLANTATION I COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2021/2022 MEETING SCHEDULE

LOCATION

*Southern Hills Plantation Clubhouse, located at 4200 Summit View Drive,
Brooksville, Florida 34601*

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 4, 2021*	Regular Meeting	10:00 AM
November 8, 2021	Regular Meeting	10:00 AM
December 13, 2021	Regular Meeting	10:00 AM
January 10, 2022	Regular Meeting	10:00 AM
February 14, 2022	Regular Meeting	10:00 AM
March 14, 2022	Regular Meeting	10:00 AM
April 11, 2022	Regular Meeting	10:00 AM
May 9, 2022	Regular Meeting	10:00 AM
June 13, 2022	Regular Meeting	10:00 AM
July 11, 2022	Regular Meeting	10:00 AM
August 8, 2022	Regular Meeting	10:00 AM
September 12, 2022	Public Hearing & Regular Meeting	10:00 AM

Exception *

October meeting is one week earlier to accommodate the Columbus Day holiday.