

***HIDDEN CREEK
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Meeting Package

***Board of Supervisors
Regular Meeting***

***Tuesday
February 2, 2016***

10:00 a.m.

***Metro Development Group
2502 N. Rocky Point Drive, Suite 1050
Tampa, Florida***

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

Hidden Creek Community Development District

Development Planning and Financing Group
15310 Amberly Drive, Suite 175, Tampa, Florida 33647
Phone: 813-374-9105

Board of Supervisors
**Hidden Creek Community
Development District**

Dear Board Members:

The Regular Meeting of the Board of Supervisors of the Hidden Creek CDD is scheduled for Tuesday, **February 2, 2016 at 10:00 a.m.** in the offices of Metro Development Group, 2502 N. Rocky Point Drive, Suite 1050, Tampa, Florida.

The advanced copy of the agenda for the meeting is attached along with associated documentation for your consideration. Any additional support material will be forward to you under separate cover or distributed at the meeting.

The balance of the agenda is routine in nature and staff will present their reports at the meeting. In the meantime if you have any questions, please contact me.

Sincerely,

Bruce St. Denis

Bruce St. Denis
District Manager

HIDDEN CREEK COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Tuesday February 2, 2016
Time: 10:00 a.m.
Location: Metro Development Group
2502 North Rocky Point Drive Suite 1050
Tampa, Fl.
Conference Call No: 712.432.1500
Code: 434537#

Business Meeting Agenda

	Exhibit(s)
I. Roll Call	
II. Audience Comments	
III. Administrative Matters	
a. Approval of Minutes of December 1, 2015 Meeting	1
b. Acceptance of the December 2015 Financial Statements	2
c. Appointment of Supervisor for the Vacant Seat # 5	
d. Oath of Office	
e. Approval of Resolution 2016-1 Officers	3
IV. Business Matters	
a. Additional Business Matters	
V. Staff Reports	
a. Manager	

Exhibit(s)

b. Attorney

c. Engineer

VI. Public Comments

VII. Supervisor Requests

VIII. Adjournment

EXHIBIT 1

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**MINUTES OF MEETING
HIDDEN CREEK
COMMUNITY DEVELOPMENT DISTRICT**

10 The Regular Meeting of the Board of Supervisors of the Hidden Creek Community Development
11 District was held on Tuesday, December 1, 2015 at 10:00 a.m. at the Metro Development Group, 2502 N.
12 Rocky Point Drive, Suite 1050, Tampa FL.

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FIRST ORDER OF BUSINESS - Roll Call

17 Mr. St. Denis called the meeting to order.

18 Present and constituting a quorum were:

19	Mike Lawson	Board Supervisor, Chairman
20	Doug Draper	Board Supervisor, Vice Chairman
21	Lori Price	Board Supervisor, Assistant Secretary

22 Also present were:

23	Bruce St. Denis	District Manager
24	Mark Straley	District Counsel (via phone)

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SECOND ORDER OF BUSINESS – Audience Comments

29 There being none, the next item followed.

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THIRD ORDER OF BUSINESS – Administrative Matters

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A. Approval of Minutes of November 3, 2015 Regular Meeting

38 Mr. St. Denis presented the minutes of the November 3, 2015 meeting and asked for comments,
39 questions or corrections.

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On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved the minutes of the Board of Supervisors' meeting held on November 3, 2015 for the Hidden Creek Community Development District.

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B. Acceptance of October 2015 Financial Statements

47 Mr. St. Denis presented the October 2015 Financial Statements and asked for comments or
48 questions.

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On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board accepted the October 2015 Financial Statements for the Hidden Creek Community Development District.

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C. Appointment of Supervisor for Vacant Seat #5

56 This item was tabled.

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D. Oath of Office

61 This item was tabled.

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E. Resolution 2016-01 Officers

66 This item was tabled.

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FOURTH ORDER OF BUSINESS – Business Matters

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A. Additional Business Matters

75 There being none, next item followed.

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43 **FIFTH ORDER OF BUSINESS – Staff Reports**

44 **A. Manager**

45 There being none, the next item followed.

46 **B. Attorney**

47 There being none, the next item followed.

48 **C. Engineer**

49 There being none, the next item followed.

50 **SIXTH ORDER OF BUSINESS – Public Comments**

51 There being none, the next item followed.

52 **SEVENTH ORDER OF BUSINESS – Supervisor Requests**

53 There being none, the next item followed.

54 **EIGHTH ORDER OF BUSINESS – Adjournment**

55 On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board
56 adjourned the meeting for the Hidden Creek Community Development District.

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58 **Each person who decides to appeal any decision made by the Board with respect to any matter*
59 *considered at the meeting is advised that person may need to ensure that a verbatim record of the*
60 *proceedings is made, including the testimony and evidence upon which such appeal is to be based.*

61 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed**
62 **meeting held on _____.**

63

64

65

66 _____
Signature

66 _____
Signature

67

68 _____

68 _____

69 **Printed Name**

69 **Printed Name**

70 **Title:** **Secretary** **Assistant Secretary**

70 **Title:** **Chairman** **Vice Chairman**

71

EXHIBIT 2

Hidden Creek CDD Community Development District

Financial Statements
Unaudited

Period ending
December 31, 2015

HIDDEN CREEK CDD
BALANCE SHEET
December 31, 2015

	<u>HC</u> <u>GEN FUND</u>
<u>ASSETS:</u>	
CASH	\$ 2,332
ACCOUNTS RECEIVABLE	-
TOTAL ASSETS	<u>\$ 2,332</u>
<u>LIABILITIES:</u>	
ACCOUNTS PAYABLE	\$ -
<u>FUND BALANCE:</u>	
RESTRICTED FOR:	
CAPITAL PROJECTS	-
ASSIGNED:	-
UNASSIGNED:	2,332
TOTAL LIABILITIES & FUND BALANCE	<u>\$ 2,332</u>

HIDDEN CREEK CDD

GENERAL FUND

STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE

FY2016 - FOR PERIOD ENDING DECEMBER 31, 2015

	FY2016 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
I. REVENUE				
DEVELOPER FUNDING	174,239	28,614	24,026	(4,588)
MISCELLANEOUS REVENUE			-	-
TOTAL REVENUE	174,239	28,614	24,026	(4,588)
II. EXPENDITURES				
ADMINISTRATIVE:				
PAYROLL - BOS SALARIES	12,000	3,000	2,000	1,000
PAYROLL TAXES- BOS	918	230	153	77
PAYROLL SERVICES FEE	600	150	77	73
TRAVEL PER DIEM - BOS	500	125	-	125
MANAGEMENT CONSULTING SERVICES	21,000	5,250	5,250	-
GENERAL ADMINISTRATIVE EXPENSES	7,500	1,875	1,875	-
CONSTRUCTION ACCOUNTING SERVICES	9,000	2,250	-	2,250
BANKING SERVICES	120	30	-	30
AUDITING	2,500	-	-	-
MISCELLANEOUS	500	125	-	125
REGULATORY AND PERMIT FEES	175	175	175	-
LEGAL ADVERTISEMENTS	2,000	500	-	500
ENGINEERING SERVICES	4,000	1,000	-	1,000
LEGAL SERVICES	7,500	1,875	1,403	472
WEBSITE DEVELOPMENT & HOSTING	1,995	499	438	61
TOTAL ADMINISTRATIVE	70,308	17,083	11,371	5,713
INSURANCE:				
INSURANCE (Liability, Property & Casualty)	2,531	2,531	2,363	168
PERFORMANCE & WARRANTY BOND	5,000	-	-	-
TOTAL INSURANCE	7,531	2,531	2,363	168
DEBT SERVICE ADMINISTRATION:				
DISSEMINATION AGENT	5,000	-	-	-
TRUSTEE FEES	5,400	-	-	-
TOTAL DEBT SERVICE ADMINISTRATION	10,400	-	-	-
FIELD OPERATIONS:				
FIELD MANAGEMENT	36,000	9,000	9,000	-
LANDSCAPE CONTINGENCY	50,000	-	-	-
TOTAL FIELD OPERATIONS	86,000	9,000	9,000	-
TOTAL EXPENDITURES	174,239	28,614	22,734	5,881
OTHER FINANCING SOURCES (USES)				
TRANSFER IN	-	-	-	-
TRANSFER-OUT	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-	-
EXCESS REVENUE OVER (UNDER) EXPEND.	-	-	1,292	1,292
FUND BALANCE - BEGINNING	-	-	1,040	1,040
FUND BALANCE - ENDING	\$ -	\$0	2,332	2,332

HIDDEN CREEK CDD
Cash Reconciliation - General Fund
December 31, 2015

Balance Per Bank Statement	\$ 17,795.02
Less: Outstanding Checks	(15,462.62)
<i>Adjusted Bank Balance</i>	<u>2,332.40</u>

Beginning Cash Balance Per Books	\$ 2,892.75
Cash Receipts	16,288.02
Cash Disbursements	(16,848.37)
<i>Balance Per Books</i>	<u>2,332.40</u>

CHECK REGISTER

FY 2016

Date	Num	Name	Memo	Debit	Credit	Balance
			EOY Cash balance			3,328.67
10/01/2015			Refund - Verizon	16,588.31		19,916.98
10/05/2015	2032	Dune FB Debt, LLC	Verizon-Refund		10,729.32	9,187.66
10/05/2015	2033	Dune FL Land 1 Sub, LLC	Verizon - Refund		5,858.99	3,328.67
10/05/2015		Deposit - Dune FI Land	GF 2015-12, 13	7,738.00		11,066.67
10/05/2015	2034	DPFG	CDD/Field Mgmt - Oct		5,375.00	5,691.67
10/05/2015	2035	Egis Insurance Advisors, LLC	Insurance FY 2016		2,363.00	3,328.67
10/09/2015	2036	Atlas Professional Services, Inc	Web Site - Oct		60.00	3,268.67
10/09/2015	2037	TAMPA BAY TIMES	Legal Ad		38.72	3,229.95
10/19/2015	2038	FLORIDA DEPT OF ECONOMIC OPPORTUN	Annual Filing Fee FY 2016		175.00	3,054.95
10/28/2015	2039	Straley & Robin	Legal Svcs thru 10/15/15		48.15	3,006.80
10/31/2015	ACH10312015	ADP	Payroll Service Oct2015		35.88	2,970.92
		EOM Balance		24,326.31	24,684.06	2,970.92
11/13/2015	2040	Atlas Professional Services, Inc	Web site Hosting		78.17	2,892.75
		EOM Balance		0.00	78.17	2,892.75
12/09/2015	2042	Atlas Professional Services, Inc	Web Site Set Up		240.00	2,652.75
12/14/2015	2043	Atlas Professional Services, Inc	Web Site Hosting - Dec		60.00	2,592.75
12/28/2015	2044	Straley & Robin	Legal Svcs thru 12/15/15		316.40	2,276.35
12/28/2015		Deposit - Dune FI Land	GF 2016-01	5,752.93		8,029.28
12/28/2015		Deposit - Dune FI Land	GF 2016-01	10,535.09		18,564.37
12/29/2015	2045	DiBartolomeo, McBee, Hartley & Barnes	GF 2016-01 - Audit FY 2014		2,250.00	16,314.37
12/29/2015	2046	DPFG	CF 2016-01 - CDD/Field Mgmt - Nov & Dec		10,750.00	5,564.37
12/29/2015	2047	Straley & Robin	GF 2016-01 - Legal Svcs thru 11/15/15		1,038.02	4,526.35
12/31/2015	ACH12312015	Paychex	BOS Mtg - 10/6, 11/3, 12/1 - Fees		40.95	4,485.40
12/31/2015	2000DD	Anthony N Brannan	BOS Mtg - 10/6/15		184.70	4,300.70
12/31/2015	20001	Ira D Draper	BOS Mtg - 10/6, 11/3, 12/1		554.10	3,746.60
12/31/2015	20003DD	Lori Price	BOS Mtg - 10/6, 11/3, 12/1		513.27	3,233.33
12/31/2015	20002	Michael S Lawson	BOS Mtg - 10/6, 11/3, 12/1		554.10	2,679.23
12/31/2015	ACH12312015	Paychex	BOS Mtg - 10/6, 11/3, 12/1		346.83	2,332.40
		EOM Balance		16,288.02	16,848.37	2,332.40

EXHIBIT 3

RESOLUTION 2016-1

A RESOLUTION DESIGNATING OFFICERS OF THE HIDDEN CREEK COMMUNITY DEVELOPMENT DISTRICT

WHEREAS, the Board of Supervisors of the Hidden Creek Community Development District during the business meeting held on February 2, 2016 desires to appoint the below recited persons to the offices specified.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF HIDDEN CREEK COMMUNITY DEVELOPMENT DISTRICT:

1. The following persons were appointed to the offices shown, to wit:

_____	Chairman
_____	Vice Chairman
<u>Bruce St.Denis</u>	Secretary
<u>Patricia Comings- Thibault</u>	Treasurer
<u>Bruce St. Denis & Maik Aagaard</u>	Assistant Treasurer
<u>Carolyn Stewart & Janet Johns</u>	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

2. That this resolution supersedes all previous resolutions and motions designating, electing or appointing officers adopted by the Board of Supervisors of the Hidden Creek Community Development District and are hereby declared null and void.

Adopted this 2nd day of February 2016.

Signature

Signature

Printed Name

Printed Name

Title:
 Secretary
 Assistant Secretary

Title:
 Chairperson
 Vice Chairperson



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Project Management Services
Capital Markets Group
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Asset Management Services
Portfolio Management Services
Economic Impact
Market Analysis

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Orange County, CA

27127 Calle Arroyo, Suite 1910
San Juan Capistrano, CA 92675
P: (949) 388-9269
F: (949) 388-9272

Sacramento, CA

4380 Auburn Blvd.
Sacramento, CA 95841
P: (916) 480-0305
F: (916) 480-0499

Las Vegas, NV

3277 E. Warm Springs Road,
Suite 100
Las Vegas, NV 89120
P: (702) 478-9277
F: (702) 629-5497

Boise, ID

950 West Bannock, 11th Floor
Boise, ID 83702
P: (208) 319-3576
F: (208) 439-7339

Phoenix, AZ

3302 East Indian School Road
Phoenix, AZ 85018
P: (602) 381-3226
F: (602) 381-1203

Austin, TX

8140 Exchange Drive
Austin, TX 78754
P: (512) 732-0295
F: (512) 732-0297

Orlando, FL

1060 Maitland Center Commons,
Suite 340
Maitland, FL 32751
P: (321) 263-0132
F: (321) 263-0136

Tampa, FL

15310 Amberly Drive, Suite 175
Tampa, FL 33647
P: (813) 374-9104
F: (813) 374-9106

Research Triangle, NC

1340 Environ Way, Suite 328
Chapel Hill, NC 27517
P: (919) 321-0232
F: (919) 869-2508

Charleston, SC

4000 S. Faber Place Drive, Suite 300
N. Charleston, SC 29405
P: (843) 277-0021
F: (919) 869-2508