

**SPENCER CREEK  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
REGULAR MEETING  
MAY 07, 2020**

**SPENCER CREEK  
COMMUNITY DEVELOPMENT DISTRICT AGENDA  
THURSDAY, MAY 07, 2020 AT 2:00 P.M.  
CALL IN NUMBER: 1-866-906-9330      ACCESS CODE: 4863181**

<b>District Board of Supervisors</b>	Chairman Vice- Chairman Supervisor Supervisor Supervisor	Kelly Evans Laura Coffey Lori Campagna Jeff Hills Nick Dister
<b>District Manager</b>	Meritus	Debby Nussel
<b>District Attorney</b>	Straley, Robin, Vericker	John Vericker
<b>District Engineer</b>	Stantec	Tonja Stewart

*All cellular phones and pagers must be turned off while in the meeting room*

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

The meeting will begin at **2:00 p.m.** Following the **Call to Order**, the public has the opportunity to comment on posted agenda items during the second section called **Public Comments on Agenda Items**. Each individual is limited to **three (3) minutes** for such comment. The Board is not required to take action at this time, but will consider the comments presented as the agenda progresses. The third section is called **Business Items**. This section contains items for approval by the District Board of Supervisors that may require discussion, motions, and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. Agendas can be reviewed by contacting the Manager's office at (813) 873-7300 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 fourth section is called **Consent Agenda**. The Consent Agenda section 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 **Vendor/Staff Reports**. This section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The sixth 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 the District's needs. The final section is called **Audience Questions, Comments and Discussion Forum**. This portion of the agenda is where individuals may comment on matters that concern the District. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted.

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) 873-7300, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, 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.

Agendas can be reviewed by contacting the Manager's office at (813) 873-7300 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.

May 07, 2020  
Board of Supervisors  
**Spencer Creek Community Development District**

The Regular Meeting of the Board of Supervisors of the Spencer Creek Community Development District will be held on **May 07, 2020 at 2:00 p.m.** via conference call at the information listed below. Following is the agenda for the meeting:

**Call In Number: 1-866-906-9330**

**Access Code: 4863181**

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT ON AGENDA ITEMS**
- 3. BUSINESS ITEMS**
  - A. Consideration of Resolution 2020-03; Approving Fiscal Year 2021 Proposed Budget & Setting Public Hearing.....Tab 01
  - B. Consideration of Resolution 2020-04; Adopting Statutory Alternative Investment Policies.....Tab 02
  - C. Annual Disclosure of Qualified Electors.....Tab 03
  - D. Consideration of Resolution 2020-05; Setting Landowners Election & CDD Meeting.....Tab 04
  - E. Discussion on Acceptance of Compensation for Board Members
  - F. General Matters of the District
- 4. CONSENT AGENDA**
  - A. Consideration of Minutes of the Audit Committee & Regular Meeting November 07, 2019.....Tab 05
  - B. Consideration of Operation and Maintenance Expenditures October 2019 – March 2020.....Tab 06
  - C. Review of Financial Statements Month Ending March 31, 2020.....Tab 07
- 5. VENDOR/STAFF REPORTS**
  - A. District Counsel
  - B. District Engineer
  - C. District Manager
- 6. BOARD OF SUPERVISORS REQUESTS AND COMMENNTS**
- 7. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION FORUM**
- 8. ADJORNMENT**

Sincerely,

Debby Nussel  
District Manager

## RESOLUTION 2020-03

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SPENCER CREEK COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED OPERATION AND MAINTENANCE BUDGET FOR FISCAL YEAR 2020/2021; 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 Spencer Creek Community Development District (“**District**”) prior to June 15, 2020 a proposed operation and maintenance budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021 (“**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 SPENCER CREEK 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: August 6, 2020  
HOUR: 2:00 p.m.  
LOCATION\*: Meritus  
2005 Pan Am Circle, Suite 300  
Tampa, FL 33607

*\*Please note that pursuant to Governor DeSantis’ Executive Order 20-69 (as it may be extended or amended) relating to the COVID-19 public health emergency and to protect the public and follow the CDC guidance regarding social distancing, such public hearing and meeting may be held telephonically or virtually. Please check on the District’s website for the latest information: <http://spencercreekcdd.com/>.*

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 Hillsborough 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 two 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 7, 2020.**

Attest:

**Spencer Creek Community  
Development District**

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

\_\_\_\_\_  
Kelly Evans  
Chair of the Board of Supervisors

**Exhibit A: Proposed Budget for Fiscal Year 2020/2021**

2021



# SPENCER CREEK

COMMUNITY DEVELOPMENT DISTRICT

## FISCAL YEAR 2021

PROPOSED ANNUAL OPERATING BUDGET

MAY 7, 2020



# SPENCER CREEK

## COMMUNITY DEVELOPMENT DISTRICT

### FISCAL YEAR 2020 FINAL ANNUAL OPERATING BUDGET

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MAY 7, 2020

# SPENCER CREEK

## COMMUNITY DEVELOPMENT DISTRICT

### BUDGET INTRODUCTION

#### **Background Information**

The Spencer Creek 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 2021, which begins on October 1, 2020. 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
200	Debt Service Fund	Collection of Special Assessments for Debt Service on the Series 2019 Special Assessment Revenue Bonds

#### **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.

# SPENCER CREEK

## COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2020 Final Operating Budget	Current Period Actuals 10/1/19 - 2/29/20	Projected Revenues & Expenditures 3/1/20 to 9/30/20	Total Actuals and Projections Through 9/30/20	Over/(Under) Budget Through 9/30/20
<b>Revenues</b>					
<b>CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>					
Developer Contributions	101,800.00	6,756.00	49,994.00	56,750.00	(45,050.00)
<b>TOTAL REVENUES</b>	<b>\$101,800.00</b>	<b>\$6,756.00</b>	<b>\$49,994.00</b>	<b>\$56,750.00</b>	<b>(\$45,050.00)</b>
<b>EXPENDITURES</b>					
<b>FINANCIAL &amp; ADMINISTRATIVE</b>					
District Manager	30,000.00	7,500.00	10,500.00	18,000.00	(12,000.00)
District Engineer	5,000.00	350.00	1,650.00	2,000.00	(3,000.00)
Disclosure Report	8,400.00	0.00	4,200.00	4,200.00	(4,200.00)
Trustee Fees	8,500.00	0.00	3,750.00	3,750.00	(4,750.00)
Accounting Services	9,000.00	3,750.00	(1,500.00)	2,250.00	(6,750.00)
Auditing Services	6,500.00	26.00	5,374.00	5,400.00	(1,100.00)
Postage, Phone, Faxes, Copies	500.00	10.00	390.00	400.00	(100.00)
Public Officials Insurance	2,475.00	2,306.00	0.00	2,306.00	(169.00)
Legal Advertising	2,000.00	599.00	2,201.00	2,800.00	800.00
Bank Fees	250.00	45.00	105.00	150.00	(100.00)
Dues, Licenses, & Fees	375.00	175.00	0.00	175.00	(200.00)
Email Hosting Vendor	0.00	0.00	0.00	0.00	0.00
ADA Website Compliance	0.00	0.00	0.00	0.00	0.00
Website Administration	1,500.00	625.00	875.00	1,500.00	0.00
<b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>\$74,500.00</b>	<b>\$15,386.00</b>	<b>\$27,545.00</b>	<b>\$42,931.00</b>	<b>(\$31,569.00)</b>
<b>LEGAL COUNSEL</b>					
District Counsel	5,000.00	515.00	2,485.00	3,000.00	(2,000.00)
<b>TOTAL LEGAL COUNSEL</b>	<b>\$5,000.00</b>	<b>\$515.00</b>	<b>\$2,485.00</b>	<b>\$3,000.00</b>	<b>(\$2,000.00)</b>
<b>ELECTRIC UTILITY SERVICES</b>					
Garbage Collection	0.00	0.00	0.00	0.00	0.00
Electric Utility Services-All Others	3,500.00	0.00	3,000.00	3,000.00	(500.00)
<b>TOTAL ELECTRIC UTILITY SERVICES</b>	<b>\$3,500.00</b>	<b>\$0.00</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>(\$500.00)</b>
<b>Water - Sewer Combination Services</b>					
Water Utility Services	6,800.00	0.00	0.00	0.00	(6,800.00)
<b>TOTAL WATER - SEWER COMBINATION SERVICES</b>	<b>\$6,800.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$6,800.00)</b>
<b>OTHER PHYSICAL ENVIRONMENT</b>					
Waterway Management System	7,000.00	0.00	5,000.00	5,000.00	(2,000.00)
Waterway Improvements & Repairs	0.00	0.00	0.00	0.00	0.00
Landscape Maintenance - Contract	0.00	0.00	0.00	0.00	0.00
Plant Replacement Program	0.00	0.00	0.00	0.00	0.00
Irrigation Maintenance	0.00	0.00	0.00	0.00	0.00
Mulch & Tree Trimming	0.00	0.00	0.00	0.00	0.00
Monument, Entrance & Wall Maintenance & Repair	0.00	0.00	0.00	0.00	0.00
Pool Maintenance - Contract	0.00	0.00	0.00	0.00	0.00
Pool Maintenance - Other	0.00	0.00	0.00	0.00	0.00
Amenity Center Pest Control	0.00	0.00	0.00	0.00	0.00
Amenity Center Cleaning & Supplies	0.00	0.00	0.00	0.00	0.00
Amenity Center Maintenance & Repair	0.00	0.00	0.00	0.00	0.00
General Liability & Property Casualty Insurance	5,000.00	2,819.00	0.00	2,819.00	(2,181.00)
<b>TOTAL OTHER PHYSICAL ENVIRONMENT</b>	<b>\$12,000.00</b>	<b>\$2,819.00</b>	<b>\$5,000.00</b>	<b>\$7,819.00</b>	<b>(\$4,181.00)</b>
<b>TOTAL EXPENDITURES</b>	<b>101,800.00</b>	<b>18,720.00</b>	<b>38,030.00</b>	<b>56,750.00</b>	<b>(45,050.00)</b>
<b>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>0.00</b>	<b>(11,964.00)</b>	<b>11,964.00</b>	<b>0.00</b>	<b>0.00</b>

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

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

## FISCAL YEAR 2020 BUDGET ANALYSIS

# SPENCER CREEK

## COMMUNITY DEVELOPMENT DISTRICT

	Fiscal Year 2020 Final Operating Budget	Total Actuals and Projections Through 9/30/20	Over/(Under) Budget Through 9/30/20	Fiscal Year 2021 Proposed Operating Budget	Increase / (Decrease) from FY 2020 to FY 2021
<b>Revenues</b>					
<b>SPECIAL ASSESSMENTS - SERVICE CHARGES</b>					
Operations & Maintenance Assmts-Off Roll	0.00	0.00	0.00	83,086.91	83,086.91
<b>TOTAL SPECIAL ASSESSMENTS - SERVICE CHARGES</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$83,086.91</b>	<b>\$83,086.91</b>
<b>CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>					
Developer Contributions	101,800.00	56,750.00	(45,050.00)	183,475.09	81,675.09
<b>TOTAL CONTRIBUTIONS &amp; DONATIONS FROM PRIVATE SOURCES</b>	<b>\$101,800.00</b>	<b>\$56,750.00</b>	<b>(\$45,050.00)</b>	<b>\$183,475.09</b>	<b>\$81,675.09</b>
<b>TOTAL REVENUES</b>	<b>\$101,800.00</b>	<b>\$56,750.00</b>	<b>(\$45,050.00)</b>	<b>\$266,562.00</b>	<b>\$164,762.00</b>
<b>EXPENDITURES</b>					
<b>LEGISLATIVE</b>					
Supervisor Fees	0.00	0.00	0.00	1,600.00	1,600.00
<b>TOTAL LEGISLATIVE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,600.00</b>	<b>\$1,600.00</b>
<b>FINANCIAL &amp; ADMINISTRATIVE</b>					
District Manager	30,000.00	18,000.00	(12,000.00)	30,000.00	0.00
District Engineer	5,000.00	2,000.00	(3,000.00)	3,000.00	(2,000.00)
Disclosure Report	8,400.00	4,200.00	(4,200.00)	8,400.00	0.00
Trustee Fees	8,500.00	3,750.00	(4,750.00)	8,000.00	(500.00)
Accounting Services	9,000.00	2,250.00	(6,750.00)	9,000.00	0.00
Auditing Services	6,500.00	5,400.00	(1,100.00)	5,400.00	(1,100.00)
Postage, Phone, Faxes, Copies	500.00	400.00	(100.00)	500.00	0.00
Public Officials Insurance	2,475.00	2,306.00	(169.00)	2,537.00	62.00
Legal Advertising	2,000.00	2,800.00	800.00	2,500.00	500.00
Bank Fees	250.00	150.00	(100.00)	250.00	0.00
Dues, Licenses, & Fees	375.00	175.00	(200.00)	175.00	(200.00)
Email Hosting Vendor	0.00	0.00	0.00	600.00	600.00
ADA Website Compliance	0.00	0.00	0.00	1,500.00	1,500.00
Website Administration	1,500.00	1,500.00	0.00	1,500.00	0.00
<b>TOTAL FINANCIAL &amp; ADMINISTRATIVE</b>	<b>\$74,500.00</b>	<b>\$42,931.00</b>	<b>(\$31,569.00)</b>	<b>\$73,362.00</b>	<b>(\$1,138.00)</b>
<b>LEGAL COUNSEL</b>					
District Counsel	5,000.00	3,000.00	(2,000.00)	5,000.00	0.00
<b>TOTAL LEGAL COUNSEL</b>	<b>\$5,000.00</b>	<b>\$3,000.00</b>	<b>(\$2,000.00)</b>	<b>\$5,000.00</b>	<b>\$0.00</b>
<b>ELECTRIC UTILITY SERVICES</b>					
Electric Utility Services-All Others	3,500.00	3,000.00	(500.00)	55,000.00	51,500.00
<b>TOTAL ELECTRIC UTILITY SERVICES</b>	<b>\$3,500.00</b>	<b>\$3,000.00</b>	<b>(\$500.00)</b>	<b>\$55,000.00</b>	<b>\$51,500.00</b>
<b>Water - Sewer Combination Services</b>					
Water Utility Services	6,800.00	0.00	(6,800.00)	6,000.00	(800.00)
<b>TOTAL WATER - SEWER COMBINATION SERVICES</b>	<b>\$6,800.00</b>	<b>\$0.00</b>	<b>(\$6,800.00)</b>	<b>\$6,000.00</b>	<b>(\$800.00)</b>
<b>OTHER PHYSICAL ENVIRONMENT</b>					
Waterway Management System	7,000.00	5,000.00	(2,000.00)	6,000.00	(1,000.00)
Waterway Improvements & Repairs	0.00	0.00	0.00	0.00	0.00
Landscape Maintenance - Contract	0.00	0.00	0.00	85,000.00	85,000.00
Plant Replacement Program	0.00	0.00	0.00	2,000.00	2,000.00
Irrigation Maintenance	0.00	0.00	0.00	1,500.00	1,500.00
Mulch & Tree Trimming	0.00	0.00	0.00	10,000.00	10,000.00
Monument, Entrance & Wall Maintenance & Repair	0.00	0.00	0.00	1,000.00	1,000.00
Pool Maintenance - Contract	0.00	0.00	0.00	5,500.00	5,500.00
Pool Maintenance - Other	0.00	0.00	0.00	1,000.00	1,000.00
Amenity Center Pest Control	0.00	0.00	0.00	600.00	600.00
Amenity Center Cleaning & Supplies	0.00	0.00	0.00	3,500.00	3,500.00
Amenity Center Maintenance & Repair	0.00	0.00	0.00	2,000.00	2,000.00
General Liability & Property Casualty Insurance	5,000.00	2,819.00	(2,181.00)	7,500.00	2,500.00
<b>TOTAL OTHER PHYSICAL ENVIRONMENT</b>	<b>\$12,000.00</b>	<b>\$7,819.00</b>	<b>(\$4,181.00)</b>	<b>\$125,600.00</b>	<b>\$113,600.00</b>
<b>TOTAL EXPENDITURES</b>	<b>101,800.00</b>	<b>56,750.00</b>	<b>(45,050.00)</b>	<b>266,562.00</b>	<b>164,762.00</b>
<b>EXCESS OF REVENUES OVER/(UNDER) EXPENDITURES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

\*\*\* EXCLUDES 2% HILLSBOROUGH COUNTY COLLECTION COST  
 \*\*\* EXCLUDES 4% EARLY PAYMENT DISCOUNT

\* 6 months of operations

**FISCAL YEAR 2021**  
 PROPOSED ANNUAL OPERATING BUDGET

# SPENCER CREEK

## 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.

##### **Miscellaneous Administration**

This is required of the District to store its official records.

##### **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.

# SPENCER CREEK

## COMMUNITY DEVELOPMENT DISTRICT

### GENERAL FUND 001

#### **Miscellaneous Fees**

To provide for unbudgeted administrative expenses.

#### **Investment Reporting Fees**

This is to provide an investment report to the District on a quarterly basis.

#### **Office Supplies**

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

#### **Technology Services**

This is to upgrade and keep current the operating components to comply with new governmental accounting standards along with basic website maintenance.

#### **Website Administration**

This is for maintenance and administration of the District's official website.

#### **Capital Outlay**

This is to purchase new equipment as required.

### **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

### **Garbage/Solid Waste Control Services**

#### **Garbage Collection**

This item is for pick up at the recreation facility and parks as needed.

### **Water-Sewer Combination Services**

#### **Water Utility Services**

This item is for the potable and non-potable water used for irrigation.

### **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.

# SPENCER CREEK

## COMMUNITY DEVELOPMENT DISTRICT

### GENERAL FUND 001

#### **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.

#### **Property Taxes**

This item is for property taxes assessed to lands within the District.

#### **Irrigation Maintenance**

Repairs necessary for everyday operation of the irrigation system to ensure its effectiveness.

#### **Pool Maintenance**

This item is necessary to contract with a vendor to maintain the pool within state guidelines for public use.

#### **Clubhouse Maintenance**

This item provides for operations, maintenance, and supplies to the District's Amenity Center.

# SPENCER CREEK

## COMMUNITY DEVELOPMENT DISTRICT

### DEBT SERVICE FUND

### SERIES 2019

#### REVENUES

CDD Debt Service Assessments	\$	533,638
<b>TOTAL REVENUES</b>	<b>\$</b>	<b>533,638</b>

#### EXPENDITURES

Series 2019 May Bond Principal Payment	\$	135,000
Series 2019 May Bond Interest Payment	\$	200,584
Series 2019 November Bond Interest Payment	\$	198,053
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>533,638</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>	<b>\$</b>	<b>-</b>

#### ANALYSIS OF BONDS OUTSTANDING

Bonds Outstanding - Period Ending 11/1/2020	\$	8,065,000
Principal Payment Applied Toward Series 2019 Bonds	\$	135,000
<b>Bonds Outstanding - Period Ending 11/1/2021</b>	<b>\$</b>	<b>7,930,000</b>

# SPENCER CREEK

## COMMUNITY DEVELOPMENT DISTRICT

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

Lot Size	EBU Value	Unit Count	Debt Service Per Unit	O&M Per Unit	FY 2020 Total Assessment	Debt Service Per Unit	O&M Per Unit	FY 2021 Total Assessment	Total Increase / (Decrease) in Annual Assmt
<b>SERIES 2019 - PHASES 1 &amp; 2</b>									
<b>Single Family 40'</b>	1.00	70	\$1,276.60	\$400.00	<b>\$1,676.60</b>	\$1,276.60	\$634.76	<b>\$1,911.36</b>	\$234.76
<b>Single Family 50'</b>	1.25	239	\$1,595.75	\$500.00	<b>\$2,095.75</b>	\$1,595.75	\$793.45	<b>\$2,389.20</b>	\$293.45
<b>Single Family 60'</b>	1.50	52	\$1,914.90	\$600.00	<b>\$2,514.90</b>	\$1,914.90	\$952.14	<b>\$2,867.04</b>	\$352.14

**361**

**Notations:**

<sup>(1)</sup> Annual assessments are adjusted for the County collection costs and statutory discounts for early payment.

## RESOLUTION 2020-04

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE SPENCER CREEK COMMUNITY DEVELOPMENT DISTRICT RESCINDING RESOLUTION 2019-19 AND ANY OTHER PRIOR INVESTMENT POLICIES AND ELECTING TO USE THE STATUTORY DEFAULT INVESTMENT POLICIES FOR INVESTING PUBLIC FUNDS IN EXCESS OF THE AMOUNTS NEEDED TO MEET CURRENT EXPENSES IN ACCORDANCE WITH SECTION 218.415(17), FLORIDA STATUTES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Spencer Creek Community Development District (the “**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes;

**WHEREAS**, the Board of Supervisors of the District (the “**Board**”) previously adopted Resolution 2019-19 to establish a written investment policy in accordance with Section 218.415, Florida Statutes; and

**WHEREAS**, the Board desires to rescind Resolution 2019-19 and any other prior investment policies, to not adopt a written investment policy, and instead use the statutory default investment policies for the investment of public funds in excess of amounts needed to meet current expenses, in accordance with Section 218.415 (17), Florida Statutes.

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

1. **Rescindment of Prior Investment Policies.** The Board hereby rescinds Resolution 2019-19 and any other prior investment policies in their entirety.
2. **Use of Statutory Default Investment Policies.** The Board hereby elects to use the statutory default alternative investment policies for the investment of public funds in excess of the amounts needed to meet current expenses, in accordance with Section 218.415(17), Florida Statutes, as amended.
3. **Conflicts.** All District resolutions or parts thereof or other adopted policies in actual conflict with this Resolution are, to the extent of such conflict, superseded and repealed.
4. **Severability.** If any section or part of a section of this Resolution is declared invalid or unconstitutional, 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 other section or part of a section of this Resolution is wholly or necessarily dependent upon the section or part of a section so held to be invalid or unconstitutional.
5. **Effective Date.** This Resolution shall become effective upon adoption.

**PASSED AND ADOPTED ON MAY 7, 2020.**

**Attest:**

**Spencer Creek Community  
Development District**

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

\_\_\_\_\_  
Kelly Evans  
Chair of the Board of Supervisors



April 24, 2020

To Whom It May Concern:

As per F.S. 190.006, you'll find the number of qualified registered electors for your Community Development District as of April 15, 2020, listed below.

Community Development District	Number of Registered Electors
Spencer Creek	6

We ask that you respond to our office with a current list of CDD office holders by **June 1<sup>st</sup>** and that you update us throughout the year if there are changes. This will enable us to provide accurate information to potential candidates during filing and qualifying periods.

Please note it is the responsibility of each district to keep our office updated with current district information. If you have any questions, please do not hesitate to contact me at (813) 384-3944 or [ewhite@hcsoc.org](mailto:ewhite@hcsoc.org).

Respectfully,

Enjoli White  
Candidate Services Liaison



**RESOLUTION 2020-05**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE  
SPENCER CREEK COMMUNITY DEVELOPMENT DISTRICT  
DESIGNATING A DATE, TIME AND LOCATION FOR A  
LANDOWNERS' MEETING; PROVIDING FOR PUBLICATION;  
PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Spencer Creek Community Development District ("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's Board of Supervisors ("Board") is statutorily authorized to exercise the powers granted to the District; and

**WHEREAS**, all meetings of the Board shall be open to the public and governed by provisions of Chapter 286, Florida Statutes; and

**WHEREAS**, the effective date of Ordinance No. 18-29 creating the District was the October 16, 2018; and

**WHEREAS**, the District is statutorily required to hold a meeting of the landowners of the District for the purpose of electing supervisors for the District on a date established by the Board, which shall be noticed pursuant to Section 190.006(2)(a), Florida Statutes.

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

**Section 1.** In accordance with Section 190.006(2), Florida Statutes, the meeting of the landowners to elect three (3) supervisors of the District, shall be held on November 3, 2020, at 2:00 p.m. at the offices of Meritus, 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607.

**Section 2.** The District's Secretary is hereby directed to publish notice of this landowners' meeting in accordance with the requirements of Section 190.006(2)(a), Florida Statutes.

**Section 3.** Pursuant to Section 190.006(2)(b), Florida Statutes, the landowners' meeting and election has been announced by the Board at its May 7, 2020 meeting. A sample notice of landowners' meeting and election, proxy, ballot form and instructions were presented at such meeting and are attached hereto as **Exhibit A**. Such documents are available for review and copying during normal business hours at the District's Local Records Office, located at the office of the District Manager, Meritus, located at 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607.

**Section 4.** This Resolution shall become effective immediately upon its adoption.

**PASSED AND ADOPTED THIS 7TH DAY OF MAY, 2020.**

**ATTEST:**

**SPENCER CREEK COMMUNITY DEVELOPMENT  
DISTRICT**

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

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

## **EXHIBIT A**

### **NOTICE OF LANDOWNERS' MEETING AND ELECTION AND MEETING OF THE BOARD OF SUPERVISORS OF THE SPENCER CREEK COMMUNITY DEVELOPMENT DISTRICT**

Notice is hereby given to the public and all landowners within Spencer Creek Community Development District (the “**District**”), the location of which is generally described as comprised of a parcel or parcels of land containing approximately 167 acres more or less, generally located between 21<sup>st</sup> Avenue SE and 14<sup>th</sup> Avenue SE and south of 674 and north of Interstate 75 in Ruskin, Hillsborough County, Florida, advising that a meeting of landowners will be held for the purpose of electing three (3) persons to the District Board of Supervisors. Immediately following the landowners’ meeting there will be convened a meeting of the Board of Supervisors for the purpose of considering certain matters of the Board to include election of certain District officers, and other such business which may properly come before the Board.

DATE: November 3, 2020  
TIME: 2:00 p.m.  
PLACE: The offices of Meritus  
2005 Pan Am Circle, Suite 300  
Tampa, Florida 33607

Each landowner may vote in person or by written proxy. Proxy forms may be obtained upon request at the office of the District Manager located at 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607. At said meeting each landowner or his or her proxy shall be entitled to nominate persons for the position of Supervisor and cast one vote per acre of land, or fractional portion thereof, owned by him or her and located within the District for each person nominated for the position of Supervisor. A fraction of an acre shall be treated as one acre, entitling the landowner to one vote with respect thereto. Platted lots shall be counted individually and rounded up to the nearest whole acre. The acreage of platted lots shall not be aggregated for determining the number of voting units held by a landowner or a landowner’s proxy. At the landowners’ meeting the landowners shall select a person to serve as the meeting chair and who shall conduct the meeting.

The landowners’ meeting and the Board of Supervisors meeting are open to the public and will be conducted in accordance with the provisions of Florida law. One or both of the meetings may be continued to a date, time, and place to be specified on the record at such meeting. A copy of the agenda for these meetings may be obtained from Meritus located at 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607. There may be an occasion where one or more supervisors will participate by telephone.

Pursuant to the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to contact the District Office at (813) 873-7300, at least 48 hours before the hearing. If you are hearing or speech impaired, please contact the Florida Relay Service at 711 for aid in contacting the District Office.

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

Brian Lamb, District Manager

*Run Date(s): October 7 and 14, 2020*

## **EXHIBIT A**

### **INSTRUCTIONS RELATING TO LANDOWNERS' MEETING OF THE SPENCER CREEK COMMUNITY DEVELOPMENT DISTRICT FOR THE ELECTION OF SUPERVISORS**

**DATE OF LANDOWNERS' MEETING:**     **November 3, 2020**

**TIME:**             **2:00 p.m.**

**LOCATION:**   **The offices of Meritus  
2005 Pan Am Circle, Suite 300  
Tampa, Florida 33607**

Pursuant to Chapter 190, Florida Statutes, and after a community development district ("District") has been established and the landowners have held their initial election, there shall be a subsequent landowners' meeting for the purpose of electing members of the Board of Supervisors ("Board") every two years until the District qualifies to have its board members elected by the qualified electors of the District. The following instructions on how all landowners may participate in the election are intended to comply with Section 190.006(2)(b), Florida Statutes.

A landowner may vote in person at the landowners' meeting, or the landowner may nominate a proxy holder to vote at the meeting in place of the landowner. Whether in person or by proxy, each landowner shall be entitled to cast one vote per acre of land owned by him or her and located within the District, for each position on the Board that is open for election for the upcoming term. A fraction of an acre shall be treated as one (1) acre, entitling the landowner to one vote with respect thereto. Please note that a particular parcel of real property is entitled to only one vote for each eligible acre of land or fraction thereof; therefore, two or more people who own real property in common, that is one acre or less, are together entitled to only one vote for that real property.

At the landowners' meeting, the first step is to elect a chair for the meeting, who may be any person present at the meeting. The landowners shall also elect a secretary for the meeting who may be any person present at the meeting. The secretary shall be responsible for the minutes of the meeting. The chair shall conduct the nominations and the voting. If the chair is a landowner or proxy holder of a landowner, he or she may nominate candidates and make and second motions. Candidates must be nominated and then shall be elected by a vote of the landowners. Nominees may be elected only to a position on the Board that is open for election for the upcoming term.

This year, three (3) seats on the Board will be up for election by landowners, two (2) seats for a four year period and one (1) seat for a two year period. The term of office for each successful candidate shall commence upon election.

A proxy is available upon request. To be valid, each proxy must be signed by one of the legal owners of the property for which the vote is cast and must contain the typed or printed name of the individual who signed the proxy; the street address, legal description of the property or tax parcel identification number; and the number of authorized votes. If the proxy authorizes more than one vote, each property must be listed and the number of acres of each property must be included. The signature on a proxy does not need to be notarized.

**EXHIBIT A**

**LANDOWNER PROXY**

**SPENCER CREEK COMMUNITY DEVELOPMENT DISTRICT  
HILLSBOROUGH COUNTY, FLORIDA  
LANDOWNERS' MEETING – NOVEMBER 3, 2020**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, the fee simple owner of the lands described herein, hereby constitutes and appoints \_\_\_\_\_ (“Proxy Holder”) for and on behalf of the undersigned, to vote as proxy at the meeting of the landowners of the Spencer Creek Community Development District to be held at the offices of Meritus, located at 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607, on November 3, 2020, at 2:00 p.m., and at any adjournments thereof, according to the number of acres of unplatted land and/or platted lots owned by the undersigned landowner that the undersigned would be entitled to vote if then personally present, upon any question, proposition, or resolution or any other matter or thing that may be considered at said meeting including, but not limited to, the election of members of the Board of Supervisors. Said Proxy Holder may vote in accordance with his or her discretion on all matters not known or determined at the time of solicitation of this proxy, which may legally be considered at said meeting.

Any proxy heretofore given by the undersigned for said meeting is hereby revoked. This proxy is to continue in full force and effect from the date hereof until the conclusion of the landowners' meeting and any adjournment or adjournments thereof, but may be revoked at any time by written notice of such revocation presented at the landowners' meeting prior to the Proxy Holder's exercising the voting rights conferred herein.

\_\_\_\_\_  
Printed Name of Legal Owner

\_\_\_\_\_  
Signature of Legal Owner

\_\_\_\_\_  
Date

**Parcel Description**

**Acreage**

**Authorized Votes**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel. If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

**Total Number of Authorized Votes:** \_\_\_\_\_

NOTES: Pursuant to Section 190.006(2)(b), Florida Statutes, a fraction of an acre is treated as one (1) acre entitling the landowner to one vote with respect thereto. Moreover, two (2) or more persons who own real property in common that is one acre or less are together entitled to only one vote for that real property.

If the fee simple landowner is not an individual, and is instead a corporation, limited liability company, limited partnership or other entity, evidence that the individual signing on behalf of the entity has the authority to do so should be attached hereto (e.g., bylaws, corporate resolution, etc.).

**EXHIBIT A**

**OFFICIAL BALLOT**  
**SPENCER CREEK COMMUNITY DEVELOPMENT DISTRICT**  
**HILLSBOROUGH COUNTY, FLORIDA**  
**LANDOWNERS' MEETING – NOVEMBER 3, 2020**

---

**For Election (Three (3) Supervisors):** The two candidates receiving the highest number of votes will receive a four (4) year term, and the one candidate receiving the lowest number of votes will receive a two (2) year term, with the term of office for each of the successful candidates commencing upon election.

The undersigned certifies that he/she/it is the fee simple owner of land, or the proxy holder for the fee simple owner of land, located within the Spencer Creek Community Development District and described as follows:

<b><u>Description</u></b>	<b><u>Acreage</u></b>
_____	_____
_____	_____
_____	_____

[Insert above the street address of each parcel, the legal description of each parcel, or the tax identification number of each parcel.] [If more space is needed, identification of parcels owned may be incorporated by reference to an attachment hereto.]

or

**Attach Proxy.**

I, \_\_\_\_\_, as Landowner, or as the proxy holder of \_\_\_\_\_ (Landowner) pursuant to the Landowners' Proxy attached hereto, do cast my votes as follows:

<b>NAME OF CANDIDATE</b>	<b>NUMBER OF VOTES</b>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

**SPENCER CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

**November 7, 2019 Minutes of Audit Committee & Regular Meeting**

**Minutes of the Audit Committee & Regular Meeting**

The Audit Committee & Regular Meeting of the Board of Supervisors for the Spencer Creek Community Development District was held on **Thursday, November 7, 2019 at 2:00 p.m.** at The Offices of Meritus located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607.

**1. CALL TO ORDER**

Nicole Hicks called the Audit Committee & Regular Meeting of the Board of Supervisors of the Spencer Creek Community Development District to order on **Thursday, November 7, 2019 at 2:00 p.m.**

**Board Members Present and Constituting a Quorum:**

Kelly Evans	Chair
Laura Coffey	Vice Chair
Nick Dister	Supervisor
Lori Campagna	Supervisor

**Staff Members Present:**

Nicole Hicks	District Manager, Meritus
--------------	---------------------------

There were no members of the general public in attendance.

**2. PUBLIC COMMENTS ON AGENDA ITEMS**

There were no public comments on agenda items.

**3. RECESS TO THE AUDIT COMMITTEE MEETING**

Ms. Hicks directed to the Board to recess to the Audit Committee meeting.

**4. AUDIT COMMITTEE MEETING**

**A. Open the Audit Committee Meeting**

MOTION TO:	Open the Audit Committee meeting.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Coffey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

**B. Evaluate and Rank the Audit Proposals**

**i. Grau & Associates**

Ms. Hicks went over that they had received one proposal for auditing services from Grau & Associates. Management recommends going with Grau & Associates because they have 30 years of experience and 297 CDDs that they currently do audits for. The pricing is for a five-year contract. After three, the Board can go out for RFP. There is a price break for five years.

**C. Finalize the Ranking and Consideration of Audit Committee Recommendation**

The Board discussed the proposal.

MOTION TO:	Go with Grau & Associates.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Campagna
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

**D. Close the Audit Committee Meeting**

MOTION TO:	Close the Audit Committee meeting.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Coffey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

**5. RETURN AND PROCEED TO REGULAR MEETING**

Ms. Hicks directed the Board to return and proceed to the regular meeting.

**6. BUSINESS ITEMS**

**A. Consideration of Audit Committee Recommendations and Evaluation**

The Board reviewed the Audit Committee's recommendations.

MOTION TO: Accept the Audit Committee recommendation to go  
with Grau & Associates.  
MADE BY: Supervisor Evans  
SECONDED BY: Supervisor Coffey  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
4/0 - Motion Passed Unanimously

**B. Acceptance of TECO Outdoor Lighting Agreement**

The Board reviewed the TECO Outdoor Lighting Agreement.

MOTION TO: Accept the TECO Outdoor Lighting Agreement.  
MADE BY: Supervisor Evans  
SECONDED BY: Supervisor Coffey  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
4/0 - Motion Passed Unanimously

**C. General Matters of the District**

**7. CONSENT AGENDA**

**A. Consideration of Minutes of the Regular Meeting October 3, 2019**

The Board reviewed the October 3, 2019 minutes.

MOTION TO: Approve the October 3, 2019 minutes.  
MADE BY: Supervisor Evans  
SECONDED BY: Supervisor Campagna  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
4/0 - Motion Passed Unanimously

**B. Consideration of Minutes of the Continued Meeting October 17, 2019**

The Board reviewed the October 17, 2019 minutes.

MOTION TO: Approve the October 17, 2019 minutes.  
MADE BY: Supervisor Evans  
SECONDED BY: Supervisor Coffey  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
4/0 - Motion Passed Unanimously

**C. Consideration of Operations and Maintenance Expenditures September 2019**

The Board reviewed the O&Ms.

MOTION TO: Approve the September 2019 O&Ms.  
MADE BY: Supervisor Evans  
SECONDED BY: Supervisor Coffey  
DISCUSSION: None further  
RESULT: Called to Vote: Motion PASSED  
4/0 - Motion Passed Unanimously

**D. Review of Financial Statements Month Ending September 30, 2019**

The Board reviewed the accepted the financials.

**8. VENDOR AND STAFF REPORTS**

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

There were no vendor or staff reports at this time.

**9. SUPERVISOR REQUESTS**

There were no supervisor requests.

**10. AUDIENCE QUESTIONS, COMMENTS AND DISCUSSION**

There were no audience questions or comments.

**11. ADJOURNMENT**

MOTION TO:	Adjourn.
MADE BY:	Supervisor Evans
SECONDED BY:	Supervisor Coffey
DISCUSSION:	None further
RESULT:	Called to Vote: Motion PASSED
	4/0 - Motion Passed Unanimously

*\*Please note the entire meeting is available on disc.*

*\*These minutes were done in summary format.*

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

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

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

**Title:**

- ☐ **Secretary**  
☐ **Assistant Secretary**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

**Title:**

- ☐ **Chairman**  
☐ **Vice Chairman**

Official District Seal

*Recorded by Records Administrator*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

## Spencer Creek Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
<b>Monthly Contract</b>				
Meritus Districts	9339	\$ 1,000.00		Management Services - October
<b>Monthly Contract Sub-Total</b>		<b>\$ 1,000.00</b>		
<b>Variable Contract</b>				
Straley Robin Vericker	17423	\$ 790.00		Professional Services - thru 08/15/2019
Straley Robin Vericker	17636	225.00	<b>\$ 1,015.00</b>	Professional Services - thru 10/15/2019
<b>Variable Contract Sub-Total</b>		<b>\$ 1,015.00</b>		
<b>Utilities</b>				
<b>Utilities Sub-Total</b>		<b>\$ 0.00</b>		
<b>Regular Services</b>				
Egis	9709	\$ 5,125.00		Insurance 10/01/2019 thru 10/01/2020
<b>Regular Services Sub-Total</b>		<b>\$ 5,125.00</b>		
<b>Additional Services</b>				
DEO	74751	\$ 175.00		FY 2019/2020 Special District Fee - 10/01/2019
Meritus	9365	1,800.00		Dissemination Services FY 2019 Bond Series 2019 10/01/2019
Meritus	9387	3,750.00	<b>\$ 5,550.00</b>	Construcion Accounting Services FY 2019 Series 2019 10/01/2019
Tampa Bay Times	17659 092019	395.00		Notice of Meeting Schedule - 09/20/2019
Tampa Bay Times	18273 092219	389.00		Notice of Audit Committee - 09/22/2019
Tampa Bay Times	25475 101819	299.50	<b>\$ 1,083.50</b>	Notice of Audit Committee - 10/18/2019
<b>Additional Services Sub-Total</b>		<b>\$ 6,808.50</b>		

# **Spencer Creek Community Development District Summary of Operations and Maintenance Invoices**

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
<b>TOTAL:</b>		<b>\$ 13,948.50</b>		

**Approved (with any necessary revisions noted):**

Signature

Printed Name

**Title (check one):**

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

2005 Pan Am Circle  
Suite 300  
Tampa, FL 33607

Voice: 813-397-5121  
Fax: 813-873-7070

Invoice Number: 9339  
Invoice Date: Oct 1, 2019  
Page: 1

<b>Bill To:</b>
Spencer Creek CDD 2005 Pan Am Circle Suite 120 Tampa, FL 33607

Ship to:	

<b>Customer ID</b>	<b>Customer PO</b>	<b>Payment Terms</b>	
Spencer Creek CDD		Net Due	
	<b>Shipping Method</b>	<b>Ship Date</b>	<b>Due Date</b>
	Best Way		10/1/19

Quantity	Item	Description	Unit Price	Amount
		District Management Services - October		1,000.00

Subtotal	1,000.00
Sales Tax	
Total Invoice Amount	1,000.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>1,000.00</b>

DR

# Straley Robin Vericker

1510 W. Cleveland Street  
Tampa, FL 33606  
Telephone (813) 223-9400 \* Facsimile (813) 223-5043  
Federal Tax Id. - 20-1778458

Spencer Creek Community Development District  
c/o Meritus Districts  
2005 Pan Am Circle, Ste 300  
Tampa, FL 33607

August 26, 2019  
Client: 001511  
Matter: 000001  
Invoice #: 17423

Page: 1

RE: General

For Professional Services Rendered Through August 15, 2019

## SERVICES

Date	Person	Description of Services	Hours
8/1/2019	LB	PREPARE DRAFT RESOLUTION ADOPTING FY 2019/2020 BUDGET, DRAFT BUDGET FUNDING AGREEMENT AND DRAFT RESOLUTION LEVYING AND IMPOSING O&M ASSESSMENTS ON SAME.	1.2
8/4/2019	JMV	PREPARE OPERATIONS AND MAINTENANCE BUDGET RESOLUTION; PREPARE OPERATIONS AND MAINTENANCE ASSESSMENT RESOLUTION.	0.4
8/5/2019	KMS	REVIEW REPORT OF DISTRICT ENGINEER DATED FEBRUARY 13, 2019; REVIEW FIRST SUPPLEMENTAL ASSESSMENT METHODOLOGY REPORT DATED MARCH 6, 2019; DRAFT SUPPLEMENTAL ASSESSMENT RESOLUTION ADOPTING FINAL TERMS AND REPORTS.	0.6
8/5/2019	LB	FINALIZE RESOLUTIONS AND BUDGET FUNDING AGREEMENT RE BUDGET FOR FY 2019/2020; PREPARE EMAIL TO B. CRUTCHFIELD RE SAME.	0.2
8/9/2019	KMS	FINALIZE SUPPLEMENTAL ASSESSMENT RESOLUTION.	0.2
8/13/2019	KMS	REVIEW COMMUNICATION FROM B. CRUTCHFIELD; REVIEW JUNE 6, 2019 AGENDA; REVIEW DOCUMENTS FROM B. CRUTCHFIELD; EMAILS TO B. CRUTCHFIELD; FINALIZE SUPPLEMENTAL ASSESSMENT RESOLUTION.	0.5

51400  
3107  
SR

August 26, 2019

Client: 001511

Matter: 000001

Invoice #: 17423

Page: 2

## SERVICES

Date	Person	Description of Services	Hours	
8/13/2019	LB	REVIEW EMAIL FROM B. CRUTCHFIELD AND OFFICE CONFERENCE WITH J. VERICKER RE RESOLUTION AMENDING THE FY 2018/2019 BUDGET; PREPARE DRAFT RESOLUTION RE SAME; REVISE BUDGET RESOLUTIONS TO INCLUDE RESOLUTION NUMBERS; PREPARE EMAIL TO B. CRUTCHFIELD TRANSMITTING VARIOUS RESOLUTIONS FOR BOARD MEETING.	0.6	
8/15/2019	VKB	REVIEW AND REPLY TO EMAIL FROM B. CRUTCHFIELD RE: O/M BUDGET RESOLUTION.	0.2	
Total Professional Services			3.9	\$790.00

## PERSON RECAP

Person		Hours	Amount
JMV	John M. Vericker	0.4	\$110.00
VKB	Vivek K. Babbar	0.2	\$55.00
KMS	Kristen M. Schalter	1.3	\$325.00
LB	Lynn Butler	2.0	\$300.00
Total Services			\$790.00
Total Disbursements			\$0.00
Total Current Charges			\$790.00

**PAY THIS AMOUNT**

**\$790.00**

**Trust Balance**

**\$122.62**

*Please Include Invoice Number on all Correspondence*

## Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400 \* Facsimile (813) 223-5043

Federal Tax Id. - 20-1778458

Spencer Creek Community Development District  
c/o Meritus Districts  
2005 Pan Am Circle, Ste 300  
Tampa, FL 33607

October 22, 2019

Client: 001511

Matter: 000001

Invoice #: 17636

Page: 1

RE: General

For Professional Services Rendered Through October 15, 2019

### SERVICES

Date	Person	Description of Services	Hours	
9/23/2019	JMV	REVIEW EMAIL FROM B. CRUTCHFIELD.	0.1	
9/26/2019	JMV	REVIEW COMMUNICATION FROM B. CRUTCHFIELD; REVIEW LEGAL NOTICE.	0.2	
9/26/2019	LB	PREPARE DRAFT QUARTERLY REPORT TO DISSEMINATION AGENT FOR SERIES 2019 BONDS.	0.2	
10/3/2019	JMV	PREPARE QUARTERLY DISTRICT COUNSEL UPDATE FOR BOND DISSEMINATION AGENT.	0.3	
10/7/2019	LB	FINALIZE QUARTERLY REPORT FOR PERIOD ENDED SEPTEMBER 30, 2019; PREPARE EMAIL TO DISSEMINATION AGENT TRANSMITTING SAME.	0.2	
Total Professional Services			1.0	\$225.00

### PERSON RECAP

Person		Hours	Amount
JMV	John M. Vericker	0.6	\$165.00
LB	Lynn Butler	0.4	\$60.00

October 22, 2019

Client: 001511

Matter: 000001

Invoice #: 17636

Page: 2

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Total Services	\$225.00	
Total Disbursements	\$0.00	
Total Current Charges		\$225.00

**PAY THIS AMOUNT**

**\$225.00**

***Please Include Invoice Number on all Correspondence***



Spencer Creek Community Development District  
 c/o Meritus Corp  
 2005 Pan Am Circle, Ste 120  
 Tampa, FL 33607

# INVOICE

<b>Customer</b>	Spencer Creek Community Development District
<b>Acct #</b>	907
<b>Date</b>	09/17/2019
<b>Customer Service</b>	Charisse Bitner
<b>Page</b>	1 of 1

Payment Information	
<b>Invoice Summary</b>	\$ 5,125.00
<b>Payment Amount</b>	
<b>Payment for:</b>	Invoice#9709
100119399	

Thank You

Please detach and return with payment



Customer: Spencer Creek Community Development District

Invoice	Effective	Transaction	Description	Amount
9709	10/01/2019	Renew policy	Policy #100119399 10/01/2019-10/01/2020 Florida Insurance Alliance Package - Renew policy Due Date: 9/17/2019  Genhiab - \$2819 Pub off. - \$2306	5,125.00
				<b>Total</b>
				\$ 5,125.00

Thank You

FOR PAYMENTS SENT OVERNIGHT:  
 Egis Insurance Advisors LLC, Fifth Third Wholesale Lockbox, Lockbox #234021, 4900 W. 95th St Oaklawn, IL 60453

<b>Remit Payment To: Egis Insurance Advisors, LLC</b>	(321)233-9939	<b>Date</b>
Lockbox 234021 PO Box 84021 Chicago, IL 60689-4002	scilmer@egisadvisors.com	09/17/2019

513150  
 4501  
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**Florida Department of Economic Opportunity, Special District Accountability Program**  
**FY 2019/2020 Special District Fee Invoice and Update Form**  
 Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

<b>Invoice No.: 74751</b>			<b>Date Invoiced: 10/01/2019</b>
<b>Annual Fee: \$175.00</b>	<b>Late Fee: \$0.00</b>	<b>Received: \$0.00</b>	<b>Total Due, Postmarked by 12/02/2019: \$175.00</b>

**STEP 1:** Review the following information, make changes directly on the form, and sign and date:

**1. Special District's Name, Registered Agent's Name, and Registered Office Address:**

**Spencer Creek Community Development District**  
 Mr. Brian Lamb  
 Meritus  
 2005 Pan Am Circle, Suite 120  
 Tampa, FL 33607



**Received**  
 OCT 04 2019

**2. Telephone:** (813) 397-5120  
**3. Fax:** (813) 837-7070  
**4. Email:** brian.lamb@merituscorp.com  
**5. Status:** Independent  
**6. Governing Body:** Elected  
**7. Website Address:** spencercreekcdd.com  
**8. County(ies):** Hillsborough  
**9. Function(s):** Community Development  
**10. Boundary Map on File:** 10/18/2018  
**11. Creation Document on File:** 10/18/2018  
**12. Date Established:** 10/16/2018  
**13. Creation Method:** Local Ordinance  
**14. Local Governing Authority:** Hillsborough County  
**15. Creation Document(s):** County Ordinance 18-29  
**16. Statutory Authority:** Chapter 190, Florida Statutes  
**17. Authority to Issue Bonds:** Yes  
**18. Revenue Source(s):** Assessments  
**19. Most Recent Update:** 10/23/2018

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature:  Date 10/4/19

**STEP 2:** Pay the annual fee or certify eligibility for the zero fee:

a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at [www.Floridajobs.org/SpecialDistrictFee](http://www.Floridajobs.org/SpecialDistrictFee) or by check payable to the Department of Economic Opportunity.

b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.

1. ☐ This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
2. ☐ This special district is in compliance with the reporting requirements of the Department of Financial Services.
3. ☐ This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2017/2018 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: ☐ Denied: ☐ Reason: \_\_\_\_\_

**STEP 3:** Make a copy of this form for your records.

**STEP 4:** Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.

**Meritus Districts**

2005 Pan Am Circle  
Suite 300  
Tampa, FL 33607

Voice: 813-397-5121  
Fax: 813-873-7070

**INVOICE**

Invoice Number: 9365

Invoice Date: Oct 1, 2019

Page: 1

**Bill To:**

Spencer Creek CDD  
2005 Pan Am Circle  
Suite 120  
Tampa, FL 33607

**Ship to:****Customer ID**

Spencer Creek CDD

**Customer PO****Payment Terms**

Net Due

**Shipping Method**

Best Way

**Ship Date****Due Date**

10/1/19

Quantity	Item	Description	Unit Price	Amount
		Dissemination Services Fiscal Year 2019 Bond Series 2019		1,800.00
		<i>51300 3104</i>		

Subtotal	1,800.00
Sales Tax	
Total Invoice Amount	1,800.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>1,800.00</b>

**Meritus Districts**

2005 Pan Am Circle

Suite 300

Tampa, FL 33607

Voice: 813-397-5121

Fax: 813-873-7070

**INVOICE**

Invoice Number: 9387

Invoice Date: Oct 1, 2019

Page: 1

**Bill To:**

Spencer Creek CDD  
2005 Pan Am Circle  
Suite 120  
Tampa, FL 33607

**Ship to:****Customer ID**

Spencer Creek CDD

**Customer PO****Payment Terms**

Net Due

**Shipping Method**

Best Way

**Ship Date****Due Date**

10/1/19

Quantity	Item	Description	Unit Price	Amount
		Construction accounting services Bond Series 2019, FY 2019		3,750.00
51300 3201				

Subtotal	3,750.00
Sales Tax	
Total Invoice Amount	3,750.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>3,750.00</b>

# Tampa Bay Times

tampabay.com

Times Publishing Company

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

Fed Tax ID 59-0482470

## ADVERTISING INVOICE

Advertising Run Dates	Advertiser Name	
09/20/19	SPENCER CREEK CDD	
Billing Date	Sales Rep	Customer Account
09/20/2019	Deirdre Almeida	189465
Total Amount Due		Ad Number
\$395.00		0000017659

## PAYMENT DUE UPON RECEIPT

Start	Stop	Ad Number	Product	Placement	Description PO Number	Ins.	Size	Net Amount
09/20/19	09/20/19	0000017659	Times	Legals CLS	Meeting Schedule	1	2x47 L	\$391.00
09/20/19	09/20/19	0000017659	Tampabay.com	Legals CLS	Meeting Schedule AffidavitMaterial	1	2x47 L	\$0.00 \$4.00

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4801  
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PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

# Tampa Bay Times

tampabay.com

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

## ADVERTISING INVOICE

Thank you for your business.

Advertising Run Dates	Advertiser Name	
09/20/19	SPENCER CREEK CDD	
Billing Date	Sales Rep	Customer Account
09/20/2019	Deirdre Almeida	189465
Total Amount Due		Ad Number
\$395.00		0000017659

DO NOT SEND CASH BY MAIL

PLEASE MAKE CHECK PAYABLE TO:

TIMES PUBLISHING COMPANY

REMIT TO:

SPENCER CREEK CDD

C/O MERITUS

2005 PAN AM CIRCLE, #300

TAMPA, FL 33607

Times Publishing Company

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

**Tampa Bay Times**  
Published Daily

STATE OF FLORIDA  
COUNTY OF Hillsborough

Before the undersigned authority personally appeared **Deirdre Almeida** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Meeting Schedule** was published in **Tampa Bay Times: 9/20/19** in said newspaper in the issues of **Baylink Hillsborough**

Affiant further says the said **Tampa Bay Times** is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

  
\_\_\_\_\_  
Signature Affiant

Sworn to and subscribed before me this **.09/20/2019**

  
\_\_\_\_\_  
Signature of Notary Public

Personally known           X           or produced identification

Type of identification produced \_\_\_\_\_

**NOTICE OF REGULAR BOARD MEETING SCHEDULE**  
**FISCAL YEAR 2020**  
**SPENCER CREEK**  
**COMMUNITY DEVELOPMENT DISTRICT**

NOTICE IS HEREBY GIVEN that the Board of Supervisors of the Spencer Creek Community Development District has scheduled their Regular Board Meetings for Fiscal Year 2020 to be held at the Offices of Meritus located at 2005 Pan Am Circle, Suite 300, Tampa, FL 33607 on the following dates at 2:00 p.m.:

October	03, 2019	2:00 p.m.
November	07, 2019	2:00 p.m.
December	05, 2019	2:00 p.m.
February	06, 2020	2:00 p.m.
March	05, 2020	2:00 p.m.
April	02, 2020	2:00 p.m.
May	07, 2020	2:00 p.m.
June	04, 2020	2:00 p.m.
July	02, 2020	2:00 p.m.
August	06, 2020	2:00 p.m.
September	03, 2020	2:00 p.m.

There may be occasions when one or more Supervisors will participate by telephone. At the above location there will be present a speaker telephone so that interested persons can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication.

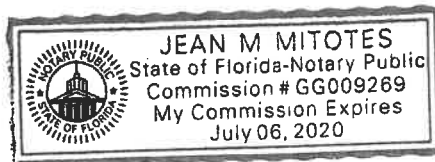
Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to advise the District Office at (813) 397-5120, at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

If any person decides to appeal any decision made by the Board with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made, at his or her own expense, and which record includes the testimony and evidence on which the appeal is based.

Debby Nussel  
District Manager

Run Date: 09/20/2019

0000017659



# Tampa Bay Times

tampabay.com

Times Publishing Company

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

Fed Tax ID 59-0482470

## ADVERTISING INVOICE

Advertising Run Dates	Advertiser Name	
09/22/19	SPENCER CREEK CDD	
Billing Date	Sales Rep	Customer Account
09/22/2019	Deirdre Almeida	189465
Total Amount Due		Ad Number
\$389.00		0000018273

## PAYMENT DUE UPON RECEIPT

Start	Stop	Ad Number	Product	Placement	Description PO Number	Ins.	Size	Net Amount
09/22/19	09/22/19	0000018273	Times	Legals CLS	Audit Committee	1	2x36 L	\$385.00
09/22/19	09/22/19	0000018273	Tampabay.com	Legals CLS	Audit Committee AffidavitMaterial	1	2x36 L	\$0.00 \$4.00

513.00  
4801  
2

Received  
SEP 26 2019

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# Tampa Bay Times

tampabay.com

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

## ADVERTISING INVOICE

Thank you for your business.

Advertising Run Dates	Advertiser Name	
09/22/19	SPENCER CREEK CDD	
Billing Date	Sales Rep	Customer Account
09/22/2019	Deirdre Almeida	189465
Total Amount Due		Ad Number
\$389.00		0000018273

DO NOT SEND CASH BY MAIL

PLEASE MAKE CHECK PAYABLE TO:

TIMES PUBLISHING COMPANY

REMIT TO:

SPENCER CREEK CDD

C/O MERITUS

2005 PAN AM CIRCLE, #300

TAMPA, FL 33607

Times Publishing Company

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396


**Tampa Bay Times**  
**Published Daily**

STATE OF FLORIDA  
 COUNTY OF Hillsborough

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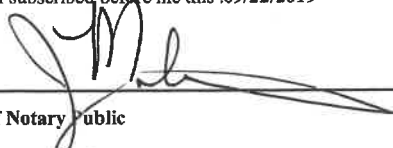
Before the undersigned authority personally appeared **Deirdre Almeida** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Audit Committee** was published in **Tampa Bay Times: 9/22/19** in said newspaper in the issues of **Baylink Hillsborough**

Affiant further says the said **Tampa Bay Times** is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid not promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Signature Affiant

Sworn to and subscribed before me this **09/22/2019**



Signature of Notary Public

Personally known     X     or produced identification

Type of identification produced \_\_\_\_\_

**NOTICE OF AUDIT COMMITTEE MEETING**  
**SPENCER CREEK COMMUNITY DEVELOPMENT DISTRICT**

NOTICE IS HEREBY GIVEN that the Audit Committee of Spencer Creek Community Development District will hold a meeting on Thursday, October 3, 2019 at 2:00 p.m. to be held at the offices of Meritus, located at 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. Copies of the agenda for any of the committee meetings may be obtained by contacting the District Manager's Office at (813) 397-5120. Affected parties and others interested may appear at these meetings and be heard.

There may be occasions when one or more committee members will participate by telephone. At the above location there will be present a speaker telephone so that interested persons can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication.

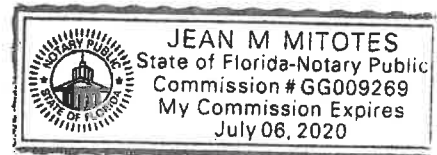
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If any person decides to appeal any decision made by the committee with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made, at his or her own expense, and which record includes the testimony and evidence on which the appeal is based.

Debby Nussel  
 District Manager

Run Date: 09/22/2019

0000018273



# Tampa Bay Times

tampabay.com

Times Publishing Company

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

Fed Tax ID 59-0482470

## ADVERTISING INVOICE

Advertising Run Dates	Advertiser Name	
10/18/19	SPENCER CREEK CDD	
Billing Date	Sales Rep	Customer Account
10/18/2019	Deirdre Almeida	189465
Total Amount Due		Ad Number
\$299.50		0000025475

## PAYMENT DUE UPON RECEIPT

Start	Stop	Ad Number	Product	Placement	Description PO Number	Ins.	Size	Net Amount
10/18/19	10/18/19	0000025475	Times	Legals CLS	Audit Committee	1	2x36 L	\$297.50
10/18/19	10/18/19	0000025475	Tampabay.com	Legals CLS	Audit Committee AffidavitMaterial	1	2x36 L	\$0.00 \$2.00

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

# Tampa Bay Times

tampabay.com

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

## ADVERTISING INVOICE

Thank you for your business.

Advertising Run Dates	Advertiser Name	
10/18/19	SPENCER CREEK CDD	
Billing Date	Sales Rep	Customer Account
10/18/2019	Deirdre Almeida	189465
Total Amount Due		Ad Number
\$299.50		0000025475

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DEPT 3396  
PO BOX 123396  
DALLAS, TX 75312-3396

SPENCER CREEK CDD  
C/O MERITUS  
2005 PAN AM CIRCLE, #300  
TAMPA, FL 33607

Received  
OCT 24 2019

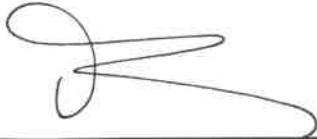
**Tampa Bay Times**  
Published Daily

STATE OF FLORIDA  
COUNTY OF Hillsborough

} ss

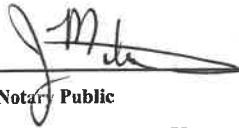
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Affiant further says the said **Tampa Bay Times** is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



\_\_\_\_\_  
Signature Affiant

Sworn to and subscribed before me this **10/18/2019**



\_\_\_\_\_  
Signature of Notary Public

Personally known       X       or produced identification

Type of identification produced \_\_\_\_\_

**SPENCER CREEK COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

Hillsborough County, Florida

SPENCER CREEK COMMUNITY DEVELOPMENT DISTRICT hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for fiscal years beginning at October 1, 2018 and ending September 30, 2021, with an option for two additional annual renewals. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure.

The Auditing entity submitting a proposal must be duly licensed under Chapter 173, Florida Statutes and be qualified to conduct audits in accordance with "Government Auditing Standards", as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

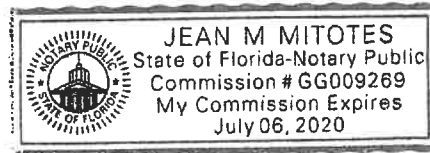
Proposers must provide Eight (8) copies of their proposal to Eric Davidson, District Treasurer, 2005 Pan Am Circle, Suite 300, Tampa, FL 33607, (813) 397-5120, in an envelope marked on the outside, "Auditing Services Spencer Creek Community Development District." Proposals must be received by Wednesday, October 30, 2019 at 12:00 pm at the local office address noted above. Please direct all questions regarding this Notice to the District Treasurer.

Spencer Creek CDD

Debby Nussel  
District Manager

Run Date: 10/18/2019

0000025475



## Spencer Creek Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
<b>Monthly Contract</b>				
Meritus Districts	9425	\$ 1,001.50		Management Services - November
<b>Monthly Contract Sub-Total</b>		<b>\$ 1,001.50</b>		
<b>Variable Contract</b>				
Straley Robin Vericker	17734	\$ 55.00		Professional Services - General - thru 11/15/19
<b>Variable Contract Sub-Total</b>		<b>\$ 55.00</b>		
<b>Utilities</b>				
<b>Utilities Sub-Total</b>		<b>\$ 0.00</b>		
<b>Regular Services</b>				
Doug Belden	A0574800100 110119	\$ 124.38		Corrected Tax Notice - 11/21/19
Tampa Bay Times	29069 102519	299.50		Audit Committee - 10/25/19
<b>Regular Services Sub-Total</b>		<b>\$ 423.88</b>		
<b>Additional Services</b>				
<b>Additional Services Sub-Total</b>		<b>\$ 0.00</b>		
<b>TOTAL:</b>		<b>\$ 1,480.38</b>		

Approved (with any necessary revisions noted):

Signature

Printed Name

**Spencer Creek Community Development District  
Summary of Operations and Maintenance Invoices**

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
--------	---------------------------	--------	-----------------	----------------------

**Title (check one):**

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

**Meritus Districts**

2005 Pan Am Circle  
Suite 300  
Tampa, FL 33607

Voice: 813-397-5121  
Fax: 813-873-7070

**INVOICE**

Invoice Number: 9425  
Invoice Date: Nov 1, 2019  
Page: 1

**Bill To:**

Spencer Creek CDD  
2005 Pan Am Circle  
Suite 120  
Tampa, FL 33607

**Ship to:****Customer ID**

Spencer Creek CDD

**Customer PO****Payment Terms**

Net Due

**Shipping Method**

Best Way

**Ship Date****Due Date**

11/1/19

Quantity	Item	Description	Unit Price	Amount
		District Management Services - November		1,000.00
		Postage - September		1.50

Subtotal	1,001.50
Sales Tax	
Total Invoice Amount	1,001.50
Payment/Credit Applied	
<b>TOTAL</b>	<b>1,001.50</b>

# Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400 \* Facsimile (813) 223-5043

Federal Tax Id. - 20-1778458

Spencer Creek Community Development District

c/o Meritus Districts

2005 Pan Am Circle, Ste 300

Tampa, FL 33607

November 22, 2019

Client: 001511

Matter: 000001

Invoice #: 17734

Page: 1

RE: General

For Professional Services Rendered Through November 15, 2019

## SERVICES

Date	Person	Description of Services	Hours	
11/6/2019	JMV	REVIEW AGENDA PACKET AND PREPARE FOR CDD BOARD MEETING.	0.2	
Total Professional Services			0.2	\$55.00

## PERSON RECAP

Person	Hours	Amount
JMV John M. Vericker	0.2	\$55.00

514 00  
48 3207  
Wm

November 22, 2019  
Client: 001511  
Matter: 000001  
Invoice #: 17734

Page: 2

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Total Services	\$55.00	
Total Disbursements	\$0.00	
Total Current Charges		\$55.00

**PAY THIS AMOUNT**

**\$55.00**

***Please Include Invoice Number on all Correspondence***



Received

NOV 25 2019

Doug Belden, Tax Collector

November 21, 2019

SPENCER CREEK CDD  
2005 PAN AM CIRCLE SUITE 300  
TAMPA, FL 33607

Reference: A0574800100

Your attention is required for the following:

- Please find enclosed a corrected tax notice(s) for the property indicated above as a result of a cutout request and refer to the notice for the amount due. A return envelope is enclosed for your convenience.

Should you have any questions, you may contact our office at 813.635.5200 Monday thru Friday 9:00am - 5:00pm Eastern.

*Dana Dove*

Dana Dove  
Branch Manager of Processing Operations  
Hillsborough County Tax Collector's office  
DLD / AHepburn

513.00  
49.02  
152



Account No. A0574800100

**Skip the Trip - Pay online at [www.hillstax.org](http://www.hillstax.org)**

- E-Check - A **FREE** electronic payment from your account
- Credit Card - 2.35% fee is charged



Pay this Amount	\$124.38	\$124.38	\$125.67	\$126.97	\$128.26
If Postmarked By	Nov 30, 2019	Dec 23, 2019	Dec 31, 2019	Jan 31, 2020	Feb 29, 2020

**Property Location**  
0 COLDING DR,  
RUSKIN,  
33570

SPENCER CREEK COMMUNITY  
DEVELOPMENT DISTRICT  
2005 PAN AM CIRCLE SUITE 300  
TAMPA, FL 33607

**Legal Description:**

COMM AT SE COR OF SW 1/4 OF NE 1/4 THN  
RUN N 89 DEG 32 MIN 25 SEC W 42.62 FT FOR  
See Additional Legal on Tax Roll

**Ad Valorem Taxes**

Tax District U

Taxing Authority	Telephone	Millage	Assessed Value	Exemption	Taxable Value	Tax Amount
COUNTY OPERATING	813-272-5890	5.7309	7,110	0	7,110	40.75
ENVIRONMENTAL LAND	813-272-5890	0.0604	7,110	0	7,110	0.43
COUNTY M.S.T.U.	813-272-5890	4.3745	7,110	0	7,110	31.10
LIBRARY-SERVICE	813-273-3660	0.5583	7,110	0	7,110	3.97
PARK BONDS - UNINCORPORATED	813-272-5890	0.0259	7,110	0	7,110	0.18
SCHOOL - LOCAL	813-272-4064	2.2480	7,110	0	7,110	15.98
SCHOOL - STATE	813-272-4064	3.8810	7,110	0	7,110	27.59
PORT AUTHORITY	813-905-5132	0.1050	7,110	0	7,110	0.75
HILLS CO TRANSIT AUTHORITY	813-623-5835 x172	0.5000	7,110	0	7,110	3.56
CHILDRENS BOARD	813-229-2884	0.4589	7,110	0	7,110	3.26
WATER MANAGEMENT	352-796-7211	0.2801	7,110	0	7,110	1.99

**Total Millage** 18.2230  
**Total Ad Valorem Taxes** \$129.56

**Non-Ad Valorem Assessments**

Taxing Authority	Telephone	Amount
SPENCER CREEK CDD	813-873-7300	0.00

**Total Non-Ad Valorem Assessments** \$0.00  
**Combined Taxes & Assessments** \$129.56

Doug Belden, Hillsborough County Tax Collector

2019 NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS

Account No. A0574800100	Tax District U	Escrow	Assessed Value 7,110
			Exemptions

Postmarks are not accepted after March 31st

Pay this Amount	\$124.38	\$124.38	\$125.67	\$126.97	\$128.26
If Postmarked By	Nov 30, 2019	Dec 23, 2019	Dec 31, 2019	Jan 31, 2020	Feb 29, 2020

Remember to write your account number on your check.

**Corrected  
Notice**

**Make checks payable in US funds to:**

Doug Belden, Tax Collector  
PO Box 30012  
Tampa FL 33630-3012

SPENCER CREEK COMMUNITY DEVELOPMENT  
DISTRICT  
2005 PAN AM CIRCLE SUITE 300  
TAMPA, FL 33607

1 A0574800100 2019 2

# Tampa Bay Times

tampabay.com

Times Publishing Company

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

Fed Tax ID 59-0482470

## ADVERTISING INVOICE

Advertising Run Dates	Advertiser Name	
10/25/19	SPENCER CREEK CDD	
Billing Date	Sales Rep	Customer Account
10/25/2019	Deirdre Almeida	189465
Total Amount Due	Ad Number	
\$299.50	0000029069	

## PAYMENT DUE UPON RECEIPT

Start	Stop	Ad Number	Product	Placement	Description PO Number	Ins.	Size	Net Amount
10/25/19	10/25/19	0000029069	Times	Legals CLS	Audit Committee	1	2x36 L	\$297.50
10/25/19	10/25/19	0000029069	Tampabay.com	Legals CLS	Audit Committee AffidavitMaterial	1	2x36 L	\$0.00 \$2.00

51300  
4801  
DN

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

# Tampa Bay Times

tampabay.com

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

Toll Free Phone: 1 (877) 321-7355

## ADVERTISING INVOICE

Thank you for your business.

Advertising Run Dates	Advertiser Name	
10/25/19	SPENCER CREEK CDD	
Billing Date	Sales Rep	Customer Account
10/25/2019	Deirdre Almeida	189465
Total Amount Due	Ad Number	
\$299.50	0000029069	

DO NOT SEND CASH BY MAIL

PLEASE MAKE CHECK PAYABLE TO:

TIMES PUBLISHING COMPANY

SPENCER CREEK CDD

C/O MERITUS

2005 PAN AM CIRCLE, #300

TAMPA, FL 33607

Received

NOV 01 2019

REMIT TO:

Times Publishing Company

DEPT 3396

PO BOX 123396

DALLAS, TX 75312-3396

**Tampa Bay Times**  
**Published Daily**

STATE OF FLORIDA  
 COUNTY OF Hillsborough

} ss

Before the undersigned authority personally appeared **Deirdre Almeida** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: Audit Committee** was published in **Tampa Bay Times: 10/25/19** in said newspaper in the issues of **Baylink Hillsborough**

Affiant further says the said **Tampa Bay Times** is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Signature Affiant

Sworn to and subscribed before me this **10/25/2019**



Signature of Notary Public

Personally known ☒ or produced identification

Type of identification produced \_\_\_\_\_

**NOTICE OF AUDIT COMMITTEE MEETING**  
**SPENCER CREEK COMMUNITY DEVELOPMENT DISTRICT**

NOTICE IS HEREBY GIVEN that the Audit Committee of Spencer Creek Community Development District will hold a meeting on Thursday, November 7, 2019 at 2:00 p.m. to be held at the offices of Meritus, located at 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. Copies of the agenda for any of the committee meetings may be obtained by contacting the District Manager's Office at (813) 397-5120. Affected parties and others interested may appear at these meetings and be heard.

There may be occasions when one or more committee members will participate by telephone. At the above location there will be present a speaker telephone so that interested persons can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication.

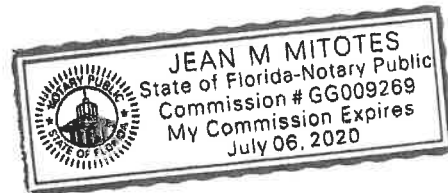
Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to advise the District Office at (813) 397-5120, at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

If any person decides to appeal any decision made by the committee with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made, at his or her own expense, and which record includes the testimony and evidence on which the appeal is based.

Debby Nussel  
 District Manager

Run Date: 10/25/2019

0000029069



## Spencer Creek Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
<b>Monthly Contract</b>				
Meritus Districts	9528	\$ 1,001.50		Management Services - December
<b>Monthly Contract Sub-Total</b>		<b>\$ 1,001.50</b>		
<b>Variable Contract</b>				
<b>Variable Contract Sub-Total</b>		<b>\$ 0.00</b>		
<b>Utilities</b>				
<b>Utilities Sub-Total</b>		<b>\$ 0.00</b>		
<b>Regular Services</b>				
<b>Regular Services Sub-Total</b>		<b>\$ 0.00</b>		
<b>Additional Services</b>				
<b>Additional Services Sub-Total</b>		<b>\$ 0.00</b>		
<b>TOTAL:</b>		<b>\$ 1,001.50</b>		

Approved (with any necessary revisions noted):

Signature

Printed Name

**Title (check one):**

☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

2005 Pan Am Circle  
Suite 300  
Tampa, FL 33607

Voice: 813-397-5121  
Fax: 813-873-7070

# INVOICE

Invoice Number: 9528  
Invoice Date: Dec 1, 2019  
Page: 1

**Bill To:**  
Spencer Creek CDD  
2005 Pan Am Circle  
Suite 120  
Tampa, FL 33607

<b>Ship to:</b>

Customer ID	Customer PO	Payment Terms	
Spencer Creek CDD		Net Due	
	Shipping Method	Ship Date	Due Date
	Best Way		12/1/19

[illegible]

Subtotal	1,001.50
Sales Tax	
Total Invoice Amount	1,001.50
Payment/Credit Applied	
<b>TOTAL</b>	<b>1,001.50</b>



## Spencer Creek Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
<b>Monthly Contract</b>				
Meritus Districts	9488	\$ 1,002.00		Management Services - January
<b>Monthly Contract Sub-Total</b>		<b>\$ 1,002.00</b>		
<b>Variable Contract</b>				
<b>Variable Contract Sub-Total</b>		<b>\$ 0.00</b>		
<b>Utilities</b>				
<b>Utilities Sub-Total</b>		<b>\$ 0.00</b>		
<b>Regular Services</b>				
<b>Regular Services Sub-Total</b>		<b>\$ 0.00</b>		
<b>Additional Services</b>				
Grau and Associates	GA010620	\$ 26.00		Audit FYE December
Straley Robin Vericker	17826	62.75		Professional Services through December
Straley Robin Vericker	17951	142.50	<b>\$ 205.25</b>	Professional Services thru 01/15/2020
<b>Additional Services Sub-Total</b>		<b>\$ 231.25</b>		
<b>TOTAL:</b>		<b>\$ 1,233.25</b>		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

# Spencer Creek Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
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[ ] Chairman [ ] Vice Chairman [ ] Assistant Secretary

2005 Pan Am Circle  
Suite 300  
Tampa, FL 33607

Voice: 813-397-5121  
Fax: 813-873-7070

# INVOICE

Invoice Number: 9488  
Invoice Date: Jan 1, 2020  
Page: 1

<b>Bill To:</b>
Spencer Creek CDD 2005 Pan Am Circle Suite 120 Tampa, FL 33607

Ship to:

Customer ID	Customer PO	Payment Terms	
Spencer Creek CDD		Net Due	
	Shipping Method	Ship Date	Due Date
	Best Way		1/1/20

[illegible]

Subtotal	1,002.00
Sales Tax	
Total Invoice Amount	1,002.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>1,002.00</b>

**Grau and Associates**

951 Yamato Road, Suite 280  
Boca Raton, FL 33431  
www.graucpa.com

Spencer  
Creek

Phone: 561-994-9299

Fax: 561-994-5823

Meritus  
2005 Pan Am Circle, Suite 300  
Tampa, FL 33607

Date 1/6/2020

**SERVICE****AMOUNT**

Audit FYE 09/30/2019 - Confirmation.com / December

\$ 52.00

Current Amount Due

\$ 52.00

Invoice Month	Date	Request Date	Requestor Name	Client Name	Engagement Number	PR#	Responder	Qty	Price	Amount
December	12/20/2019 03:14 PM	09/30/2019	Stella Matevosyan	Cypress Mill	Meritus	H3547726P450	US Bank	1	26.00	26.00
December	12/20/2019 03:14 PM	09/30/2019	Stella Matevosyan	Spencer Creek	Meritus	K35477276V42	US Bank	1	26.00	26.00
Total										52.00

# Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400 \* Facsimile (813) 223-5043

Federal Tax Id. - 20-1778458

Spencer Creek Community Development District  
c/o Meritus Districts  
2005 Pan Am Circle, Ste 300  
Tampa, FL 33607

December 19, 2019

Client: 001511

Matter: 000001

Invoice #: 17826

Page: 1

RE: General

For Professional Services Rendered Through December 15, 2019

## SERVICES

Date	Person	Description of Services	Hours	
11/25/2019	JMV	REVIEW EMAIL FROM B. CRUTCHFIELD.	0.1	
12/12/2019	LB	EMAILS TO AND FROM B. CRUTCHFIELD RE ADOPTION OF RULES OF PROCEDURE AND COPIES OF SAME; UPDATE FILES RE SAME.	0.2	
Total Professional Services			0.3	\$57.50

## PERSON RECAP

Person	Hours	Amount
JMV John M. Vericker	0.1	\$27.50
LB Lynn Butler	0.2	\$30.00

## DISBURSEMENTS

Date	Description of Disbursements	Amount
12/13/2019	Photocopies (35 @ \$0.15)	\$5.25
Total Disbursements		\$5.25

December 19, 2019  
Client: 001511  
Matter: 000001  
Invoice #: 17826

Page: 2

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Total Services	\$57.50	
Total Disbursements	\$5.25	
Total Current Charges		\$62.75

**PAY THIS AMOUNT**

**\$62.75**

***Please Include Invoice Number on all Correspondence***

51400  
3107  
152

# Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400 \* Facsimile (813) 223-5043

Federal Tax Id. - 20-1778458

Spencer Creek Community Development District

c/o Meritus Districts

2005 Pan Am Circle, Ste 300

Tampa, FL 33607

January 22, 2020

Client: 001511

Matter: 000001

Invoice #: 17951

Page: 1

RE: General

For Professional Services Rendered Through January 15, 2020

## SERVICES

Date	Person	Description of Services	Hours	
12/27/2019	LB	PREPARE DRAFT QUARTERLY REPORT TO DISSEMINATION AGENT FOR PERIOD ENDED DECEMBER 31, 2019 RE SERIES 2016 BONDS, SERIES 2018 BONDS AND SERIES 2019 BONDS.	0.2	
1/5/2020	JMV	PREPARE QUARTERLY DISTRICT COUNSEL BOND DISCLOSURE REPORT.	0.3	
1/8/2020	LB	FINALIZE QUARTERLY REPORT FOR PERIOD ENDED DECEMBER 31, 2019; PREPARE EMAIL TO DISSEMINATION AGENT TRANSMITTING SAME.	0.2	
Total Professional Services			0.7	\$142.50

## PERSON RECAP

Person		Hours	Amount
JMV	John M. Vericker	0.3	\$82.50
LB	Lynn Butler	0.4	\$60.00

January 22, 2020

Client: 001511

Matter: 000001

Invoice #: 17951

Page: 2

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Total Services	\$142.50	
Total Disbursements	\$0.00	
Total Current Charges		\$142.50

**PAY THIS AMOUNT**

**\$142.50**

*Please Include Invoice Number on all Correspondence*

## Spencer Creek Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
<b>Monthly Contract</b>				
Meritus Districts	9579	\$ 1,005.00		Management Services - February
<b>Monthly Contract Sub-Total</b>		<b>\$ 1,005.00</b>		
<b>Variable Contract</b>				
<b>Variable Contract Sub-Total</b>		<b>\$ 0.00</b>		
<b>Utilities</b>				
<b>Utilities Sub-Total</b>		<b>\$ 0.00</b>		
<b>Regular Services</b>				
<b>Regular Services Sub-Total</b>		<b>\$ 0.00</b>		
<b>Additional Services</b>				
Meritus Districts	9624	\$ 6,875.00		Charges for the Difference Between Actual Billing to Billed from Oct 19 to Feb 20
Stantec	1618878	350.00		Professional Service - 01/24/20
<b>Additional Services Sub-Total</b>		<b>\$ 7,225.00</b>		
<b>TOTAL:</b>		<b>\$ 8,230.00</b>		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

# Spencer Creek Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
--------	---------------------------	--------	-----------------	----------------------

[ ] Chairman [ ] Vice Chairman [ ] Assistant Secretary

2005 Pan Am Circle  
Suite 300  
Tampa, FL 33607

Voice: 813-397-5121  
Fax: 813-873-7070

# INVOICE

Invoice Number: 9579  
Invoice Date: Feb 1, 2020  
Page: 1

<b>Bill To:</b>
Spencer Creek CDD 2005 Pan Am Circle Suite 120 Tampa, FL 33607

<b>Ship to:</b>	

<b>Customer ID</b>	<b>Customer PO</b>	<b>Payment Terms</b>	
Spencer Creek CDD		Net Due	
	<b>Shipping Method</b>	<b>Ship Date</b>	<b>Due Date</b>
	Best Way		2/1/20

[illegible]

Subtotal	1,005.00
Sales Tax	
Total Invoice Amount	1,005.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>1,005.00</b>

**Meritus Districts**

2005 Pan Am Circle  
Suite 300  
Tampa, FL 33607

Voice: 813-397-5121  
Fax: 813-873-7070

**INVOICE**

Invoice Number: 9624  
Invoice Date: Feb 11, 2020  
Page: 1


**Bill To:**

Spencer Creek CDD  
2005 Pan Am Circle  
Suite 120  
Tampa, FL 33607

**Ship to:**

Customer ID	Customer PO	Payment Terms	
Spencer Creek CDD		Net Due	
	Shipping Method	Ship Date	Due Date
	Best Way		2/11/20

Quantity	Item	Description	Unit Price	Amount
		Difference between charges for services that should have been billed and actual billing for period 10/1/19 - 2/29/20:		
		District Management Services		2,500.00
		Accounting Services		3,750.00
		Website Administration		625.00



Subtotal	6,875.00
Sales Tax	
Total Invoice Amount	6,875.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>6,875.00</b>

<b>Invoice Number</b>	1618878
<b>Invoice Date</b>	February 6, 2020
<b>Purchase Order</b>	215614809
<b>Customer Number</b>	150692
<b>Project Number</b>	215614809

**Bill To**

Spencer Creek CDD  
Accounts Payable  
c/o Meritus Districts  
2005 Pan Am Circle  
Suite 300  
Tampa FL 33607  
United States

**Please Remit To**

Stantec Consulting Services Inc. (SCSI)  
13980 Collections Center Drive  
Chicago IL 60693  
United States

**Project Spencer Creek CDD - District Engineering Services**

Project Manager	Stewart, Tonja L	For Period Ending	<b>January 24, 2020</b>
Current Invoice Total (USD)	350.00		

Process requisitions

<b>Top Task</b>	<b>2020</b>	<b>2020 FY General Consulting</b>
-----------------	-------------	-----------------------------------

**Professional Services**

Category/Employee	Current Hours	Rate	Current Amount
Stewart, Tonja L	2.00	175.00	350.00
<b>Subtotal Professional Services</b>	<u>2.00</u>		<u>350.00</u>

Top Task Subtotal	2020 FY General Consulting	350.00
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<b>Total Fees &amp; Disbursements</b>	<u>350.00</u>
---------------------------------------	---------------

<b>INVOICE TOTAL (USD)</b>	<b>350.00</b>
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**Due upon receipt or in accordance with terms of the contract**

Please contact Summer Fillinger if you have any questions concerning this invoice.

Phone: (239) 985 - 5515 E-mail: [Summer.Fillinger@Stantec.com](mailto:Summer.Fillinger@Stantec.com)
**\*\* PLEASE SEND AN INVOICE # WITH PAYMENT \*\***

Thank you.

Received  
FEB 13 2020

51310  
3103  
MS

## Spencer Creek Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
<b>Monthly Contract</b>				
Meritus Districts	9662	\$ 2,375.00		Management Service Fee for March 2020
<b>Monthly Contract Sub-Total</b>		<b>\$ 2,375.00</b>		
<b>Variable Contract</b>				
<b>Variable Contract Sub-Total</b>		<b>\$ 0.00</b>		
<b>Utilities</b>				
<b>Utilities Sub-Total</b>		<b>\$ 0.00</b>		
<b>Regular Services</b>				
<b>Regular Services Sub-Total</b>		<b>\$ 0.00</b>		
<b>Additional Services</b>				
ADA Site Compliance	1074	\$ 2,900.00		Technological Auditing - 03/04/2020
Straley Robin Vericker	18048	142.50		Professional Services Thru 02/15/2020
<b>Additional Services Sub-Total</b>		<b>\$ 3,042.50</b>		
<b>TOTAL:</b>		<b>\$ 5,417.50</b>		

Approved (with any necessary revisions noted):

Signature

Printed Name

Title (check one):

# Spencer Creek Community Development District Summary of Operations and Maintenance Invoices

Vendor	Invoice/Account Number	Amount	Vendor Total	Comments/Description
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☐ Chairman ☐ Vice Chairman ☐ Assistant Secretary

2005 Pan Am Circle  
Suite 300  
Tampa, FL 33607

**Voice:** 813-397-5121  
**Fax:** 813-873-7070

# INVOICE

Invoice Number: 9662  
Invoice Date: Mar 1, 2020  
Page: 1

<b>Bill To:</b>
Spencer Creek CDD 2005 Pan Am Circle Suite 120 Tampa, FL 33607

<b>Ship to:</b>

Customer ID	Customer PO	Payment Terms	
Spencer Creek CDD		Net Due	
	Shipping Method	Ship Date	Due Date
	Best Way		3/1/20

<b>Quantity</b>	<b>Item</b>	<b>Description</b>	<b>Unit Price</b>	<b>Amount</b>
		District Management Services - March		1,500.00
		Accounting Services		750.00
		Website Administration		125.00

Subtotal	2,375.00
Sales Tax	
Total Invoice Amount	2,375.00
Payment/Credit Applied	
<b>TOTAL</b>	<b>2,375.00</b>

**ADA Site Compliance**  
 6400 Boynton Beach Blvd 742721  
 Boynton Beach, FL 33474  
 accounting@adasitecompliance.com



# Invoice

## BILL TO

Spencer Creek CDD

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1074	03/04/2020	\$2,900.00	03/18/2020	Net 14	

DESCRIPTION	AMOUNT
New Accessible & Compliant Website, Compliance Shield, Accessibility Policy, Technological Auditing	2,900.00

BALANCE DUE

**\$2,900.00**

## Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400 \* Facsimile (813) 223-5043

Federal Tax Id. - 20-1778458

Spencer Creek Community Development District

c/o Meritus Districts

2005 Pan Am Circle, Ste 300

Tampa, FL 33607

February 25, 2020

Client: 001511

Matter: 000001

Invoice #: 18048

Page: 1

RE: General

For Professional Services Rendered Through February 15, 2020

### SERVICES

Date	Person	Description of Services	Hours	
2/6/2020	JMV	REVIEW COMMUNICATION FROM A. LYALINA; TELEPHONE CALL FROM A. LYALINA RE: CDD DISCLOSURE FILINGS.	0.3	
2/6/2020	LB	RESEARCH INFORMATION ON THE DISTRICT ESTABLISHMENT DATE, QUALIFIED ELECTORS AS OF 2019 AND STATUS OF TURNOVER TO RESIDENT BOARD; PREPARE MEMO RE SAME.	0.2	
2/13/2020	LB	EMAILS TO AND FROM B. CRUTCHFIELD RE NOVEMBER LANDOWNERS ELECTIONS; RESEARCH RE SEATS UP IN NOVEMBER FOR THE LANDOWNERS ELECTION.	0.2	
Total Professional Services			0.7	\$142.50

### PERSON RECAP

Person		Hours	Amount
JMV	John M. Vericker	0.3	\$82.50
LB	Lynn Butler	0.4	\$60.00

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Total Services	\$142.50	
Total Disbursements	\$0.00	
Total Current Charges		\$142.50

**PAY THIS AMOUNT**

**\$142.50**

*Please Include Invoice Number on all Correspondence*

51360  
4801  
m

# Spencer Creek Community Development District

Financial Statements  
(Unaudited)

Period Ending  
March 31, 2020



District Management Services, LLC  
2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607  
Phone (813) 873-7300 ~ Fax (813) 873-7070

**Spencer Creek CDD**

Balance Sheet

As of 3/31/2020

(In Whole Numbers)

	General Fund	Debt Service Fund Series 2019	Capital Projects Fund Series 2019	General Fixed Assets -Account Group	General Long Term Debt	Total
<b>Assets</b>						
Cash - Operating Account	2,985	0	0	0	0	2,985
Revenue Series 2019 7000	0	1,856	0	0	0	1,856
Interest Series 2019 7001	0	0	0	0	0	0
Reserve Series 2019 7003	0	536,013	0	0	0	536,013
Acquisition & Construction S2019 7005	0	114	6,174,308	0	0	6,174,422
Cost of Issuance S2019 7006	0	0	0	0	0	0
General Account Series 2019 7007	0	0	0	0	0	0
Due From Developer	0	0	0	0	0	0
Prepaid General Liability Insurance	0	0	0	0	0	0
Prepaid Public Officials Insurance	0	0	0	0	0	0
Construction Work In Progress	0	0	0	1,070,807	0	1,070,807
Amount Available - Debt Service	0	0	0	0	738,545	738,545
Amount To Be Provided - Debt Service	0	0	0	0	7,456,455	7,456,455
<b>Total Assets</b>	<u>2,985</u>	<u>537,982</u>	<u>6,174,308</u>	<u>1,070,807</u>	<u>8,195,000</u>	<u>15,981,082</u>
<b>Liabilities</b>						
Accounts Payable	9,918	0	0	0	0	9,918
Due To Debt Service Fund	0	0	0	0	0	0
Accrued Expenses Payable	0	0	0	0	0	0
Revenue Bond Payable Series 2019	0	0	0	0	8,195,000	8,195,000
<b>Total Liabilities</b>	<u>9,918</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>8,195,000</u>	<u>8,204,918</u>
<b>Fund Equity &amp; Other Credits</b>						
Fund Balance - All Other Reserves	0	738,545	6,169,222	0	0	6,907,768
Fund Balance - Unreserved	0	0	0	0	0	0
Investments In General Fixed Assets	0	0	0	1,070,807	0	1,070,807
Other	(6,933)	(200,563)	5,086	0	0	(202,410)
<b>Total Fund Equity &amp; Other Credits</b>	<u>(6,933)</u>	<u>537,982</u>	<u>6,174,308</u>	<u>1,070,807</u>	<u>0</u>	<u>7,776,165</u>
<b>Total Liabilities &amp; Fund Equity</b>	<u>2,985</u>	<u>537,982</u>	<u>6,174,308</u>	<u>1,070,807</u>	<u>8,195,000</u>	<u>15,981,082</u>

**Spencer Creek CDD**  
Statement of Revenues and Expenditures  
001 - General Fund  
From 10/1/2019 Through 3/31/2020  
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments - Service Charges				
Operations & Maintenance Assessments - Off Roll	0	564	564	0 %
Contributions & Donations From Private Sources				
Developer Contributions	101,800	16,499	(85,301)	(84)%
Total Revenues	101,800	17,063	(84,737)	(83)%
Expenditures				
Financial & Administrative				
District Manager	30,000	9,000	21,000	70 %
District Engineer	5,000	350	4,650	93 %
Disclosure Report	8,400	0	8,400	100 %
Trustee Fees	8,500	0	8,500	100 %
Accounting Services	9,000	4,500	4,500	50 %
Auditing Services	6,500	26	6,474	100 %
Postage, Phone, Faxes, Copies	500	10	490	98 %
Public Officials Insurance	2,475	2,306	169	7 %
Legal Advertising	2,000	599	1,401	70 %
Bank Fees	250	45	205	82 %
Dues, Licenses, & Fees	375	175	200	53 %
Website Administration	1,500	3,650	(2,150)	(143)%
Legal Council				
District Counsel	5,000	515	4,485	90 %
Utility Services				
Electric Services - All Others	3,500	0	3,500	100 %
Water - Sewer Combination Services				
Water Utility Services	6,800	0	6,800	100 %
Other Physical Environment				
Waterway Management System	7,000	0	7,000	100 %

**Spencer Creek CDD**  
Statement of Revenues and Expenditures  
001 - General Fund  
From 10/1/2019 Through 3/31/2020  
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
General Liability & Property Casualty Insurance	5,000	2,819	2,181	44 %
Total Expenditures	101,800	23,995	77,805	76 %
Excess Revenues Over (Under) Expenses	0	(6,933)	(6,933)	0 %
Fund Balance, End of Period	0	(6,933)	(6,933)	0 %

**Spencer Creek CDD**  
Statement of Revenues and Expenditures  
200 - Debt Service Fund Series 2019  
From 10/1/2019 Through 3/31/2020  
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Special Assessments - Capital Improvements				
Debt Service Assessmetns - Off Roll	533,606	1,800	(531,806)	(100)%
Interest Earnings				
Interest Earnings	0	462	462	0 %
Contributions & Donations From Private Sources				
Developer Contributions	0	603	603	0 %
Total Revenues	533,606	2,865	(530,741)	(99)%
Expenditures				
Debt Service Payments				
Interest Payment	403,606	203,022	200,584	50 %
Principal Payment	130,000	0	130,000	100 %
Total Expenditures	533,606	203,022	330,584	62 %
Other Financing Sources				
Interfund Transfer				
Interfund Transfer	0	(406)	(406)	0 %
Total Other Financing Sources	0	(406)	(406)	0 %
Excess Revenues Over (Under) Expenses	0	(200,563)	(200,563)	0 %
Fund Balance, Beginning of Period	0	738,545	738,545	0 %
Fund Balance, End of Period	0	537,982	537,982	0 %

**Spencer Creek CDD**  
Statement of Revenues and Expenditures  
300 - Capital Projects Fund Series 2019  
From 10/1/2019 Through 3/31/2020  
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
Revenues				
Interest Earnings				
Interest Earnings	0	4,680	4,680	0 %
Total Revenues	0	4,680	4,680	0 %
Other Financing Sources				
Interfund Transfer				
Interfund Transfer	0	406	406	0 %
Total Other Financing Sources	0	406	406	0 %
Excess Revenues Over (Under) Expenses	0	5,086	5,086	0 %
Fund Balance, Beginning of Period	0	6,169,222	6,169,222	0 %
Fund Balance, End of Period	0	6,174,308	6,174,308	0 %

**Spencer Creek CDD**  
Statement of Revenues and Expenditures  
900 - General Fixed Assets -Account Group  
From 10/1/2019 Through 3/31/2020  
(In Whole Numbers)

	Total Budget - Original	Current Period Actual	Total Budget Variance - Original	Percent Total Budget Remaining - Original
	<hr/>	<hr/>	<hr/>	<hr/>
Fund Balance, Beginning of Period	0	1,070,807	1,070,807	0 %
Fund Balance, End of Period	<hr/> 0	<hr/> 1,070,807	<hr/> 1,070,807	<hr/> 0 %

Spencer Creek CDD  
Reconcile Cash Accounts

Summary

Cash Account: 10101 Cash - Operating Account  
Reconciliation ID: 03/31/2020  
Reconciliation Date: 3/31/2020  
Status: Locked

Bank Balance	4,784.90
Less Outstanding Checks/Vouchers	1,800.00
Plus Deposits in Transit	0.00
Plus or Minus Other Cash Items	0.00
Plus or Minus Suspense Items	<u>0.00</u>
Reconciled Bank Balance	2,984.90
Balance Per Books	<u>2,984.90</u>
Unreconciled Difference	<u><u>0.00</u></u>

Click the Next Page toolbar button to view details.

Spencer Creek CDD  
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash - Operating Account  
Reconciliation ID: 03/31/2020  
Reconciliation Date: 3/31/2020  
Status: Locked

Outstanding Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
1042	3/27/2020	Series 2019 FY20 DS assessment 60' lot	1,800.00	Spencer Creek CDD
Outstanding Checks/Vouchers			1,800.00	

Spencer Creek CDD  
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash - Operating Account

Reconciliation ID: 03/31/2020

Reconciliation Date: 3/31/2020

Status: Locked

Cleared Checks/Vouchers

<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>	<u>Payee</u>
1037	3/12/2020	System Generated Check/Voucher	5,757.00	Meritus Districts
1038	3/12/2020	System Generated Check/Voucher	62.75	Straley Robin Vericker
1039	3/19/2020	System Generated Check/Voucher	2,375.00	Meritus Districts
1040	3/19/2020	System Generated Check/Voucher	350.00	Stantec Consulting services Inc.
1041	3/19/2020	System Generated Check/Voucher	142.50	Straley Robin Vericker
Cleared Checks/Vouchers			<hr/> 8,687.25 <hr/> <hr/>	

Spencer Creek CDD  
Reconcile Cash Accounts

Detail

Cash Account: 10101 Cash - Operating Account

Reconciliation ID: 03/31/2020

Reconciliation Date: 3/31/2020

Status: Locked

Cleared Deposits

<u>Deposit Number</u>	<u>Document Number</u>	<u>Document Date</u>	<u>Document Description</u>	<u>Document Amount</u>
	01393159	3/5/2020	Developer Funding - 03.05.2020	9,742.50
	CK1082	3/27/2020	Off Roll - Lot 60	<u>2,364.00</u>
Cleared Deposits				<u>12,106.50</u>