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***HIDDEN CREEK  
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Meeting Package***

***Board of Supervisors  
Regular Meeting***

***Tuesday  
March 6, 2018***

***10:00 a.m.***

***At:***

***Metro Development Group  
2505 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 AGENDA

<b>District Board of Supervisors</b>	Mike Lawson Doug Draper Lori Price Ted Sanders	Chairman Vice Chairman Assistant Secretary Assistant Secretary
<b>District Manager</b>	Paul Cusmano	DPFG
<b>District Attorney</b>	Vivek Babbar	Straley , Robin & Vericker
<b>District Engineer</b>	Tonja Stewart	Stantec Consulting Services, Inc.

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

**The District Agenda is comprised of seven different sections:**

The meeting will begin promptly at **10:00 a.m.** with the first section which is called **Audience Questions and Comments on Agenda Items**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.** The second section is called **District Counsel and District Engineer Reports**. This section allows the District Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The third section is the **Landscaping and Ponds** section and contains items that often require District Engineer, Operations Manager, and Landscape Contractor to discuss and update the Board. The fourth section is the **Business Administration** section and contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The fifth section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (813) 374-9105 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The sixth section is called **Staff Reports**. This section allows the District Manager and Maintenance Supervisor to update the Board of Supervisors on any pending issues that are being researched for Board action. The seventh section which is called **Audience Comments on Other Items** provides members of the Audience the opportunity to comment on matters of concern to them that were not addressed during the meeting. The same guidelines used during the first audience comment section will apply here as well. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 374-9105, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

Any person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that this same 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 the appeal is to be based.

## **HIDDEN CREEK COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: **Tuesday**, March 6, 2018  
Time: 10:00 a.m.  
Location: Metro Development  
2502 N. Rocky Point Drive, Suite 1050  
Tampa, Florida 33607

Conference Call No.: (563) 999-2090  
Code: 686859#

### ***AGENDA***

#### **I. Roll Call**

#### **II. Audience Comments**

#### **III. Administrative Matters**

- A. Approval of Minutes of October 3, 2017 Meeting Exhibit 1
- B. Acceptance of January 2018 Financial Statements Exhibit 2

#### **IV. Business Matters**

- A. Consideration and Approval of Resolution 2018-02 Designating Primary Administrative Office & Headquarters Exhibit 3
- B. BrightView Proposal Exhibit 4

#### **V. Staff Reports**

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

#### **VI. Supervisors Requests**

#### **VII. Audience Questions and Comments on Other Items**

#### **VIII. Adjournment**

**EXHIBIT 1.**

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

The Regular Meeting of the Board of Supervisors of the Hidden Creek Community Development District was held on Tuesday, October 3, 2017 at 10:00 a.m. at the Offices of Metro Development Group, 2502 N. Rocky Point Drive, Suite 1050, Tampa, Florida 33607.

**FIRST ORDER OF BUSINESS - Roll Call**

Mr. Cusmano called the meeting to order.

Present and constituting a quorum were:

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

Also present were:

Paul Cusmano	District Manager
Mark Straley	District Counsel ( <i>via phone</i> )

**SECOND ORDER OF BUSINESS – Audience Comments**

There being none, next item followed.

**THIRD ORDER OF BUSINESS – Administrative Matters**

**A. Approval of Minutes of August 8, 2017 Meeting**

**B. Acceptance of the August 2017 Financial Statements**

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved **Items A & B** for the Hidden Creek Community Development District.

**FOURTH ORDER OF BUSINESS – Business Matters**

**A. Consideration and Approval of Resolution 2018-01 FY 2018 Meeting Dates**

Mr. Cusmano presented Consideration and Approval of Resolution 2018-01 FY 2018 Meeting Dates.

On a MOTION by Mr. Lawson, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adopted Resolution **2018-01** FY 2018 Meeting Dates for the Hidden Creek Community Development District.

**B. Consideration and Approval of the Southshore Bay Aquatic Systems Service Agreement**

Mr. Cusmano presented the Southshore Bay Aquatic Systems Service Agreement.

Discussion ensued.

On a MOTION by Mr. Lawson, SECONDED by Mr. Draper, WITH ALL IN FAVOR, the Board approved the Southshore Bay Aquatic Systems Service Agreement for the Hidden Creek Community Development District.

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

43 **A. District Manager**

44 There being none, next item followed.

45 **B. Attorney**

46 There being none, the next item followed.

47 **C. Engineer**

48 There being none, the next item followed.

49 **SIXTH ORDER OF BUSINESS – Supervisor Requests**

50 There being none, next item followed.

51 **SEVENTH ORDER OF BUSINESS – Public Comments**

52 There being none, next item followed.

53 **EIGHTH ORDER OF BUSINESS – Adjournment**

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

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

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

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65 \_\_\_\_\_  
66 **Signature** \_\_\_\_\_  
67 **Signature**

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69 \_\_\_\_\_  
70 **Printed Name** \_\_\_\_\_  
71 **Printed Name**  
72 **Title:**  **Secretary**     **Assistant Secretary**  **Chairman**     **Vice Chairman**

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**EXHIBIT 2.**

# **Hidden Creek CDD Community Development District**

Financial Statements  
Unaudited

Period ending  
January 31, 2018



**HIDDEN CREEK CDD**  
**BALANCE SHEET**  
**January 31, 2018**

	<u>GEN FUND</u>	<u>2016A-1</u>	<u>2016A-2 (AA1)</u>	<u>2016A-2 (AA2)</u>	<u>ACQ &amp; CONST. (AA1)</u>	<u>ACQ &amp; CONST. (AA2)</u>	<u>CONSOLIDATED TOTALS</u>
<b>ASSETS:</b>							
CASH	\$ 2,627	\$ -	\$ -	\$ -	\$ -	\$ 25,982	\$ 28,609
CAP. IMPROVEMENT REVENUE	-	13,889	103	506	-	-	14,498
DS RESERVE 2016A-1	-	272,781	-	-	-	-	272,781
ACQ. & CONSTR. 2016A-1 (AA1)	-	-	-	-	1,929,089	-	1,929,089
PREPAYMENT 2016A-2	-	-	139,925	-	-	-	139,925
DS RESERVE (AA1)	-	-	189,844	-	-	-	189,844
COST OF ISSUANCE (AA1)	-	-	-	-	-	-	-
DS RESERVE (AA2)	-	-	-	456,250	-	-	456,250
COST OF ISSUANCE (AA2)	-	-	-	-	-	-	-
ACQ. & CONSTR. (AA2)	-	-	-	-	-	3,402,447	3,402,447
RESTR. ACQ. & CONSTR. (AA2)	-	-	-	-	-	-	-
ACCOUNTS RECEIVABLE	878	-	-	-	887,784	-	888,662
DEPOSITS	1,570	-	-	-	-	-	1,570
<b>TOTAL ASSETS</b>	<u>\$ 5,075</u>	<u>\$ 286,670</u>	<u>\$ 329,872</u>	<u>\$ 456,756</u>	<u>\$ 2,816,873</u>	<u>\$ 3,428,429</u>	<u>\$ 7,323,675</u>
<b>LIABILITIES:</b>							
ACCOUNTS PAYABLE	\$ 937	\$ -	\$ -	\$ -	\$ 963,882	\$ 302,709	\$ 1,267,528
RETAINAGE PAYABLE	-	-	-	-	249,759	-	249,759
<b>FUND BALANCE:</b>							
RESTRICTED FOR:							
CAPITAL PROJECTS	-	-	-	-	-	-	-
ASSIGNED:	-	-	-	-	-	-	-
UNASSIGNED:	4,138	286,670	329,872	456,756	1,603,232	3,125,720	5,806,388
<b>TOTAL LIAB. &amp; FUND BAL.</b>	<u>\$ 5,075</u>	<u>\$ 286,670</u>	<u>\$ 329,872</u>	<u>\$ 456,756</u>	<u>\$ 2,816,873</u>	<u>\$ 3,428,429</u>	<u>\$ 7,323,675</u>

**HIDDEN CREEK CDD  
GENERAL FUND**

**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE  
FOR PERIOD STARTING OCTOBER 1, 2017 ENDING JANUARY 31, 2018**

	<u>FY2017 ADOPTED BUDGET</u>	<u>BUDGET YEAR-TO-DATE</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>VARIANCE FAVORABLE (UNFAVORABLE)</u>
<b>I. REVENUE</b>				
DEVELOPER FUNDING	199,533	66,511	45,838	(20,673)
MISCELLANEOUS REVENUE	-	-	-	-
<b>TOTAL REVENUE</b>	<b>199,533</b>	<b>66,511</b>	<b>45,838</b>	<b>(20,673)</b>
<b>II. EXPENDITURES</b>				
<b>ADMINISTRATIVE:</b>				
SUPERVISORS COMPENSATION	12,000	4,000	1,316	2,684
PAYROLL TAXES- BOS	918	306	46	260
PAYROLL SERVICES FEE	600	200	66	134
MANAGEMENT CONSULTING SERVICES	24,000	8,000	8,000	-
CONSTRUCTION ACCOUNTING SERVICES	4,500	4,500	4,500	-
PLANNING & COORDINATING SERVICES	36,000	12,000	12,000	-
ADMINISTRATIVE EXPENSES	7,500	2,500	2,500	-
BANKING SERVICES	120	40	104	(64)
MISCELLANEOUS	500	167	-	167
AUDITING SERVICES	3,500	1,167	-	1,167
TRAVEL PER DIEM - BOS	200	67	-	67
INSURANCE	2,651	2,651	5,300	(2,649)
REGULATORY AND PERMIT FEES	175	175	175	-
LEGAL ADVERTISEMENTS	2,000	667	187	480
PERFORMANCE & WARRANTY BOND PREM.	5,000	1,667	-	1,667
ENGINEERING SERVICES	10,000	3,333	3,655	(322)
LEGAL SERVICES	10,000	3,333	304	3,029
WEBSITE DEVELOPMENT & HOSTING	720	240	240	-
<b>TOTAL ADMINISTRATIVE</b>	<b>120,384</b>	<b>45,012</b>	<b>38,393</b>	<b>6,619</b>
<b>DEBT SERVICE ADMINISTRATION:</b>				
ARBITRAGE	650	650	-	-
DISSEMINATION AGENT	5,000	5,000	5,000	-
TRUSTEE FEES	9,104	5,400	-	5,400
<b>TOTAL DEBT SERVICE ADMINISTRATION</b>	<b>14,754</b>	<b>11,050</b>	<b>5,000</b>	<b>5,400</b>
<b>PHYSICAL ENVIRONMENT:</b>				
CONTINGENCY	55,743	18,581	-	18,581
LANDSCAPE MAINTENANCE - SPINE RD.	100,000	33,333	-	33,333
PONDS - AQUATIC MAINTENANCE	20,000	6,667	3,512	3,155
PONDS - LANDSCAPE MAINTENANCE	40,000	13,333	-	13,333
STREETLIGHTS	15,000	9,000	254	8,746
ENTRANCE MONUMENT MAINTENANCE	10,000	3,333	-	3,333
FIELD MANAGER	7,252	2,417	-	2,417
FIELD MANAGER - TRAVEL	1,400	467	-	467
<b>TOTAL CONSTRUCTION</b>	<b>249,395</b>	<b>87,132</b>	<b>3,766</b>	<b>83,366</b>
<b>TOTAL EXPENDITURES</b>	<b>384,533</b>	<b>143,194</b>	<b>47,159</b>	<b>95,385</b>
<b>EXCESS REVENUE OVER (UNDER) EXPEND.</b>	(185,000)	(76,683)	(1,321)	74,712
FUND BALANCE - BEGINNING	-	-	5,455	5,455
FUND BALANCE - ENDING	<b>\$ (185,000)</b>	<b>(\$76,683)</b>	<b>4,134</b>	<b>80,167</b>

**HIDDEN CREEK CDD**  
**2016A-1**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**FOR PERIOD STARTING OCTOBER 1, 2017 ENDING JANUARY 31, 2018**

	<b>FY18 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>FAVORABLE (UNFAVORABLE) VARIANCE</b>
<b>REVENUE</b>				
SPECIAL ASSESSMENTS (NET)	389,374	-	13,200	-
MISCELLANEOUS	-	-	484	-
LESS: DISCOUNT ASSESSMENTS	(15,575)	-	-	-
<b>TOTAL REVENUE</b>	<b>373,799</b>	<b>-</b>	<b>13,684</b>	<b>-</b>
<b>EXPENDITURES</b>				
COUNTY - ASSESSMENT COLLECTION FEES	15,575	-	-	-
INTEREST EXPENSE				
May 1, 2018	161,556	-	-	-
November 1, 2018	161,556	-	-	-
PRINCIPAL RETIREMENT				
PRICIPAL PAYMENT				
May 1, 2018	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>338,687</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXCESS REVENUE OVER (UNDER) EXPEND.</b>	<b>35,112</b>	<b>-</b>	<b>13,684</b>	<b>-</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
INTERFUND TRANSFER IN	-	-	-	-
INTERFUND TRANSFER OUT	-	-	(392)	-
FUND BALANCE - BEGINNING	-	-	273,379	-
<b>FUND BALANCE - ENDING</b>	<b>35,112</b>	<b>-</b>	<b>286,671</b>	<b>-</b>

**HIDDEN CREEK CDD**  
**2016A-2 (AA1)**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**FOR PERIOD STARTING OCTOBER 1, 2017 ENDING JANUARY 31, 2018**

	<b>FY18 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>FAVORABLE (UNFAVORABLE) VARIANCE</b>
<b>REVENUE</b>				
SPECIAL ASSESSMENTS (NET)	253,125	84,375	139,925	55,550
MISCELLANEOUS	-	-	238	-
LESS: DISCOUNT ASSESSMENTS	-	-	-	-
<b>TOTAL REVENUE</b>	<b>253,125</b>	<b>84,375</b>	<b>140,163</b>	<b>55,550</b>
<b>EXPENDITURES</b>				
COUNTY - ASSESSMENT COLLECTION FEES	-	-	-	-
INTEREST EXPENSE				
May 1, 2018	126,563	-	-	-
November 1, 2018	126,563	-	-	-
PRINCIPAL RETIREMENT				
PRICIPAL PAYMENT				
May 1, 2018	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>253,125</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXCESS REVENUE OVER (UNDER) EXPEND.</b>	<b>-</b>	<b>84,375</b>	<b>140,163</b>	<b>55,550</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
INTERFUND TRANSFER IN	-	-	-	-
INTERFUND TRANSFER OUT	-	-	(574)	-
FUND BALANCE - BEGINNING	-	-	190,283	-
<b>FUND BALANCE - ENDING</b>	<b>-</b>	<b>84,375</b>	<b>329,872</b>	<b>55,550</b>

**HIDDEN CREEK CDD**  
**2016A-2 (AA2)**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**FOR PERIOD STARTING OCTOBER 1, 2017 ENDING JANUARY 31, 2018**

	<b>FY18 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>FAVORABLE (UNFAVORABLE) VARIANCE</b>
<b>REVENUE</b>				
SPECIAL ASSESSMENTS (NET)	456,250	152,083	-	(152,083)
MISCELLANEOUS	-	-	774	-
LESS: DISCOUNT ASSESSMENTS	-	-	-	-
<b>TOTAL REVENUE</b>	<b>456,250</b>	<b>152,083</b>	<b>774</b>	<b>(152,083)</b>
<b>EXPENDITURES</b>				
COUNTY - ASSESSMENT COLLECTION FEES	-	-	-	-
INTEREST EXPENSE				
May 1, 2018	228,125	-	-	-
November 1, 2018	228,125	-	-	-
PRINCIPAL RETIREMENT				
PRICIPAL PAYMENT				
May 1, 2018	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>456,250</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>EXCESS REVENUE OVER (UNDER) EXPEND.</b>	<b>-</b>	<b>152,083</b>	<b>774</b>	<b>(152,083)</b>
<b>OTHER FINANCING SOURCES (USES)</b>				
INTERFUND TRANSFER IN	-	-	-	-
INTERFUND TRANSFER OUT	-	-	(1,199)	-
FUND BALANCE - BEGINNING	-	-	457,181	-
<b>FUND BALANCE - ENDING</b>	<b>-</b>	<b>152,083</b>	<b>456,756</b>	<b>(152,083)</b>

**HIDDEN CREEK CDD**  
**CAPITAL PROJECTS FUND (AA1)**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**FOR PERIOD STARTING OCTOBER 1, 2017 ENDING JANUARY 31, 2018**

	<b>ACTUAL YEAR-TO-DATE</b>
<b>REVENUE</b>	
DEVELOPER FUNDING	1,351,920
MISCELLANEOUS REVENUE	3,440
<b>TOTAL REVENUE</b>	<b>1,355,360</b>
 <b>EXPENDITURES</b>	
CONSTRUCTION EXPENSES	47,829
REQUISITION EXPENSES	685,424
FUNDING REQUESTS	995,282
<b>TOTAL EXPENDITURES</b>	<b>1,728,535</b>
<b>EXCESS REVENUE OVER (UNDER) EXPEND.</b>	(373,175)
 INTERFUND TRANSFER IN	966
FUND BALANCE - BEGINNING	1,975,440
 FUND BALANCE - ENDING	<b>1,603,231</b>

**HIDDEN CREEK CDD**  
**CAPITAL PROJECTS FUND (AA2)**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**  
**FOR PERIOD STARTING OCTOBER 1, 2017 ENDING JANUARY 31, 2018**

	<u>ACTUAL</u> <u>YEAR-TO-DATE</u>
<b>REVENUE</b>	
DEVELOPER FUNDING	25,982
MISCELLANEOUS REVENUE	5,664
<b>TOTAL REVENUE</b>	<u><b>31,646</b></u>
<b>EXPENDITURES</b>	
REQUISITION EXPENSES	693,508
CONSTRUCTION IN PROGRESS	-
<b>TOTAL EXPENDITURES</b>	<u><b>693,508</b></u>
<b>EXCESS REVENUE OVER (UNDER) EXPEND.</b>	(661,862)
INTERFUND TRANSFER IN	1,199
FUND BALANCE - BEGINNING	3,786,382
FUND BALANCE - ENDING	<u><u><b>3,125,719</b></u></u>

**HIDDEN CREEK CDD**  
**Cash Reconciliation - General Fund**  
**January 31, 2018**

<b>Balance Per Bank Statement</b>	\$ 29,324.42
Less: Outstanding Checks	(715.50)
<b><i>Adjusted Bank Balance</i></b>	<b><u><u>\$ 28,608.92</u></u></b>
<b>Beginning Cash Balance Per Books</b>	\$ (371.99)
Cash Receipts	37,653.11
Cash Disbursements	(8,672.20)
<b><i>Balance Per Books</i></b>	<b><u><u>\$ 28,608.92</u></u></b>



## HIDDEN CREEK CDD CHECK REGISTER FY18

Date	Num	Name	Memo	Debit	Credit	Balance
<b>09/30/2017</b>		<b>EOY Balance</b>		<b>13,573.56</b>	<b>8,526.90</b>	<b>5,565.15</b>
10/02/2017	9997	Egis Insurance Advisors, LLC	Insurance FY 2018		5,300.00	265.15
10/25/2017	ACH10252	Bank United	Checks Purchased		103.58	161.57
10/30/2017		Shutts & Bowen	O & M - (Shutts & Bowen)	2,015.37		2,176.94
<b>10/31/2017</b>		<b>EOM Balance</b>		<b>2,015.37</b>	<b>5,403.58</b>	<b>2,176.94</b>
11/02/2017		Developer Funding	GF 2017-25/GF 2018-01,02	21,722.50		23,899.44
11/03/2017	2151	AQUATIC SYSTEMS	Lake & Pond Maint - Sept/Oct		1,756.00	22,143.44
11/03/2017	2152	DPFG MANAGEMENT & CONSUI	CDD/Field Mgmt Constr Acctng		15,125.00	7,018.44
11/03/2017	2153	LERNER REPORTING SERVICE	Dissemination FY 2017		4,000.00	3,018.44
11/03/2017	2154	Straley Robin Vericker	Legal Svcs thru 9/15/17		25.00	2,993.44
11/03/2017	2155	TAMPA BAY TIMES	Legal Ads		756.50	2,236.94
11/03/2017	2156	Venturesin.com, Inc	Web Site Hosting - October		60.00	2,176.94
11/10/2017	ACH11102	Paychex	Payroll Fee		10.00	2,166.94
11/14/2017	2159	FLORIDA DEPT OF ECONOMIC	Annual Filing - FY 2018		175.00	1,991.94
11/14/2017	2160	TECO	9/20-10-12 - 16925 Trite Bend St		1,662.54	329.40
11/14/2017	2161	Venturesin.com, Inc	Domain Name Renewal		19.99	309.41
11/30/2017		Developer Funding	GF 2018-03	14,498.60		14,808.01
11/30/2017	2164	AQUATIC SYSTEMS	Lake & Pond Maint - November		878.00	13,930.01
11/30/2017	2165	DPFG MANAGEMENT & CONSUI	CDD/Field Mgmt - November		5,625.00	8,305.01
11/30/2017	2166	LERNER REPORTING SERVICE	Dissemination		5,000.00	3,305.01
11/30/2017	2167	Stantec Consulting Services, Inc	Engineering Svcs thru 10/13/17		1,882.00	1,423.01
11/30/2017	2168	Straley Robin Vericker	Legal Svcs		318.10	1,104.91
11/30/2017	2169	Venturesin.com, Inc	Web Site Hosting - November		60.00	1,044.91
<b>11/30/2017</b>		<b>EOM Balance</b>		<b>36,221.10</b>	<b>37,353.13</b>	<b>1,044.91</b>
12/08/2017	ACH12082	Paychex	BOS Mtg - 10/3/17		715.50	329.41
12/08/2017	20033	Ira D Draper	BOS Mtg - 10/3/17		184.70	144.71
12/08/2017	20035DD	Lori Price	BOS Mtg - 10/3/17		183.87	-39.16
12/08/2017	20034	Michael S Lawson	BOS Mtg - 10/3/17		184.70	-223.86
12/08/2017	ACH12081	Paychex	BOS Mtg - 10/3/17		92.63	-316.49
12/08/2017	ACH12082	Paychex	P/R Fee		55.50	-371.99
12/14/2017		Developer Funding	GF 2018-04	3,694.84		3,322.85
12/14/2017		Developer Funding	GF 2018-04	2,017.65		5,340.50
12/15/2017	2176	DPFG MANAGEMENT & CONSUI	CDD/Field Mgmt - December		5,625.00	-284.50
12/15/2017	2177	TECO	10/13/11/11 16925 Trite Bend St		27.49	-311.99
12/15/2017	2178	Venturesin.com, Inc	Web Site Hosting - December		60.00	-371.99
<b>12/31/2017</b>		<b>EOM Balance</b>		<b>5,712.49</b>	<b>7,129.39</b>	<b>-371.99</b>
01/05/2018		Shutts & Bowen	O & M (Shutts & Bowen)	6,046.11		5,674.12
01/12/2018	2183	AQUATIC SYSTEMS	Lake & Pond Maint - December		878.00	4,796.12
01/12/2018	2184	Stantec Consulting Services, Inc	Engineering Svcs thru 12/8/17		1,772.50	3,023.62
01/12/2018	2185	Straley Robin Vericker	Legal Svcs thru 12/15/17		75.50	2,948.12
01/12/2018	2186	TECO	11/12-12/8 - 16925 Trite Bend St		74.20	2,873.92
01/12/2018	2187	Venturesin.com, Inc	Web Site Hosting - January		60.00	2,813.92
01/19/2018	2188	Business Observer	Legal Ad		187.00	2,626.92
01/25/2018		Developer Funding	GF 2018-05	5,625.00		8,251.92
01/26/2018	2191	DPFG MANAGEMENT & CONSUI	CDD/Field Mgmt - January		5,625.00	2,626.92
01/31/2018			CF 2017-59	25,982.00		25,982.00
<b>01/31/2018</b>		<b>EOM Balance</b>		<b>37,653.11</b>	<b>8,672.20</b>	<b>25,982.00</b>

**EXHIBIT 3.**

**RESOLUTION 2018-02**

**A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE HIDDEN CREEK COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE AND PRINCIPAL HEADQUARTERS OF THE DISTRICT AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Hidden Creek Community Development District (the “District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within Hillsborough County, Florida; and

**WHEREAS**, the District desires to designate its primary administrative office as the location where the District’s public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District’s Record’s Custodian in order to provide citizens with the ability to access the District’s records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, *Florida Statutes*; and

**WHEREAS**, the District additionally desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District.

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

**SECTION 1.** The District’s primary administrative office for purposes of Chapter 119, *Florida Statutes*, shall be located at c/o DPFM Management & Consulting, LLC, 250 International Parkway, Suite 280, Lake Mary FL 32746.

**SECTION 2.** The District’s principal headquarters for purposes of establishing proper venue shall be located at c/o DPFM Management & Consulting, LLC, 15310 Amberly Drive, Suite 175, Tampa, Florida 33647.

**SECTION 3.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED THIS** 6th day of March, 2018.

**ATTEST:**

**HIDDEN CREEK COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Assistant Secretary

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**EXHIBIT 4.**

# Landscape and Irrigation Proposal

Scope:

Landscape, Irrigation and Hardscape

Project:

Forest Brooke

10-27-17

Hidden Creek CDD

BrightView Landscape Development (BVLD) is pleased to submit our proposal for the Hidden Creek CDD Landscape and Irrigation based on:

**Plans: Dated 05-19-17**

- L-400 - L- 420 and L-470 - L-472 and IR – 401 – IR- 420, IR-D, IR-L

**Prepared by:**

- Heidt Design

**The following scope of work is included in this proposal:**

- Landscape
- Irrigation

**Please note these exclusions and qualifications as part of our proposed bid:**

1. Site to be accepted at +/- .2 ft to final grade in landscape areas. Should the need arise for fill dirt we will utilize the on site stockpile.
2. All plant material is bid based on pricing and availability at the time of the bid. Pricing and availability is subject to change outside of our control. We reserve our right for additional costs and/or size substitutions based on changes to pricing and/or availability.
3. Electrical source for irrigation controller(s) by others.
4. All 2" drip zone valves bid as Hunter ICZ-151.
5. Proposal includes irrigation backflow as per County requirements.
6. All lateral line not sized on the plans bid as 1-1/4".
7. Quantities based on our takeoff per plan pages dated 5-19-17.
8. All planting pit backfill amended with Peat and Agriform Tablets
9. Tree backfill is bid as per spec 5.d. on L472.
10. We have included Florida Peat soil amendments for large trees and all oaks
11. We have provided an Add Alternate for planting soil mix per spec 5.a. & 5.b. on L472 for detail 4/L471.
12. Bid excludes the following:
  - a. Protection/Barricades of existing plant material
  - b. Erosion Control Measures
  - c. Drainage Applications
  - d. Excavation of existing soils
  - e. Bid excludes spraying and stripping.
  - f. Bid excludes receiving site with hydroseed applications.

[ 2 of 3 ]

Please see attached proposal detail.

**Add 1% for P&P**

Upon review of this document, please do not hesitate to contact me for any additional information or clarification you require.

Sincerely,

Tom Mansfield  
Chief Estimator  
BrightView Landscape Development, Inc.  
5326 CR 579  
Seffner, FL 33584  
(813) 628-8116

09/27/2017  
 FOBR-PHI-2  
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18:46  
 Forest Brooke Phase I (L,I) 9-26-17

**BID TOTALS**

<u>Biditem</u>	<u>Description</u>	<u>Status - Rnd</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Bid Total</u>
<i>Rev. Date: 06/12/2017</i>						
100	Acer rubrum 'F.Flame' B&B 2"C 12-14'x6-8'		44.000	EA	324.88	14,294.72
110	Betula nigra var. 'Dura Heat' B&B Multi 12-14'x6-8		12.000	EA	328.63	3,943.56
120	Ligustrum japonicum 65g 8'x8' 5 trunk min		62.000	EA	376.56	23,346.72
130	Pinus elliotti FG 2"C 10-12'x4-6'		206.000	EA	256.40	52,818.40
140	Pinus elliotti FG 4"C 14-16'x8-10'		168.000	EA	387.81	65,152.08
150	Quercus virginiana B&B 2"C 10-12'x5-6'		45.000	EA	298.39	13,427.55
160	Quercus virginiana B&B 4"C 14-16'x8-10'		19.000	EA	746.21	14,177.99
170	Quercus virginiana B&B 6"C 16-18'x10-12'		63.000	EA	1,429.32	90,047.16
180	Quercus virginiana B&B 8"C 24-28'x16-18'		32.000	EA	2,619.28	83,816.96
190	Taxodium distichum B&B 2"C 10-12'x4-6'		15.000	EA	201.59	3,023.85
200	Taxodium distichum B&B 4"C 12-14'x6-8'		9.000	EA	394.67	3,552.03
210	Bismarkia nobilis B&B 16'oaht		3.000	EA	1,019.84	3,059.52
220	Bismarkia nobilis B&B 18'oaht		3.000	EA	1,129.40	3,388.20
230	Bismarkia nobilis B&B 20'oaht		56.000	EA	1,252.76	70,154.56
240	Livistonia nitida FG 18'ct		127.000	EA	917.21	116,485.67
250	Viburnum odoratisimum 3g 18-24"x12-16"		903.000	EA	7.95	7,178.85
260	Q-Callistemon viminalis 'Little John' 3g 12"x12"		392.000	EA	14.12	5,535.04
270	Dianella tasmanica 1g 12"x12"		945.000	EA	4.99	4,715.55
280	Q-Muhlenbergia capillaris 3g 12"x12"		2,675.000	EA	7.95	21,266.25
290	Annuals spp. Flat		779.000	EA	1.82	1,417.78
300	Pine Straw Mulch-3"		42,357.000	SF	0.31	13,130.67
310	Floritam St. Augustine Sod		373,586.000	SF	0.44	164,377.84
330	Soil Amendments		42,357.000	SF	1.09	46,169.13

SUBTOTAL LANDSCAPE \$824,480.08

420	POC-1 & 2 w/ 1"RPZ		7.000	EA	689.50	4,826.50
430	Controllers (ACC99DPP, XCH600, XCH1200)		7.000	EA	2,817.50	19,722.50
440	Mainline (3"CI200, 2.5"CI200, 1.5"CI200)		4,610.000	LF	4.12	18,993.20
442	Master Valve-2" ICV & FCT200 Sensor		1.000	EA	317.16	317.16
445	Gate Valve-Isolation 2.5"T-113K-250 & 3"T113K-3		8.000	EA	515.92	4,127.36
450	Sleeves under Sidewalks (2", 3", 4" Sch40)		960.000	LF	4.76	4,569.60



09/27/2017  
 FOBR-PHI-2  
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 Forest Brooke Phase I (L,I) 9-26-17

**BID TOTALS**

<u>Biditem</u>	<u>Description</u>	<u>Status - Rnd</u>	<u>Quantity</u>	<u>Units</u>	<u>Unit Price</u>	<u>Bid Total</u>
455	Sleeves Locate for Existing Roadway Sleeves		210.000	EA	61.03	12,816.30
460	RCV's (ICV-101,ICZ-101,ICV-151,ICZ-151,ICV-201)		102.000	EA	236.33	24,105.66
462	Decoders (1St. ICD-100)		73.000	EA	116.90	8,533.70
465	Wires-Decoder 14/2 ID1 & 14G UF Red/White		6,000.000	LF	0.44	2,640.00
470	Laterals (CI315, CI200)		50,280.000	LF	2.30	115,644.00
480	Heads (PROS06PRS30,PROS12PRS30,I20,PROS6PRS45,AFB)		2,236.000	EA	17.40	38,906.40
490	Drip Irrigation (PLD1012-250)		30,999.000	SF	0.45	13,949.55
500	Testing		1.000	LS	2,652.44	2,652.44
510	As-Builts		1.000	LS	1,040.50	1,040.50

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SUBTOTAL IRRIGATION \$272,844.87

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TOTAL BASE BID \$1,097,324.95

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20000	Alt-Acoelorrhaphe wrightii 14-16'oa 7 Trunk		1.000	EA	595.84	595.84
20010	Alt-Koelreuteria paniculata 45g 3"C 10-12'x6-8"		1.000	EA	356.83	356.83
20020	Alt-Washingtonia robusta 12'ct		1.000	EA	389.43	389.43
20030	Alt-Washingtonia robusta 16'ct		1.000	EA	416.82	416.82
20040	Alt-Arachis glabrata 1g 6-8"x8-10"		1.000	EA	4.63	4.63
20050	Alt-Dietes vegeta 3g 18-24"x16-148"		1.000	EA	7.72	7.72
20060	Alt-Crinum x 'Queen Emma' 15g 36-48"x6-8"		1.000	EA	61.78	61.78
20070	Alt-Liriope muscari `Emerald Goddess`1g 8-10"x6-8"		1.000	EA	4.24	4.24
20080	Alt-Pennisetum setaceum 3g 20-24"x18-20"		1.000	EA	7.72	7.72
20090	Alt-Parsoni Juniper 1g 6-8"x10-12"		1.000	EA	7.73	7.73
20100	Alt-Rosa 'Double Knock Out' 3g 18-24"x16-18"		1.000	EA	11.15	11.15
20110	Alt-Schefflera arboricola 'Var.' 3g 18-24"x16-18"		1.000	EA	8.41	8.41
20120	Alt-Zamia pumila 3g 12-14"x16-18"		1.000	EA	13.20	13.20
20130	Alt-Pine Bark Mulch-3" (1000 SF)		1,000.000	SF	0.42	420.00
20140	Clear and Grub 30%		124,782.000	SF	0.09	11,230.38
99999	1% Payment & Performance Bond (if required)		1.000	LS	11,231.22	11,231.22

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Bid Total \$1,122,092.05

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09/27/2017  
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18:46  
Forest Brooke Phase I (L,I) 9-26-17

**Biditem**      **Description**

\*\*Notes:  
Items in italics are Non-Additive.

**BID TOTALS**

**Status - Rnd**    **Quantity**                    **Units**            **Unit Price**            **Bid Total**



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