

FY 23 Special District Budget Package Cover Sheet

DISTRICT NAME <i>Pine Meadows</i>	DATE <i>5-27-22</i>
CONTACT PERSON and E-Mail Address <i>John Schumacher</i> E-mail: <i>JSchumacher@trappabay.RR.com</i>	DAYTIME PHONE NUMBER <i>813-265-9696</i>

When submitting the District Budget Package, please use this form as a cover sheet.
Be sure to put a check mark beside each item included in the package:

- ☒ Copy of **ADVERTISEMENT OF NOTICE OF THE PUBLIC BUDGET HEARING** showing the date the advertisement was run and the name of the publication.
- ☒ **SIGNED MINUTES FROM THE PUBLIC BUDGET HEARING** where the budget and assessment rate were reviewed by the public and approved by the Board of Trustees.
- ☒ **SIGNED BUDGET RESOLUTION** from the Board of Trustees establishing the assessment rate and approving the budget.
- ☒ **DISTRICT BUDGET** as approved at the public hearing.
- ☒ **CAPITAL OUTLAY AND PROJECT INFORMATION FORM**
- ☒ **ESTIMATING THE BEGINNING FUND BALANCE FORM**

**SEND ONE COPY OF THE PACKAGE COVER SHEET AND THE
BUDGET PACKAGE BY Monday, July 11, 2022**

Send as Adobe Acrobat or image files (.txt, .tif,, .jpg, or .png

DO NOT SEND AS WORD OR EXCEL FILES!!!!

Do not send by USPS or try to hand deliver!

FY 23

SPECIAL DEPENDENT DISTRICT BUDGET PREPARATION CHECKLIST

DISTRICT NAME: <i>PINE MEADOWS #59</i>	
REVIEWER:	DATE REVIEWED:
COMMENTS:	

NOTE: PLEASE MAKE COMMENTS AND HIGHLIGHT THOSE ITEMS NEEDING CORRECTION:

YES	NO	ITEMS TO BE REVIEWED
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Copy of advertisement of the public budget hearing
<input checked="" type="checkbox"/>	<input type="checkbox"/>	In Tampa Bay Times?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Date of meeting on 15th day after date of ad or more?
<input type="checkbox"/>	<input type="checkbox"/>	If "NO" - How many days notice actually given?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Was standard advertisement from Budget Preparation Guide used?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Minutes of the public hearing: Do the minutes contain the following?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Do minutes say this is a public budget hearing?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Date of hearing same as in advertisement and as on resolution?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Place and time same as in advertisement?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hearing conducted separately from another meeting?
<input type="checkbox"/>	<input type="checkbox"/>	Amount of approved assessment same as in resolution and budget?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Number of trustees attending <i>low 7</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this a quorum? (i.e. five or more)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Majority of trustees in attendance approve assessment and budget?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Do trustee names in attendance and voting correspond to names of Trustee Data Base?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Was public comment requested, heard and taken?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Do minutes show specific approval of budget and assessment resolution?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are minutes signed by the President and the Recording Secretary?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Resolution: Does the resolution contain the following information:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is date of hearing same as in advertisement and as in minutes of meeting?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is assessment rate same as in minutes and budget?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is the number of trustees approving resolution same as in minutes?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are the names of trustees making and seconding motion same as in minutes?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is the resolution signed by two trustees: one attesting to signature, other actually signing?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the ordinance number establishing the district correspond with the number on Attachment I for the district?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is the tax year 2022 and the fiscal year 2023?

YES	NO	4. District Budget
		Is the assessment rate same as in resolution and minutes?
✓		Are all units assessed in compliance with ordinance establishing district?
✓		Is the assessment rate less than or equal to maximum specified in ordinance?
✓		Is 5% reduction of assessment and interest revenue correctly calculated and applied?
✓		Is Est. Fund Balance more than or equal to amount shown on Est. Fund Balance Form?
✓		Is there money budgeted for public official bond?
✓		For preparation of financial statement or audit if required?
✓		For Special District Information Program Fee - \$175?
✓		For website?
✓		Are backup schedules for revenues and expenditures included?
✓		Are expenses shown in proper categories and properly numbered?
✓		Is 4% of budgeted assessment revenue for collection calculated correctly?
N/A		Are items budgeted in 60.00 series and/or Reserve for Capital Outlay supported by Capital Outlay and Project Information Form ?
✓		Is Reserve for Contingency less than or equal to 10% of total budgeted revenues?
✓		Does budget balance?

		5. Estimating Fund Balance Form
✓		Do amounts in Budget column match Adopted or Amended Budget for FY 22?
✓		Do amounts in Projection column seem realistic?
✓		In YTD column, does the Actual Fund Balance amount match the amount shown in the FY 20 Financial Statement?
	✓	Are any expenditures made from Reserves?
	✓	Do the amounts in the Actual column appear to exceed the Adopted Budget?
	✓	Do the amounts in the Total column appear to exceed the Adopted Budget?

		6. Capital Project Information Form: Does it contain the following information?
		Name of the project?
N/A		Description?
		Correct expense category?
	A	Estimated completion date?
		Does amount budgeted for each project correspond realistically to budget?

		7. Public Official Bonds
✓		Are Public Official Bonds current and to the satisfaction of the Clerk's Office?

OTHER COMMENTS:

Pine Meadows #59

BUDGET CATEGORIES	FY 23 BUDGET
REVENUES	
325.200 SPECIAL ASSESSMENTS	\$7,975
366.000 DONATIONS	
361.000 INTEREST	
TOTAL GROSS REVENUES	\$7,975
MINUS 5%	-\$399
PLUS:	
384.000 DEBT PROCEEDS	
389.900 EST BEGINNING FUND BALANCE	\$168
TOTAL REVENUES	\$7,744

EXPENDITURES:	FY 23 BUDGET
31.000 PROFESSIONAL SERVICES	
32.000 ACCOUNTING AND AUDITING	\$750
34.000 OTHER SERVICES (Contractual)	
40.000 TRAVEL AND PER DIEM	
41.000 COMMUNICATION SERVICES	
42.000 FREIGHT & POSTAGE SERVICES	\$100
43.000 UTILITY SERVICES	\$1,000
44.000 RENTALS AND LEASES	
45.000 INSURANCE	\$300
46.000 REPAIR AND MAINTENANCE SERVICES	\$3,925
47.000 PRINTING AND BINDING	
49.000 OTHER CURRENT CHARGES AND OBLIGATIONS	\$525
51.000 OFFICE SUPPLIES	\$250
52.000 OPERATING SUPPLIES	
54.000 BOOKS AND PUBLICATIONS	\$175
TOTAL OP EXPENDITURES	\$7,025

CAPITAL OUTLAY	FY 23 BUDGET
61.000 LAND	
62.000 BUILDINGS	
63.000 IMPROVEMENTS	
64.000 MACHINERY AND EQUIPMENT	
TOTAL CAPITAL OUTLAY	\$0

DEBT SERVICE	FY 23 BUDGET
71.000 PRINCIPAL	
72.000 INTEREST	
73.000 OTHER DEBT SERVICE COSTS	
TOTAL DEBT SERVICE	\$0

NON-OPERATING	FY 23 BUDGET
99.010 BUDGET TRANSFERS	\$319
99.020 RESERVE FOR FUTURE CAPITAL	
99.030 RESERVE FOR CONTINGENCY	\$400
TOTAL NON-OPERATING	\$719
TOTAL EXPEND AND NON-OPERATING	\$7,744

Revenues Minus Expenditures Equals **\$0**

BACKUP SCHEDULES

Show in the area below, how line items are calculated:

5/6/2022

363.10 SPECIAL ASSESSMENTS	\$7,975
366.00 DONATIONS	
361.00 INTEREST	
31.00 PROFESSIONAL SERVICES	
32.00 ACCOUNTING AND AUDITING	\$750
34.00 OTHER SERVICES (Contractual)	
40.00 TRAVEL AND PER DIEM	
41.00 COMMUNICATION SERVICES	
43.00 UTILITY SERVICES	\$1,000
44.00 RENTALS AND LEASES	
45.00 INSURANCE	\$300
46.00 REPAIR AND MAINTENANCE	\$3,925
47.00 PRINTING AND BINDING	
49.00 OTHER CURRENT CHARGES AND OBLIGATIONS	\$525
51.00 OFFICE SUPPLIES	\$250
52.00 OPERATING SUPPLIES	
54.00 BOOKS AND PUBLICATIONS	\$175
71.00 PRINCIPAL	
72.00 INTEREST	
73.00 OTHER DEBT SERVICE COSTS	
99.01 BUDGET TRANSFERS	\$319
99.02 RESERVE FOR FUTURE CAPITAL	
99.03 RESERVE FOR CONTINGENCY	\$400

ESTIMATING FUND BALANCE

DISTRICT
NAME:

Pine Meadows # 59

PERIOD
ENDING:

9/30/2022

Amended

BUDGET CATEGORIES	Adopted FY 22 BUDGET	ACTUAL	PROJECT	TOTAL
REVENUES				
363.10 SPECIAL ASSESSMENTS (Note A)	\$7,975	\$7,147	\$828	\$7,975
366.00 DONATIONS				\$0
361.00 INTEREST				\$0
TOTAL GROSS REVENUES	\$7,975	\$7,147	\$828	\$7,975
MINUS 5%	-\$399			
PLUS:				
384.00 DEBT PROCEEDS				\$0
389.00 BEGINNING FUND BALANCE (Note B)	\$188	\$1,278		\$1,278
TOTAL REVENUES	\$7,764	\$8,425	\$828	\$9,253

EXPENDITURES:	Adopted FY 22 BUDGET	ACTUAL	PROJECT	
31.00 PROFESSIONAL SERVICES	\$750	\$750		\$750
32.00 ACCOUNTING AND AUDITING				\$0
34.00 OTHER CONTRACTUAL SERVICES				\$0
40.00 TRAVEL AND PER DIEM				\$0
41.00 COMMUNICATION SERVICES	\$525	\$171	\$354	\$525
42.00 TRANSPORTATION SERVICES	\$100	\$68		\$68
43.00 UTILITY SERVICES	\$1,166	\$666	\$500	\$1,166
44.00 RENTALS AND LEASES				\$0
45.00 INSURANCE	\$375	\$300		\$300
46.00 REPAIR AND MAINTENANCE	\$3,654	\$1,764	\$1,890	\$3,654
47.00 PRINTING AND BINDING				\$0
49.00 OTHER CHARGES AND OBLIGATIONS	\$200	\$175		\$175
51.00 OFFICE SUPPLIES	\$275		\$275	\$275
52.00 OPERATING SUPPLIES				\$0
54.00 BOOKS AND PUBLICATIONS				\$0
TOTAL OP EXPENDITURES	\$7,045	\$3,894	\$3,019	\$6,913

CAPITAL OUTLAY	Adopted FY 22 BUDGET	ACTUAL	PROJECT	TOTAL
61.00 LAND				\$0
62.00 BUILDINGS				\$0
63.00 IMPROVEMENTS				\$0
64.00 MACHINERY AND EQUIPMENT				\$0
TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0

DEBT SERVICE	Adopted FY 22 BUDGET	ACTUAL	PROJECT	TOTAL
71.00 PRINCIPAL				\$0
72.00 INTEREST				\$0
73.00 OTHER DEBT SERVICE COSTS				\$0
TOTAL DEBT SERVICE	\$0	\$0	\$0	\$0

5/26/2022

ESTIMATING FUND BALANCE

NON-OPERATING	Adopted FY 22 BUDGET	ACTUAL	PROJECT	TOTAL
90.93 BUDGET TRANSFERS (Note C)	\$319	DO NOT USE		
90.99 RESERVE FOR FUTURE CAPITAL (Note C)				
90.99 RESERVE FOR CONTINGENCY (Note C)	\$400			
TOTAL NON-OPERATING	\$719			
TOTAL EXPEND AND NON-OPERATING	\$7,764	\$3,894	\$3,019	\$6,913

SUMMARY	ACTUAL	PROJECT	TOTAL
FY 22 TOTAL REVENUE AND FUND BALANCE =	\$8,425	\$828	\$9,253
MINUS: FY 22 ACTUAL & PROJECTED EXPENDITURES=	\$3,894	\$3,019	\$6,913
ESTIMATED FUND BALANCE =	\$4,531	-\$2,191	\$2,340

NOTES:

- (A) In "ACTUAL" column, use actual amount deposited to district account by Tax Collector's Office.
- (B) In "ACTUAL" column, enter the total fund balance amount from FY 21 Annual Financial Report. This includes all amounts even those reserved for capital projects.
- (C) There can be NO direct expenditures from any of these categories.

BUDGET RESOLUTION

RESOLUTION ADOPTING FY 23 BUDGET AND APPROVING SPECIAL ASSESSMENT FOR THE YEAR 2022

Upon the motion by Trustee Joan Noble, seconded by Trustee Lori Zamott, the following Resolution was adopted by 7 votes to 0.

WHEREAS, PINE MEADOWS SPECIAL DEPENDENT DISTRICT is a special dependent district duly established and operating pursuant to Ordinance #98-55 as amended; and,

WHEREAS, Ordinance #98-55 as amended provided that the Board of Trustees of PINE MEADOWS SPECIAL DEPENDENT DISTRICT has the right, power and authority to levy a special assessment against RESIDENTIAL PROPERTY in the district for the purpose of MAINTAINING AND IMPROVING PUBLIC RIGHTS-OF-WAY AND COMMON PROPERTY; and,

WHEREAS, the Board of Trustees of PINE MEADOWS SPECIAL DEPENDENT DISTRICT has determined that the assessment for the year 2022 shall be in the amount of \$275.00; and,

WHEREAS, the Board of Trustees of PINE MEADOWS SPECIAL DEPENDENT DISTRICT has had a duly advertised public hearing on the 19th day of May, 2022; and,

WHEREAS, the Board of Trustees of PINE MEADOWS SPECIAL DEPENDENT DISTRICT has presented the proposed assessment and proposed budget to the residents of PINE MEADOWS SPECIAL DEPENDENT DISTRICT at the public hearing; and,

WHEREAS, the Board of Trustees of PINE MEADOWS SPECIAL DEPENDENT DISTRICT has heard discussion and comments from the residents.

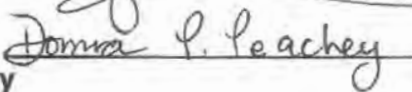
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF PINE MEADOWS SPECIAL DEPENDENT DISTRICT, THIS 19th DAY OF May 2022;

That the above recitation of findings of fact is hereby incorporated into this Resolution;

1. The Board of Trustees of PINE MEADOWS SPECIAL DEPENDENT DISTRICT approves the proposed budget for FY 23.
2. The Board of Trustees of PINE MEADOWS SPECIAL DEPENDENT DISTRICT approves the proposed assessment of \$275.00 for 2022.
3. Upon adoption, this Resolution shall be transmitted by the Trustees, along with the approved budget and all other materials required by Hillsborough County to the Board of County Commissioners for their approval.

PRESIDENT: 

ATTEST:
Secretary


Donna P. Leachey

Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Hillsborough

 $\}_{SS}$

Before the undersigned authority personally appeared **Jill Harrison** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida, that the attached copy of advertisement, being a Legal Notice in the matter **RE: Public Budget Hearing** was published in said newspaper by print in the issues of: **5/ 1/22** or by publication on the newspaper's website, if authorized.

1892

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Hillsborough County, Florida** and that the said newspaper has heretofore been continuously published in said **Hillsborough County, Florida** each day and has been entered as a second class mail matter at the post office in said **Hillsborough County, Florida** for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Signature Affiant

Sworn to and subscribed before me this 05/01/2022

Signature of Notary Public

Personally known	X	or produced identification
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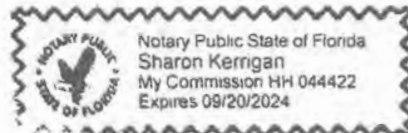
type of identification produced _____

**Pine Meadows Special Dependent District
Public Budget Hearing**

The Pine Meadows Special District will conduct its FY 23 budget hearing on Thursday May 19th at 7:30 P.M., at 12704 Barrett Rd., Tampa, FL. We will observe 6 ft. distancing as required by the COVID-19 CDC guidelines or by the electronic communications technology. This meeting is designed to hear public comment on the proposed budget and the 2022 assessment rate. The trustees will vote on the budget and the assessment rate.

In accordance with Chapter 286, F.S., the public is advised that if a person decides to appeal any decision made by the Board of Trustees with respect to any matter considered at these meetings, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

All meeting facilities are accessible in accordance with the Americans with Disabilities Act. Any additional necessary accommodations will be provided with a 48 hour notice. For more information call (813) 810-3141.
05/01/2022 (223802)



MINUTES OF THE PINE MEADOWS SPECIAL DEPENDENT DISTRICT #59

PUBLIC BUDGET HEARING- May 19, 2022

The public hearing for the Pine Meadows Special Dependent District was convened by the President Ashley Odom at 7:30 PM on May 19, 2022 in the driveway of 12704 Barrett Drive, Tampa, FL 33624.

Trustees in attendance: Chris Amato, Ashley Odom, John Schumacher, Donna Peachey, Amanda Lopez, Lori Zamott, Joan Noble. Registered Agent John Morse was also in attendance. This constituted a quorum.

President Odom welcomed all and called the hearing to order at 7:30 PM. President Odom asked the Treasurer for the Treasurer's report. Treasurer John Schumacher stated the balance in the Pine Meadows Special Dependent District checking account as of May 19, 2022 is \$4,562.40.

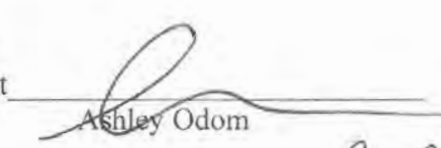
Treasurer Schumacher presented the FY 2023 budget. A copy was given to each person in attendance for review. Treasurer John Schumacher reviewed and explained each projected line-item expenditure for FY 2023. Treasurer Schumacher proposed an annual assessment of \$275.00 per parcel for tax year 2022, this would generate annual revenue of \$7,975.00 for FY 23. Trustee Joan Noble moved to approve the FY 23 budget, adopt the resolution, and to set the tax year 2022 annual assessment rate at \$275.00. Trustee Lori Zamott seconded the motion. The motion was approved 7 to 0.

President Odom asked for public comment. No other residents offered comments. Trustee Lori Zamott moved to close public comment. The motion was seconded by Trustee Joan Noble and approved by the Board unanimously.

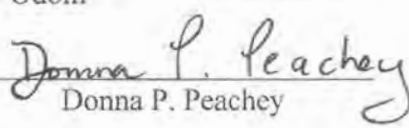
There being no further business, Trustee Chris Amato moved to close the meeting. Trustee Amanda Lopez seconded the motion and it passed with no objection.

The hearing adjourned at 7:45 PM.

Signed
President


Ashley Odom

Recording Secretary


Donna P. Peachey



Western Surety Company

CONTINUATION CERTIFICATE

Western Surety Company hereby continues in force Bond No. 68934288

briefly described as TREASURER HILLSBOROUGH COUNTY BOCC FOR THE BENEFIT OF PINE MEADOWS SPECIAL DEPENDENT TAX DISTRICT

for JOHN L. SCHUMACHER

_____, as Principal,

in the sum of \$ Five Thousand and 00/100 Dollars, for the term beginning

December 2, 2019, and ending December 2, 2023, subject to all

the covenants and conditions of the original bond referred to above.

This continuation is issued upon the express condition that the liability of Western Surety Company under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed the total sum above written.

Dated this 23rd day of October, 2019.

WESTERN SURETY COMPANY

By Paul T. Brufat
Paul T. Brufat, Vice President



THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND.





Western Surety Company

CONTINUATION CERTIFICATE

Western Surety Company hereby continues in force Bond No. 69464624

briefly described as PRESIDENT ELECT HILLSBOROUGH COUNTY BOCC FOR THE BENEFIT OF PINE MEADOWS SPECIAL DEPENDENT TAX DISTRICT

for CHRISTOPHER AMATO

_____, as Principal,

in the sum of \$ Five Thousand and 00/100 Dollars, for the term beginning

January 1, 2019, and ending January 1, 2023, subject to all

the covenants and conditions of the original bond referred to above.

This continuation is issued upon the express condition that the liability of Western Surety Company under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed the total sum above written.

Dated this 30th day of November, 2018.

WESTERN SURETY COMPANY

By Paul T. Bruffat
Paul T. Bruffat, Vice President



THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND.





Western Surety Company

CONTINUATION CERTIFICATE

Western Surety Company hereby continues in force Bond No. 65391586 briefly described as PRESIDENT COUNTY OF HILLSBOROUGH BOCC BENEFIT PINE MEADOWS SPEC DPNDNT TAX DIST for ASHLEY ODOM, as Principal, in the sum of \$ FIVE THOUSAND AND NO/100 Dollars, for the term beginning February 04, 2022, and ending February 04, 2023, subject to all the covenants and conditions of the original bond referred to above.

This continuation is issued upon the express condition that the liability of Western Surety Company under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed the total sum above written.

Dated this 29th day of December, 2021.



WESTERN SURETY COMPANY

By

Paul T. Brunat, Vice President

THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND.