

Blackburn Creek Community Development District

12051 Corporate Blvd., Orlando, FL 32817

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

www.blackburncreekcdd.com

The regular meeting of the Board of Supervisors of the **Blackburn Creek** Community Development District is scheduled for **Wednesday, November 14, 2018 at 12:15 p.m.** at 5800 Lakewood Ranch Blvd, Sarasota, FL 34240. Following is the advance agenda for the meeting.

Call in Number: 855-747-8824 (New)

Participant/Guest code: 859458 (New)

BOARD OF SUPERVISORS' MEETING AGENDA

- Roll Call to Confirm Quorum
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*
 1. Administer Oath of Office to Newly Elected Supervisor
 2. Consideration of the Minutes of the October 10, 2018 Board of Supervisors' Meeting

Business Matters

3. Consideration of Resolution 2019-01, Canvassing and Certifying the Results of the Landowners' Election
4. Consideration of Resolution, 2019-02, Electing Officers
5. Review & Approval of Audit Documents per the Auditor Selection Committee Meeting
 - a. Audit RFP Notice
 - b. Instructions to Proposers
 - c. Evaluation Criteria with and without price
6. Ratification of Payment Authorization No. 58
7. Review of District Financial Statements

Other Business

- Staff Reports
 - District Counsel
 - District Engineer
 - District Manager
- Audience Comments and Supervisors Requests

Adjournment

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Administer Oath of Office to Newly Elected
Supervisor

**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**

Consideration of the Minutes of the October 10,
2018 Board of Supervisors' Meeting

MINUTES OF MEETING

***BLACKBURN CREEK
COMMUNITY DEVELOPMENT DISTRICT
Board of Supervisors Meeting
Wednesday, October 10, 2018
5800 Lakewood Ranch Blvd.
Sarasota, FL 34240
12:15 P.M.***

Present and constituting a quorum:

Ivory Crofoot	Chairperson
John Blakley	Assistant Secretary
Pete Williams	Assistant Secretary

Also present were:

Vivian Carvalho	District Manager- Fishkind & Associates, Inc.
Jim Schier	Neal Communities
Kim Aston	District Counsel- Vogler Ashton (via phone)
Misty Taylor	Bond Counsel Bryant Miller Olive (via phone)

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

Ms. Carvalho called to order at 12:19 pm 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 September 12, 2018 Board of Supervisors' Meeting

The Board reviewed the minutes.

On MOTION by Mr. Williams, seconded by Mr. Blakley, with all in favor, the Board approved the minutes of the September 12, 2018 Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Appointment of Auditor Selection Committee

Ms. Carvalho explained that Blackburn Creek has had three years of auditing services and this year is the last year for auditing services so the District must start the process for the next three years. Ms. Carvalho stated that the Board will need to appoint a committee and typically the Auditor Selection Committee consists of all five Board members and the committee must have a meeting following the Board of Supervisors Meeting or prior to the next Board of Supervisors meeting to review the first stem which is the evaluation criteria.

On MOTION by Mr. Williams, seconded by Mr. Blakley, with all in favor, the Board appointed itself as the Auditor Selection Committee.

Ms. Carvalho stated that District staff will advertise for an Auditor Selection Committee Meeting to be held in conjunction with the next Board of Supervisors' Meeting.

FIFTH ORDER OF BUSINESS

Ratification of Payment Authorizations No. 56 & 57

The Board reviewed Payment Authorizations No. 56 & 57. Mr. Williams asked about Payment Authorization No. 56 for Egis and how the renewal fits with what was budgeted. Ms. Carvalho responded that she is pretty sure that it stayed within the amount of the budget but she will confirm it. She noted that the reason why the District does not have financials today for review is that the District is at the end of the year and District accountants are taking more time to review the financials and make sure that everything is done before they close the books for Fiscal Year 2018.

On MOTION by Mr. Williams, seconded by Ms. Crofoot, with all in favor, the Board ratified Payment Authorizations No. 56 & 57.

SIXTH ORDER OF BUSINESS

Staff Reports

Attorney – No Report

Engineer – No Report

Manager – Ms. Carvalho explained that the District will have a Landowner Election and a General Election next month. She explained that no resident ran during the qualifying period for the General Election so the Board will have to appoint two residents to the Board.

Mr. Williams stated that they must be registered voters who live in the District. He asked if there is anyone that has been active from an HOA standpoint or within the community that is qualified to serve. Mr. Schier stated that he can check with Mr. Leineweaver. Ms. Carvalho asked Mr. Schier to let her know when he speaks with Mr. Leineweaver and stated that if he would like her to reach out as a mutual party to those individuals she can explain how it works and what the Board will have to undertake come either the December or January meeting at the latest.

SEVENTH ORDER OF BUSINESS

Audience Comments and Supervisors Requests

There were no Supervisor requests and no audience comments.

EIGHTH ORDER OF BUSINESS

Adjournment

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

On MOTION by Ms. Crofoot, seconded by Mr. Williams, with all in favor, the October 10, 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**

Consideration of Resolution 2019-01,
Canvassing and Certifying the Results of the
Landowners' Election

RESOLUTION 2019-01

A RESOLUTION CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS ELECTION OF SUPERVISORS OF THE BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES

WHEREAS, following proper publication of notice thereof, such landowners meeting was held November 14, 2018 at which the below recited persons were duly elected by virtue of the votes cast in their respective favor; and

WHEREAS, this Resolution canvasses the votes and declares and certifies the results of said election;

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

1. The following persons are found, certified, and declared to have been duly elected as Supervisors of and for the District, having been elected by the votes cast in their favor as shown, to with:

_____ Votes _____

2. In accordance with said statute, and by virtue of the number of votes cast for the respective Supervisors, they are declared to have been elected for the following terms of office:

_____ Four (4)
Year Term

3. Said terms of office shall commence immediately upon the adoption of this Resolution PASSED AND ADOPTED THIS 14th DAY OF NOVEMBER, 2018.

Chairperson
BLACKBURN CREEK
COMMUNITY DEVELOPMENT
DISTRICT

ATTEST:

Secretary

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Consideration of Resolution, 2019-02,
Electing Officers

RESOLUTION 2019-02

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. Vivian Carvalho _____ is elected Secretary.
_____ is elected Assistant Secretary.
_____ is elected Assistant Secretary.
_____ is elected Assistant Secretary.
Jennifer Walden _____ 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 14th DAY of November, 2018

ATTEST:

**BLACKBURN CREEK
COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairman/Vice-Chairman

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Review & Approval of Audit Documents per the
Auditor Selection Committee Meeting

**BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF AUDIT COMMITTEE MEETING AND REGULAR BOARD OF
SUPERVISORS' MEETING**

The Board of Supervisors of the Blackburn Creek Community Development District will hold an Audit Committee meeting and regular meeting of the Board of Supervisors on December 12, 2018 at 12:15pm, at 5800 Lakewood Ranch Blvd, Sarasota, Florida, 34240. The regular meeting will take place immediately following the adjournment of the Audit Committee meeting where the Board may consider any other business that may properly come before it. The Audit Committee will review, discuss and recommend an auditor to provide audit services to the District for Fiscal Year 2019. A copy of the agendas may be obtained at the offices of the District Manager, Fishkind & Associates, Inc., located at 12051 Corporate Boulevard, Orlando, Florida 32817, (407) 382-3256, during normal business hours.

The meetings are open to the public and will be conducted in accordance with the provisions of Florida law. The meetings may be continued to a date, time, and place to be specified on the record at the meetings. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Pursuant to the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to advise the District Office at (407) 382-3256 at least forty-eight (48) hours prior to the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

Any person who decides to appeal any decision made by the Board or the Committee with respect to any matter considered at the meetings is advised that this same person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Vivian Carvalho
District Manager

RUN DATE: _____

**BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Blackburn Creek Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2019, with an option for two (2) additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Sarasota County and has an operating budget of approximately \$123,955. The final contract will require that, among other things, the audit for Fiscal Year 2019 be completed no later than June 1, 2020.

Each auditing entity submitting a proposal must be authorized to do business in Florida; hold all applicable state and federal professional licenses in good standing, including but not limited to a license under Chapter 473, Florida Statutes; and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include additional qualification requirements, evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide three (3) hard copies of their proposal and one (1) electronic copy (CD or flash drive) to Vivian Carvalho, District Manager, located at 12051 Corporate Boulevard, Orlando, Florida 32817, in an envelope marked on the outside "Auditing Services – Blackburn Creek Community Development District." Proposals must be received by _____, at _____ p.m., at the office of the District Manager. Please direct all questions regarding this Request for Proposals to the District Manager, who can be reached at (407) 382-3256.

Any protest regarding the terms of this Notice, or the proposal packages on file with the District Manager, must be filed in writing at the offices of the District Manager within seventy-two (72) calendar hours (excluding weekends) after publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or proposal package provisions.

Blackburn Creek Community Development District
Vivian Carvalho, District Manager

RUN DATE: _____

**BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year 2019
Sarasota County, Florida**

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than _____, 2018, at _____ p.m., at the offices of the District Manager, Fishkind & Associates, Inc., located at 12051 Corporate Boulevard, Orlando, Florida 32817.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Each Proposer shall submit three (3) hard copies and one (1) electronic copy of the Proposal Documents (defined below), and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Blackburn Creek Community Development District" on the face of it.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the evaluation criteria and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a contract or engagement letter with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. CONTENTS OF PROPOSALS. All proposals shall include the following information in addition to any other requirements of the Proposal Documents.

- A.** List position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B.** Describe proposed staffing levels, including resumes with applicable certifications.
- C.** Provide three (3) references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person. Identify any work previously conducted for other community development districts.
- D.** The lump sum cost of the provision of the services under the proposal, plus the cost of two (2) annual renewals.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the receipt of the proposed contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid contract award.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the evaluation criteria, contained within the Proposal Documents.

**BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF AUDIT COMMITTEE MEETING AND REGULAR
BOARD OF SUPERVISORS' MEETING**

The Board of Supervisors (“**Board**”) of the Blackburn Creek Community Development District (“**District**”) will hold an Audit Committee meeting and regular meeting of the Board of Supervisors on November 14, 2018 at 12:30 p.m. at 5800 Lakewood Ranch Blvd., Sarasota, Florida 34240. The Audit Committee will review, discuss and establish the minimum qualifications and evaluation criteria that the District will use to solicit audit services. The regular Board meeting will take place prior to the Audit Committee meeting where the Board may consider any other business that may properly come before it. A copy of the agendas may be obtained at the offices of the District Manager, Fishkind & Associates, Inc., located at 12051 Corporate Boulevard, Orlando, Florida 32817, (407) 382-3256 (“**District Manager’s Office**”), during normal business hours.

The meetings are open to the public and will be conducted in accordance with the provisions of Florida law. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when Board Supervisors or District Staff may participate by speaker telephone.

Any person requiring special accommodations at the meetings because of a disability or physical impairment should contact the District Manager’s Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager’s Office.

Any person who decides to appeal any decision made by the Board or the Committee with respect to any matter considered at the meetings is advised that person will need a record of proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Vivian Carvalho
District Manager

RUN DATE: November 2, 2018

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Ratification of Payment Authorization No. 58

**BLACKBURN CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 58

10/1/2018

Item No.	Payee	Invoice No.	General Fund
1	Business Observer Notice of Meetings	18-02442S	\$ 48.13
2	Vogler Ashton, PLLC Legal Services thru 9.15.2018	3796	\$ 1,617.00
		TOTAL	\$1,665.13

Secretary / Assistant Secretary

Chairman / Vice Chairman

Business Observer

1970 Main Street
3rd Floor
Sarasota, FL 34236
941-906-9386 x322

INVOICE

Legal Advertising

Invoice # 18-02442S

Date 09/28/2018

Attn:
Fishkind & Associates, Inc.
12051 CORPORATE BLVD.
ORLANDO FL 32817

Please make checks payable to:
(Please note Invoice # on check)
Business Observer
1970 Main Street
3rd Floor
Sarasota, FL 34236

Description

Amount

Serial # 18-02442S
P.O./Ref.# Blackburn Creek

\$48.13

Notice of Meetings

RE: Meetings for Blackburn Creek for the 2018-2019 Fiscal Year
Published: 9/28/2018

Important Message

Paid	()
Total	\$48.13

Payment is expected within 30 days of the first publication date of your notice.

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

NOTICE

The Business Observer makes every effort to ensure that its public notice advertising is accurate and in full compliance with all applicable statutes and ordinances and that its information is correct. Nevertheless, we ask that our advertisers scrutinize published ads carefully and alert us immediately to any errors so that we may correct them as soon as possible. We cannot accept responsibility for mistakes beyond bearing the cost of republishing advertisements that contain errors.

Business Observer

1970 Main Street
3rd Floor
Sarasota, FL 34236

941-906-9386 x322

INVOICE

Legal Advertising

**Notice of Meetings
Blackburn Creek Community
Development District**

The Board of Supervisors of the Blackburn Creek Community Development District will hold their meetings for the 2018-2019 Fiscal Year at 5800 Lakewood Ranch Blvd, Sarasota, FL 34240 at 12:15 p.m. each month as follows:

October 10, 2018
November 14, 2018
December 12, 2018
January 9, 2019
February 13, 2019
March 13, 2019
April 10, 2019
May 8, 2019
June 12, 2019
July 10, 2019
August 14, 2019
September 11, 2019

There may be occasions when one or more Supervisors will participate by telephone. At the above location there will be present a speaker telephone so that any interested person can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 382-3256 at least five calendar days prior to the meeting.

Each person who decided to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Vivian Carvalho
District Manager
September 28, 2018 18-02442S

Attention: If you are a government agency and you believe that you qualify for a 15% discount to the second insertion of your notice per F.S. revision 50.061, please inform Kristen Boothroyd directly at 941-906-9386 x323.

NOTICE

The Business Observer makes every effort to ensure that its public notice advertising is accurate and in full compliance with all applicable statutes and ordinances and that its information is correct. Nevertheless, we ask that our advertisers scrutinize published ads carefully and alert us immediately to any errors so that we may correct them as soon as possible. We cannot accept responsibility for mistakes beyond bearing the cost of republishing advertisements that contain errors.

Vogler Ashton, PLLC
 705 10th Avenue West, Unit 103
 Palmetto, Florida 34221
 Phone: 941-304-3400

Page: 1
 09/24/2018

Blackburn Creek Community Development District
 c/o Neal Communities of Southwest
 Florida, LLC
 Sarasota Fl. 34240
 US

Account No: 1-33006
 Statement No: 3796

Attn: District Manager

RECEIVED SEP 28 2018

Blackburn Creek CDD District Counsel

For Legal Services Rendered August 1, 2018, Through September 15, 2018. [45-day Billing Period]

PLEASE NOTE OUR NEW ADDRESS.

		<u>Fees</u>	Hours	
08/02/2018	KA	Review CDD agenda	0.50	192.50
08/29/2018	KA	Review/ respond to Ed Bullett's CDD finance questions	0.50	192.50
	KA	Review draft agenda	0.10	38.50
09/05/2018	KA	Review Resolution 2018- 24 Adopting Uniform Method of Collection Resolution 2018- 23 Adopting Rules and Procedures; CDD's proposed Rules and Procedures and Resolution 2018- 25 Adopting Budgets. E-mail to District Manager	2.90	1,116.50
09/07/2018	KA	Review agenda packets and related documents; Prepare for CDD meeting	0.20	77.00
		For Current Services Rendered	4.20	1,617.00

		Recapitulation			
<u>Timekeeper</u>			<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Kimberly Ashton			4.20	\$385.00	\$1,617.00
Total Current Work					1,617.00

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Review of District Financial Statements

Blackburn Creek CDD
Statement of Financial Position
As of 10/31/2018

	General Fund	Debt Service Fund - 2013A	Debt Service Fund - 2015A1	Debt Service Fund - 2018	Capital Projects Fund - 2013A	Capital Projects Fund - 2015A	Capital Project Fund - 2018	Long Term Debt Group	Total
<u>Assets</u>									
<u>Current Assets</u>									
General Checking Account	\$95,944.43								\$95,944.43
Due From Other Funds		\$752.91							752.91
Debt Service Reserve A1 Bond		\$181,075.00							181,075.00
Revenue 2013A Bond		376,790.79							376,790.79
Prepayment 2013A Bond		17,395.27							17,395.27
Debt Service Reserve 2015A1 Bond			\$250,050.00						250,050.00
Debt Service Reserve 2015A2 Bond			239,218.75						239,218.75
Revenue 2015A Bond			186,613.03						186,613.03
Prepayment 2015A1 Bond			221,821.84						221,821.84
Prepayment 2015A2 Bond			87,417.93						87,417.93
Revenue 2018A Bond				\$515.65					515.65
Prepayment 2018A1 Bond				27,562.00					27,562.00
Debt Service Reserve 2018A1 Bond				171,917.20					171,917.20
Prepayment 2018A2 Bond				286,609.00					286,609.00
Capitalized Interest Account 2018A1 Bond				279,030.00					279,030.00
Capitalized Interest Account 2018A2 Bond				339,220.50					339,220.50
Acquisition/Construction 2013A Bond					\$17,105.06				17,105.06
Acquisition/Construction 2015A Bond						\$189,824.53			189,824.53
Aquisition/Construction 2018A Bond							\$1,168,208.52		1,168,208.52
Restricted Acq/Construction 2018A Bond							3,482,488.00		3,482,488.00
Total Current Assets	\$95,944.43	\$576,013.97	\$985,121.55	\$1,104,854.35	\$17,105.06	\$189,824.53	\$4,650,696.52	\$0.00	\$7,619,560.41
<u>Investments</u>									
Amount Available in Debt Service Funds								\$2,665,236.96	\$2,665,236.96
Amount To Be Provided								19,519,763.04	19,519,763.04
Total Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,185,000.00	\$22,185,000.00
Total Assets	\$95,944.43	\$576,013.97	\$985,121.55	\$1,104,854.35	\$17,105.06	\$189,824.53	\$4,650,696.52	\$22,185,000.00	\$29,804,560.41

Blackburn Creek CDD
Statement of Financial Position
As of 10/31/2018

	General Fund	Debt Service Fund - 2013A	Debt Service Fund - 2015A1	Debt Service Fund - 2018	Capital Projects Fund - 2013A	Capital Projects Fund - 2015A	Capital Project Fund - 2018	Long Term Debt Group	Total
<u>Liabilities and Net Assets</u>									
<u>Current Liabilities</u>									
Accounts Payable	\$752.90								\$752.90
Developer Advance					\$13,827.00				13,827.00
Retainage Payable						\$191,553.86			191,553.86
Retainage Payable							\$85,110.94		85,110.94
Total Current Liabilities	<u>\$752.90</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$13,827.00</u>	<u>\$191,553.86</u>	<u>\$85,110.94</u>	<u>\$0.00</u>	<u>\$291,244.70</u>
<u>Long Term Liabilities</u>									
Revenue Bonds Payable - Long-Term								\$22,185,000.00	\$22,185,000.00
Total Long Term Liabilities	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$22,185,000.00</u>	<u>\$22,185,000.00</u>
Total Liabilities	<u><u>\$752.90</u></u>	<u><u>\$0.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$13,827.00</u></u>	<u><u>\$191,553.86</u></u>	<u><u>\$85,110.94</u></u>	<u><u>\$22,185,000.00</u></u>	<u><u>\$22,476,244.70</u></u>
<u>Net Assets</u>									
Net Assets, Unrestricted	\$101,485.99								\$101,485.99
Current Year Net Assets, Unrestricted	(6,294.46)								(6,294.46)
Net Assets, Unrestricted		\$575,494.77							575,494.77
Current Year Net Assets, Unrestricted		519.20							519.20
Net Assets, Unrestricted			\$923,267.99						923,267.99
Current Year Net Assets, Unrestricted			61,853.56						61,853.56
Net Assets, Unrestricted				\$1,082,024.79					1,082,024.79
Current Year Net Assets, Unrestricted				22,829.56					22,829.56
Net Assets, Unrestricted					\$3,044.36				3,044.36
Current Year Net Assets, Unrestricted					233.70				233.70
Net Assets, Unrestricted						(\$1,729.33)			(1,729.33)
Current Year Net Assets, Unrestricted						0.00			0.00
Net Assets, Unrestricted							\$4,565,433.14		4,565,433.14
Current Year Net Assets, Unrestricted							152.44		152.44
Total Net Assets	<u><u>\$95,191.53</u></u>	<u><u>\$576,013.97</u></u>	<u><u>\$985,121.55</u></u>	<u><u>\$1,104,854.35</u></u>	<u><u>\$3,278.06</u></u>	<u><u>(\$1,729.33)</u></u>	<u><u>\$4,565,585.58</u></u>	<u><u>\$0.00</u></u>	<u><u>\$7,328,315.71</u></u>
Total Liabilities and Net Assets	<u><u>\$95,944.43</u></u>	<u><u>\$576,013.97</u></u>	<u><u>\$985,121.55</u></u>	<u><u>\$1,104,854.35</u></u>	<u><u>\$17,105.06</u></u>	<u><u>\$189,824.53</u></u>	<u><u>\$4,650,696.52</u></u>	<u><u>\$22,185,000.00</u></u>	<u><u>\$29,804,560.41</u></u>

Blackburn Creek CDD
Statement of Activities
As of 10/31/2018

	General Fund	Debt Service Fund - 2013A	Debt Service Fund - 2015A	Debt Service Fund - 2018	Capital Projects Fund - 2013A	Capital Projects Fund - 2015A	Capital Project Fund - 2018	Long Term Debt Group	Total
Revenues									
Off-Roll Assessments	\$4,989.32								\$4,989.32
Off-Roll Assessments		752.90							752.90
Inter-Fund Group Transfers In		(233.70)							(233.70)
Other Assessments			\$61,853.56						61,853.56
Other Assessments				\$22,982.00					22,982.00
Inter-Fund Transfers				(152.44)					(152.44)
Inter-Fund Transfers In					\$233.70				233.70
Inter-Fund Transfers							\$152.44		152.44
Total Revenues	\$4,989.32	\$519.20	\$61,853.56	\$22,829.56	\$233.70	\$0.00	\$152.44	\$0.00	\$90,577.78
Expenses									
Supervisor Fees	\$600.00								\$600.00
Insurance	2,364.00								2,364.00
Trustee Services	1,932.76								1,932.76
Management	2,083.33								2,083.33
Legal Advertising	89.69								89.69
Web Site Maintenance	625.00								625.00
Dues, Licenses, and Fees	175.00								175.00
General Insurance	3,414.00								3,414.00
Total Expenses	\$11,283.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,283.78
Other Revenues (Expenses) & Gains (Losses)									
Total Other Revenues (Expenses) & Gains (Losses)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Change In Net Assets	(\$6,294.46)	\$519.20	\$61,853.56	\$22,829.56	\$233.70	\$0.00	\$152.44	\$0.00	\$79,294.00
Net Assets At Beginning Of Year	\$101,485.99	\$575,494.77	\$923,267.99	\$1,082,024.79	\$3,044.36	(\$1,729.33)	\$4,565,433.14	\$0.00	\$7,249,021.71
Net Assets At End Of Year	\$95,191.53	\$576,013.97	\$985,121.55	\$1,104,854.35	\$3,278.06	(\$1,729.33)	\$4,565,585.58	\$0.00	\$7,328,315.71

Blackburn Creek CDD
 Budget to Actual
 For the Month Ending 10/31/2018

	Year To Date			FY 2019 Adopted Budget
	Actual	Budget	Variance	
<u>Revenues</u>				
On-Roll Assessments	\$ -	\$ 10,329.58	\$ (10,329.58)	\$ 123,955.00
Off-Roll Assessments	4,989.32	-	4,989.32	-
Net Revenues	\$ 4,989.32	\$ 10,329.58	\$ (5,340.26)	\$ 123,955.00
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$ 600.00	\$ 1,000.00	\$ (400.00)	\$ 12,000.00
Public Officials' Insurance	2,364.00	216.67	2,147.33	2,600.00
Trustee Services	1,932.76	729.17	1,203.59	8,750.00
Management	2,083.33	2,083.33	-	25,000.00
Engineering	-	833.33	(833.33)	10,000.00
Dissemination Agent	-	500.00	(500.00)	6,000.00
District Counsel	-	1,666.67	(1,666.67)	20,000.00
Assessment Administration	-	625.00	(625.00)	7,500.00
Audit	-	458.33	(458.33)	5,500.00
Arbitrage Calculation	-	83.33	(83.33)	1,000.00
Telephone	-	12.50	(12.50)	150.00
Postage & Shipping	-	41.66	(41.66)	500.00
Copies	-	16.67	(16.67)	200.00
Legal Advertising	89.69	125.00	(35.31)	1,500.00
Bank Fees	-	12.50	(12.50)	150.00
Miscellaneous	-	200.00	(200.00)	2,400.00
Office Supplies	-	16.67	(16.67)	200.00
Web Site Maintenance	625.00	125.00	500.00	1,500.00
Dues, Licenses, and Fees	175.00	20.83	154.17	250.00
Stormwater Management	-	833.33	(833.33)	10,000.00
General Insurance	3,414.00	312.92	3,101.08	3,755.00
General Repair & Maintenance	-	416.67	(416.67)	5,000.00
Total General & Administrative Expenses	\$ 11,283.78	\$ 10,329.58	\$ 954.20	\$ 123,955.00
Total Expenses	\$ 11,283.78	\$ 10,329.58	\$ 954.20	\$ 123,955.00
Income (Loss) from Operations	\$ (6,294.46)	\$ -	\$ (6,294.46)	\$ -
<u>Other Income (Expense)</u>				
Interest Income	\$ -	\$ -	\$ -	\$ -
Total Other Income (Expense)	\$ -	\$ -	\$ -	\$ -
Net Income (Loss)	\$ (6,294.46)	\$ -	\$ (6,294.46)	\$ -