

***VILLAGES OF GLEN CREEK  
COMMUNITY DEVELOPMENT DISTRICT***

***Advanced Meeting Package***

***Board of Supervisors  
Regular Meeting***

***Wednesday  
April 27, 2016***

***9:30 a.m.***

***Hampton Inn  
5810 20<sup>th</sup> Court East  
Ellenton, Florida***

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

# Villages of Glen Creek Community Development District

---

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

Board of Supervisors  
**Villages of Glen Creek Community  
Development District**

Dear Board Members:

The Regular meeting of the Board of Supervisors of Villages of Glen Creek Community Development District is scheduled for **Wednesday, April 27, 2016, at 9:30 a.m. at the Hampton Inn located at 5810 20<sup>th</sup> Court East, Bradenton Florida.**

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

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

Sincerely,

*Nandra Ramnarine*

Nandra Ramnarine  
District Manager

District: VILLAGES OF GLEN CREEK COMMUNITY DEVELOPMENT DISTRICT  
Date of Meeting: **April 27, 2016**  
Time: 9:30 a.m.  
Location: Hampton Inn  
5810 20<sup>th</sup> Court East  
Ellenton, Florida 34222

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

## ***AGENDA***

### **I. Roll Call**

### **II. Audience Comments**

### **III. Administrative Matters**

- A. Approval of Minutes of February 24, 2016 Meeting Exhibit 1
- B. Acceptance of Summary Financial Statements Exhibit 2

### **IV. Business Matters**

- A. Selection of Audit Committee
- B. Approval of Audit Committee's Recommendations for Auditor and Authorization of Auditor Contract Award

### **V. Staff Reports**

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

### **VI. Supervisors Requests**

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

### **VIII. Adjournment**

# EXHIBIT 1

1  
2  
3  
4  
5  
6  
7  
8  
9

**MINUTES OF MEETING  
VILLAGES OF GLEN CREEK  
COMMUNITY DEVELOPMENT DISTRICT**

10 The Regular Meeting of the Board of Supervisors of the Villages of Glen Creek Community  
11 Development District was held on Wednesday, February 24, 2016 at 9:30 a.m. at the Hampton Inn, 5810  
12 20th Court East, Ellenton, Florida.

13  
14  
15  
16  
17  
18  
19  
20  
21  
22

**FIRST ORDER OF BUSINESS - Roll Call**

Mr. St. Denis called the meeting to order.

Present and constituting a quorum were:

Doug Draper	Board Supervisor, Vice Chairman
Lori Price	Board Supervisor, Assistant Secretary
Ted Sanders	Board Supervisor, Assistant Secretary

Also present were:

Bruce St. Denis	District Manager
Maik Aagaard	Managing Principal (via telephone)
Cynthia Wilhelm	Bond Counsel
Danny Tyler	Bond Counsel (via telephone)
Vivek Babbar	District Counsel (via telephone)
Tonja Stewart	District Engineer (via telephone)
Julio Aponte	Disclosure Counsel (via telephone)

23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46

**SECOND ORDER OF BUSINESS – Audience Comments**

There being none, the next item followed.

**THIRD ORDER OF BUSINESS – Administrative Matters**

**A. Approval of August 26, 2015 Meeting Minutes**

Mr. St. Denis presented the August 26, 2015 Meeting Minutes and asked for comments, questions, or corrections.

On a MOTION by Mr. Draper, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board approved the minutes of the Board of Supervisors meeting held on August 26, 2015, for the Villages of Glen Creek Community Development District.

**B. Acceptance of the January 2016 Financials**

Mr. St. Denis presented the January 2016 Financials and asked for comments or questions.

On a MOTION by Mr. Draper, SECONDED by Mr. Sanders, WITH ALL IN FAVOR, the Board approved the January 2016 Financials for the Villages of Glen Creek Community Development District.

**C. Acceptance of the Resignation of Tony Brannan**

On a MOTION by Mr. Draper, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board accepted the resignation of Tony Brannan for the Villages of Glen Creek Community Development District.

**D. Nomination of Supervisor to Fill Vacant Seat #5, Expiring 2016**

No action taken today.

47 **E. Oath of Office**  
48 No action taken today.

49  
50 **F. Approval of Resolution 2016-1 Officers**  
51 No action taken today.

52 **FOURTH ORDER OF BUSINESS – Business Matters**

53 **A. Review of the Revised Engineer’s Report (under separate cover)**  
54 Ms. Stewart presented the Revised Engineer’s Report and asked for comments or questions.

55 **B. Review of the Revised AMR**  
56 Mr. Aagaard presented the Revised AMR and asked for comments or questions.

57 Mr. Draper questioned the units to acres.

58 **C. Approval of Resolution 2016-2 Revised Engineer’s Report and AMR**  
59 Mr. St. Denis presented Resolution 2016-2 Revised Engineer’s Report and AMR and asked for  
60 comments or questions.

61 On a MOTION by Mr. Draper, SECONDED by Mr. Sanders, WITH ALL IN FAVOR, the Board adopted  
62 Resolution **2016-2** Revised Engineer’s Report and AMR in substantial form for the Villages of Glen  
63 Creek Community Development District.

64  
65 **D. Approval of Resolution 2016-3 Delegated Award**  
66 Ms. Wilhelm presented Resolution 2016-3 Delegated Award and asked for comments or  
67 questions.

68 On a MOTION by Mr. Draper, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adopted  
69 Resolution **2016-3** Delegated Award for the Villages of Glen Creek Community Development District.

70  
71 **E. Master Trust Indenture**

72  
73 **F. First Supplemental Indenture**

74  
75 **G. Continuing Disclosure Agreement**

76  
77 **H. PLOM**

78  
79 **I. Bond Purchase Contract**

80 **Items E – I were presented by Ms. Wilhelm and she asked comments or questions.**

81  
82 **J. Other Bond Related Matters**  
83 There being none, next item followed.

84  
85 **FIFTH ORDER OF BUSINESS – Staff Reports**

86 **A. Manager**  
87 There being none, the next item followed.

88 **B. Attorney**  
89 There being none, the next item followed.

90 **C. Engineer**  
91 There being none, the next item followed.

92  
93 **SIXTH ORDER OF BUSINESS – Public Comments**

94       There being none, the next item followed.

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

96       There being none, the next item followed.

97 **EIGHTH ORDER OF BUSINESS – Adjournment**

98 On a MOTION by Mr. Draper, SECONDED by Ms. Price, WITH ALL IN FAVOR, the Board adjourned  
99 the meeting for the Villages of Glen Creek Community Development District.

100

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

104

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

107

108

109

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

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

111

112

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

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

114 **Title:**    **Secretary**       **Assistant Secretary**

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

115

116

# EXHIBIT 2



# Villages of Glen Creek Community Development District

Financial Statements  
(Unaudited)

Period Ending  
March 31, 2016

**Villages of Glen Creek CDD**  
**Balance Sheet**  
**March 31, 2016**

	<b>GENERAL FUND</b>
<b><u>ASSETS:</u></b>	
CASH	\$ 1,708
ACCTS. RECEIVABLE	6,379
<b>TOTAL ASSETS</b>	<b><u>\$ 8,086</u></b>
<b><u>LIABILITIES:</u></b>	
ACCOUNTS PAYABLE	\$ 6,379
<b><u>FUND BALANCE:</u></b>	
ASSIGNED:	-
UNASSIGNED:	1,708
<b>TOTAL LIABILITIES &amp; FUND BALANCE</b>	<b><u>\$ 8,086</u></b>

## Villages of Glen Creek CDD

### General Fund

#### Statement Of Revenues, Expenditures And Change In Fund Balance

FY2016 - For The Period Ending March 31, 2016

	FY2016 ADOPTED BUDGET	BUDGET YEAR-TO-DATE	ACTUAL YEAR-TO-DATE	VARIANCE FAVORABLE (UNFAVORABLE)
<b>I. REVENUE</b>				
SPECIAL ASSESSMENTS - ON-ROLL	\$ -	\$ -	\$ -	\$ -
DEVELOPER FUNDING	251,740	118,377	32,628	(85,749)
INTEREST	-	-	-	-
<b>TOTAL REVENUE</b>	<b>251,740</b>	<b>118,377</b>	<b>32,628</b>	<b>(85,749)</b>
<b>II. EXPENDITURES</b>				
<b>ADMINISTRATIVE:</b>				
PAYROLL - BOS	12,000	6,000	-	6,000
PAYROLL TAXES	918	459	-	459
PAYROLL SERVICES FEE	600	300	-	300
TRAVEL PER DIEM	500	250	-	250
MANAGEMENT CONSULTING SERVICES	21,000	10,500	10,500	-
CONSTRUCTION ACCOUNTING SERVICES	9,500	4,750	-	4,750
PLANNING AND COORDINATION SERVICES	36,000	18,000	18,000	-
ADMINISTRATIVE SERVICES	3,600	1,800	-	1,800
BANKING SERVICES	175	88	-	88
MISCELLANEOUS	500	250	125	125
AUDITING SERVICES	250	-	-	-
REGULATORY AND PERMIT FEES	175	175	175	-
LEGAL ADVERTISING	2,500	1,250	519	731
ENGINEERING SERVICES	4,000	2,000	-	2,000
LEGAL SERVICES - GENERAL	7,500	3,750	2,012	1,738
WEBSITE HOSTING	1,995	1,118	618	499
ADMINISTRATIVE CONTINGENCY	4,462	2,231	-	2,231
<b>TOTAL ADMINISTRATIVE</b>	<b>105,675</b>	<b>52,920</b>	<b>31,949</b>	<b>20,971</b>
<b>INSURANCE:</b>				
INSURANCE (Liability, Property & Casualty)	10,000	2,363	2,363	-
<b>TOTAL INSURANCE</b>	<b>10,000</b>	<b>2,363</b>	<b>2,363</b>	<b>-</b>
<b>DEBT SERVICE ADMINISTRATION:</b>				
DISSEMINATION AGENT	5,000	-	-	-
TRUSTEE FEES	4,377	-	-	-
ARBITRAGE	500	-	-	-
TRUST FUNDS ACCOUNTING	3,600	1,800	-	1,800
<b>TOTAL DEBT SERVICE ADMINISTRATION</b>	<b>13,477</b>	<b>1,800</b>	<b>-</b>	<b>1,800</b>
<b>FIELD OPERATIONS:</b>				
IRRIGATION MAINTENANCE	4,236	2,118	-	2,118
LANDSCAPING MAINTENANCE	26,400	13,200	-	13,200
ELECTRICITY - (IRRIGATION & PUMPS)	7,992	3,996	-	3,996
ELECTRICITY - STREETLIGHTS	30,975	15,488	-	15,488
WATER UTILITY	24,000	12,000	-	12,000
POND MAINTENANCE	7,230	3,615	-	3,615
SOLID WASTE DISPOSAL	3,720	1,860	-	1,860
<b>TOTAL FIELD OPERATIONS</b>	<b>104,553</b>	<b>52,277</b>	<b>-</b>	<b>52,277</b>
<b>AMENITY CENTER (3 MONTHS):</b>				
AMENITY CENTER - MISCELLANEOUS	1,800	900	-	900
POOL SERVICE CONTRACT	875	438	-	438
POOL MAINTENANCE & REPAIRS	275	138	-	138
POOL PERMIT	1,380	690	-	690
AMENITY CENTER CLEANING & MAINTENANCE	1,380	690	-	690
AMENITY CENTER INTERNET	570	285	-	285

# Villages of Glen Creek CDD

## General Fund

### Statement Of Revenues, Expenditures And Change In Fund Balance

FY2016 - For The Period Ending March 31, 2016

	<b>FY2016 ADOPTED BUDGET</b>	<b>BUDGET YEAR-TO-DATE</b>	<b>ACTUAL YEAR-TO-DATE</b>	<b>VARIANCE FAVORABLE (UNFAVORABLE)</b>
AMENITY CENTER ELECTRICITY	3,600	1,800	-	1,800
AMENITY CENTER WATER	2,625	1,313	-	1,313
AMENITY CENTER PEST CONTROL	255	128	-	128
REFUSE SERVICE	525	263	-	263
LANDSCAPE MAINTENANCE	3,000	1,500	-	1,500
MISC. AMENITY CENTER REPAIRS & MAINT	1,750	875	-	875
<b>TOTAL FIELD OPERATIONS</b>	<b>18,035</b>	<b>9,018</b>	<b>-</b>	<b>9,018</b>
<b>TOTAL EXPENDITURES</b>	<b>251,740</b>	<b>118,377</b>	<b>34,312</b>	<b>84,065</b>
<b>EXCESS REVENUE OVER (UNDER) EXPEND.</b>	-	-	(1,684)	(1,684)
FUND BALANCE - BEGINNING		-	3,392	3,392
FUND BALANCE - ENDING	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,708</b>	<b>\$ 1,708</b>

**Villages of Glen Creek CDD**  
**Cash Reconciliation - General Fund**  
**March 31, 2016**

	<u>Total Cash</u>
<b>Balance Per Bank Statement</b>	\$ 1,707.76
Less: Outstanding Checks	<u>-</u>
<b><i>Cash Balance</i></b>	<b><u><u>\$ 1,707.76</u></u></b>
<b>Beginning Cash Balance Per Books</b>	\$ 1,767.76
Cash Receipts	-
Cash Disbursements	(60.00)
<b><i>Balance Per Books</i></b>	<b><u><u>\$ 1,707.76</u></u></b>

**Villages of Glen Creek  
Check Register  
FY2016**

DATE	Ref #	PAYEE	DESCRIPTION	RECEIPTS	DISBURSEMENTS	CASH BALANCE	
						<b>3,568.60</b>	
10/2/2015		ADP	ADP Payroll service fee		77.24	3,491.36	
10/5/2015		Deposit	Metro Dev GFR 2015 - 14, 15	7,113.00		10,604.36	
10/5/2015	2030	DPFG	CDD/Field Mgmt - Oct		4,750.00	5,854.36	
10/5/2015	2031	EGIS INSURANCE & RISK ADVIS	Insurance - FY 2016		2,363.00	3,491.36	
10/12/2015	2044	Atlas Professional Services, Inc	Web Site - Oct		60.00	3,431.36	
10/12/2015	2045	Bradenton Herald	Legal Ad		99.45	3,331.91	
10/15/2015		Deposit	Metro Dev GFR 2015-16	2,677.50		6,009.41	
10/15/2015	2032	STRALEY & ROBIN	Legal Svcs thru 8/15/15		2,677.50	3,331.91	
10/19/2015	2033	FLORIDA DEPT OF ECONOMIC	Annual Filing Fee FY 2016		175.00	3,156.91	
10/28/2015	2034	STRALEY & ROBIN	Legal Svcs thru 10/15/15		105.00	3,051.91	
	<b>EOM</b>	<b>BALANCE</b>				<b>3,051.91</b>	
11/9/2015	2035	Hampton Inn	Mtg Room - 11/25/15		125.00	2,926.91	
11/9/2015	2036	Atlas Professional Services, Inc	Web Site - Nov		60.00	2,866.91	
	<b>EOM</b>	<b>BALANCE</b>				<b>2,866.91</b>	
12/1/2015		Transfer to GF	Funds Transfer - Cash GL accounts		2,866.91	0.00	
12/1/2015		Transfer to GF	Funds Transfer - Cash GL accounts	2,866.91		2,866.91	
12/10/2015	2038	Atlas Professional Services, Inc	Domain Name/Set Up Fee		258.17	2,608.74	
12/28/2015		DGIS I VGC	GF 2016-01	9,636.50		12,245.24	
12/29/2015	2039	DPFG	GF 2016-01 - CDD/Field Mgmt - Nov & Dec		9,500.00	2,745.24	
12/29/2015	2040	STRALEY & ROBIN	GF 2016-01 - Legal Svcs thru 11/15/15		136.50	2,608.74	
	<b>EOM</b>	<b>BALANCE</b>			<b>12,503.41</b>	<b>12,761.58</b>	<b>2,608.74</b>
1/13/2016	2041	Bradenton Herald	Legal Ads		519.48	2,089.26	
1/19/2016	2042	Atlas Professional Services, Inc	Web Site Hosting - Dec & Jan		120.00	1,969.26	
1/19/2016	2043	STRALEY & ROBIN	Legal Svcs thru 12/15/15		141.50	1,827.76	
	<b>EOM</b>	<b>BALANCE</b>			<b>0.00</b>	<b>780.98</b>	<b>1,827.76</b>
02/01/2016		DGIS I VGC	GF 2016-02	4,750.00		6,577.76	
02/02/2016	2046	DPFG	GF 2016-02 CDD/Field Mgmt - Jan		4,750.00	1,827.76	
02/12/2016		DGIS I VGC	GF 2016-03	4,750.00		6,577.76	
02/12/2016	2047	DPFG	CDD/Field Mgmt - Feb		4,750.00	1,827.76	
02/15/2016	2048	Atlas Professional Services, Inc	Web Site Hosting - Feb		60.00	1,767.76	
02/15/2016	2049	Hampton Inn	VOIDED		0.00	1,767.76	
	<b>EOM</b>	<b>BALANCE</b>			<b>9,500.00</b>	<b>9,560.00</b>	<b>1,767.76</b>
03/10/2016	2050	Atlas Professional Services, Inc	Web Site Hosting - March		60.00	1,707.76	
	<b>EOM</b>	<b>BALANCE</b>			<b>0.00</b>	<b>60.00</b>	<b>1,707.76</b>



**Real Estate Consulting Services:**

Land Secured Public Financing  
School District  
Reimbursement and Credit  
Fiscal Impact  
Service Districts  
Municipal District Services  
Development Impact Fee  
Redevelopment District  
Affordable Housing Financing  
Other Public Financing  
Compliance  
Entitlement Analysis  
Cash Flow Feasibility Analysis

Disclosure Services  
Engineering Services  
Project Management Services  
Capital Markets Group  
Property Tax Appeals  
CDD Management Services  
Look Back Diagnostic Review  
Lender Services  
Asset Management Services  
Portfolio Management Services  
Economic Impact  
Market Analysis

**[www.dpf.com](http://www.dpf.com)**

**Orange County, CA**

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

**Sacramento, CA**

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

**Las Vegas, NV**

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

**Boise, ID**

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

**Phoenix, AZ**

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

**Austin, TX**

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

**Orlando, FL**

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

**Tampa, FL**

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

**Research Triangle, NC**

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

**Charleston, SC**

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