

# ***Park East Community Development District***

## **Board of Supervisors**

Nicholas Dister, Chairman  
Carlos de la Ossa Vice Chairperson  
Alberto Viera, Assistant Secretary  
Ryan Motko, Assistant Secretary  
Steve Luce, Assistant Secretary

Heather Dilley, District Manager  
John Vericker, District Counsel  
Tonja Stewart, District Engineer  
Gary Schwartz, Field Manager

## **Regular Meeting Agenda**

Thursday, March 02, 2023, at 2:00 p.m.

The Regular Meeting of the **Park East Community Development District** will be held on **March 02, 2023 at 2:00 p.m. at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607**. Please let us know at least 24 hours in advance if you are planning to call into the meeting. Following is the Agenda for the Meeting:

*All cellular phones and pagers must be turned off during the meeting*

### **REGULAR MEETING OF BOARD OF SUPERVISORS**

#### **1. CALL TO ORDER/ROLL CALL**

#### **2. PUBLIC COMMENT** Each individual has the opportunity to comment and is limited to **three (3) minutes** for such comment.

#### **3. BUSINESS ITEMS**

- A. Consideration of North Park Isle/ Park East Shared Cost Agreement ..... Tab 01
- B. General Matters of the District

#### **4. CONSENT AGENDA**

- A. Consideration of Board of Supervisor's Meeting Minutes of the Regular Meeting  
February 02, 2023 ..... Tab 02
- B. Consideration of Operation and Maintenance Expenditures December 2022 ..... Tab 03
- C. Consideration of Operation and Maintenance Expenditures January 2023 ..... Tab 04
- D. Review of Financial Statements Month Ending January 31, 2023 ..... Tab 05

#### **5. STAFF REPORTS**

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

#### **6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS**

#### **7. ADJOURNMENT**

We look forward to speaking with you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 873-7300.

Sincerely,

*Heather Dilley*

District Manager

#### **District Office**

Inframark  
2005 Pan Am Circle, Suite 300  
Tampa, Florida 33607  
(813) 873 – 7300

#### **Meeting Location:**

Inframark  
2005 Pan Am Circle, Suite 300  
Tampa, Florida 33607  
(813) 873 – 7300

## LANDSCAPE MAINTENANCE COST SHARING AGREEMENT

This Landscape Maintenance Cost Sharing Agreement (the "Agreement") is made as of \_\_\_\_\_, between the North Park Isle Community Development District (the "North Park Isle CDD") and the Park East Community Development District (the "Park East CDD").

### WITNESSETH

WHEREAS, North Park Isle CDD is currently constructing a roadway known as "North Park Road;" upon certain land more particularly described on **Exhibit "A"** attached hereto (the "North Park Road ROW"); and

WHEREAS, the North Park Road ROW bisects the eastern and western boundaries of the North Park Isle CDD and the Park East CDD, respectively; and

WHEREAS, the Parties desire to install and maintain certain landscaping improvements (the "Enhancements") within the North Park Road ROW; and

WHEREAS, the North Park Isle CDD and the Park East CDD have determined that it is in their best interests to share equally in the costs of installing and maintaining the Enhancements to the North Park Road ROW (hereinafter the "Maintained Area") as outlined in this Agreement; and

NOW THEREFORE, in consideration of the mutual covenants, promises, and representations contained herein, the Parties agree as follows:

### ARTICLE I. SCOPE OF SERVICES

The North Park Isle CDD shall retain a qualified landscape and maintenance contractor (the "Contractor") to install and maintain the Enhancements. After installing the Enhancements, the Contractor shall perform the following services in the Maintained Area:

- (a) Pick up litter and debris as necessary;
- (b) Cut grass;
- (c) Remove weeds and vines;
- (d) Remove and replace dead or diseased plants and trees;
- (e) Water plants as needed; provided however, such watering shall be in accordance with the governmental water conservation measures and restrictions;
- (f) Treat turf and other plants for pests as needed;
- (g) Fertilize as needed; and
- (h) Maintain the irrigation system (if any).

### ARTICLE II. MAINTENANCE AGREEMENT WITH THE CITY

The North Park Isle CDD is concurrently entering into a Landscape Maintenance

Agreement with the City of Plant City, Florida (the “City”) and shall submit, for approval, a landscape plan/design for the Enhancements.

### **ARTICLE III. TERM OF THE AGREEMENT**

The term of this Agreement shall be for one (1) year from the date hereof and shall be automatically extended for successive one-year periods upon the same terms and conditions hereof. Either party may terminate this Agreement without cause at any time upon giving the other party sixty (60) days prior written notice of such termination.

### **ARTICLE IV. FUNDING OBLIGATIONS**

Upon the North Park Isle CDD issuing a Notice to Proceed to the Contractor, the Park East CDD shall pay the North Park Isle CDD fifty percent (50%) of the total costs for the Enhancements.

The Park East CDD hereby covenants and agrees to pay during the term hereof, to the North Park Isle CDD, 50% of the expenses for the Enhancements for the previous month. Monthly maintenance will be paid on a monthly basis by the North Park Isle CDD and the Park East CDD will be invoiced for 50% of said bill which shall be due and payable upon receipt.

### **ARTICLE V. NO ASSUMPTION OF LIABILITY**

The North Park Isle CDD shall not be responsible for nor shall the North Park Isle CDD incur any liability for the actions, inactions, omissions, or commissions of the Park East CDD, or any officers, employees, agents, or subcontractors of the Park East CDD in performing the Services.

The Park East CDD shall not be responsible for nor shall the Park East CDD incur any liability for the actions, inactions, omissions, or commissions of the North Park Isle CDD, or any officers, employees, agents, or subcontractors of the North Park Isle CDD in performing the Services.

### **ARTICLE VI. ASSIGNMENT**

Neither party may assign this Agreement nor any rights or obligations under this Agreement. Any purported assignment shall be void.

### **ARTICLE VII. ENTIRE AGREEMENT**

This Agreement constitutes the entire understanding between the Park East CDD and the North Park Isle CDD with respect to the subject matter hereof and supersedes any prior or contemporaneous agreement or understanding between the Parties. The Parties shall not be bound by or be liable for any statement, prior negotiations, correspondence, representation, promise, draft agreements, inducement or understanding of any kind or nature not set forth or provided for herein. No prior course of dealing, usage of trade, or course of performance shall be used to supplement or explain any term, condition, or instruction used in this Agreement.

## **ARTICLE VIII. APPLICABLE LAW**

This Agreement is entered into in the State of Florida and shall be construed and interpreted in accordance with its laws and the laws of the United States of America. In the event litigation is commenced for the enforcement of this Agreement, the Parties hereby agree and stipulate that venue for such action shall be in the county in which the Parties are located.

## **ARTICLE IX. MODIFICATION**

No oral explanation or oral information by either of the Parties hereto shall alter the meaning or interpretation of this Agreement. No amendment or change hereof or addition hereto shall be effective or binding on any of the Parties hereto unless reduced to writing and executed by the respective duly authorized representatives of each of the Parties hereto.

## **ARTICLE X. WAIVER/RESERVATION OF RIGHTS**

Any waiver by either party of any term, condition, or breach of this Agreement shall not be construed or deemed to be a waiver of any other provision or condition of this Agreement, nor a waiver of a subsequent breach of the same or another term or condition and shall not in any way affect, limit, or waive either party's right thereafter to enforce strict compliance with every other term and condition hereof.

## **ARTICLE XI. SEVERABILITY**

In the event any one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement, and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had not been contained herein.

## **ARTICLE XII. CAPTIONS**

Any section headings in this Agreement are for convenience or references only and shall be given no effect in the construction or interpretation of this Agreement or any provisions thereof.

## **ARTICLE XIII. ENFORCEMENT OF AGREEMENT**

In the event that either party is required to enforce this Agreement by court proceedings or otherwise, then the prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

**IN WITNESS WHEREOF**, the North Park Isle CDD and the Park East CDD respectively, have caused this Agreement to be executed by their duly authorized representatives as of the date first set forth above.

**NORTH PARK ISLE COMMUNITY      PARK EAST COMMUNITY**

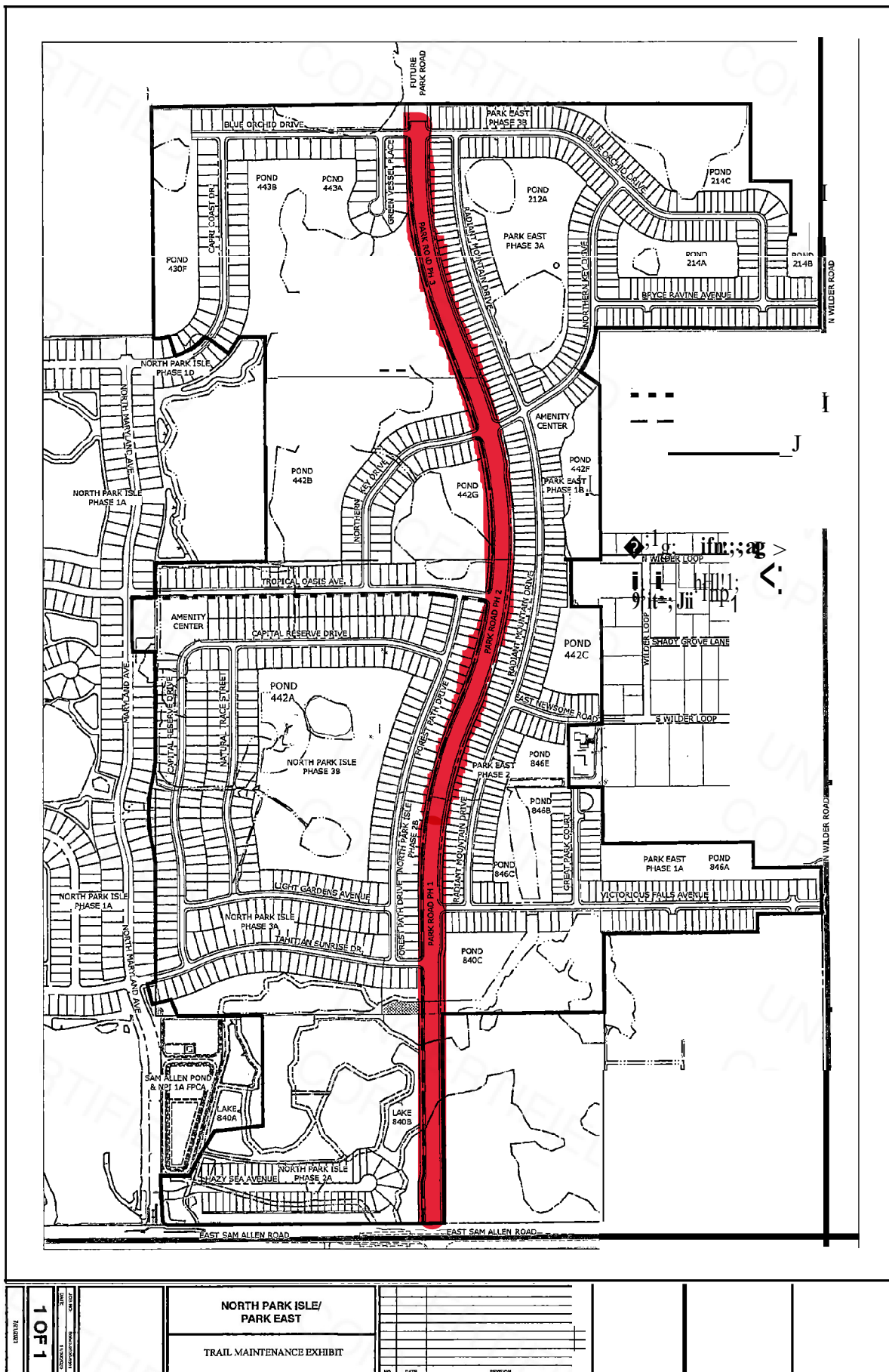
**DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Chairperson of the Board of Supervisors

**DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Chairperson of the Board of Supervisors

## EXHIBIT "A"



**PARK EAST  
COMMUNITY DEVELOPMENT DISTRICT**

**February 02, 2023, Minutes of the Regular Meeting**

**MINUTES OF THE REGULAR MEETING**

The Regular Meetings of the Board of Supervisors for the Park East Community Development District was held on **Thursday, February 02, 2023, at 2:00 p.m. at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.**

**1. CALL TO ORDER**

Rick Reidt called the Regular Meetings of the Board of Supervisors of the Park East Community Development District to order on **Thursday, February 02, 2023, at 3:22 p.m.**

**Board Members Present and Constituting a Quorum:**

Nick Dister	Vice-Chair
Steve Luce	Supervisor
Ryan Motko	Supervisor
Alberto Viera	Supervisor

**Staff Members Present:**

Rick Reidt	District Manager, Inframark
Heather Dilley	District Manager, Inframark
Tonja Stewart	District Engineer, Stantec (via conference call)
John Vericker	District Counsel, Straley Robin Vericker
Carlos de la Ossa	Eisenhower Property Group, LLC (appointed during the meeting)
Casey Hopkins	

There were no members of the general public in attendance.

**2. PUBLIC COMMENT ON AGENDA ITEMS**

There were no public comments on agenda items.

**3. BUSINESS ITEMS**

**A. Acceptance of Board Resignation – Supervisor Hills**

The Board reviewed the resignation of Supervisor Jeffery Hills and motioned to accept his resignation for Park East CDD.

MOTION TO:	Accept Supervisor Jeffery Hills Resignation to Park East CDD.
MADE BY:	Supervisor Motko
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

**B. Appointment of Supervisor to Open Board Seat – Seat 1**

**i. Administer Oath of Office**

**ii. Confirmation of Board Compensation**

The Board reviewed and discussed appointing a supervisor for Seat 1. The Board motioned to appoint Carlos de la Ossa to Seat 1 of the Board of Supervisors for Park East CDD.

MOTION TO:	Appoint Carlos de la Ossa to Seat 1 of the Board of Supervisors for Park East CDD.
MADE BY:	Supervisor Viera
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 4/0 - Motion Passed Unanimously

Mr. Reidt administered the Oath of Office to Mr. de la Ossa.

Mr. de la Ossa will be accepting compensation.

**C. Consideration of Resolution 2023-01; Redesignating Officers**

The Board reviewed and discussed to redesignate Mr. Dister as Chairman and Mr. de la Ossa Vice-Chair with all other supervisors as Assistant Secretaries.

MOTION TO:	Approve the Resolution 2023-01; Re-Designating Officers as stated.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Luce
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED 5/0 - Motion Passed Unanimously

**D. Acceptance of Warranty Deed - Park East CDD #1544-01**

The Board reviewed the Warranty Deed for Park East CDD #15440-01 and motioned to approve.



MOTION TO: Accept the Warranty Deed for Park East CDD #1544-01 as stated.  
MADE BY: Supervisor Dister  
SECONDED BY: Supervisor Motko  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
5/0 - Motion Passed Unanimously

#### **E. General Matters of the District**

There were no general matters of the District.

#### **4. CONSENT AGENDA ITEMS**

- A. Consideration of Minutes of the Public Hearing & Regular Meeting August 22, 2022**
- B. Consideration of Operation and Maintenance Expenditures August 2022**
- C. Consideration of Operation and Maintenance Expenditures September 2022**
- D. Consideration of Operation and Maintenance Expenditures October 2022**
- E. Consideration of Operation and Maintenance Expenditures November 2022**
- F. Consideration of Operation and Maintenance Expenditures December 2022**
- G. Review of Financial Statements Month Ending December 31, 2022**

The Board reviewed the Consent Agenda items.

MOTION TO: Approve the Consent Agenda item A through G.  
MADE BY: Supervisor Luce  
SECONDED BY: Supervisor Viera  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
5/0 - Motion Passed Unanimously

#### **5. VENDOR AND STAFF REPORTS**

- A. District Counsel**
- B. District Engineer**
- C. District Manager**

There were no reports from staff or vendor currently.

**6. BOARD OF SUPERVISORS REQUESTS AND COMMENTS**

There were no supervisor requests or comments.

**7. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**

There were no audience comments.

**8. ADJOURNMENT**

MOTION TO:	Adjourn the meeting at 3:38 P.M.
MADE BY:	Supervisor de la Ossa
SECONDED BY:	Supervisor Dister
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	5/0 - Motion Passed Unanimously

*\*Please note the entire meeting is available on disc.*

*\*These minutes were done in summary format.*

*\*Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.*

**Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed meeting held on \_\_\_\_\_.**

\_\_\_\_\_  
**Signature**

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

**Title:**

- ☐ **Secretary**  
☐ **Assistant Secretary**

\_\_\_\_\_  
**Signature**

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

**Title:**

- ☐ **Chairman**  
☐ **Vice Chairman**

*Recorded by Records Administrator*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Official District Seal

**PARK EAST CDD**  
**Summary of Operations and Maintenance Invoices**

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
<b>Monthly Contract</b>				
INFRAMARK LLC	87617	\$4,375.00		DECEMBER 2022 DISTRICT MANAGEMENT
<b>Monthly Contract Subtotal</b>		<b>\$4,375.00</b>		
<b>Variable Contract</b>				
STRALEY ROBIN VERICKER	22394	\$33.00		PROFESSIONAL SERVICES THRU 11/15/22
<b>Variable Contract Subtotal</b>		<b>\$33.00</b>		
<b>Utilities</b>		<b>\$0.00</b>		
<b>Utilities Subtotal</b>		<b>\$0.00</b>		
<b>Regular Services</b>				
STANTEC CONSULTING SERVICES	2015440	\$144.00		PROFESSIONAL SERVICES THRU 11/25/22
<b>Regular Services Subtotal</b>		<b>\$144.00</b>		
<b>Additional Services</b>				
DEPARTMENT OF ECONOMIC OPPORTY	87478-LF	\$25.00		LATE FEE
<b>Additional Services Subtotal</b>		<b>\$25.00</b>		
<b>TOTAL</b>		<b>\$4,577.00</b>		

Approved (with any necessary revisions noted):

Signature: \_\_\_\_\_

<b>PARK EAST CDD</b> <b>Summary of Operations and Maintenance Invoices</b>
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Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description

**Title (Check one):**

☐ Chariman  
 ☐ Vice Chariman  
 ☐ Assistant Secretary



2002 West Grand Parkway North  
Suite 100  
Katy, TX 77449

# INVOICE

**INVOICE#**

#87617

**DATE**

12/21/2022

**CUSTOMER ID**

C2354

**NET TERMS**

Net 30

**PO#****DUE DATE**

1/20/2023

**BILL TO**

Park East Community Development  
District  
2005 Pan Am Cir Ste 300  
Tampa FL 33607-6008  
United States

Services provided for the Month of: December 2022

DESCRIPTION	QTY	UOM	RATE	MARKUPP	AMOUNT
District Management Services - District Management	1	Ea	2,500.00		2,500.00
Field Management - Field Management	1	Ea	1,000.00		1,000.00
Accounting Services - Accounting Services	1	Ea	750.00		750.00
Website Maintenance - Website Maintenance / Admin	1	Ea	125.00		125.00
<b>Subtotal</b>					<b>4,375.00</b>

<b>Subtotal</b>	\$4,375.00
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<b>Tax</b>	\$0.00
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<b>Total Due</b>	\$4,375.00
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Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:

Account Name: INFRAMARK, LLC

ACH - Bank Routing Number: 111000614 / Account Number: 912593196

Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.

# Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400

Federal Tax Id. - 20-1778458

Park East Community Development District

c/o Meritus

2005 Pan Am Circle, Ste 300

33607, FL

December 01, 2022

Client: 001544

Matter: 000001

Invoice #: 22394

Page: 1

RE: General

For Professional Services Rendered Through November 15, 2022

## SERVICES

Date	Person	Description of Services	Hours	Amount
10/25/2022	LB	FINALIZE QUARTERLY REPORT TO DISSEMINATION AGENT RE PERIOD ENDED SEPTEMBER 30, 2022; PREPARE CORRESPONDENCE TO DISSEMINATION TRANSMITTING SAME.	0.2	\$33.00
Total Professional Services			0.2	\$33.00
Total Services			\$33.00	
Total Disbursements			\$0.00	
Total Current Charges				\$33.00
Previous Balance				\$1,385.50
<b>PAY THIS AMOUNT</b>				<b>\$1,418.50</b>

*Please Include Invoice Number on all Correspondence*

**Outstanding Invoices**

Invoice Number	Invoice Date	Services	Disbursements	Interest	Tax	Total
21833	July 21, 2022	\$663.50	\$0.00	\$0.00	\$0.00	\$696.50
21972	August 24, 2022	\$430.00	\$0.00	\$0.00	\$0.00	\$463.00
22108	October 05, 2022	\$152.50	\$0.00	\$0.00	\$0.00	\$185.50
22246	October 27, 2022	\$139.50	\$0.00	\$0.00	\$0.00	\$172.50
<b>Total Remaining Balance Due</b>						<b>\$1,418.50</b>

*AGED ACCOUNTS RECEIVABLE*

0-30 Days	31-60 Days	61-90 Days	Over 90 Days
\$33.00	\$292.00	\$0.00	\$1,093.50



<b>Invoice Number</b>	2015440
<b>Invoice Date</b>	December 9, 2022
<b>Purchase Order</b>	215616605
<b>Customer Number</b>	170224
<b>Project Number</b>	215616605

**Bill To**

Park East CDD  
Accounts Payable  
c/o Inframark  
210 North University Drive, Suite 702  
Coral Springs FL 33071  
United States

**Please Remit To**

Stantec Consulting Services Inc. (SCSI)  
13980 Collections Center Drive  
Chicago IL 60693  
United States

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**Project Park East CDD - District Engineering Services**

Project Manager	Stewart, Tonja L	For Period Ending	<b>November 25, 2022</b>
Current Invoice Total (USD)	144.00		

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Process requisitions

<b>Top Task</b>	<b>2023</b>	<b>2023 FY General Consulting</b>
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**Professional Services**

<b>Category/Employee</b>	<b>Current Hours</b>	<b>Rate</b>	<b>Current Amount</b>
Nurse, Vanessa M	1.00	144.00	144.00
<b>Subtotal Professional Services</b>	<u>1.00</u>		<u>144.00</u>

Top Task Subtotal	2023 FY General Consulting	144.00
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<b>Total Fees &amp; Disbursements</b>	<u>144.00</u>
<b>INVOICE TOTAL (USD)</b>	<b>144.00</b>

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**Due upon receipt or in accordance with terms of the contract**


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Please contact Summer Fillinger if you have any questions concerning this invoice.

Phone: (262) 241-8222 [E-mail: Summer.Fillinger@Stantec.com](mailto:Summer.Fillinger@Stantec.com)

**\*\* PLEASE SEND AN INVOICE # WITH PAYMENT \*\***

Thank you.

# Florida Department of Economic Opportunity, Special District Accountability Program

## Fiscal Year 2022 - 2023 Special District State Fee Invoice and Profile Update

Required by sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Date Invoiced: 10/03/2022	1st Fees Date: 12/03/2022			Invoice No: 87478
Annual Fee: \$175.00	1st Late Fee: \$25.00	2nd Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 01/09/2023: \$200.00

STEP 1: Review the following profile and make any needed changes.

1. Special District's Name, Registered Agent's Name and Registered Office Address:

Late Fee - total \$2500



### Park East Community Development District

Mr. Brian Lamb

Meritus

2005 Pan Am Circle, Suite 300

Tampa, Florida 33607

- 2. Telephone: 813-873-7300 Ext:
- 3. Fax: 813-873-7070
- 4. Email: Brian.Lamb@merituscorp.com
- 5. Status: Independent
- 6. Governing Body: Elected
- 7. Website Address: parkeastcdd.com
- 8. County(ies): Hillsborough
- 9. Special Purpose(s): Community Development
- 10. Boundary Map on File: 07/28/2021
- 11. Creation Document on File: 07/28/2021
- 12. Date Established: 06/28/2021
- 13. Creation Method: Local Ordinance
- 14. Local Governing Authority: City of Plant City
- 15. Creation Document(s): City Ordinance 30-2021
- 16. Statutory Authority: Chapter 190, Florida Statutes
- 17. Authority to Issue Bonds: Yes
- 18. Revenue Source(s): Assessments

Received  
DEC 12 2022

STEP 2: Sign and date to certify accuracy and completeness.

By signing and dating below, I do hereby certify that the profile above (changes noted if necessary) is accurate and complete:

Registered Agent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STEP 3: Pay the annual state fee or certify eligibility for zero annual fee.

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at [www.Floridajobs.org/SpecialDistrictFee](http://www.Floridajobs.org/SpecialDistrictFee) or by check payable to the Florida Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing both of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **BOTH** of the following statements and those on any submissions to the Department are true, correct, complete, and made in good faith. I understand that any information I give may be verified.

1. \_\_\_ This special district is not a component unit of a general purpose local government as determined by the special district and its Certified Public Accountant; and,

2. \_\_\_ This special district is in compliance with its Fiscal Year 2022 - 2023 Annual Financial Report (AFR) filing requirement with the Florida Department of Financial Services (DFS) and that AFR reflects \$3,000 or less in annual revenues or, is a special district not required to file a Fiscal Year 2022 - 2023 AFR with DFS and has included an income statement with this document verifying \$3,000 or less in revenues for the current fiscal year.

Department Use Only: Approved: \_\_\_ Denied: \_\_\_ Reason: \_\_\_\_\_

STEP 4: Make a copy of this document for your records.

STEP 5: Mail this document and payment (if paying by check) to the Florida Department of Economic Opportunity, Bureau of Budget Management, 107 East Madison Street, MSC #120, Tallahassee, FL 32399-4124. Direct questions to (850) 717-8430.

**PARK EAST CDD**  
**Summary of Operations and Maintenance Invoices**

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
Monthly Contract		\$0.00		
Monthly Contract Subtotal		\$0.00		
Variable Contract		\$0.00		
Variable Contract Subtotal		\$0.00		
Utilities		\$0.00		
Utilities Subtotal		\$0.00		
Regular Services				
STRALEY ROBIN VERICKER	22629	\$484.50		GENERAL CONSULTING - PROFESSIONAL SERVICES THRU - 01/15/23
Regular Services Subtotal		\$484.50		
Additional Services		\$0.00		
Additional Services Subtotal		\$0.00		
TOTAL		\$484.50		

Approved (with any necessary revisions noted):

Signature: \_\_\_\_\_

Title (Check one):

☐ Chariman   ☐ Vice Chariman   ☐ Assistant Secretary

# Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400

Federal Tax Id. - 20-1778458

Park East Community Development District  
c/o Meritus  
2005 Pan Am Circle, Ste 300  
33607, FL

January 27, 2023

Client: 001544

Matter: 000001

Invoice #: 22629

Page: 1

RE: General

For Professional Services Rendered Through January 15, 2023

## SERVICES

Date	Person	Description of Services	Hours	Amount
1/5/2023	LB	PREPARE QUARTERLY REPORT TO DISSEMINATION AGENT FOR PERIOD ENDED DECEMBER 31, 2022.	0.2	\$33.00
1/9/2023	JMV	REVIEW COMMUNICATION FROM R. MOTKO; PREPARE DEED FOR PHASE 1A CONVEYANXCCE.	0.3	\$106.50
1/9/2023	LB	REVIEW CORRESPONDENCE FROM R. MOTKO RE DEEDS TO THE DISTRICT FOR PHASE 1A PARCELS; RESEARCH RE PROPERTY OWNERSHIP; PREPARE CORRESPONDENCE TO R. MOTKO RE SAME; PREPARE DRAFT DEED AND EXHIBIT TO DEED; REVISE DEED AND FINALIZE EXHIBITS TO SAME.	0.8	\$132.00
1/13/2023	VKB	PREPARE FOR AND ATTEND OPS MEETING WITH INFRAMARK, C. DE LA OSSA, AND PROJECT MANAGER.	0.3	\$106.50
1/15/2023	JMV	PREPARE DISTRICT COUNSEL QUARTERLY UPDATE TO CDD BOND DISSEMINATION AGENT.	0.3	\$106.50
Total Professional Services			1.9	\$484.50

January 27, 2023  
Client: 001544  
Matter: 000001  
Invoice #: 22629

Page: 2

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Total Services	\$484.50	
Total Disbursements	\$0.00	
Total Current Charges		\$484.50
Previous Balance		\$1,418.50
Less Payments		(\$1,093.50)
<b>PAY THIS AMOUNT</b>		<b>\$809.50</b>

*Please Include Invoice Number on all Correspondence*

**Outstanding Invoices**

Invoice Number	Invoice Date	Services	Disbursements	Interest	Tax	Total
22108	October 05, 2022	\$152.50	\$0.00	\$0.00	\$0.00	\$637.00
22246	October 27, 2022	\$139.50	\$0.00	\$0.00	\$0.00	\$624.00
22394	December 01, 2022	\$33.00	\$0.00	\$0.00	\$0.00	\$517.50
Total Remaining Balance Due						\$809.50

*AGED ACCOUNTS RECEIVABLE*

0-30 Days	31-60 Days	61-90 Days	Over 90 Days
\$484.50	\$33.00	\$0.00	\$292.00

# **Park East Community Development District**

Financial Statements  
(Unaudited)

Period Ending  
January 31, 2023

Prepared by:



2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607  
Phone (813) 873-7300 ~ Fax (813) 873-7070

**PARK EAST COMMUNITY DEVELOPMENT DISTRICT**

**Balance Sheet**

As of January 31, 2023

*(In Whole Numbers)*

			SERIES 2021	SERIES 2021	GENERAL	GENERAL	
			DEBT SERVICE	CAPITAL	FIXED ASSETS	LONG-TERM	
	GENERAL		FUND	PROJECTS	ACCOUNT	DEBT	
ACCOUNT DESCRIPTION	FUND		FUND	FUND	GROUP FUND	GROUP FUND	TOTAL
<b><u>ASSETS</u></b>							
Cash - Operating Account	\$ 871	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 871
Investments:							
Acq. & Construction - Amenity	-	-	753,624	-	-	-	753,624
Acquisition & Construction Account	-	-	6,928,162	-	-	-	6,928,162
Interest Account	-	222,806	-	-	-	-	222,806
Reserve Fund	-	360,930	-	-	-	-	360,930
Revenue Fund	-	(541,070)	-	-	-	-	(541,070)
Sinking fund	-	320,000	-	-	-	-	320,000
Fixed Assets							
Construction Work In Process	-	-	-	4,934,636	-	-	4,934,636
Amount To Be Provided	-	-	-	-	13,070,000	-	13,070,000
<b>TOTAL ASSETS</b>	<b>\$ 871</b>	<b>\$ 362,666</b>	<b>\$ 7,681,786</b>	<b>\$ 4,934,636</b>	<b>\$ 13,070,000</b>	<b>\$ -</b>	<b>\$ 26,049,959</b>
<b><u>LIABILITIES</u></b>							
Accounts Payable	\$ 48,958	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,958
Bonds Payable	-	-	-	-	13,070,000	-	13,070,000
<b>TOTAL LIABILITIES</b>	<b>48,958</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>13,070,000</b>	<b>-</b>	<b>13,118,958</b>
<b><u>FUND BALANCES</u></b>							
Restricted for:							
Debt Service	-	362,666	-	-	-	-	362,666
Capital Projects	-	-	7,681,786	-	-	-	7,681,786
Unassigned:	(48,087)	-	-	4,934,636	-	-	4,886,549
<b>TOTAL FUND BALANCES</b>	<b>(48,087)</b>	<b>362,666</b>	<b>7,681,786</b>	<b>4,934,636</b>	<b>-</b>	<b>-</b>	<b>12,931,001</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 871</b>	<b>\$ 362,666</b>	<b>\$ 7,681,786</b>	<b>\$ 4,934,636</b>	<b>\$ 13,070,000</b>	<b>\$ -</b>	<b>\$ 26,049,959</b>



**PARK EAST COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending January 31, 2023  
General Fund (001)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>				
Special Assmnts- Tax Collector	\$ 407,264	\$ -	\$ (407,264)	0.00%
Developer Contribution	-	5,000	5,000	0.00%
<b>TOTAL REVENUES</b>	<b>407,264</b>	<b>5,000</b>	<b>(402,264)</b>	<b>1.23%</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
Supervisor Fees	5,000	-	5,000	0.00%
ProfServ-Trustee Fees	4,100	4,041	59	98.56%
Disclosure Report	3,600	-	3,600	0.00%
District Counsel	4,000	810	3,190	20.25%
District Engineer	4,000	360	3,640	9.00%
District Manager	36,000	3,500	32,500	9.72%
Accounting Services	9,000	750	8,250	8.33%
Auditing Services	5,700	-	5,700	0.00%
Website Compliance	1,900	-	1,900	0.00%
Email Hosting Vendor	500	-	500	0.00%
Postage, Phone, Faxes, Copies	100	-	100	0.00%
Public Officials Insurance	2,500	2,500	-	100.00%
Legal Advertising	3,500	-	3,500	0.00%
Bank Fees	150	60	90	40.00%
Website Administration	1,500	125	1,375	8.33%
Miscellaneous Expenses	100	-	100	0.00%
Office Supplies	200	-	200	0.00%
Dues, Licenses, Subscriptions	175	200	(25)	114.29%
<b>Total Administration</b>	<b>82,025</b>	<b>12,346</b>	<b>69,679</b>	<b>15.05%</b>
<b><u>Utility Services</u></b>				
Utility - Water	3,500	-	3,500	0.00%
Utility - Gas	4,000	-	4,000	0.00%
Utility - Electric	5,000	-	5,000	0.00%
Utility - StreetLights	25,000	-	25,000	0.00%
<b>Total Utility Services</b>	<b>37,500</b>	<b>-</b>	<b>37,500</b>	<b>0.00%</b>
<b><u>Stormwater Control</u></b>				
Contracts-Aquatic Control	12,000	-	12,000	0.00%
Miscellaneous Maintenance	15,000	-	15,000	0.00%
Mitigation Area Monitoring & Maintenance	2,500	-	2,500	0.00%
Aquatic Plant Replacement	2,000	-	2,000	0.00%
Capital Improvements	3,500	-	3,500	0.00%
<b>Total Stormwater Control</b>	<b>35,000</b>	<b>-</b>	<b>35,000</b>	<b>0.00%</b>

**PARK EAST COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending January 31, 2023  
General Fund (001)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>Other Physical Environment</u></b>				
Amenity Center Cleaning & Supplies	7,500	-	7,500	0.00%
Contracts-Pools	12,000	-	12,000	0.00%
Contracts - Landscape	35,000	-	35,000	0.00%
Amenity Center Pest Control	2,500	-	2,500	0.00%
Insurance - General Liability	2,500	2,500	-	100.00%
Insurance -Property & Casualty	30,000	-	30,000	0.00%
R&M-Other Landscape	2,000	-	2,000	0.00%
R&M-Pools	1,000	-	1,000	0.00%
R&M-Monument, Entrance & Wall	1,000	-	1,000	0.00%
Waterway Improvements & Repairs	1,500	-	1,500	0.00%
Plant Replacement Program	1,000	-	1,000	0.00%
R&M - Amenity Center	1,000	-	1,000	0.00%
Irrigation Maintenance	2,500	-	2,500	0.00%
<b>Total Other Physical Environment</b>	<b>99,500</b>	<b>2,500</b>	<b>97,000</b>	<b>2.51%</b>
<b><u>Road and Street Facilities</u></b>				
Pavement and Signage Repairs	1,000	-	1,000	0.00%
<b>Total Road and Street Facilities</b>	<b>1,000</b>	<b>-</b>	<b>1,000</b>	<b>0.00%</b>
<b><u>Other Fees and Charges</u></b>				
Reserve - Contingency	2,500	-	2,500	0.00%
<b>Total Other Fees and Charges</b>	<b>2,500</b>	<b>-</b>	<b>2,500</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>257,525</b>	<b>14,846</b>	<b>242,679</b>	<b>5.76%</b>
Excess (deficiency) of revenues				
Over (under) expenditures	149,739	(9,846)	(159,585)	-6.58%
<b><u>OTHER FINANCING SOURCES (USES)</u></b>				
Contribution to (Use of) Fund Balance	149,739	-	(149,739)	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>149,739</b>	<b>-</b>	<b>(149,739)</b>	<b>0.00%</b>
Net change in fund balance	\$ 149,739	\$ (9,846)	\$ (459,063)	-6.58%
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>		<b>(38,241)</b>		
<b>FUND BALANCE, ENDING</b>		<b>\$ (48,087)</b>		

**PARK EAST COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending January 31, 2023  
Series 2021 Debt Service Fund (200)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ 589	\$ 589	0.00%
Special Assmnts- Tax Collector	717,933	-	(717,933)	0.00%
<b>TOTAL REVENUES</b>	<b>717,933</b>	<b>589</b>	<b>(717,344)</b>	<b>0.08%</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Parks and Recreation</u></b>				
Principal Debt Retirement	280,000	-	280,000	0.00%
Interest Expense	437,933	-	437,933	0.00%
<b>Total Parks and Recreation</b>	<b>717,933</b>	<b>-</b>	<b>717,933</b>	<b>0.00%</b>
<b>TOTAL EXPENDITURES</b>	<b>717,933</b>	<b>-</b>	<b>717,933</b>	<b>0.00%</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	589	589	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>		<b>362,077</b>		
<b>FUND BALANCE, ENDING</b>		<b>\$ 362,666</b>		

**PARK EAST COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending January 31, 2023  
Series 2021 Capital Projects Fund (300)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ 12,903	\$ 12,903	0.00%
<b>TOTAL REVENUES</b>	<b>-</b>	<b>12,903</b>	<b>12,903</b>	<b>0.00%</b>
<b><u>EXPENDITURES</u></b>				
<b>TOTAL EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	12,903	12,903	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>		<b>7,668,883</b>		
<b>FUND BALANCE, ENDING</b>		<b><u>\$ 7,681,786</u></b>		

**PARK EAST COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending January 31, 2023  
General Fixed Assets Account Group Fund (900)  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<b><u>REVENUES</u></b>				
<b>TOTAL REVENUES</b>	-	-	-	<b>0.00%</b>
<b><u>EXPENDITURES</u></b>				
<b>TOTAL EXPENDITURES</b>	-	-	-	<b>0.00%</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	-	-	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>		<b>4,934,636</b>		
<b>FUND BALANCE, ENDING</b>		<b><u>\$ 4,934,636</u></b>		

## PARK EAST CDD

### Bank Reconciliation

Bank Account No. 5629 TRUIST- GF OPERATING  
 Statement No. 01-23  
 Statement Date 1/31/2023

G/L Balance (LCY)	870.63	Statement Balance	870.63
G/L Balance	870.63	Outstanding Deposits	0.00
Positive Adjustments	0.00		
		Subtotal	870.63
Subtotal	870.63	Outstanding Checks	0.00
Negative Adjustments	0.00	Differences	0.00
Ending G/L Balance	870.63	Ending Balance	870.63
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
<b>Checks</b>						
1/9/2023	Payment	1034	DEPARTMENT OF ECONOMIC OPPORTY	200.00	200.00	0.00
1/12/2023	Payment	1035	STANTEC CONSULTING SERVICES	540.00	540.00	0.00
1/12/2023	Payment	1036	STRALEY ROBIN VERICKER	1,093.50	1,093.50	0.00
1/12/2023	Payment	1037	TIMES PUBLISHING COM	503.50	503.50	0.00
1/23/2023		BANK FEES	SEVICE CHARGE	15.00	15.00	0.00
Total Checks				2,352.00	2,352.00	0.00
<b>Deposits</b>						
1/31/2023		BANK INT	INTEREST	G/L 0.02	0.02	0.00
Total Deposits				0.02	0.02	0.00