

**BUCKHEAD TRAILS II  
COMMUNITY DEVELOPMENT  
DISTRICT**

**NOVEMBER 20, 2024**

**REGULAR MEETING**

**AGENDAPACKAGE**



2005 PAN AM CIRCLE, SUITE 300  
TAMPA, FL 33067

# Buckhead Trails II Community Development District

Agenda Page 2

## Board of Supervisors

Carlos de la Ossa, Chairman  
Nicholas Dister, Vice-Chairman  
Austin Berns, Assistant Secretary  
Ryan Motko, Assistant Secretary  
Alberto Viera, Assistant Secretary

## District Staff

Brian Lamb, District Secretary  
Jayna Cooper, District Manager  
John Vericker, District Counsel  
Tonja Stewart, District Engineer

## Regular Meeting Agenda

The Regular Meetings of Buckhead Trails II Community Development District will be held on **November 20, 2024, at 1:00 p.m. at the Eves Bend Clubhouse located at 4725 Los Robles Court, Palmetto, FL 34221.** For those who intend to call in below is the Team link information. Please let us know at least 24 hours in advance if you are planning to call into the meeting.

*Microsoft Teams meeting;* [Join the meeting now](#)  
Meeting ID: 297 513 196 015 Passcode: yXMMVB  
[+1 646-838-1601,,842226542#](#) conference ID: 842 226 542#

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

## REGULAR MEETINGS OF THE BOARD OF SUPERVISORS

1. **CALL TO ORDER/ROLL CALL**
2. **PUBLIC COMMENTS ON AGENDA ITEMS** *(Each individual has the opportunity to comment and is limited to three (3) minutes for such comment)*
3. **BUSINESS ITEMS**
  - A. Consideration of RFP for Auditing Services
4. **CONSENT AGENDA**
  - A. Approval of Minutes of the August 28, 2024 Regular Meeting
  - B. Consideration of Operation and Maintenance Expenditures October 2024
  - C. Acceptance of the Financials and Approval of the Check Register for October 2024
5. **STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
6. **BOARD OF SUPERVISORS REQUESTS AND COMMENTS**
7. **AUDIENCE COMMENTS**
8. **ADJOURNMENT**

## **Third Order of Business**

**Buckhead Trails II Community Development District  
Request for Proposals for Annual Audit Services**

The Buckhead Trails II Community Development District (the “**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 ending September 30, 2024, 2025, and 2026, with an option for 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 Manatee County, Florida and has an operating and debt service budget of approximately \$ 118,425.00.

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, and must be completed in a timely fashion to enable the Board to approve them no later than June 30 of each year.

The RFP Package, which includes this notice, instructions to proposers, and evaluation criteria is available from the District Manager, Jayna Cooper via email at [jayna.cooper@inframark.com](mailto:jayna.cooper@inframark.com).

Proposers must provide one (1) electronic copy to the District Manager at the email listed above. Proposals must be received by **Tuesday, December 3, 2024, at 11:00 a.m.** Proposals received after this time will not be eligible for consideration. Please direct all questions regarding this Request for Proposals to the District Manager at the email listed above or via phone at 813-608-8242.

*Publish at least 7 days before meeting.*

**Buckhead Trails II Community Development District  
Request for Proposals for Annual Audit Services**

**District Auditing Services for Fiscal Years ending September 30, 2024, 2025, and 2026  
with an option for additional annual renewals**

Manatee County, Florida

**Instructions to Proposers**

- 1. RFP Package.** The “RFP Package” shall consist of the notice announcing the request for proposals, these instructions, and the evaluation criteria.
- 2. Contents of Proposals.** All proposals shall include the following information in addition to any other requirements of the RFP Package.
  - 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 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 renewals.
- 3. Due Date.** Proposals must be received no later than Tuesday, December 3, 2024, at 11:00 a.m. by the District Manager, Jayna Cooper, via email at [jayna.cooper@inframark.com](mailto:jayna.cooper@inframark.com).
- 4. Submission of Proposal.** Each Proposer shall submit one (1) electronic copy of their proposal, including the requested documentation required by these instructions, at the time indicated herein. In submitting its proposal, each Proposer represents that it has read and understands the RFP Package and that the proposal is made in an accordance therewith.
- 5. Renewals.** The proposals should include pricing for at least three (3) years and may include options for additional optional renewals, auto-renewals (with annual escalators if applicable), or the ability to negotiate reasonable increases. For any automatic renewals, either party will be able to terminate the engagement for the next upcoming fiscal year with at least 30 days’ notice prior to September 1 of each year.
- 6. 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.
- 7. Disqualification.** 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.

- 8. 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.
- 9. 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 90 days.
- 10. Basis of Award and 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.
- 11. Evaluation of Proposals.** The criteria to be used in the evaluation of proposals are presented in the evaluation criteria, contained within the RFP Package. The Board of Supervisors will rank the proposals and the highest ranked firm will be selected.
- 12. Contract Award.** Within 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.
- 13. 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.
- 14. Protests.** In accordance with the District's Rules of Procedure, any protest regarding the RFP Package, must be filed in writing, at the offices of the District Manager, within 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 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.
- 15. No Reimbursement of Preparation Costs.** Proposers will not be reimbursed for any cost associated with responding to this request.
- 16. Required Disclosure:**
  - a. **Scrutinized Companies:** Proposers should be aware of, and in compliance with, all requirements under Section 287.135, *Florida Statutes*, on Scrutinized Companies. A representation of compliance will be included in the Agreement.
  - b. **E-Verify.** Proposers should be aware of, and in compliance with, all requirements under Section 448.095(2)(c), *Florida Statutes*, on E-Verification requirements. A representation of compliance will be included in the Agreement.
  - c. **Public Records:**
    - i. All Proposals are considered public records pursuant to Chapter 119, *Florida Statutes*.
    - ii. As further described in the Agreement, in accordance with section 119.0701, *Florida Statutes*, if awarded the work, the Proposer shall: (a) keep and maintain

public records that ordinarily and necessarily would be required by the District in order to perform the service, (b) provide the public with access to public records on the same terms and conditions that the District would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law, (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law, and (d) meet all requirements for retaining public records and transfer, at no cost, to the District all public records in possession of the contractor upon termination of the agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with the information technology systems of the District.

- d. **No Consideration of social, political, or ideological interests.** You are hereby made aware of the provisions of Section 287.05701, *Florida Statutes*. The District is not requesting documentation of nor will it consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor or when awarding a contract.

## **Auditor Selection Evaluation Criteria**

### ***Ability of Personnel.***

**(20 Points)**

This includes the geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.

### ***Experience.***

**(20 Points)**

This includes past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other community development districts in other contracts; character, integrity, reputation, of respondent, etc.

### ***Ability to Furnish the Required Services.***

**(20 Points)**

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

### ***Understanding of Scope of Work.***

**(20 Points)**

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

### ***Price.***

**(20 Points)**

Points will be awarded based upon the lowest total bid for rendering the services and the reasonableness of the proposal.



# **Fourth Order of Business**

**MINUTES OF MEETING  
BUCKHEAD TRAILS II  
COMMUNITY DEVELOPMENT DISTRICT**

The Public Hearing and regular meeting of the Board of Supervisors of Buckhead Trails II Community Development District was held on Wednesday, August 28, 2024, and called to order at 1:15 p.m. at the Harrison Ranch Clubhouse, located at 5755 Harrison Ranch Boulevard, Parrish, Florida 34219.

Present and constituting a quorum were:

Carlos de la Ossa	Chairperson
Nicholas Dister	Vice Chairperson <i>(via phone)</i>
Ryan Motko	Assistant Secretary <i>(via phone)</i>
Austin Berns	Assistant Secretary
Alberto Viera	Assistant Secretary

Also present were:

Jayna Cooper	District Manager
John Vericker	District Counsel
Brian Lamb	District Secretary

*The following is a summary of the discussions and actions taken.*

**FIRST ORDER OF BUSINESS** **Call to Order/Roll Call**

Ms. Cooper called the meeting to order, and a quorum was established.

**SECOND ORDER OF BUSINESS** **Public Comments on Agenda Items**

There being no members of the public in attendance, the next order of business followed.

**THIRD ORDER OF BUSINESS** **Business Items**

**A. Ratification of Developer Funding Agreement for Fiscal Year 2025**

On MOTION by Mr. de la Ossa and seconded by Mr. Viera, with all in favor, Developer Funding Agreement for Fiscal Year 2025 in the amount of \$165,785.00, was ratified. 5-0

**THIRD ORDER OF BUSINESS** **Business Items (Continued)**

**C. General Matters of the District**

Goals and Objectives:

- Ms. Cooper explained new regulations established for all special Districts by the Florida Legislature during the 2024 session. Starting Oct. 1, 2024, all Districts must establish goals and objectives, and corresponding performance measures. Districts must report on these each year, starting December 1, 2025. Inframark identified the key areas

August 28, 2024

BUCKHEAD TRAILS II CDD

of Community Communication and Engagement, Infrastructure and Facilities  
Maintenance, and Financial Transparency and Accountability.

- The Board discussed these key categories and corresponding performance measures and requested to change the number of meetings to eight (8).

**B. Consideration of Resolution 2024-06, Special Districts Performance Measures & Standards-HB7013**

On MOTION by Mr. de la Ossa and seconded by Mr. Viera, with all in favor, Resolution 2024-06, Special Districts Performance Measures & Standards-HB7013, was adopted. 5-0

**FOURTH ORDER OF BUSINESS**

**Consent Agenda**

- A. Approval of Minutes of the July 24, 2024, Public Hearing & Regular Meeting
- B. Consideration of Operation and Maintenance Expenditures July 2024
- C. Acceptance of the Financials and Approval of the Check Register for July 2024

On MOTION by Mr. de la Ossa and seconded by Mr. Viera, with all in favor, the Consent Agenda, was approved. 5-0

**FIFTH ORDER OF BUSINESS**

**Staff Reports**

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

There being no reports, the next order of business followed.

**SIXTH ORDER OF BUSINESS**

**Board of Supervisors' Requests and Comments**

There being none, the next order of business followed.

**SEVENTH ORDER OF BUSINESS**

**Audience Comments**

There being none, the next order of business followed.

**EIGHTH ORDER OF BUSINESS**

**Adjournment**

There being no further business,


On MOTION by Mr. de la Ossa seconded by Mr. Viera, with all in favor, the meeting was adjourned at 1:16 pm. 5-0

\_\_\_\_\_  
Jayna Cooper  
District Manager

\_\_\_\_\_  
Carlos de la Ossa  
Chairperson

**BUCKHEAD TRAILS II CDD**  
**Summary of Operations and Maintenance Invoices**

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
<b>Monthly Contract</b>					
INFRAMARK LLC	10/4/2024	#134887	\$166.67		OCT 2024 ADMIN SVCS
INFRAMARK LLC	10/4/2024	#134887	\$1,166.67		OCT 2024 DISTRICT MGMNT
INFRAMARK LLC	10/4/2024	#134887	\$100.00		OCT 2024 FINANCIAL & REVENUE
INFRAMARK LLC	10/4/2024	#134887	\$100.00		OCT 2024 RECORDING SECRETARY
INFRAMARK LLC	10/4/2024	#134887	\$16.67		OCT 2024 RENTAL & LEASES
INFRAMARK LLC	10/4/2024	#134887	\$25.00		OCT 2024 TECHNOLOGY SVCS
INFRAMARK LLC	10/4/2024	#134887	\$50.00		OCT 2024 WEBSITE MAINT
INFRAMARK LLC	10/4/2024	#134887	\$833.34	\$2,458.35	OCT 2024 DISS SVCS
<b>Monthly Contract Subtotal</b>			<b>\$2,458.35</b>	<b>\$2,458.35</b>	
<b>Regular Services</b>					
BUSINESS OBSERVER	10/11/2024	24-01573M	\$96.25	\$96.25	NOTICE OF PUBLIC HEARING
EGIS INSURANCE	8/19/2024	24477	\$5,200.00	\$5,200.00	INSURANCE 10/1/24-10/1/25
FLORIDA DEPT OF ECONOMIC OPPORTUNITY	10/1/2024	91597	\$175.00	\$175.00	DISTRICT FILING FEES
INFRAMARK LLC	10/4/2024	#134887	\$375.00	\$375.00	OCT 2024 ACCOUNTING SVCS
STRALEY ROBIN VERICKER	10/17/2024	25401	\$1,172.50	\$1,172.50	PROF SVC THRU SEPT 2024
<b>Regular Services Subtotal</b>			<b>\$7,018.75</b>	<b>\$7,018.75</b>	
<b>TOTAL</b>					
			<b>\$9,477.10</b>	<b>\$9,477.10</b>	

  
  
2002 West Grand Parkway North  
Suite 100  
Katy, TX 77449

**BILL TO**  
Buckhead Trails II Community  
Development District  
2005 Pan Am Cir Ste 300  
Tampa FL 33607-6008  
United States

**INVOICE#**  
#134887

**CUSTOMER ID**  
C3147

**PO#**

**DATE**  
10/4/2024

**NET TERMS**  
Net 30

**DUE DATE**  
11/3/2024

Services provided for the Month of: October 2024

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Accounting Services	1	Ea	375.00		375.00
Administration	1	Ea	166.67		166.67
District Management	1	Ea	1,166.67		1,166.67
Financial & Revenue Collection	1	Ea	100.00		100.00
Recording Secretary	1	Ea	100.00		100.00
Rental & Leases	1	Ea	16.67		16.67
Technology/Data Storage	1	Ea	25.00		25.00
Website Maintenance / Admin	1	Ea	50.00		50.00
Dissemination Services	2	Ea	416.67		833.34
<b>Subtotal</b>					<b>2,833.35</b>

<b>Subtotal</b>	\$2,833.35
<b>Tax</b>	\$0.00
<b>Total Due</b>	\$2,833.35

**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.*

# Business Observer

Agenda Page 14

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

## INVOICE

Legal Advertising

Invoice # 24-01573M

Date 10/11/2024

**Attn:**  
Inframark DNR 9.3.24  
2005 PAN AM CIRCLE, SUITE 300  
TAMPA FL 33607

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

Description	Amount
Serial # 24-01573M <b>Notice of FY 2024/2025 Meeting Schedule</b> <b>RE: Buckhead Trails II CDD</b> <b>Published: 10/11/2024</b>	\$96.25

Important Message		Paid	( )
Please include our Serial # on your check	Pay by credit card online: <a href="https://legals.businessobserverfl.com/send-payment/">https://legals. businessobserverfl. com/send-payment/</a>	<b>Total</b>	<b>\$96.25</b>
		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.

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

## INVOICE

### Legal Advertising

#### Notice of FY 2024/2025 Meeting Schedule Buckhead Trails II Community Development District

As required by Chapters 189 and 190 of Florida Statutes, notice is hereby given that for the Fiscal Year 2024/2025, regular meetings of the Board of Supervisors of the Buckhead Trails II Community Development District are scheduled to be held at **1:00 p.m. at the Eaves Bend Amenity Center located at 4725 Los Robles Court, Palmetto, FL 35779** as follows:

Wednesday, October 23, 2024  
Wednesday, November 20, 2024  
Wednesday, December 11, 2024  
Wednesday, January 22, 2025  
Wednesday, February 26, 2025  
Wednesday, March 26, 2025  
Wednesday, April 23, 2025  
Wednesday, May 28, 2025  
Wednesday, June 25, 2025  
Wednesday, July 23, 2025  
Wednesday, August 27, 2025  
Wednesday, September 24, 2025

**\* Meeting may be rescheduled or canceled due to the holiday.**

The meetings will be open to the public and will be conducted in accordance with the provision of Florida Law for community development districts. Any meeting may be continued to a date, time, and place to be specified on the record at the meeting. Copies of the agendas for the meetings listed above may be obtained from Inframark, 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607, or 813-873-7300 extension 322, one week prior to the meeting. There may be occasions when one or more Supervisors will participate by telephone.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District's management company office, Inframark at 813-873-7300, extension 322, at least two (2) business days prior to the date of the hearing and meeting. If you are hearing or speech impaired, please get in touch with the Florida Relay Service at 711 for aid in contacting the District.

Each person who decides 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.

Jayna Cooper  
District Manager  
October 11, 2024

24-01573M

**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.**

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Buckhead Trails II CDD  
c/o Inframark fka Meritus  
2005 Pan Am Circle, Ste 300  
Tampa 33307

# INVOICE

Agenda Page 16

Customer	Buckhead Trails II CDD
Acct #	1330
Date	08/19/2024
Customer Service	Christina Wood
Page	1 of 1

Payment Information	
Invoice Summary	\$ 5,200.00
Payment Amount	
Payment for:	Invoice#24477
1001241009	

Thank You

Please detach and return with payment



Customer: Buckhead Trails II CDD

Invoice	Effective	Transaction	Description	Amount
24477	10/01/2024	Renew policy	Policy #1001241009 10/01/2024-10/01/2025 Florida Insurance Alliance  Package - Renew policy Due Date: 8/19/2024	5,200.00

Total

\$ 5,200.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:  
Bank of America Lockbox Services, Lockbox 748555, 6000 Feldwood Rd. College Park, GA 30349

Remit Payment To: Egis Insurance Advisors

(321)233-9939

Date

P.O. Box 748555  
Atlanta, GA 30374-8555

scclimer@egisadvisors.com

08/19/2024



# FloridaCommerce, Special District Accountability Program

## Fiscal Year 2024 - 2025 Special District State Fee Invoice and Profile Update

Agenda Page 17

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

Date Invoiced: 10/01/2024				Invoice No: 91597
Annual Fee: \$175.00	1st Late Fee: \$0.00	2nd Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/02/2024: \$175.00

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

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

000192

#### Buckhead Trails II Community Development District

Mr. Brian Lamb

Inframark

2005 Pan Am Circle, Suite 300

Tampa, Florida 33607



2. Telephone: 813-873-7300 Ext:
3. Fax: 813-873-7070
4. Email: Brian.Lamb@Inframark.com
5. Status: Independent
6. Governing Body: Elected
7. Website Address: Not on file - Due by the end of the first fiscal year after creation. *buckheadtrails2edd.com*
8. County(ies): Manatee
9. Special Purpose(s): Community Development
10. Boundary Map on File: 06/14/2024
11. Creation Document on File: 12/09/2022
12. Date Established: 12/08/2022
13. Creation Method: Local Ordinance
14. Local Governing Authority: Manatee County
15. Creation Document(s): County Ordinances 22-58 and 24-25
16. Statutory Authority: Chapter 190, Florida Statutes
17. Authority to Issue Bonds: Yes
18. Revenue Source(s): Assessments

**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: *[Signature]* Date 10/14/24

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

**a. Pay the Annual Fee:** Pay the annual fee by following the instructions at [www.FloridaJobs.org/SpecialDistrictFee](http://www.FloridaJobs.org/SpecialDistrictFee).

**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:** Email this document to [SpecialDistricts@Commerce.fl.gov](mailto:SpecialDistricts@Commerce.fl.gov) or mail it to FloridaCommerce, Bureau of Budget Management, 107 East Madison Street, MSC #120, Tallahassee, FL 32399-4124. Direct questions to 850.717.8430.

Outstanding Invoices

Invoice Number	Invoice Date	Services	Disbursements	Interest	Tax	Total
25062	August 07, 2024	\$352.50	\$0.00	\$0.00	\$0.00	\$1,525.00
25300	September 12, 2024	\$650.00	\$0.00	\$0.00	\$0.00	\$1,822.50
Total Remaining Balance Due						\$2,175.00

AGED ACCOUNTS RECEIVABLE

0-30 Days	31-60 Days	61-90 Days	Over 90 Days
\$1,172.50	\$650.00	\$352.50	\$0.00

**Straley Robin Vericker**

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400

Federal Tax Id. - 20-1778458

Buckhead Trails II Community Development District

Infarmark

2005 Pan Am Circle, Suite 300

Tampa, FL 33607

October 17, 2024

Client: 001597

Matter: 000001

Invoice #: 25401

Page: 1

RE: General

For Professional Services Rendered Through September 30, 2024

**SERVICES**

<b>Date</b>	<b>Person</b>	<b>Description of Services</b>	<b>Hours</b>	<b>Amount</b>
9/10/2024	LB	REVIEW CORRESPONDENCE FROM L. POPELKA AND C. DE LA OSSA RE DEFICIT FUNDING AGREEMENT FOR FY 2024-2025 BUDGET; REVIEW FILES RE SAME; PREPARE RESPONSE TO L. POPELKA AND C. DE LA OSSA RE SAME; RECEIPT OF EXECUTED DEFICIT BUDGET FUNDING AGREEMENT.	0.2	\$35.00
9/12/2024	JMV	REVIEW EMAIL FROM J. COOPER; PREPARE DRAFT REQUEST FOR AUDIT PROPOSALS; DRAFT EMAIL TO J. COOPER.	1.3	\$487.50
9/20/2024	KCH	PREPARE FOR AND ATTEND OPERATIONS MEETING.	0.5	\$162.50
9/23/2024	KCH	PREPARE RFP FOR AUDIT SERVICES.	1.5	\$487.50
Total Professional Services			3.5	\$1,172.50

Total Services	\$1,172.50	
Total Disbursements	\$0.00	
Total Current Charges		\$1,172.50
Previous Balance		\$1,002.50
<b>PAY THIS AMOUNT</b>		<b>\$2,175.00</b>

*Please Include Invoice Number on all Correspondence*

# **Buckhead Trails II Community Development District**

Financial Statements  
(Unaudited)

Period Ending  
Oct 31, 2024

Prepared by:



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

**BUCKHEAD TRAILS II COMMUNITY DEVELOPMENT DISTRICT**

**Balance Sheet**

As of October 31, 2024

*(In Whole Numbers)*

<u>ACCOUNT DESCRIPTION</u>	<u>TOTAL</u>
<b><u>ASSETS</u></b>	
Cash - Operating Account	\$ 4,421
Cash In Bank	(1,528)
<b>TOTAL ASSETS</b>	<b>\$ 2,893</b>
<b><u>LIABILITIES</u></b>	
Accounts Payable	\$ 13,607
Accounts Payable - Other	4,836
Due To Other Districts	8,034
<b>TOTAL LIABILITIES</b>	<b>26,477</b>

**BUCKHEAD TRAILS II COMMUNITY DEVELOPMENT DISTRICT**  
**Balance Sheet**  
As of October 31, 2024  
*(In Whole Numbers)*

ACCOUNT DESCRIPTION	TOTAL
<b>FUND BALANCES</b>	
Unassigned:	(23,584)
<b>TOTAL FUND BALANCES</b>	<b>(23,584)</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 2,893</b>

**BUCKHEAD TRAILS II COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 2024  
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>				
Developer Contribution	\$ 305,625	\$ -	\$ (305,625)	0.00%
<b>TOTAL REVENUES</b>	<b>305,625</b>	<b>-</b>	<b>(305,625)</b>	<b>0.00%</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
Supervisor Fees	12,000	-	12,000	0.00%
ProfServ-Construction	9,000	-	9,000	0.00%
ProfServ-Dissemination Agent	10,000	833	9,167	8.33%
ProfServ-Info Technology	600	25	575	4.17%
ProfServ-Recording Secretary	2,400	100	2,300	4.17%
ProfServ-Trustee Fees	6,500	-	6,500	0.00%
District Counsel	15,000	1,173	13,827	7.82%
District Engineer	9,500	-	9,500	0.00%
Administrative Services	4,500	167	4,333	3.71%
District Manager	-	1,167	(1,167)	0.00%
District Management	25,000	-	25,000	0.00%
Accounting Services	9,000	375	8,625	4.17%
Auditing Services	6,000	-	6,000	0.00%
Website Compliance	1,600	-	1,600	0.00%
Postage, Phone, Faxes, Copies	500	-	500	0.00%
Rentals & Leases	600	17	583	2.83%
Insurance - General Liability	-	5,200	(5,200)	0.00%
Public Officials Insurance	2,475	-	2,475	0.00%
Legal Advertising	3,500	96	3,404	2.74%
Bank Fees	200	-	200	0.00%
Financial & Revenue Collections	1,200	100	1,100	8.33%
Meeting Expense	1,000	-	1,000	0.00%
Website Administration	1,200	50	1,150	4.17%
Miscellaneous Expenses	250	-	250	0.00%
Office Supplies	100	-	100	0.00%
Dues, Licenses, Subscriptions	175	175	-	100.00%
<b>Total Administration</b>	<b>122,300</b>	<b>9,478</b>	<b>112,822</b>	<b>7.75%</b>
<b><u>Other Physical Environment</u></b>				
ProfServ-Wildlife Management Service	6,400	-	6,400	0.00%
Contracts-Landscape	125,000	-	125,000	0.00%
Contracts-Aquatic Control	38,000	-	38,000	0.00%
Insurance - General Liability	3,025	-	3,025	0.00%
Miscellaneous Maintenance	6,400	-	6,400	0.00%
<b>Total Other Physical Environment</b>	<b>178,825</b>	<b>-</b>	<b>178,825</b>	<b>0.00%</b>



**BUCKHEAD TRAILS II COMMUNITY DEVELOPMENT DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending October 31, 2024  
General Fund (001)  
*(In Whole Numbers)*

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<b><u>Parks and Recreation</u></b>				
Misc-Contingency	4,500	-	4,500	0.00%
<b>Total Parks and Recreation</b>	4,500	-	4,500	0.00%
<b>TOTAL EXPENDITURES</b>	<b>305,625</b>	<b>9,478</b>	<b>296,147</b>	<b>3.10%</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	(9,478)	(9,478)	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2024)</b>		<b>(14,106)</b>		
<b>FUND BALANCE, ENDING</b>		<b><u>\$ (23,584)</u></b>		

## Buckhead Trails II CDD

**Statement Date** 10/31/2024

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Deposits						
						0.00
Total Deposits						0.00
Checks						
						0.00
Total Checks						0.00
Adjustments						
Total Adjustments						
Outstanding Checks						
08/01/2024	Payment	1068	Check for Vendor V00009			-200.00
09/16/2024	Payment	1078	Check for Vendor V00009			-200.00
10/25/2024	Payment	1079	Check for Vendor V00018			-175.00
10/25/2024	Payment	1080	Check for Vendor V00005			-352.50
Total Outstanding Checks						-927.50
Outstanding Deposits						
Total Outstanding Deposits						