

Blackburn Creek Community Development District

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www.blackburncreekcdd.com

The meeting of the Board of Supervisors for the **Blackburn Creek Community Development District** will be held **Tuesday, July 8, 2025, at 11:00 a.m.** located at **6853 Energy Ct, Lakewood Ranch, FL 34240**. The following is the proposed agenda for this meeting.

Call in number: 1-844-621-3956

Passcode: 2538 286 6774 #

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Call to Order
- Roll Call
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*

General Business Matters

1. Consideration of the Minutes of June 10, 2025, Board of Supervisors' Meeting
2. Discussion Regarding Finn Outdoor contract
3. District Engineer Project Update
 - a. Inspected Curb Inlets and Manholes- Phase 3
 - b. Stormwater System Inspection Phase 3
4. Discussion Regarding CDD and HOA Workshop
5. Discussion Regarding Open Grand Palm HOA Requests
6. Ratification of Payment Authorization Nos. 240-241
7. Review of District Financial Statements

Other Business

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

Adjournment





Blackburn Creek Community Development District

**Consideration of the Minutes of June 10, 2025,
Board of Supervisors' Meeting**

MINUTES OF MEETING

BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS MEETING MINUTES

Tuesday, June 10, 2025, at 11:00 a.m.

6853 Energy Ct., Lakewood Ranch, FL 34240

Board Members Present via Speaker or in Person:

Kevin Johnson	Chairperson	
Kirk Fegley	Vice Chairperson	
Michael Sprout	Assistant Secretary	
Phil Davis	Assistant Secretary	(via phone)
James Sverapa	Assistant Secretary	

Also Present via Speaker or in Person:

Venessa Ripoll	District Manager- PFM Group Consulting LLC	
Rick Montejano	Accountant - PFM Group Consulting LLC	(via phone)
Gazmin Kerr	ADM - PFM Group Consulting LLC	(via phone)
Andy Cohen	District Counsel	
Robert Dvorak	District Engineer	(via phone)
Resident present via phone		

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The Board of Supervisors' Meeting for the Blackburn Creek CDD was called to order at approximately 11:00 a.m. by Ms. Ripoll. She proceeded with roll call and confirmed quorum. Those in attendance are outlined above either in person or via speaker phone.

On MOTION by Mr. Fegley, seconded by Mr. Sprout, with all in favor, the Board approved to allow Mr. Davis to vote via phone.

Public Comment Period

There were no public comments at this time.

SECOND ORDER OF BUSINESS

General Business Matters

**Consideration of the Minutes of the May
13, 2025, Board of Supervisors Meeting**

The Board reviewed the minutes.

On MOTION by Mr. Sprout, seconded by Mr. Johnson, with all in favor, the Board approved the Minutes of the May 13, 2025, Board of Supervisors' Meeting.

District Engineer Project Update

a. Inspected Curb Inlets and Manholes- Phase 3

b. Stormwater System Inspection Phase 3

c. Discussion Regarding Finn Outdoor Contract

Mr. Dvorak gave an update and noted the Phase 3 items were reviewed at the last meeting.

Mr. Dvorak has reached out to Finn Outdoor regarding a new open-ended maintenance agreement. This will come before the Board in July or August, once received. He noted he emailed Ms. Ripoll the draft as a maintenance guideline and provided an overview to the Board. He also reviewed the landscape items that were included. He recommended having photos to go with the guidelines for reference.

There was brief discussion regarding the reference photos.

The Board agreed and it was noted that this also lets the HOA know what needs to be maintained. Mr. Dvorak recommended having a Town Hall meeting with the HOA to review the guidelines. Mr. Johnson recommended having two meetings, a Town Hall for the general public, and a workshop for the HOA Board and their maintenance/property management teams.

There was discussion regarding the SwiftMud permits and the HOA bridge. The HOA has stated they have contacted Solitude regarding the bridge cleanup, but no update has been received regarding the permits. Mr. Johnson requested Mr. Dvorak to send another email in regard to turning over the SwiftMud permits.

There was discussion on what areas the HOA owns and the maintenance of those areas.

Mr. Dvorak will update the Maintenance Guidelines Report to add photos and a glossary. This will then be posted on the District's website.

Mr. Johnson requested Mr. Dvorak to check on River Road in a few weeks. Mr. Dvorak confirmed. He noted he has been in contact with the main contractor and will follow up as needed.

Discussion Regarding Open Grand Palm HOA Requests

Mr. Davis will follow up regarding the requests.

There was discussion regarding the requests and the HOA's response. It was recommended that resident emails sent to the HOA should also be sent to the Master (Judy).

There was also discussion regarding the bridges and their location.

Mr. Johnson will follow up with Judy to get clarification and let Ms. Ripoll know the outcome. Ms. Ripoll will send out the response to the Board.

There was brief discussion regarding setting up the HOA Workshop. Ms. Ripoll will follow up to get a few available dates in July or September. The workshop would take place at the Clubhouse and via Zoom.

Ratification of Payment Authorization No. 239

Ms. Ripoll stated these are for contractual obligations. This is solely for ratification.

On MOTION by Mr. Fegler, seconded by Mr. Sprout, with all in favor, the Board ratified Payment Authorization No. 239.

Review of District Financial Statements

Ms. Ripoll stated that the District financials were through May 2025.

The Board reviewed the outstanding bonds.

On MOTION by Mr. Fegley, seconded by Mr. Sverapa, with all in favor, the Board approved the District Financials.

THIRD ORDER OF BUSINESS

Staff Reports

District Counsel – No report.

District Engineer – No report.

District Manager – Ms. Ripoll congratulated the Supervisors on their completion of their Form 1. The next Board meeting is July 8, 2025, at 11:00 a.m., at the same location.

FOURTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

There were no further comments or supervisor requests at this time.

FIFTH ORDER OF BUSINESS**Adjournment**

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

ON MOTION by Mr. Davis, seconded by Mr. Sverapa, with all in favor, the June 10, 2025, Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned at approximately 11:33 a.m.

Secretary/Assistant Secretary

Chair/Vice Chair



Blackburn Creek Community Development District

Discussion Regarding Finn Outdoor contract



Blackburn Creek Community Development District

District Engineer Project Update

- a. Inspected Curb Inlets and Manholes- Phase 3**
- b. Stormwater System Inspection Phase 3**



Blackburn Creek Community Development District

Discussion Regarding CDD and HOA Workshop



Blackburn Creek Community Development District

Discussion Regarding Open Grand Palm HOA Requests



Blackburn Creek Community Development District

**Ratification of Payment Authorization
Nos. 240-241**

**BLACKBURN CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 240
5/28/2025

Item Number	Payee	Invoice Number	GF FY25
1	Brletic Dvorak Engineering Services Through 04/30/2025	1917	\$ 3,885.00
2	PFM Group Consulting May District Management Fee April Postage	DM-05-2025-04 OE-EXP-05-2025-07	\$ 3,025.00 39.91
3	Supervisor Fees - 05/13/2025 Meeting Michael Sprout Phil Davis Kirk Fegley Kevin Johnson James Sverapa	2025.05.13 2025.05.13 2025.05.13 2025.05.13 2025.05.13	\$ 200.00 200.00 200.00 200.00 200.00
TOTAL			\$ 7,949.91

**BLACKBURN CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 241
6/18/2025

Item Number	Payee	Invoice Number	GF FY25
1	Brletic Dvorak Engineering Services Through 05/30/2025	1964	\$ 1,215.00
2	Persson, Cohen, Mooney, Fernandez & Jackson District Counsel May 2025	6024	\$ 684.00
3	PFM Group Consulting June District Management Fee	DM-06-2025-04	\$ 3,025.00
4	VGlobalTech June Website Maintenance	7375	\$ 135.00
			SUBTOTAL \$ 5,059.00
			TOTAL \$ 5,059.00



Blackburn Creek Community Development District

Review of District Financial Statements



Blackburn Creek CDD

June 2025 Financial Package

June 30, 2025

PFM Group Consulting LLC

3501 Quadrangle Blvd

Suite 270

Orlando, FL 32817

(407) 723-5900



Blackburn Creek CDD
Statement of Financial Position
As of 6/30/2025

	General Fund	Debt Service Fund 2019	Debt Service Fund - 2015	Debt Service Fund - 2018	Debt Service Fund - 2023	Long Term Debt Group	Total
<u>Assets</u>							
<u>Current Assets</u>							
General Checking Account	\$240,822.86						\$240,822.86
Money Market Account	247,868.31						247,868.31
Prepaid Expenses	3,523.89						3,523.89
Assessment Receivable - Off Roll	18,382.10						18,382.10
Assessments Receivable		\$122.07					122.07
Due From Other Funds		1,699.94					1,699.94
Debt Service Reserve 2019A Bond		163,410.00					163,410.00
Revenue 2019A Bond		165,232.41					165,232.41
Interest 2019A1 Bond		7.66					7.66
Interest 2019A2 Bond		3.52					3.52
Sinking Fund 2019A1 Bond		0.02					0.02
Sinking Fund 2019A2 Bond		0.01					0.01
Prepayment 2019A1 Bond		3,575.14					3,575.14
Prepayment 2019A2 Bond		1,993.81					1,993.81
Assessment Receivable - Off Roll		12,126.41					12,126.41
Assessments Receivable			\$123.41				123.41
Due From Other Funds			1,718.44				1,718.44
Debt Service Reserve 2015A1 Bond			225,650.00				225,650.00
Debt Service Reserve 2015A2 Bond			81,406.25				81,406.25
Revenue 2015A Bond			297,745.26				297,745.26
Prepayment 2015A1 Bond			4,918.08				4,918.08
Prepayment 2015A2 Bond			4,760.11				4,760.11
Assessment Receivable - Off Roll			5,546.84				5,546.84
Revenue 2018A Bond				\$316,462.89			316,462.89
Prepayment 2018A1 Bond				36,175.28			36,175.28
Debt Service Reserve 2018A1 Bond				265,329.09			265,329.09
Sinking Fund 2018A2 Bond				54.09			54.09
Prepayment 2018A2 Bond				12,839.25			12,839.25
Due from Other Funds				4,052.85			4,052.85
Assessments Receivable				291.09			291.09
Assessment Receivable - Off Roll				20,413.12			20,413.12
Revenue 2023 Bond					\$117,242.45		117,242.45
Prepayment 2023 Bond					663.14		663.14
Interest 2023 Bond					4.77		4.77
Assessment Receivable					129.48		129.48
Due From Other Funds					1,803.13		1,803.13
Total Current Assets	\$510,597.16	\$348,170.99	\$621,868.39	\$655,617.66	\$119,842.97	\$0.00	\$2,256,097.17
<u>Investments</u>							
Amount Available in Debt Service Funds						\$1,697,473.23	\$1,697,473.23
Amount To Be Provided						18,315,526.77	18,315,526.77
Total Investments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,013,000.00	\$20,013,000.00
Total Assets	\$510,597.16	\$348,170.99	\$621,868.39	\$655,617.66	\$119,842.97	\$20,013,000.00	\$22,269,097.17



Blackburn Creek CDD
Statement of Financial Position
As of 6/30/2025

	General Fund	Debt Service Fund 2019	Debt Service Fund - 2015	Debt Service Fund - 2018	Debt Service Fund - 2023	Long Term Debt Group	Total
<u>Liabilities and Net Assets</u>							
<u>Current Liabilities</u>							
Due To Other Funds	\$9,274.36						\$9,274.36
Deferred Revenue - Off Roll	18,382.10						18,382.10
Deferred Revenue		\$122.07					122.07
Deferred Revenue - Off Roll		12,126.41					12,126.41
Deferred Revenue			\$123.41				123.41
Deferred Revenue - Off Roll			5,546.84				5,546.84
Deferred Revenue				\$291.09			291.09
Deferred Revenue - Off Roll				20,413.12			20,413.12
Deferred Revenue					\$129.48		129.48
Total Current Liabilities	<u>\$27,656.46</u>	<u>\$12,248.48</u>	<u>\$5,670.25</u>	<u>\$20,704.21</u>	<u>\$129.48</u>	<u>\$0.00</u>	<u>\$66,408.88</u>
<u>Long Term Liabilities</u>							
Revenue Bonds Payable - Long-Term						\$20,013,000.00	\$20,013,000.00
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>\$20,013,000.00</u>	<u>\$20,013,000.00</u>
Total Liabilities	<u>\$27,656.46</u>	<u>\$12,248.48</u>	<u>\$5,670.25</u>	<u>\$20,704.21</u>	<u>\$129.48</u>	<u>\$20,013,000.00</u>	<u>\$20,079,408.88</u>
<u>Net Assets</u>							
Net Assets, Unrestricted	(\$2,698.24)						(\$2,698.24)
Current Year Net Assets, Unrestricted	(62,712.50)						(62,712.50)
Net Assets - General Government	296,739.86						296,739.86
Current Year Net Assets - General Govt	251,611.58						251,611.58
Net Assets, Unrestricted		\$338,962.95					338,962.95
Current Year Net Assets, Unrestricted		(3,040.44)					(3,040.44)
Net Assets, Unrestricted			\$626,688.17				626,688.17
Current Year Net Assets, Unrestricted			(10,490.03)				(10,490.03)
Net Assets, Unrestricted				\$702,880.50			702,880.50
Current Year Net Assets, Unrestricted				(67,967.05)			(67,967.05)
Net Assets, Unrestricted					\$136,128.24		136,128.24
Current Year Net Assets, Unrestricted					(16,414.75)		(16,414.75)
Total Net Assets	<u>\$482,940.70</u>	<u>\$335,922.51</u>	<u>\$616,198.14</u>	<u>\$634,913.45</u>	<u>\$119,713.49</u>	<u>\$0.00</u>	<u>\$2,189,688.29</u>
Total Liabilities and Net Assets	<u>\$510,597.16</u>	<u>\$348,170.99</u>	<u>\$621,868.39</u>	<u>\$655,617.66</u>	<u>\$119,842.97</u>	<u>\$20,013,000.00</u>	<u>\$22,269,097.17</u>



Blackburn Creek CDD
Statement of Activities
As of 6/30/2025

	General Fund	Debt Service Fund 2019	Debt Service Fund - 2015	Debt Service Fund - 2018	Debt Service Fund - 2023	Long Term Debt Group	Total
Revenues							
On-Roll Assessments	\$347,517.44						\$347,517.44
Off-Roll Assessments	18,382.10						18,382.10
On-Roll Assessments		\$268,739.59					268,739.59
Off-Roll Assessments		36,379.22					36,379.22
On-Roll Assessments			\$271,663.90				271,663.90
Off-Roll Assessments			16,640.55				16,640.55
On-Roll Assessments				\$640,708.10			640,708.10
Off-Roll Assessments				61,239.36			61,239.36
Other Assessments				118,949.56			118,949.56
On roll Assessments					\$285,052.31		285,052.31
Total Revenues	\$365,899.54	\$305,118.81	\$288,304.45	\$820,897.02	\$285,052.31	\$0.00	\$2,065,272.13
Expenses							
Supervisor Fees	\$11,000.00						\$11,000.00
Public Officials' Insurance	3,061.00						3,061.00
Trustee Services	16,137.69						16,137.69
Management	27,225.00						27,225.00
Engineering	21,810.00						21,810.00
Disclosure Agent	15,000.00						15,000.00
District Counsel	7,047.52						7,047.52
Assessment Administration	15,000.00						15,000.00
Reamortization Schedules	500.00						500.00
Audit	4,900.00						4,900.00
Postage & Shipping	58.49						58.49
Legal Advertising	766.25						766.25
Bank Fees	50.00						50.00
Web Site Maintenance	1,815.00						1,815.00
Dues, Licenses, and Fees	175.00						175.00
Stormwater Maintenance	62,712.50						62,712.50
General Insurance	4,422.00						4,422.00
Principal Payment - 2013A1, 2019A1		\$140,383.75					140,383.75
Principal Payment - 2019A2		25,000.00					25,000.00
Interest Payments - 2013A1, 2019A1		80,383.76					80,383.76
Interest Payments - 2019A2		73,920.00					73,920.00
Principal Payments - 2015A1 bond			\$75,000.00				75,000.00
Principal Payments - 2015A2 bond			20,000.00				20,000.00
Interest Payments - 2015A1 bond			165,512.50				165,512.50
Interest Payments - 2015A2 bond			57,812.50				57,812.50
Principal Payment - 2018A1 Bond				\$308,000.00			308,000.00
Principal Payment - 2018A2 Bond				62,000.00			62,000.00
Interest Payment - 2018A1 Bond				459,471.75			459,471.75
Interest Payment - 2018A2 Bond				81,729.75			81,729.75
Principal Payments S2023					\$136,000.00		136,000.00
Interest Payment - S2023					171,045.60		171,045.60
Total Expenses	\$191,680.45	\$319,687.51	\$318,325.00	\$911,201.50	\$307,045.60	\$0.00	\$2,047,940.06
Other Revenues (Expenses) & Gains (Losses)							
Interest Income	\$14,679.99						\$14,679.99
Interest Income		\$11,528.26					11,528.26
Interest Income			\$19,530.52				19,530.52
Interest Income				\$22,337.43			22,337.43
Interest income					\$5,578.54		5,578.54
Total Other Revenues (Expenses) & Gains (Losses)	\$14,679.99	\$11,528.26	\$19,530.52	\$22,337.43	\$5,578.54	\$0.00	\$73,654.74
Change In Net Assets	\$188,899.08	(\$3,040.44)	(\$10,490.03)	(\$67,967.05)	(\$16,414.75)	\$0.00	\$90,986.81
Net Assets At Beginning Of Year	\$294,041.62	\$338,962.95	\$626,688.17	\$702,880.50	\$136,128.24	\$0.00	\$2,098,701.48
Net Assets At End Of Year	\$482,940.70	\$335,922.51	\$616,198.14	\$634,913.45	\$119,713.49	\$0.00	\$2,189,688.29



Blackburn Creek CDD
 Budget to Actual
 For The Month Ending 6/30/2025

	Year To Date			FY 2025	
	Actual	Budget	Variance	Adopted Budget	Percentage
<u>Revenues</u>					
On/Off Roll Assessments	\$ 365,899.54	\$ 277,499.97	\$ 88,399.57	\$ 370,000.00	98.89%
Carry Forward Revenue	70,175.79	70,175.79	-	93,567.66	75.00%
Net Revenues	\$ 436,075.33	\$ 347,675.76	\$ 88,399.57	\$ 463,567.66	94.07%
<u>General & Administrative Expenses</u>					
Supervisor Fees	\$ 11,000.00	\$ 9,000.00	\$ 2,000.00	\$ 12,000.00	91.67%
Public Officials' Insurance	3,061.00	2,475.00	586.00	3,300.00	92.76%
Trustee Services	16,137.69	11,999.97	4,137.72	16,000.00	100.86%
Management	27,225.00	27,225.00	-	36,300.00	75.00%
Engineering	21,810.00	9,000.00	12,810.00	12,000.00	181.75%
Disclosure Agent	15,000.00	11,250.00	3,750.00	15,000.00	100.00%
District Counsel	7,047.52	15,000.03	(7,952.51)	20,000.00	35.24%
Assessment Administration	15,000.00	11,250.00	3,750.00	15,000.00	100.00%
Reamortization Schedules	500.00	749.97	(249.97)	1,000.00	50.00%
Audit	4,900.00	4,124.97	775.03	5,500.00	89.09%
Arbitrage Calculation	-	749.97	(749.97)	1,000.00	0.00%
Postage & Shipping	58.49	337.50	(279.01)	450.00	13.00%
Legal Advertising	766.25	2,625.03	(1,858.78)	3,500.00	21.89%
Bank Fees	50.00	187.47	(137.47)	250.00	20.00%
Miscellaneous	-	150.03	(150.03)	200.00	0.00%
Office Supplies	-	187.47	(187.47)	250.00	0.00%
Web Site Maintenance	1,815.00	2,115.00	(300.00)	2,820.00	64.36%
Dues, Licenses, and Fees	175.00	131.22	43.78	175.00	100.00%
Stormwater Reserve	-	160,816.32	(160,816.32)	214,421.70	0.00%
Stormwater Maintenance	62,712.50	52,343.01	10,369.49	69,790.67	89.86%
General Insurance	4,422.00	3,525.03	896.97	4,700.00	94.09%
Hardscape Maintenance	-	22,432.77	(22,432.77)	29,910.29	0.00%
Total General & Administrative Expenses	\$ 191,680.45	\$ 347,675.76	\$ (155,995.31)	\$ 463,567.66	41.35%
Total Expenses	\$ 191,680.45	\$ 347,675.76	\$ (155,995.31)	\$ -	
Income (Loss) from Operations	\$ 244,394.88	\$ -	\$ 244,394.88	\$ -	
<u>Other Income (Expense)</u>					
Interest Income	\$ 14,679.99	\$ -	\$ 14,679.99	\$ -	
Total Other Income (Expense)	\$ 14,679.99	\$ -	\$ 14,679.99	\$ -	
Net Income (Loss)	\$ 259,074.87	\$ -	\$ 259,074.87	\$ -	



Blackburn Creek Community Development District

Staff Reports