

2018



# SHERWOOD MANOR

COMMUNITY DEVELOPMENT DISTRICT

**FISCAL YEAR 2018**  
PROPOSED ANNUAL OPERATING BUDGET

FEBRUARY 23, 2018



# SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT

## FISCAL YEAR 2018 PROPOSED ANNUAL OPERATING BUDGET

### TABLE OF CONTENTS

<b><u>SECTION</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>PAGE</u></b>
I.	BUDGET INTRODUCTION .....	1
II.	PROPOSED OPERATING BUDGET .....	2
III.	GENERAL FUND 001 DESCRIPTIONS.....	3
IV.	SCHEDULE OF ANNUAL ASSESSMENTS .....	5

FEBRUARY 23, 2018

# SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT

## BUDGET INTRODUCTION

### **Background Information**

The Summit at Fern Hill Community Development District is a local special purpose government authorized by Chapter 190, Florida Statutes, as amended. The Community Development District (CDD) is an alternative method for planning, financing, acquiring, operating and maintaining community-wide infrastructure in master planned communities. The CDD also is a mechanism that provides a "solution" to the State's needs for delivery of capital infrastructure to service projected growth without overburdening other governments and their taxpayers. CDDs represent a major advancement in Florida's effort to manage its growth effectively and efficiently. This allows the community to set a higher standard for construction along with providing a long-term solution to the operation and maintenance of community facilities.

The following report represents the District budget for Fiscal Year 2018, which begins on October 1, 2017. The District budget is organized by fund to segregate financial resources and ensure that the segregated resources are used for their intended purpose, and the District has established the following funds.

<b><u>Fund Number</u></b>	<b><u>Fund Name</u></b>	<b><u>Services Provided</u></b>
001	General Fund	Operations and Maintenance of Community Facilities

### **Facilities of the District**

The District's existing facilities include storm-water management (lake and water control structures), wetland preserve areas, street lighting, landscaping, entry signage, entry features, irrigation distribution facilities, recreational center, parks, pool facility, tennis courts and other related public improvements.

### **Maintenance of the Facilities**

In order to maintain the facilities, the District conducts hearings to adopt an operating budget each year. This budget includes a detailed description of the maintenance program along with an estimate of the cost of the program. The funding of the maintenance budget is levied as a non-ad valorem assessment on your property by the District Board of Supervisors.

# SHERWOOD MANOR

## COMMUNITY DEVELOPMENT DISTRICT

**Fiscal Year 2018  
Proposed Operating  
Budget**

<b>REVENUES</b>	
<b>SPECIAL ASSESSMENTS - SERVICE CHARGES</b>	
Operations & Maintenance Assmts-Tax Roll	0.00
<b>TOTAL SPECIAL ASSESSMENTS - SERVICE CHARGES</b>	<b>\$0.00</b>
<b>CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>	
Landowner Direct Funding	49,725.00
<b>TOTAL CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>	<b>\$49,725.00</b>
<b>OTHER MISCELLANEOUS REVENUES</b>	
Miscellaneous	0.00
<b>TOTAL OTHER MISCELLANEOUS REVENUES</b>	<b>\$0.00</b>
<b>TOTAL REVENUES</b>	<b>\$49,725.00</b>
<b>EXPENDITURES</b>	
<b>FINANCIAL &amp; ADMINISTRATIVE</b>	
District Management	24,000.00
District Engineer	2,000.00
Disclosure Report	3,000.00
Trustees Fees	3,000.00
Auditing Services	0.00
Postage, Phone, Faxes, Copies	150.00
Public Officials Insurance	2,500.00
Legal Advertising	3,000.00
Bank Fees	200.00
Dues, Licenses & Fees	175.00
Office Supplies	100.00
Website Administration	600.00
Miscellaneous Fees	0.00
<b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>\$38,725.00</b>
<b>LEGAL COUNSEL</b>	
District Counsel	5,000.00
<b>TOTAL DISTRICT COUNSEL</b>	<b>\$5,000.00</b>
<b>UTILITY SERVICES</b>	
Street Lights	0.00
Other Electric Services	0.00
Potable Water Utility Services	0.00
Non-Potable Irr. Water Fees	0.00
<b>TOTAL UTILITY SERVICES</b>	<b>\$0.00</b>
<b>OTHER PHYSICAL ENVIRONMENT</b>	
Waterway Management System	0.00
Landscape Maintenance	0.00
Plant Replacement Program	0.00
Hardscape Maintenance	0.00
Miscellaneous Repairs & Maintenance	0.00
General, Property & Casualty Insurance	6,000.00
<b>TOTAL OTHER PHYSICAL ENVIRONMENT</b>	<b>\$6,000.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$49,725.00</b>
<b>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>\$0.00</b>

\*\*\* EXCLUDES 2% HILLSBOROUGH COUNTY COLLECTION COST

\*\*\* EXCLUDES 4% EARLY PAYMENT DISCOUNT

**FISCAL YEAR 2018**  
PROPOSED ANNUAL OPERATING BUDGET

# SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT

## GENERAL FUND 001

### **Financial & Administrative**

#### **District Manager**

The District retains the services of a consulting manager, who is responsible for the daily administration of the District's business, including any and all financial work related to the Bond Funds and Operating Funds of the District, and preparation of the minutes of the Board of Supervisors. In addition, the District Manager prepares the Annual Budget(s), implements all policies of the Board of Supervisors, and attends all meetings of the Board of Supervisors.

#### **District Engineer**

Consists of attendance at scheduled meetings of the Board of Supervisors, offering advice and consultation on all matters related to the works of the District, such as bids for yearly contracts, operating policy, compliance with regulatory permits, etc.

#### **Disclosure Reporting**

On a quarterly and annual basis, disclosure of relevant district information is provided to the Muni Council, as required within the bond indentures.

#### **Trustees Fees**

This item relates to the fee assessed for the annual administration of bonds outstanding, as required within the bond indentures.

#### **Auditing Services**

The District is required to annually undertake an independent examination of its books, records and accounting procedures. This audit is conducted pursuant to State Law and the Rules of the Auditor General.

#### **Postage, Phone, Fax, Copies**

This item refers to the cost of materials and service to produce agendas and conduct day-to-day business of the District.

#### **Public Officials Insurance**

The District carries Public Officials Liability in the amount of \$1,000,000.

#### **Legal Advertising**

This is required to conduct the official business of the District in accordance with the Sunshine Law and other advertisement requirements as indicated by the Florida Statutes.

#### **Bank Fees**

The District operates a checking account for expenditures and receipts.

#### **Dues, Licenses & Fees**

The District is required to file with the County and State each year.

#### **Miscellaneous Fees**

To provide for unbudgeted administrative expenses.

#### **Office Supplies**

Cost of daily supplies required by the District to facilitate operations.

#### **Website Administration**

This is for maintenance and administration of the Districts official website.

# SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT

## GENERAL FUND 001

### **Legal Counsel**

#### **District Counsel**

Requirements for legal services are estimated at an annual expenditures on an as needed and also cover such items as attendance at scheduled meetings of the Board of Supervisor's, Contract preparation and review, etc.

### **Electric Utility Services**

#### **Electric Utility Services**

This item is for street lights, pool, recreation facility and other common element electricity

### **Other Physical Environment**

#### **Waterway Management System**

This item is for maintaining the multiple waterways that compose the District's waterway management system and aids in controlling nuisance vegetation that may otherwise restrict the flow of water

#### **Property & Casualty Insurance**

The District carries \$1,000,000 in general liability and also has sovereign immunity.

#### **Entry & Walls Maintenance**

This item is for maintaining the main entry feature and other common area walls.

#### **Landscape Maintenance**

The District contracts with a professional landscape firm to provide service through a public bid process. This fee does not include replacement material or irrigation repairs.

#### **Miscellaneous Landscape**

This item is for any unforeseen circumstances that may effect the appearance of the landscape program.

#### **Plant Replacement Program**

This item is for landscape items that may need to be replaced during the year.

# SHERWOOD MANOR

## COMMUNITY DEVELOPMENT DISTRICT

### SCHEDULE OF ANNUAL ASSESSMENTS<sup>(1)</sup>

Lot Size	EAU Value	Unit Count	Debt Service Per Unit	O&M Per Unit	FY 2018 Total Assessment
<b>SHERWOOD</b>					
Single Family 40'	0.80	0			\$0.00
Single Family 50'	1.00	453			\$0.00
Single Family 55'	1.10	0			\$0.00
Single Family 60'	1.20	0			\$0.00
Single Family 85'	1.70	0			\$0.00
<b>453</b>					
<b>SPENCER CREEK</b>					
Single Family 40'	0.80	0			\$0.00
Single Family 50'	1.00	0			\$0.00
Single Family 55'	1.10	138			\$0.00
Single Family 60'	1.20	58			\$0.00
Single Family 85'	1.70	0			\$0.00
<b>196</b>					

**Notations:**

<sup>(1)</sup> Annual assessments exclude Hillsborough County collection costs and statutory discounts for early payment.