

Blackburn Creek Community Development District

12051 Corporate Blvd., Orlando, FL 32817

Phone: 407-382-3256, Fax: 407-382-3254

The regular meeting of the Board of Supervisors of the **Blackburn Creek** Community Development District is scheduled for **Wednesday, June 13, 2018 at 12:30 p.m.** at 5800 Lakewood Ranch Blvd, Sarasota, FL 34240. Following is the advance agenda for the meeting.

Call in number:

1-877-864-6450

Code:

974058

Agenda for the Board of Supervisor's Meeting

- **Call to Order**
- **Roll Call**
- **Business Matters**
- **Public Comment Period**
 1. Acceptance of Letter of Resignation from Priscilla Heim from the Board for Seat 5
 2. Appointment of Replacement for Seat 5 and Administering Oath of Office
 3. Consideration of Resolution 2018-13, Election of Officers
 4. Consideration of the Minutes of the May 9, 2018 Board of Supervisors Meeting
 5. Review of District Financial Statements

Other Business

- Staff Reports
 - Attorney
 - Engineer
 - Manager – Next meeting – July 11, 2018 (Public Hearing on Special Assessment)
- Audience Comments and Supervisors Requests

Adjournment

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Letter of Resignation from Priscilla Heim from
the Board for Seat 5

Sonali Patil

From: Priscilla Heim <pheim@nealcommunities.com>
Sent: Monday, May 14, 2018 2:42 PM
To: Vivian Carvalho
Subject: FW: John Blakley
Attachments: John Blakley.vcf

I want to resign from all CDD Boards
Pat would like John Blakely to replace me as landowner representative

Priscilla Heim
Executive Assistant to Patrick K Neal
941-328-1034 Ofc
NealCommunities.com

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**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Replacement for Seat 5 and Oath of Office

**THE BLACKBURN CREEK
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF THE BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF SARASOTA

The foregoing oath was administered before me this ___ day of _____, 2018, by _____, who personally appeared before me, and is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of The Blackburn Creek Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Resolution 2018-13, Election of Officers

RESOLUTION 2018-13

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT ELECTING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT (hereinafter the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

WHEREAS, pursuant to Section 190.006(6), Florida Statutes, as soon as practicable after each election or appointment to the Board of Supervisors (the "Board"), the Board shall organize by electing one of its members as chair and by electing a secretary, and such other officers as the Board may deem necessary.

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

Section 1. _____ is elected Chairman.

Section 2. _____ is elected Vice Chairman.

Section 3. Hank Fishkind _____ is elected Secretary.
_____ is elected Assistant Secretary.
_____ is elected Assistant Secretary.
_____ is elected Assistant Secretary.
Vivian Carvalho _____ is elected Assistant Secretary.

Section 4. Hank Fishkind _____ is elected Treasurer.

Section 5. Jennifer Glasgow _____ is elected as Assistant Treasurer.

Section 6. All resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 7. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED THIS ____th DAY of _____, 2018

ATTEST:

**BLACKBURN CREEK
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairman/Vice-Chairman

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Minutes of the May 9, 2018 Board of
Supervisors Meeting

MINUTES OF MEETING

***BLACKBURN CREEK
COMMUNITY DEVELOPMENT DISTRICT
Board of Supervisors Meeting
Wednesday, May 9, 2018
5800 Lakewood Ranch Blvd.
Sarasota, FL 34240
12:33P.M.***

Present and constituting a quorum:

Priscilla Heim	Board Member
Pete Williams	Board Member
Ivory Crofoot	Board Member

Also present were:

Vivian Carvalho	Fishkind & Associates, Inc.
Jim Schier	Neal Communities
Pat Neal	Neal Communities
John Leinaweaver	Neal Communities
Kim Ashton	Vogler Ashton (via phone)
Bill Conerly	Kimley Horn & Associates (via phone)

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Ms. Carvalho called to order the meeting of the Board of Supervisors of the Blackburn Creek Community Development District and proceeded with roll call. The persons in attendance are as outlined above.

SECOND ORDER OF BUSINESS

Public Comment Period

There were no members of the public present at this time.

THIRD ORDER OF BUSINESS

**Consideration of the Minutes of the
April 11, 2018 Board of
Supervisors' Meeting**

The Board reviewed the minutes.

On MOTION by Ms. Heim, seconded by Mr. Williams, with all in favor, the Board approved the minutes of the April 11, 2018 Board of Supervisors' Meeting. As amended.

FOURTH ORDER OF BUSINESS

Letter from Supervisor of Elections- Sarasota County

Ms. Carvalho announced that there are currently 1,130 registered voters within the confines of the District. She noted that this year the District will hold both a Landowner Election and a General Election. There will be two seats up as part of the General Election and one seat that will part of the Landowner Election.

FIFTH ORDER OF BUSINESS

Consideration of Resolution 2018-09, Designating a Date, Time and Location for the 2018 Landowners' Meeting

District staff recommended November 14, 2018 as the date of the Landowners Meeting. She noted that quorum is not required but a representative of the landowner will be required to attend. Ms. Carvalho requested a motion to approve Resolution 2018-09.

On MOTION by Mr. Williams, seconded by Ms. Crofoot, with all in favor, the Board approved Resolution 2018-09, Designating a Date, Time and Location for the 2018 Landowners' Meeting.

SIXTH ORDER OF BUSINESS

Consideration of Resolution 2018-10, Instructing the Sarasota County Supervisor of Elections to Begin Conducting the District's General Election

Ms. Carvalho explained that this resolution gives the announcement of the general election as well as which terms are going to be up. She explained that Seat 3, Seat 4, and Seat 5 will be up and of those three seats two of those will be under the General Election to be occupied by a resident of the District and one will be under the Landowner Election. She stated that the Board does not have to decide at this time but the seats must be chosen prior to

submitting the resolution to the County of jurisdiction. Mr. Williams stated that Ms. Carvalho will probably need to contact the Supervisor of Elections because normally they will decide which seats will be placed on the ballot. Ms. Carvalho stated she will contact the Supervisor of Elections accordingly.

On MOTION by Mr. Williams, seconded by Ms. Heim, with all in favor, the Board Approved Resolution 2018-10, Instructing the Sarasota County Supervisor of Elections to Begin Conducting the District's General Election and allow execution once the Supervisor of Elections verifies which seat numbers will be placed on the General Election ballot.

SEVENTH ORDER OF BUSINESS

Consideration of Resolution 2018-11, Approving the Preliminary Budget for Fiscal Year 2018-2019 and Setting a Public Hearing Date

Ms. Carvalho explained that the budget is under separate cover. District staff suggested August 8, 2018 as the Public Hearing date. Ms. Carvalho noted that this will be on the tax roll so, if there are any expenses that exceed what has been previously noticed then the District must send out a notice to all the residents. Mr. Williams proposed increasing Supervisor fees by \$5,000.00 to \$12,000.00 and increasing District Counsel by \$5,000.00 to \$20,000.00 for a total proposed budget of \$123,955.00. He asked Ms. Carvalho to find out the discrepancy of the General Fund and Budget from the accounting Department. The Board might revise this proposed budget at the June meeting if required.

On MOTION by Mr. Williams, seconded by Ms. Heim, with all in favor, the Board approved Resolution 2018-11, Approving a Proposed Budget for Fiscal Year 2018-2019 as adjusted and Setting August 8, 2018 as the Public Hearing Date.

EIGHTH ORDER OF BUSINESS

Review and Acceptance of Arbitrage Rebate Calculation

Ms. Carvalho explained that this is based on the bond issuance and at the anniversary of the bonds every year there is a calculation that is done on the rebates. She stated that this was done on the \$5,455,000.00 which was the Series 2013A. The report stated that there was no yield or earned that the District would have to report to the IRS.

On MOTION by Mr. Williams, seconded by Ms. Crofoot, with all in favor, the Board accepted the Arbitrage Rebate Calculation.

NINTH ORDER OF BUSINESS

**Ratification of Payment
Authorization 49-50**

This payment authorization has already been approved and need to be ratified by the Board.

On MOTION by Ms. Heim, seconded by Mr. Williams, with all in favor, the Board ratified Payment Authorization 49-50.

Mr. Williams asked Ms. Carvalho to check on why on Payment Authorization No. 50 the Image Master Preliminary Official Statement in the amount of \$1,250.00 was not paid out of the cost of issuance for the bonds. Ms. Carvalho will find out why it was paid out of the O & M and not the Cost of Issuance from the Bonds.

TENTH ORDER OF BUSINESS

**Review of District Financial
Statements**

The Board reviewed the financial statements. Ms. Carvalho will follow up on the question regarding the revenues. There was no action required by the Board.

ELEVENTH ORDER OF BUSINESS

Staff Reports

Attorney – No Report

Engineer – Mr. Conerly asked if construction funds are available for 2C, the land that was brought into the District. Ms. Ashton stated that it will not be done until the July meeting. Ms. Carvalho explained that the meeting on July 11, 2018 is when the public hearing will be held for the Phase 2C land Bond Issuance.

Manager – The next meeting is scheduled for June 13, 2018.

TWELFTH ORDER OF BUSINESS

Audience Comments and Supervisors Requests

There were no Supervisor requests and no audience comments.

THIRTEENTH ORDER OF BUSINESS

Adjournment

There was no additional business to discuss. Ms. Carvalho requested a motion to adjourn.

On MOTION by Mr. Williams, seconded by Ms. Crofoot, with all in favor, the May 9, 2018 Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned.

Secretary/Assistant Secretary

Chair/Vice-Chair

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

District Financial Statements

5/4/18
4:33:22 PM

Blackburn Creek CDD
Statement of Activities (YTD) (Columnar, By SubType Landscape)
As of 3/31/2018

	General Fund	Debt Service Fund	Debt Service Fund - 2015A1&A2	Capital Projects Fund - 2013A	Capital Projects Fund - 2015A	Long Term Debt Group	Total
Revenues							
On-Roll Assessments	\$111,825.46						\$111,825.46
Off-Roll Assessments	21,222.78						21,222.78
Other Assessments		\$402,415.41					402,415.41
Inter-Fund Group Transfers In		(680.58)					(680.58)
Other Assessments			\$829,860.66				829,860.66
Inter-Fund Transfers In				\$691.74			691.74
Developer Contributions					\$369,395.85		369,395.85
Total Revenues	\$133,048.24	\$401,734.83	\$829,860.66	\$691.74	\$369,395.85	\$0.00	\$1,734,731.32
Expenses							
Supervisor Fees	\$4,400.00						\$4,400.00
Trustee Services	3,522.87						3,522.87
Management	12,499.98						12,499.98
District Counsel	15,761.50						15,761.50
Audit	3,000.00						3,000.00
Telephone	28.49						28.49
Postage & Shipping	164.02						164.02
Legal Advertising	1,600.14						1,600.14
Miscellaneous	18.50						18.50
Web Site Maintenance	750.00						750.00
Dues, Licenses, and Fees	175.00						175.00
General Repair & Maintenance	2,916.18						2,916.18
Principal Payment - A1 Bond		\$50,000.00					50,000.00
Interest Payments - A1 bond		141,750.00					141,750.00
Principal Payments - A1 bond			\$30,000.00				30,000.00
Principal Payments - A2 bond			825,000.00				825,000.00
Interest Payments - A1 bond			106,734.38				106,734.38
Interest Payments - A2 bond			113,046.88				113,046.88
Capital Expenditures					(\$556,960.80)		(556,960.80)
Total Expenses	\$44,836.68	\$191,750.00	\$1,074,781.26	\$0.00	(\$556,960.80)	\$0.00	\$754,407.14
Other Revenues (Expenses) & Gains (Losses)							
Interest Income		\$2,165.02					\$2,165.02
Interest Income			\$971.93				971.93
Interest Income				\$37.97			37.97
Interest Income					\$223.86		223.86
Total Other Revenues (Expenses) & Gains (Losses)	\$0.00	\$2,165.02	\$971.93	\$37.97	\$223.86	\$0.00	\$3,398.78

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Blackburn Creek CDD
Statement of Activities (YTD) (Columnar, By SubType Landscape)
As of 3/31/2018

	General Fund	Debt Service Fund	Debt Service Fund - 2015A1&A2	Capital Projects Fund - 2013A	Capital Projects Fund - 2015A	Long Term Debt Group	Total
Change in Net Assets	\$88,211.56	\$212,149.85	(\$243,948.67)	\$729.71	\$926,580.51	\$0.00	\$983,722.96
Net Assets At Beginning Of Year	<u>\$125,460.16</u>	<u>\$640,899.64</u>	<u>\$1,507,704.40</u>	<u>\$951.53</u>	<u>(\$928,305.23)</u>	<u>\$0.00</u>	<u>\$1,346,710.50</u>
Net Assets At End Of Year	<u>\$213,671.72</u>	<u>\$853,049.49</u>	<u>\$1,263,755.73</u>	<u>\$1,681.24</u>	<u>(\$1,724.72)</u>	<u>\$0.00</u>	<u>\$2,330,433.46</u>

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Blackburn Creek CDD
Statement of Financial Position
(Columnar Landscape)
As of 3/31/2018

	General Fund	Debt Service Fund	Debt Service Fund - 2015A1&A2	Capital Projects Fund - 2013A	Capital Projects Fund - 2015A	Long Term Debt Group	Total
<u>Assets</u>							
<u>Current Assets</u>							
General Checking Account	\$210,916.33						\$210,916.33
Assessments Receivable	4,784.58						4,784.58
Prepaid Expenses	13,031.01						13,031.01
Debt Service Reserve A1 Bond		\$181,075.00					181,075.00
Revenue A1 Bond		649,679.72					649,679.72
Prepayment A1 Bond		22,294.77					22,294.77
Debt Service Reserve 2015-A1 Bond			\$262,325.00				262,325.00
Debt Service Reserve 2015- A2 Bond			320,156.25				320,156.25
Revenue A1 Bond			143,900.74				143,900.74
Prepayment A1 Bond			19,868.90				19,868.90
Prepayment A2 Bond			517,504.84				517,504.84
Acquisition/Construction A1 Bond				\$15,508.24			15,508.24
Acquisition/Construction 2015A Bond					\$189,531.22		189,531.22
Prepaid Expense					297.92		297.92
Total Current Assets	<u>\$228,731.92</u>	<u>\$853,049.49</u>	<u>\$1,263,755.73</u>	<u>\$15,508.24</u>	<u>\$189,829.14</u>	<u>\$0.00</u>	<u>\$2,550,874.52</u>
<u>Investments</u>							
Amount Available in Debt Service Funds						\$2,116,805.22	\$2,116,805.22
Amount To Be Provided						9,398,194.78	9,398,194.78
Total Investments		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$11,515,000.00</u>	<u>\$11,515,000.00</u>
Total Assets	<u>\$228,731.92</u>	<u>\$853,049.49</u>	<u>\$1,263,755.73</u>	<u>\$15,508.24</u>	<u>\$189,829.14</u>	<u>\$11,515,000.00</u>	<u>\$14,065,874.52</u>
<u>Liabilities and Net Assets</u>							
<u>Current Liabilities</u>							
Accounts Payable	\$15,060.20						\$15,060.20
Developer Advance				\$13,827.00			13,827.00
Retainage Payable					\$191,553.86		191,553.86
Total Current Liabilities	<u>\$15,060.20</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$13,827.00</u>	<u>\$191,553.86</u>	<u>\$0.00</u>	<u>\$220,441.06</u>

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Blackburn Creek CDD
Statement of Financial Position
(Columnar Landscape)
As of 3/31/2018

	General Fund	Debt Service Fund	Debt Service Fund - 2015A1&A2	Capital Projects Fund - 2013A	Capital Projects Fund - 2015A	Long Term Debt Group	Total
<u>Long Term Liabilities</u>							
Revenue Bonds Payable - Long-Term						\$11,515,000.00	\$11,515,000.00
Total Long Term Liabilities		\$0.00	\$0.00	\$0.00	\$0.00	\$11,515,000.00	\$11,515,000.00
Total Liabilities	\$15,060.20	\$0.00	\$0.00	\$13,827.00	\$191,553.86	\$11,515,000.00	\$11,735,441.06
<u>Net Assets</u>							
Net Assets, Unrestricted	(\$1,507.61)						(\$1,507.61)
Net Assets - General Government	126,967.77						126,967.77
Current Year Net Assets - General Government	88,211.56						88,211.56
Net Assets, Unrestricted		\$640,899.64					640,899.64
Current Year Net Assets, Unrestricted		212,149.85					212,149.85
Net Assets, Unrestricted			\$1,507,704.40				1,507,704.40
Current Year Net Assets, Unrestricted			(243,948.67)				(243,948.67)
Net Assets, Unrestricted				\$951.53			951.53
Current Year Net Assets, Unrestricted				729.71			729.71
Net Assets, Unrestricted					(\$928,305.23)		(928,305.23)
Current Year Net Assets, Unrestricted					926,580.51		926,580.51
Total Net Assets	\$213,671.72	\$853,049.49	\$1,263,755.73	\$1,681.24	(\$1,724.72)	\$0.00	\$2,330,433.46
Total Liabilities and Net Assets	\$228,731.92	\$853,049.49	\$1,263,755.73	\$15,508.24	\$189,829.14	\$11,515,000.00	\$14,065,874.52