

# COPPERSPRING COMMUNITY DEVELOPMENT DISTRICT

District Office – Wesley Chapel, Florida (813) 994-1001  
Mailing Address – 3434 Colwell Avenue Suite 200, Tampa, Florida 33614  
[www.copperspringcdd.org](http://www.copperspringcdd.org)

May 1, 2023

**Board of Supervisors  
Copperspring Community  
Development District**

## **AGENDA**

Dear Board Members:

The regular meeting of the Board of Supervisors of the Copperspring Community Development District will be held on **Tuesday, May 9, 2023 at 1:30 p.m.**, at the Residence Inn by Marriott Tampa located at 2101 Northpointe Parkway, Lutz, Florida 33588. The following is the agenda for the meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS ON AGENDA ITEMS**
- 3. BUSINESS ITEMS**
  - A. Consideration of Resolution 2023-05; Updated Parking & Towing Policy .....Tab 1
  - B. Acceptance of Audit Committee Recommendations for Audit Servicing
  - C. Presentation of Traffic Sign Study, Punchlist & Proposal.....Tab 2
  - D. Consideration of Resolution 2023-06; Approving Proposed Budget & Setting Public Hearing.....Tab 3
- 4. BUSINESS ADMINISTRATION**
  - A. Consideration of the Minutes of the Regular Meeting held on April 11, 2023 .....Tab 4
  - B. Consideration of Operation and Maintenance Expenditures March 2023 .....Tab 5
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. Landscape and Irrigation Update
  - D. District Manager.....Tab 6
    - i. Phase 2 County Inspection .....Tab 7
- 6. SUPERVISOR REQUESTS**
- 7. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 933-5571.

Sincerely,

*Debby Wallace*

Debby Wallace

Regional District Manager

## **Tab 1**

## RESOLUTION 2023-05

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COPPERSPRING COMMUNITY DEVELOPMENT DISTRICT ADOPTING A POLICY REGARDING PARKING AND TOWING FROM DISTRICT OWNED MAIL KIOSK PARKING LOT LOCATED AT COPPERSPRING BOULEVARD AND MOOG ROAD AND OPEN SPACE AT THE NORTH END OF HANOVER DRIVE; AUTHORIZING THE ENGAGEMENT OF AN AUTHORIZED TOWING OPERATOR; PROVIDING FOR CONFLICTS AND SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, the District owns and maintains the mail kiosk parking lot located at the corner of Copperspring Boulevard and Moog Road (parcel identification number 21-26-16-0160-0P300-0000) as well as the open land at the North end of Hanover Drive (parcel identification number 21-26-16-0170-0B500-000) within the boundaries of the District (the “**District-Owned Property**”);

**WHEREAS**, the Board of Supervisors of the District (the “**Board**”) is authorized by Sections 190.011(15) and 190.012(2)(d), Florida Statutes, to contract with a towing operator to remove vehicles or vessels from District-Owned Property if the notice and procedures requirements of section 715.07, Florida Statutes, are followed;

**WHEREAS**, unauthorized vehicles or vessels on the District-Owned Property may pose a danger or cause a hazard to the health, safety, and welfare of the District, its residents, its infrastructure, and the general public;

**WHEREAS**, the District desires to contract with a towing operator to perform towing or wrecker services from District-Owned Property;

**WHEREAS**, the Board held a public meeting to receive public comment on its proposed parking and towing policy.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD:**

1. **Incorporation of Recitals.** The above recitals are true and correct and by this reference are incorporated as a material part of this resolution.
2. **Adoption of Parking and Towing Policy.** The Board hereby adopts the Parking and Towing Policy attached hereto as **Exhibit “A”**.
3. **Authorizing the Engagement of an Approved Towing Operator.**
  - a. The Board hereby ratifies the agreements with A-1 Recovery Inc. (“Towing Operator”), signed by the Chair of the Board of Supervisors of the District, dated August 9, 2022, and dated June 14, 2022 (effective date July 1, 2022), allowing Towing Operator to perform

towing or wrecker services from District Property and in compliance with Florida law, applicable Pasco County regulations, and the Parking and Towing Policy.

- b. The District shall coordinate with the Towing Operator to ensure that the required signage shall be posted on District-Owned Property in the manner required by applicable laws and regulations (including specifically Section 715.07, Florida Statutes).
4. **Conflicts.** This Resolution replaces any prior resolutions, policies, rules, actions or any portion or content included therein in conflict with this resolution.
5. **Severability.** If any section or part of a section of this resolution is declared invalid, unconstitutional, or inconsistent with any law or regulation, the validity, force and effect of any other section or part of a section of this resolution shall not thereby be affected or impaired unless it clearly appears that such part of this resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.
6. **Effective Date.** This Resolution is effective immediately and shall remain in effect unless rescinded, repealed, replaced, or superseded.

**Passed and Adopted on May 9, 2023.**

**Attest:**

**Copperspring  
Community Development District**

\_\_\_\_\_  
Name: \_\_\_\_\_  
Title: Assistant Secretary

\_\_\_\_\_  
Name: Kelly Evans  
Title: Chair of the Board of Supervisors

## **Exhibit “A”**

### **Parking and Towing Policy**

The Copperspring Community Development District (the “**District**”) has adopted the following policy (the “**Policy**”) regarding the parking and towing of vehicles or vessels of any kind (as defined by Section 715.07, Florida Statutes) on District-Owned Property. The term District-Owned Property shall mean the mail kiosk parking area and all other District-Owned Property located at the corner of Copperspring Boulevard and Moog Road within the boundaries of the District (parcel identification number 21-26-16-0160-0P300-0000) as well as the open land at the North end of Hanover Drive (parcel identification number 21-26-16-0170-0B500-000). This Policy is in addition to, and exclusive of, various state laws, county regulations, or homeowners’ association standards governing parking.

1. No automobiles, motorcycles, trailers, recreational vehicles, or vehicles of any kind or nature (“Vehicles”), except state and county vehicles, may be parked from 11:00 p.m. until 6:00 a.m. the following day on District-Owned Property.
2. Upon report of a violation from an authorized District representative, including but not limited to the District Manager or District Field Manager, the Towing Operator with whom the District enters into a towing authorization agreement shall photograph the evidence of such violation and may then tow the vehicle or vessel from District-Owned Property in accordance with said agreement.
3. All Vehicles will be towed at owner’s expense.
4. The Towing Operator may patrol the District-Owned Property for violations of this Policy.

**This policy was adopted by Resolution 2023-05 on May 9, 2023.**

## Tab 3

## RESOLUTION 2023-06

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COPPERSPRING COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED OPERATION AND MAINTENANCE BUDGET FOR FISCAL YEAR 2023/2024; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING, AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the Copperspring Community Development District (“**District**”) prior to June 15, 2023 a proposed operation and maintenance budget for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Proposed Budget**”); and

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

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

1. **PROPOSED BUDGET APPROVED.** The Proposed Budget, including any modifications made by the Board, 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.** The public hearing on said Proposed Budget is hereby declared and set for the following date, hour, and location:

DATE: July 11, 2023

HOOR: 9:00 a.m.

LOCATION: Residence Inn by Marriott  
2101 Northpointe Parkway  
Lutz, FL 33588

3. **TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Pasco 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 Proposed Budget on the District’s website at least 2 days before the budget hearing date 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 by Florida law.

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

**PASSED AND ADOPTED ON MAY 9, 2023.**

Attest:

**Copperspring Community  
Development District**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Chair/Vice Chair of the Board of Supervisors

**Exhibit A: Proposed Budget for Fiscal Year 2023/2024**



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# **Copperspring Community Development District**

[Copperspringcdd.org](http://Copperspringcdd.org)

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**Proposed Budget  
for  
Fiscal Year 2023/2024**

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**Proposed Budget**  
**Copperspring Community Development District**  
**General Fund**  
**Fiscal Year 2023/2024**

Chart of Accounts Classification	Actual YTD through 02/28/23	Projected Annual Totals 2022/2023	Annual Budget for 2022/2023	Projected Budget variance for 2022/2023	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023	Comments
<b>REVENUES</b>							
Special Assessments							
Tax Roll	\$ 391,563	\$ 391,563	\$ 390,217	\$ 1,346	\$ 456,550	\$ 66,333	
<b>TOTAL REVENUES</b>	<b>\$ 391,563</b>	<b>\$ 391,563</b>	<b>\$ 390,217</b>	<b>\$ 1,346</b>	<b>\$ 456,550</b>	<b>\$ 66,333</b>	
<b>EXPENDITURES - ADMINISTRATIVE</b>							
Legislative							
Supervisor Fees	\$ 2,400	\$ 9,000	\$ 12,000	\$ 3,000	\$ 12,000	\$ -	5 Paid Supervisors
Financial & Administrative							
Administrative Services	\$ 1,994	\$ 4,784	\$ 4,784	\$ -	\$ 5,023	\$ 239	
District Management	\$ 8,883	\$ 21,320	\$ 21,320	\$ -	\$ 22,386	\$ 1,066	
District Engineer	\$ 7,470	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ -	
Disclosure Report	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
Trustees Fees	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -	
Assessment Roll	\$ 5,356	\$ 5,356	\$ 5,356	\$ -	\$ 5,624	\$ 268	
Financial & Revenue Collections	\$ 1,603	\$ 3,848	\$ 3,848	\$ -	\$ 4,040	\$ 192	
Accounting Services	\$ 8,017	\$ 19,240	\$ 19,240	\$ -	\$ 20,202	\$ 962	
Auditing Services	\$ -	\$ 4,329	\$ 5,000	\$ 671	\$ 5,000	\$ -	Grau & Associates
Arbitrage Rebate Calculation	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -	
Miscellaneous Mailings	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ 2,500	\$ -	
Public Officials Liability Insurance	\$ 2,667	\$ 2,667	\$ 2,977	\$ 310	\$ 3,200	\$ 223	Egis Estimate
Legal Advertising	\$ 389	\$ 2,000	\$ 2,500	\$ 500	\$ 2,500	\$ -	
Dues, Licenses & Fees	\$ 175	\$ 175	\$ 175	\$ -	\$ 175	\$ -	
Miscellaneous Fees	\$ 326	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ -	
Tax Collector /Property Appraiser Fees	\$ -	\$ 150	\$ 150	\$ -	\$ 150	\$ -	
Website Hosting, Maintenance, Backup (and Email)	\$ 2,015	\$ 3,500	\$ 5,000	\$ 1,500	\$ 3,500	\$ (1,500)	Website Compliance and Management
Legal Counsel				\$ -		\$ -	
District Counsel	\$ 5,445	\$ 13,068	\$ 11,500	\$ (1,568)	\$ 13,000	\$ 1,500	
				\$ -		\$ -	
<b>Administrative Subtotal</b>	<b>\$ 51,740</b>	<b>\$ 118,437</b>	<b>\$ 122,850</b>	<b>\$ 4,413</b>	<b>\$ 125,800</b>	<b>\$ 2,950</b>	
<b>EXPENDITURES - FIELD OPERATIONS</b>							
Electric Utility Services							
Utility Services	\$ 613	\$ 1,500	\$ 1,500	\$ -	\$ 1,700	\$ 200	
Street Lights	\$ 9,570	\$ 22,968	\$ 20,000	\$ (2,968)	\$ 27,000	\$ 7,000	Anticipating increases in utility costs.
Water-Sewer Combination Services						\$ -	
Utility - Reclaimed	\$ 2,766	\$ 6,638	\$ 12,000	\$ 5,362	\$ 12,000	\$ -	
Stormwater Control						\$ -	
Stormwater Assessment	\$ 474	\$ 474	\$ 500	\$ 26	\$ 500	\$ -	Mail Kiosk Parking Lot
Aquatic Maintenance dry pond mowing	\$ 4,800	\$ 9,600	\$ 9,600	\$ -	\$ 9,600	\$ -	Qtly bush hogging (3 dry ponds) - \$2400 x 4
Other Physical Environment						\$ -	
Entry & Wall Maintenance & Repairs	\$ -	\$ 1,000	\$ 7,500	\$ 6,500	\$ 7,500	\$ -	2 Entryways
Perimeter Fence Repairs	\$ -	\$ 1,000	\$ 7,500	\$ 6,500	\$ 7,500	\$ -	
General Liability Insurance	\$ 3,259	\$ 3,259	\$ 3,638	\$ 379	\$ 3,900	\$ 262	Egis Estimate
Property Insurance	\$ 9,195	\$ 9,195	\$ 8,129	\$ (1,066)	\$ 15,000	\$ 6,871	Egis Estimate
Landscape/Irrigation Maintenance	\$ 51,732	\$ 124,000	\$ 150,000	\$ 26,000	\$ 175,000	\$ 25,000	\$124,000 + add'l
Irrigation Repairs	\$ 764	\$ 2,000	\$ 5,000	\$ 3,000	\$ 5,000	\$ -	
Landscape - Mulch	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 29,050	\$ 19,050	415 yards @ \$70/y as per Fieldstone
Landscape Replacement Plants, Shrubs, Trees	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 10,000	\$ 5,000	
Contingency						\$ -	
Miscellaneous Contingency	\$ 3,547	\$ 8,513	\$ 27,000	\$ 18,487	\$ 27,000	\$ -	Sidewalk/Road/Pavillion/Deck Repairs
<b>Field Operations Subtotal</b>	<b>\$ 86,720</b>	<b>\$ 205,147</b>	<b>\$ 267,367</b>	<b>\$ 62,220</b>	<b>\$ 330,750</b>	<b>\$ 63,383</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 138,460</b>	<b>\$ 323,584</b>	<b>\$ 390,217</b>	<b>\$ 66,633</b>	<b>\$ 456,550</b>	<b>\$ 66,333</b>	
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ 253,103</b>	<b>\$ 67,979</b>	<b>\$ -</b>	<b>\$ (65,287)</b>	<b>\$ -</b>	<b>\$ -</b>	

**Proposed Budget  
Copperspring Community Development District  
Reserve Fund  
Fiscal Year 2023/2024**

	Chart of Accounts Classification	Budget for 2023/2024	Budget Increase (Decrease) vs 2022/2023
1			
2	<b>REVENUES</b>		
3			
4	Special Assessments		
5	Tax Roll*	\$ 20,000	\$ 20,000
6			
7	<b>TOTAL REVENUES</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
8			
9	Balance Forward from Prior Year	\$ -	\$ -
10			
11	<b>TOTAL REVENUES AND BALANCE FORWARD</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
12			
14			
15	<b>EXPENDITURES</b>		
16			
17	Contingency		
18	Capital Reserves	\$ 20,000	\$ 20,000
19	Capital Outlay	\$ -	\$ -
20			
21	<b>TOTAL EXPENDITURES</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
22			
23	<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>
24			

Recommend Reserve Fund Study for next fiscal year.

Parking Lot

Entry Monuments/Landscape Lighting

CDD Roads

Pavillion, Deck, Benches

**Copperspring Community Development District**

**Debt Service**

**Fiscal Year 2023/2024**

<b>Chart of Accounts Classification</b>	<b>Series 2019</b>	<b>Budget for 2023/2024</b>
<b>REVENUES</b>		
Special Assessments		
Net Special Assessments	\$491,010.00	\$491,010.00
<b>TOTAL REVENUES</b>	<b>\$491,010.00</b>	<b>\$491,010.00</b>
<b>EXPENDITURES</b>		
<b>Administrative</b>		
Financial & Administrative		
Debt Service Obligation	\$491,010.00	\$491,010.00
<b>Administrative Subtotal</b>	<b>\$491,010.00</b>	<b>\$491,010.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$491,010.00</b>	<b>\$491,010.00</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$0.00</b>	<b>\$0.00</b>

Pasco County Collection Costs (2%) and Early Payment Discounts (4%): 6.0%

**Gross assessments:**

**\$521,906.89**

**Notes:**

Tax Roll Collection Costs (2%) and Early Payment Discount (4%) for Pasco County are a total 6% of Tax Roll. Budgeted net of tax roll assessments. See Assessment Table.

**COPPERSPRING COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2023/2024 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE**

2023/2024 O&M Budget		\$476,550.00
Pasco County Collection Cost @	2%	\$10,139.36
Early Payment Discount @	4%	\$20,278.72
2023/2024 Total		<u>\$506,968.09</u>

2022/2023 O&M Budget	\$390,217.00
2023/2024 O&M Budget	\$476,550.00
Total Difference	<u>\$86,333.00</u>

	PER UNIT ANNUAL ASSESSMENT		Proposed Increase / Decrease	
	2022/2023	2023/2024	\$	%
Series 2019 Debt Service - Single Family 45'	\$1,195.51	\$1,195.51	\$0.00	0.00%
Operations/Maintenance - Single Family 45'	\$951.68	\$1,162.24	\$210.56	22.13%
<b>Total</b>	<b>\$2,147.19</b>	<b>\$2,357.75</b>	<b>\$210.56</b>	<b>9.81%</b>
Series 2019 Debt Service - Single Family 55'	\$1,461.18	\$1,461.18	\$0.00	0.00%
Operations/Maintenance - Single Family 55'	\$1,161.05	\$1,417.93	\$256.88	22.12%
<b>Total</b>	<b>\$2,622.23</b>	<b>\$2,879.11</b>	<b>\$256.88</b>	<b>9.80%</b>

**COPPERSPRING COMMUNITY DEVELOPMENT DISTRICT**

**FISCAL YEAR 2023/2024 O&M AND DEBT SERVICE ASSESSMENT SCHEDULE**

TOTAL O&M BUDGET		\$476,550.00
COLLECTION COSTS @	2.0%	\$10,139.36
EARLY PAYMENT DISCOUNT @	4.0%	\$20,278.72
TOTAL O&M ASSESSMENT		<u>\$506,968.09</u>

<u>LOT SIZE</u>	<u>UNITS ASSESSED</u>		<u>ALLOCATION OF O&amp;M ASSESSMENT</u>			
	<u>O&amp;M</u>	<u>SERIES 2019 DEBT SERVICE <sup>(1)</sup></u>	<u>EAU FACTOR</u>	<u>TOTAL EAU's</u>	<u>% TOTAL EAU's</u>	<u>TOTAL O&amp;M BUDGET</u>
Single Family 45'	241	241	1.00	241.00	55.25%	\$280,099.29
Single Family 55'	160	160	1.22	195.20	44.75%	\$226,868.80
	<u>401</u>	<u>401</u>		<u>436.20</u>	<u>100.00%</u>	<u>\$506,968.09</u>

<u>PER LOT ANNUAL ASSESSMENT</u>		
<u>O&amp;M</u>	<u>SERIES 2019 DEBT SERVICE <sup>(2)</sup></u>	<u>TOTAL <sup>(3)</sup></u>
\$1,162.24	\$1,195.51	\$2,357.75
\$1,417.93	\$1,461.18	\$2,879.11

LESS: Pasco County Collection Costs (2%) and Early Payment Discount (4%): (\$30,418.09)

Net Revenue to be Collected: \$476,550.00

<sup>(1)</sup> Reflects the number of total lots with Series 2019 debt outstanding.

<sup>(2)</sup> Annual debt service assessment per lot adopted in connection with the Series 2019 bond issue. Annual assessment includes principal, interest, Pasco County collection costs and early payment discounts.

<sup>(3)</sup> Annual assessment that will appear on November 2023 Pasco County property tax bill. Amount shown includes all applicable county collection costs and early payment discounts (up to 4% if paid early).



## GENERAL FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The General Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all General Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Interest Earnings:** The District may earn interest on its monies in the various operating accounts.

**Tax Roll:** The District levies Non-Ad Valorem Special Assessments on all of the assessable property within the District to pay for operating expenditures incurred during the Fiscal Year. The assessments may be collected in two ways. The first is by placing them on the County's Tax Roll, to be collected with the County's Annual Property Tax Billing. This method is only available to land properly platted within the time limits prescribed by the County.

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### EXPENDITURES – ADMINISTRATIVE:

**Supervisor Fees:** The District may compensate its supervisors within the appropriate statutory limits of \$200.00 maximum per meeting within an annual cap of \$4,800.00 per supervisor.

**Administrative Services:** The District will incur expenditures for the day to today operation of District matters. These services include support for the District Management function, recording and preparation of meeting minutes, records retention and maintenance in accordance with Chapter 119, Florida Statutes, and the District's adopted Rules of Procedure, preparation and delivery of agenda, overnight deliveries, facsimiles and phone calls.

**District Management:** The District as required by statute, will contract with a firm to provide for management and administration of the District's day to day needs. These service include the conducting of board meetings, workshops, overall administration of District functions, all required state and local filings, preparation of annual budget, purchasing, risk management, preparing various resolutions and all other secretarial duties requested by the District throughout the year is also reflected in this amount.

**District Engineer:** The District's engineer provides general engineering services to the District. Among these services are attendance at and preparation for monthly board meetings, review of construction invoices and all other engineering services requested by the district throughout the year.



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**Disclosure Report:** The District is required to file quarterly and annual disclosure reports, as required in the District's Trust Indenture, with the specified repositories. This is contracted out to a third party in compliance with the Trust Indenture.

**Trustee's Fees:** The District will incur annual trustee's fees upon the issuance of bonds for the oversight of the various accounts relating to the bond issues.

**Assessment Roll:** The District will contract with a firm to prepare, maintain and certify the assessment roll(s) and annually levy a non-ad valorem assessment for operating and debt service expenses.

**Financial & Revenue Collections:** Services of the Collection Agent include all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. The Collection Agent also maintains and updates the District's lien book(s) annually and provides for the release of liens on property after the full collection of bond debt levied on particular properties.

**Accounting Services:** Services include the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

**Auditing Services:** The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting firm, once it reaches certain revenue and expenditure levels, or has issued bonds and incurred debt.

**Arbitrage Rebate Calculation:** The District is required to calculate the interest earned from bond proceeds each year pursuant to the Internal Revenue Code of 1986. The Rebate Analyst is required to verify that the District has not received earnings higher than the yield of the bonds.

**Public Officials Liability Insurance:** The District will incur expenditures for public officials' liability insurance for the Board and Staff.

**Legal Advertising:** The District will incur expenditures related to legal advertising. The items for which the District will advertise include, but are not limited to meeting schedules, special meeting notices, and public hearings, bidding etc. for the District based on statutory guidelines

**Dues, Licenses & Fees:** The District is required to pay an annual fee to the Department of Economic Opportunity, along with other items which may require licenses or permits, etc.

**Miscellaneous Fees:** The District could incur miscellaneous throughout the year, which may not fit into any standard categories.

**Website Hosting, Maintenance and Email:** The District may incur fees as they relate to the development and ongoing maintenance of its own website along with possible email services if requested.

**District Counsel:** The District's legal counsel provides general legal services to the District. Among these services are attendance at and preparation for monthly board meetings, review of operating and maintenance contracts and all other legal services requested by the district throughout the year.



## **EXPENDITURES - FIELD OPERATIONS:**

**Electric Utility Services:** The District will incur electric utility expenditures for general purposes such as irrigation timers, lift station pumps, fountains, etc.

**Street Lights:** The District may have expenditures relating to street lights throughout the community. These may be restricted to main arterial roads or in some cases to all street lights within the District's boundaries.

**Utility - Reclaimed:** The District may incur expenses related to the use of reclaimed water for irrigation.

**Aquatic Maintenance/Dry Pond Mowing:** Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

**Aquatic Plant Replacement:** The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

**General Liability Insurance:** The District will incur fees to insure items owned by the District for its general liability needs

**Property Insurance:** The District will incur fees to insure items owned by the District for its property needs

**Wall and Fence Maintenance:** The District will incur expenditures to maintain the wall and the fencing.

**Entry Maintenance:** The District will incur expenditures to maintain the entry monuments.

**Landscape Maintenance:** The District will incur expenditures to maintain the rights-of-way, median strips, recreational facilities including pond banks, entryways, and similar planting areas within the District. These services include but are not limited to monthly landscape maintenance, fertilizer, pesticides, annuals, mulch, and irrigation repairs.

**Irrigation Maintenance:** The District will incur expenditures related to the maintenance of the irrigation systems.

**Irrigation Repairs:** The District will incur expenditures related to repairs of the irrigation systems.

**Landscape Replacement:** Expenditures related to replacement of turf, trees, shrubs etc.

**Landscape Mulch:** Expenditures related to mulch replacement.

**Miscellaneous Contingency:** Monies collected and allocated for expenses that the District could incur throughout the year, which may not fit into any standard categories.



Rizzetta & Company

## DEBT SERVICE FUND BUDGET ACCOUNT CATEGORY DESCRIPTION

The Debt Service Fund Budget Account Category Descriptions are subject to change at any time depending on its application to the District. Please note, not all Debt Service Fund Budget Account Category Descriptions are applicable to the District indicated above. Uses of the descriptions contained herein are intended for general reference.

### REVENUES:

**Special Assessments:** The District may levy special assessments to repay the debt incurred by the sale of bonds to raise working capital for certain public improvements. The assessments may be collected in the same fashion as described in the Operations and Maintenance Assessments.

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### EXPENDITURES – ADMINISTRATIVE:

**Bank Fees:** The District may incur bank service charges during the year.

**Debt Service Obligation:** This would be a combination of the principal and interest payment to satisfy the annual repayment of the bond issue debt.



Rizzetta & Company

## Tab 4

**MINUTES OF MEETING**

Each person who decides to appeal any decision made by the Board with respect to any matter considered at the meeting is advised that 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.

**COPPERSPRING  
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of Copperspring Community Development District was held on **Tuesday, April 11, 2023 at 9:00 a.m.** at Residence Inn by Marriott Tampa at 2101 Northpointe Parkway, Lutz, Florida 33588.

Present were:

Kelly Evans	<b>Board Supervisor, Chair</b>
Laura Coffey	<b>Board Supervisor, Vice-Chair</b>
Lori Campagna	<b>Board Supervisor, Assistant Secretary</b>
Christopher Smith	<b>Board Supervisor, Assistant Secretary</b>
Trevor Singh	<b>Board Supervisor, Assistant Secretary</b>

Also Present were:

Debby Wallace	<b>District Manager, Rizzetta &amp; Company, Inc.</b>
John Vericker	<b>District Counsel, Straley Robin Vericker</b>
Brian Surak	<b>District Engineer, Clearview Land Design (via conf. call)</b>
Scott Herman	<b>Representative, Fieldstone</b>
Tony Smith	<b>Representative, Sitex</b>

Audience	<b>Present</b>
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**FIRST ORDER OF BUSINESS**

**Call to Order**

Ms. Wallace called the meeting to order and confirmed a quorum.

**SECOND ORDER OF BUSINESS**

**Audience Comments on Agenda Items**

An audience member addressed the Board regarding an Oak tree on CDD property behind 3767 Copperspring Boulevard.

On a Motion by Mr. Singh, seconded by Ms. Evans, with all in favor, the Board of Supervisors approved to leaving tree planted on CDD property for a one-time exception subject to CDD having option to remove at any time, for Copperspring Community Development District.
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**THIRD ORDER OF BUSINESS****Consideration of Traffic Enforcement Survey**

Mr. Surak updated the Board with communication from Pasco County. The survey is required for the Traffic Enforcement Agreement.

On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of Supervisors approved the Traffic Enforcement Survey for Clearview Land Design in the amount of \$2,500.00, for Copperspring Community Development District.

**FOURTH ORDER OF BUSINESS****Consideration of the Minutes of the Audit Committee Meeting held on March 14, 2023**

On a Motion by Ms. Campagna, seconded by Ms. Evans, with all in favor, the Board of Supervisors approved the Minutes of the Audit Committee meeting on March 14, 2023, for Copperspring Community Development District.

**FIFTH ORDER OF BUSINESS****Consideration of the Minutes of the Regular Meeting held on March 14, 2023**

On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of Supervisors approved the Minutes of the Regular meeting on March 14, 2023, as amended for Copperspring Community Development District.

**SIXTH ORDER OF BUSINESS****Consideration of Operations and Maintenance Expenditure for January and February 2023**

On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of Supervisors approved the Operations and Maintenance Expenditures for January 2023 (\$28,378.86) and February 2023 (\$18,201.03) for Copperspring Community Development District.

**SEVENTH ORDER OF BUSINESS****Staff Reports****A. District Counsel**

No report.

**B. District Engineer**

No report.

**C. Aquatic Report**

Ms. Wallace introduced Ms. Smith from Sitex.

**D. District Manager**

Ms. Wallace reminded the Board of Supervisors of the next meeting that is scheduled for May 9, 2023, at 9:00 a.m. Residence Inn by Marriott Tampa at 2101 Northpointe Parkway, Lutz, Florida 33588.

The proposed budget will be presented at the May 9, 2023, meeting.

Mr. Herman will provide a proposal with three (3) options for end caps to medians. One for rock, sod, and plants.

On a Motion by Ms. Evans, seconded by Mr. Singh, with all in favor, the Board of Supervisors approved to add area along Hanover Drive to Towing Agreement and No Parking Policy and authorize posting signs, for Copperspring Community Development District.

**EIGHTH ORDER OF BUSINESS****Supervisor Requests**

On a Motion by Ms. Evans, seconded by Ms. Campagna, with all in favor, the Board of Supervisors accepted Laura Coffey resignation for Copperspring Community Development District.

**NINTH ORDER OF BUSINESS****Appointment of New Board Supervisor**

On a Motion by Mr. Singh, seconded by Ms. Evans, with all in favor, the Board of Supervisors appointed Christina Cruz to Seat 2 with a term ending in 2026, for Copperspring Community Development District.

Ms. Wallace will administer the Oath of Office after the meeting.

**TENTH ORDER OF BUSINESS****Consideration of Resolution 2023-04;  
Redesignating Officers**

On a Motion by Ms. Evans, seconded by Mr. Smith, with all in favor, the Board of Supervisors approved Resolution 2023-04; Designating Officers of the District as Kelly Evans as Chair, Lori Campagna as Vice-Chair and remaining Board Supervisors along with Debby Wallace and Matthew Huber will be Assistant Secretaries, for Copperspring Community Development District.

**ELEVENTH ORDER OF BUSINESS****Supervisor Requests (Continued)**

Ms. Evans requested that Ms. Wallace get punch list from Pasco County for Certificate of Completion.

Mr. Singh will send photos to Ms. Wallace of pipe that needs to be removed on CDD property.



**TWELFTH ORDER OF BUSINESS**

**Adjournment**

Ms. Wallace stated that there were no other matters to come before the Board of Supervisors at this time.

On a Motion by Ms. Evans, seconded by Ms. Smith, with all in favor, the Board of Supervisors adjourned the meeting at 9:33 a.m. for Copperspring Community Development District.

\_\_\_\_\_  
Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman

## **Tab 5**

# Copperspring Community Development District

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District Office · Wesley Chapel, Florida · (813) 944-1001

Mailing Address · 3434 Colwell Ave · Suite 200 · Tampa, Florida 33614

[www.copperspringcdd.org](http://www.copperspringcdd.org)

## **Operations and Maintenance Expenditures**

**March 2023**

**For Board Approval**

Attached please find the check register listing the Operation and Maintenance expenditures paid from March 1, 2023 through March 31, 2023. This does not include expenditures previously approved by the Board.

The total items being presented:    **\$ 19,141.66**

Approval of Expenditures:

\_\_\_\_\_

\_\_\_\_\_ Chairperson

\_\_\_\_\_ Vice Chairperson

\_\_\_\_\_ Assistant Secretary

## Copperspring Community Development District

### Paid Operation and Maintenance Expenditures

March 1, 2023 Through March 31, 2023

Vendor Name	Check #	Invoice Number	Invoice Description	Invoice Amount
Duke Energy	100102	9100 8753 4713 01/23	000 Copperspring Blvd Lights 01/23	\$ 574.01
Duke Energy	100104	9100 8753 4911 01/23	6575 Moog Road Mailbox 01/23	\$ 31.24
Duke Energy	100104	9100 8756 3073 02/23	6258 Spider Lily Way 02/23	\$ 30.79
Duke Energy	100107	9100 8756 3263 02/23	000 State Road 54 Lite 02/23	\$ 812.65
Duke Energy	100107	9100 9446 4850 02/23	00 Copperspring Blvd Lite PH 3 02/23	\$ 224.68
Duke Energy	100108	9100 8753 4713 02/23	000 Copperspring Blvd Lights 02/23	\$ 573.90
Duke Energy	100111	9100 8753 4531 02/23	3980 Copperspring Blvd Irrigation & Lites 02/23	\$ 30.79
Duke Energy	100111	9100 8753 4911 02/23	6575 Moog Road Mailbox 02/23	\$ 30.79
Duke Energy	100111	9100 9446 7027 02/23	6019 Soaring Osprey Way 02/23	\$ 30.79
Fieldstone Landscape Services	100105	19297	Landscape Maintenance 03/23	\$ 10,332.90
Fieldstone Landscape Services	100109	19245	Irrigation Repairs 02/22/23	\$ 726.00
Jayman Enterprises, LLC	100112	2448	Wasp Removal 03/23	\$ 125.00

## Copperspring Community Development District

### Paid Operation and Maintenance Expenditures

March 1, 2023 Through March 31, 2023

Vendor Name	Check #	Invoice Number	Invoice Description	Invoice Amount
Lutz Hotel Management, LLC	100110	032023 Lutz - 249	BOS Meeting Room Rental 04/11/23	\$ 81.33
Pasco County Utilities	100113	18077175	3950 River Otter Lane - Irrigation 02/23	\$ 123.75
Pasco County Utilities	100113	18077177	6557 Water Hemlock Way 02/23	\$ 15.75
Pasco County Utilities	100113	18077183	3707 Copperspring Blvd - Irrigation 02/23	\$ 426.00
Pasco County Utilities	100113	18077558	6258 Spider Lily Way 02/23	\$ 92.25
Pasco County Utilities	100113	18078053	3980 Soaring Osprey Way 02/23	\$ 91.50
Rizzetta & Company, Inc.	100101	INV0000078001	District Management Fees 03/23	\$ 4,199.34
Straley Robin Vericker	100106	22768	General Legal Services 02/23	\$ 369.00
Times Publishing Company	100103	0000273275 02/22/23	Legal Advertising Acct# 202058 02/23	\$ 112.00
Times Publishing Company	100114	0000278262 03/22/23	Legal Advertising Acct# 202058 03/23	<u>\$ 107.20</u>
<b>Report Total</b>				<b><u>\$ 19,141.66</u></b>