

East 547
Community Development District

Meeting Agenda

May 13, 2021

AGENDA

East 547

Community Development District

219 E. Livingston St., Orlando, Florida 32801
Phone: 407-841-5524 – Fax: 407-839-1526

May 6, 2021

Board of Supervisors
East 547
Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of **East 547 Community Development District** will be held **Thursday, May 13, 2021 at 1:30 PM** at the **Offices of Highland Homes, 3020 S. Florida Ave., Suite 101, Lakeland, FL 33803.**

Call-In Number: 1-646-876-9923

Meeting ID: 968 5430 6409

Zoom Video Link: <https://zoom.us/j/96854306409>

Following is the advance agenda for the meeting:

1. Roll Call
2. Public Comment Period (Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Approval of Minutes of the February 24, 2021 Board of Supervisors Meeting
4. Consideration of Resolution 2021-09 Setting the Public Hearing and Approving the Proposed Fiscal Year 2022 Budget (Suggested Date: August 12, 2021)
5. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet & Income Statement
 - iii. Presentation of Number of Voters – 0
6. Other Business
7. Supervisors Requests and Audience Comments
8. Adjournment

¹ Comments will be limited to three (3) minutes

The second order of business is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items. Speakers must fill out a Request to Speak form and submit it to the District Manager prior to the beginning of the meeting.

The third order of business is the approval of the minutes of the February 24, 2021 Board of Supervisors Meeting. A copy of the minutes are enclosed for your review.

The fourth order of business is the Consideration Resolution 2021-09 Setting the Public Hearing and Approving the Proposed Fiscal Year 2022 Budget (Suggested Date: August 12, 2021). A copy of the resolution is enclosed for your review.

The fifth order of business is Staff Reports. Section C is the District Manager's Report. Sub-Section 1 is the approval of the check register and Sub-Section 2 is the balance sheet and income statement, both are enclosed for your review. Sub-Section 3 is the Presentation of Number of Voters.

The balance of the agenda will be discussed at the meeting. In the meantime, if you should have any questions, please do not hesitate to contact me.

Sincerely,

Jill Burns
District Manager

CC: Roy Van Wyk, District Counsel

Enclosures

MINUTES

**MINUTES OF MEETING
EAST 547
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the East 547 Community Development District was held Wednesday, **February 24, 2021** at 1:30 p.m. at the Offices of Highland Homes, 3020 S. Florida Ave., Suite 101, Lakeland, Florida.

Present and constituting a quorum:

Brian Walsh	Chairman
Milton Andrade	Vice Chairman
Jeff Shenefield	Assistant Secretary
Garret Parkinson	Assistant Secretary
Joel Adams	Assistant Secretary

Also present were:

Jill Burns	District Manager, GMS
Bob Gang <i>via Zoom</i>	Greenberg Traurig
Michelle Rigoni	Hopping Green & Sams
Dennis Wood	District Engineer

FIRST ORDER OF BUSINESS

Roll Call

Ms. Burns called the meeting to order and called the roll. Five Board members were present constituting a quorum.

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Burns noted that there were no members of the public present for the meeting.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the November 12,
2020 Board of Supervisors Meeting**

Ms. Burns presented the minutes of the November 12, 2020 Board of Supervisors meeting and asked for any comments, questions, or corrections. The Board had no changes.

On MOTION by Mr. Walsh, seconded by Mr. Andrade, with all in favor, the Minutes of the November 12, 2020 Board of Supervisors Meeting, were approved.

FOURTH ORDER OF BUSINESS

Presentation of Supplemental Engineer’s Report

Mr. Wood reviewed the Supplemental Engineer’s Report that was provided to adjust Exhibit 7, the new total construction costs totaled \$15,000,000. Ms. Rigoni reviewed the legal requirements.

On MOTION by Mr. Adams, seconded by Mr. Walsh with all in favor, the Supplemental Engineer’s Report, was approved.

FIFTH ORDER OF BUSINESS

Presentation of Amended Master Assessment Methodology

Ms. Burns stated the Master Assessment Methodology was amended in accordance with the increased cost adjustments on the Supplemental Engineer’s Report, that resulted in a bond sizing of \$19,500,000. Ms. Rigoni reviewed the legal requirements.

On MOTION by Mr. Adams, seconded by Mr. Andrade with all in favor, the Amended Master Assessment Methodology for Assessment Area 1, was approved.

SIXTH ORDER OF BUSINESS

Presentation of Supplemental Assessment Methodology for AA1

Ms. Burns stated this was for Assessment Area 1, which will have 261 units and an estimated capital improvement plan of \$8,634,825. The bond sizing results in improvement costs of \$33,084. The par debt per unit is \$21,609. The net and gross annual assessment per unit will be \$1,250/lot, and the gross annual debt assessment will be \$1,344/lot.

On MOTION by Mr. Adams, seconded by Mr. Shenefield, with all in favor, the Supplemental Assessment Methodology for AA1, was approved as amended.

SEVENTH ORDER OF BUSINESS

**Consideration of Resolution 2021-06
Delegation Resolution**

Mr. Gang reviewed the Resolution 2021-06 Delegation Resolution which supplements the original bond resolution adopted on September 10, 2020. It is delegated with parameters under which the District can accept from the underwriter. The total of outside principal amounts are not to exceed \$6.5 million. The current interest rate is at 5.13 as a maximum rate and can't be exceeded. The final maturity is 30 years of assessment amortization. The underwriters can't exceed 2% of bonds. This approves a Preliminary Limited Offering Memorandum and a Continuing Disclosure Agreement that obligates the District to file annual financials and the Developer to file during construction period. The Assessment Area 1 of 261 lots is ready for consideration.

On MOTION by Mr. Walsh, seconded by Mr. Adams, with all in favor, Resolution 2021-06 Delegation Resolution, was approved.

EIGHTH ORDER OF BUSINESS

**Consideration of Series 2021 Developer's
Agreements (Assessment Area 1)**

A. Acquisition Agreement

Ms. Burns stated they would request all be approved in substantial form and finalized on closing. Ms. Burns reviewed all Tables of the Developer's Agreements.

On MOTION by Mr. Adams, seconded by Mr. Shenefield, with all in favor, the Series 2021 Developer's Acquisition Agreement (Assessment Area 1), was approved.

B. Completion Agreement

Ms. Burns stated the landowners requested the District limit the amount of assessments imposed on Assessment Area 1, allowing them to directly fund a portion of the Assessment Area 1, and agree to provide the funds the portion of the Assessment Area 1 project, not funded by the Assessment Area 1 bonds.

On MOTION by Mr. Adams, seconded by Mr. Walsh, with all in favor, the Series 2021 Developer Completion Agreement (Assessment Area 1) was approved.

C. True-Up Agreement

Ms. Burns stated this outlined the True-up agreement, which outlines the District and the landowners intent to make payments related to the assessment.

On MOTION by Mr. Adams, seconded by Mr. Andrade, with all in favor, the Series 2021 Developer True-Up Agreement (Assessment Area 1), was approved.

D. Collateral Assignment and Assumption

Ms. Burns stated in the event of default the Developer agrees to assign certain rates that allows the District to complete the project.

On MOTION by Mr. Adams, seconded by Mr. Andrade, with all in favor, the Series 2021 Developer Collateral Assignment and Assumption Agreement (Assessment Area 1), was approved.

E. Declaration of Consent

Ms. Burns stated this says the landowner confirms and agrees that debt assessments have been adopted by the Board and all proceedings are in accordance with Florida law.

On MOTION by Mr. Adams, seconded by Mr. Parkinson, with all in favor, the Series 2021 Developer Agreement Declaration of Consent (Assessment Area 1), was approved.

NINTH ORDER OF BUSINESS

Consideration of Fee Increase Letter for District Counsel Services from Hopping, Green & Sams

Ms. Rigoni explained the adjusted increase for District Counsel Services.

On MOTION by Mr. Adams, seconded by Mr. Andrade, with all in favor, the Fee Increase Letter for District Counsel Services from Hopping, Green & Sams, was approved.

TENTH ORDER OF BUSINESS

Consideration of Memorandum from Hopping, Green & Sams Regarding E-Verify Requirements in 2021

Ms. Burns explained the new legal requirements for Districts to enroll in the E-Verify system for contract vendors.

On MOTION by Mr. Walsh, seconded by Mr. Adams, with all in favor, Execution of the Memorandum from Hopping, Green & Sams Regarding E-Verify Requirements, was ratified.

ELEVENTH ORDER OF BUSINESS

Consideration of Resolution 2021-07 Appointing Treasurer and Assistant Treasurer

Ms. Burns stated that Ariel Lovera, the current Treasurer, is retiring. He will be replaced with George Flint and Katie Costa will be the Assistant Treasurer.

On MOTION by Mr. Andrade, seconded by Mr. Adams, with all in favor, the Resolution 2021-07 Appointing Treasurer as George Flint and the Assistant Treasurer as Katie Costa, was approved.

TWELTH ORDER OF BUSINESS

Ratification of 2021 Data Sharing and Usage Agreement with Polk County Property Appraiser

Ms. Burns stated this is a required annual agreement.

On MOTION by Mr. Andrade, seconded by Mr. Adams, with all in favor, the 2021 Data Sharing and Usage Agreement with Polk County Property Appraiser , was ratified.

THIRTEENTH ORDER OF BUSINESS

Ratification of Contract Agreement with Polk County Property Appraiser

Ms. Burns stated this is a required annual agreement for the upcoming tax bill in November of 2021.

On MOTION by Mr. Walsh, seconded by Mr. Shenefield, with all in favor, the Contract Agreement with Polk County Property Appraiser, was ratified.

FOURTEENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Ms. Rigoni updated the Board on some monitoring of bills in the 2021 legislature that may affect CDD business. One bill may affect virtual meetings.

B. Engineer

Mr. Wood had nothing further to report to the Board. Mr. Wood replied to a question on all related permits. He stated that the water and sewer application was submitted and signed. The city and county were in a joint effort working to modify plans on the left turn lane. He also stated that clearing could begin once the permits were received.

C. District Manager’s Report

i. Approval of Check Register

Ms. Burns stated this was included in the Board package and was from October 1, 2020-February 2, 2021, totaling \$44,743.88.

On MOTION by Mr. Adams, seconded by Mr. Andrade, with all in favor, the Check Register for \$44,743,88, was approved.

ii. Balance Sheet & Income Statement

Ms. Burns stated this was included in the package and no action was needed.

FIFTEENTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

SIXTEENTH ORDER OF BUSINESS

Supervisors Requests and Audience Comments

There being none, the next item followed.

SEVENTEENTH ORDER OF BUSINESS Adjournment

Ms. Burns adjourned the meeting.

On MOTION by Mr. Adams, seconded by Mr. Shenefield, with all in favor, the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

SECTION IV

RESOLUTION 2021-09

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE EAST 547 COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2021/2022 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the East 547 Community Development District (“**District**”) prior to June 15, 2021, a proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2021 and ending September 30, 2022 (“**Fiscal Year 2021/2022**”); and

WHEREAS, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE EAST 547 COMMUNITY DEVELOPMENT DISTRICT:

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget prepared by the District Manager for Fiscal Year 2021/2022 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

2. **SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE:	August 12, 2021
HOUR:	1:30 PM
LOCATION:	Offices of Highland Homes 3020 S. Florida Avenue Suite 101 Lakeland, Florida 33803

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT(S).** The District Manager is hereby directed to submit a copy of the Proposed Budget to the City of Davenport and Polk County at least 60 days prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

6. **SEVERABILITY.** The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

7. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 13th day of May 2021.

ATTEST:

**EAST 547 COMMUNITY
DEVELOPMENT DISTRICT**

Secretary

Chairperson, Board of Supervisors

Exhibit A: Proposed Budget for Fiscal Year 2021/2022

East 547
Community Development District

Proposed Budgets
FY2022



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1 - 2 General Fund

3 - 7 General Fund Narrative

East 547
Community Development District
Proposed Budget
General Fund

Description	Adopted Budget FY2021	Actuals Thru 3/31/21	Projected Next 6 Months	Total Thru 9/30/21	Proposed Budget FY2022
Revenues					
Developer Contributions	\$ 114,010	\$ 40,000	\$ 57,211	\$ 97,211	\$ 271,042
Total Revenues	\$ 114,010	\$ 40,000	\$ 57,211	\$ 97,211	\$ 271,042
Expenditures					
<i>Administrative</i>					
Supervisor Fees	\$ 12,000	\$ 1,600	\$ 4,000	\$ 5,600	\$ 12,000
Engineering Fees	\$ 15,000	\$ -	\$ 8,750	\$ 8,750	\$ 15,000
Attorney Fees	\$ 25,000	\$ 4,077	\$ 14,400	\$ 18,477	\$ 25,000
Annual Audit	\$ -	\$ -	\$ 4,300	\$ 4,300	\$ 5,000
Assessment Administration	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Arbitrage Fees	\$ -	\$ -	\$ -	\$ -	\$ 1,000
Dissemination Fees	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Trustee Fees	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Management Fees	\$ 35,000	\$ 17,500	\$ 17,500	\$ 35,000	\$ 35,000
Information Technology	\$ 900	\$ -	\$ 900	\$ 900	\$ 1,800
Website Maintenance	\$ 2,350	\$ -	\$ 2,350	\$ 2,350	\$ 1,200
Telephone	\$ 300	\$ -	\$ 175	\$ 175	\$ 300
Postage	\$ 1,000	\$ 112	\$ 372	\$ 484	\$ 600
Insurance	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,500
Printing & Binding	\$ 1,000	\$ 69	\$ 360	\$ 429	\$ 1,000
Legal Advertising	\$ 10,000	\$ 12,510	\$ 1,704	\$ 14,214	\$ 10,000
Contingency	\$ 5,000	\$ -	\$ 800	\$ 800	\$ 5,000
Office Supplies	\$ 625	\$ 55	\$ 152	\$ 207	\$ 500
Travel Per Diem	\$ 660	\$ -	\$ 250	\$ 250	\$ 660
Dues, Licenses & Subscriptions	\$ 175	\$ 275	\$ -	\$ 275	\$ 175
Total Administrative	\$ 114,010	\$ 41,198	\$ 56,013	\$ 97,211	\$ 134,735

East 547
Community Development District
Proposed Budget
General Fund

Description	Adopted Budget FY2021	Actuals Thru 3/31/21	Projected Next 6 Months	Total Thru 9/30/21	Proposed Budget FY2022
<i>Operations & Maintenance</i>					
Field Expenses					
Property Insurance	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Field Management	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Landscape Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 30,733
Landscape Replacement	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Lake Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 11,000
Streetlights	\$ -	\$ -	\$ -	\$ -	\$ 7,000
Electric	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Water & Sewer	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Sidewalk & Asphalt Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 2,500
Irrigation Repairs	\$ -	\$ -	\$ -	\$ -	\$ 5,000
General Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Contingency	\$ -	\$ -	\$ -	\$ -	\$ 5,500
Subtotal Field Expenses	\$ -	\$ -	\$ -	\$ -	\$ 101,733
Amenity Expenses					
Amenity - Electric	\$ -	\$ -	\$ -	\$ -	\$ 4,800
Amenity - Water	\$ -	\$ -	\$ -	\$ -	\$ 1,667
Amenity Insurance	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Playground Lease	\$ -	\$ -	\$ -	\$ -	\$ 4,667
Internet	\$ -	\$ -	\$ -	\$ -	\$ 1,000
Pest Control	\$ -	\$ -	\$ -	\$ -	\$ 240
Janitorial Services	\$ -	\$ -	\$ -	\$ -	\$ 1,800
Security Services	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Pool Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 5,400
Amenity Access Management	\$ -	\$ -	\$ -	\$ -	\$ 1,667
Amenity Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 1,667
Contingency	\$ -	\$ -	\$ -	\$ -	\$ 1,667
Subtotal Amenity Expenses	\$ -	\$ -	\$ -	\$ -	\$ 34,573
Total Operations & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 136,307
Total Expenditures	\$ 114,010	\$ 41,198	\$ 56,013	\$ 97,211	\$ 271,042
Excess Revenues/(Expenditures)	\$ -	\$ (1,198)	\$ 1,198	\$ (0)	\$ -

East 547
Community Development District
GENERAL FUND BUDGET

REVENUES:

Developer Contributions

The District will enter into a Funding Agreement with the Developer to fund the General Fund expenditures for the Fiscal Year.

EXPENDITURES:

Administrative:

Supervisor Fees

Chapter 190, Florida Statutes, allows for each Board member to receive \$200 per meeting, not to exceed \$4,800 per year paid to each Supervisor for the time devoted to District business and meetings.

Engineering Fees

The District's engineer will be providing general engineering services to the District, e.g. attendance and preparation for monthly board meetings, review invoices and various projects as directed by the Board of Supervisors and the District Manager.

Attorney Fees

The District's legal counsel will be providing general legal services to the District, e.g. attendance and preparation for meetings, preparation and review of agreements, resolutions, etc. as directed by the Board of Supervisors and the District Manager.

Annual Audit

The District is required by Florida Statutes to arrange for an independent audit of its financial records on an annual basis.

Assessment Administration

The District will contract to levy and administer the collection of non-ad valorem assessment on all assessable property within the District.

Arbitrage Fees

The District will contract with an independent certified public accountant to annually calculate the District's Arbitrage Rebate Liability on its Series 2020 bonds and another anticipated bond issuance.

Dissemination Fees

The District is required by the Security and Exchange Commission to comply with Rule 15c2-12(b)(5) which relates to additional reporting requirements for unrated bond issues. This cost is based upon the Series 2020 bonds and another anticipated bond issuance.

East 547
Community Development District
 GENERAL FUND BUDGET

Trustee Fees

The District will incur trustee related costs with the issuance of its' issued bonds.

Management Fees

The District will incur costs for Management, Accounting and Administrative services during the Fiscal Year.

Information Technology

Represents costs related to the District's information systems, which include but are not limited to video conferencing services, cloud storage services and servers, security, accounting software, etc.

Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

Description	Annually
Information Technology (GMS)	\$1,800
Website Maintenance (GMS)	\$1,200
Total	\$3,000

Telephone

Telephone and fax machine.

Postage

The District incurs charges for mailing of Board meeting agenda packages, overnight deliveries, correspondence, etc.

Insurance

The District's general liability, public official's liability insurance and property insurance coverages.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings, etc. in a newspaper of general circulation.

East 547
Community Development District
GENERAL FUND BUDGET

Contingency

Bank charges and any other miscellaneous expenses incurred during the year.

Office Supplies

Any supplies that may need to be purchased during the fiscal year, e.g., paper, minute books, file folders, labels, paper clips, etc.

Travel Per Diem

The Board of Supervisors can be reimbursed for travel expenditures related to the conducting of District business.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Florida Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

Operations & Maintenance:

Field Expenses

Property Insurance

The District's property insurance coverages.

Field Management

Represents the estimated costs of contracting services that provide onsite field management of contracts for the District such as landscape and lake maintenance. Services can include onsite inspections, meetings with contractors, monitoring of utility accounts, attend Board meetings and receive and respond to property owner phone calls and emails.

Landscape Maintenance

Represents the estimated maintenance of the landscaping within the common areas of the District after the installation of landscape material has been completed.

Landscape Replacement

Represents the estimated cost of replacing landscaping within the common areas of the District.

Lake Maintenance

Represents the estimated maintenance of the lake within the common areas of the District.

Streetlights

Represents the cost to maintain street lights within the District Boundaries that are expected to be in place throughout the fiscal year.

East 547
Community Development District
GENERAL FUND BUDGET

Electric

Represents current and estimated electric charges of common areas throughout the District.

Water & Sewer

Represents current and estimated costs for water and refuse services provided for common areas throughout the District.

Sidewalk & Asphalt Maintenance

Represents the estimated costs of maintaining the sidewalks and asphalt throughout the District's Boundary.

Irrigation Repairs

Represents the cost of maintaining and repairing the irrigation system. This includes the sprinklers, and irrigation wells.

General Repairs & Maintenance

Represents estimated costs for general repairs and maintenance of the District's common areas.

Contingency

Represents funds allocated to expenses that the District could incur throughout the fiscal year that do not fit into any field category.

Amenity Expenses

Amenity - Electric

Represents estimated electric charges for the District's amenity facilities.

Amenity - Water

Represents estimated water charges for the District's amenity facilities.

Amenity - Insurance

Represents the District's property insurance coverages.

Playground Lease

The District will enter into a leasing agreement for playgrounds installed in the community.

Internet

Internet service will be added for use at the Amenity Center.

Pest Control

The District will incur costs for pest control treatments to its amenity facilities.

East 547
Community Development District
GENERAL FUND BUDGET

Janitorial Services

Represents estimated costs to provide janitorial services and supplies for the District's amenity facilities.

Security Services

Represents the estimated cost of contracting a monthly security service for the District's amenity facilities.

Pool Maintenance

Represents estimated costs of regular cleaning and treatments of the District's pool.

Amenity Access Management

Represents the cost of managing and monitoring access to the District's amenity facilities.

Amenity Repairs & Maintenance

Represents estimated costs for repairs and maintenance of the District's amenity facilities.

Contingency

Represents funds allocated to expenses that the District could incur throughout the fiscal year that do not fit into any amenity category.

SECTION V

SECTION C

SECTION 1

East 547
Community Development District

Summary of Checks

February 03, 2021 through May 05, 2021

Bank	Date	Check No.'s		Amount
General Fund	2/18/21	20-22	\$	3,440.86
	3/5/21	23	\$	400.00
	3/22/21	24-26	\$	4,820.29
			\$	8,661.15

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
2/18/21	00001	2/01/21 6	202102 310-51300-34000	MANAGEMENT FEES FEB 2021	*	2,916.67	
							2,916.67 000020

2/18/21	00003	1/31/21 119998	202012 310-51300-31500	PREP DOCS TO DISTRICT MAN	*	411.00	
							411.00 000021

2/18/21	00002	12/31/20 1043770	202012 310-51300-48000	FINANCE CHARGE	*	113.19	
							113.19 000022

3/05/21	00008	10/28/20 PM102820	202010 310-51300-11000	SUPERVISOR FEE 10/28/20	*	200.00	
		11/12/20 PM111220	202011 310-51300-11000	SUPERVISOR FEE 11/12/20	*	200.00	
							400.00 000023

3/22/21	00001	6/22/20 1	202006 310-51300-48000	THE LEDGER AD 6/25-7/2/20	*	861.00	
		3/01/21 7	202103 310-51300-34000	MANAGEMENT FEE MARCH 21	*	2,916.67	
		3/01/21 7	202103 310-51300-51000	OFFICE SUPPLIES	*	2.80	
		3/01/21 7	202103 310-51300-42000	POSTAGE	*	5.10	
		3/01/21 7	202103 310-51300-42500	COPIES	*	4.05	
							3,789.62 000024

3/22/21	00003	1/31/21 120706	202101 310-51300-31500	GENERAL COUNSEL 1/4-1/29	*	179.00	
							179.00 000025

3/22/21	00002	2/28/21 1045225	202102 310-51300-48000	NOT OF REG BOARD MT FEB21	*	851.67	
							851.67 000026

						TOTAL FOR BANK A	8,661.15
						TOTAL FOR REGISTER	8,661.15

SECTION 2

East 547
Community Development District

Unaudited Financial Reporting
March 31, 2021



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1	<hr/>	Balance Sheet
2	<hr/>	General Fund Income Statement
3	<hr/>	Month to Month

East 547
Community Development District
Combined Balance Sheet
March 31, 2021

		<i>General Fund</i>
Assets:		
Cash	\$	6,995
Total Assets		\$ 6,995
Liabilities:		
Accounts Payable	\$	-
Total Liabilities		\$ -
Fund Balances:		
Unrestricted	\$	6,995
Total Fund Balances		\$ 6,995
Total Liabilities & Fund Balance		\$ 6,995

East 547

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending March 31, 2021

	Adopted	Prorated Budget	Actual	
	Budget	Thru 03/31/21	Thru 03/31/21	Variance
Revenues				
Developer Contributions	\$ 114,010	\$ 40,000	\$ 40,000	\$ -
Total Revenues	\$ 114,010	\$ 40,000	\$ 40,000	\$ -
Expenditures:				
<i>General & Administrative:</i>				
Supervisor Fees	\$ 12,000	\$ 6,000	\$ 1,600	\$ 4,400
Engineering	\$ 15,000	\$ 7,500	\$ -	\$ 7,500
Attorney	\$ 25,000	\$ 12,500	\$ 4,077	\$ 8,423
Management Fees	\$ 35,000	\$ 17,500	\$ 17,500	\$ (0)
Information Technology	\$ 3,250	\$ 1,625	\$ -	\$ 1,625
Telephone	\$ 300	\$ 150	\$ -	\$ 150
Postage	\$ 1,000	\$ 500	\$ 112	\$ 388
Insurance	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Printing & Binding	\$ 1,000	\$ 500	\$ 69	\$ 431
Legal Advertising	\$ 10,000	\$ 5,000	\$ 12,510	\$ (7,510)
Other Current Charges	\$ 5,000	\$ 2,500	\$ -	\$ 2,500
Office Supplies	\$ 625	\$ 313	\$ 55	\$ 258
Travel Per Diem	\$ 660	\$ 330	\$ -	\$ 330
Dues, Licenses & Subscriptions	\$ 175	\$ 175	\$ 275	\$ (100)
Total Expenditures	\$ 114,010	\$ 59,593	\$ 41,198	\$ 18,394
Excess Revenues (Expenditures)	\$ -		\$ (1,198)	
Fund Balance - Beginning	\$ -		\$ 8,193	
Fund Balance - Ending	\$ -		\$ 6,995	

East 547
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
Revenues													
Developer Contributions	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Total Revenues	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Expenditures:													
<i>General & Administrative:</i>													
Supervisor Fees	\$ 800	\$ 800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,600
Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Attorney	\$ 2,408	\$ 1,080	\$ 411	\$ 179	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,077
Management Fees	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ 2,917	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,500
Information Technology	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Postage	\$ 62	\$ 21	\$ 24	\$ -	\$ -	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 112
Insurance	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Printing & Binding	\$ 56	\$ 2	\$ 8	\$ -	\$ -	\$ 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 69
Legal Advertising	\$ 11,545	\$ -	\$ 113	\$ -	\$ 852	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,510
Other Current Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Office Supplies	\$ 4	\$ 3	\$ 46	\$ -	\$ -	\$ 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55
Travel Per Diem	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Dues, Licenses & Subscriptions	\$ 275	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275
Total Expenditures	\$ 23,066	\$ 4,822	\$ 3,518	\$ 3,096	\$ 3,768	\$ 2,929	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41,198
Excess Revenues (Expenditures)	\$ (23,066)	\$ 15,178	\$ 16,482	\$ (3,096)	\$ (3,768)	\$ (2,929)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,198)

SECTION 3



RECEIVED

MAY 03 2021

BY: _____

April 21, 2021

Samantha Hoxie – Recording Secretary
East 547 CDD Office
219 E. Livingston Street
Orlando, Florida 32801-1508

RE: East 547 Community Development District Registered Voters

Dear Ms. Hoxie,

In response to your request, there are currently no voters within the East 547 Community Development District as of **April 15, 2021**.

Please do not hesitate to contact us if we can be of further assistance.

Sincerely,

A handwritten signature in black ink that reads "Lori Edwards". The signature is written in a cursive, flowing style.

Lori Edwards
Supervisor of Elections
Polk County, Florida

P.O. Box 1460, Bartow, FL 33831
PHONE: (863) 534-5888 Fax: (863) 845-2718

PolkElections.com