

***Approved Proposed Budget
Fiscal Year 2023***

***Willow Creek
Community Development District***

May 11, 2022



Willow Creek

Community Development District

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Willow Creek

Community Development District

General Fund

Description	Amended Budget FY 2022	Actual Thru 3/31/2022	Projected for 6 Months	Total Projected 9/30/2022	Proposed Budget FY 2023	Estimated Budget at Buildout
Revenues						
Developer Contributions	\$301,328	\$76,340	\$95,442	\$171,782	\$296,697	\$692,874
Special Assessments-Direct	\$66,834	\$15,228	\$51,606	\$66,834	\$0	\$0
Special Assessments-On Roll	\$0	\$0	\$0	\$0	\$274,104	\$274,104
Total Revenues	\$368,162	\$91,568	\$147,048	\$238,616	\$570,801	\$966,978
Expenditures						
Administrative						
Engineering Fees	\$10,000	\$0	\$10,000	\$10,000	\$10,000	\$10,000
Attorney Fees	\$30,000	\$2,225	\$27,775	\$30,000	\$30,000	\$30,000
Annual Audit	\$2,700	\$2,500	\$0	\$2,500	\$2,700	\$2,700
Management Fees	\$36,000	\$18,000	\$18,000	\$36,000	\$37,800	\$36,000
Website Compliance	\$1,500	\$750	\$750	\$1,500	\$1,500	\$1,500
Postage	\$1,200	\$101	\$1,099	\$1,200	\$1,200	\$1,200
Insurance	\$6,497	\$6,405	\$0	\$6,405	\$7,206	\$6,497
Printing & Binding	\$1,000	\$135	\$865	\$1,000	\$1,000	\$1,000
Legal Advertising	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000
Other Current Charges	\$3,000	\$523	\$2,477	\$3,000	\$1,200	\$3,000
Office Supplies	\$100	\$15	\$85	\$100	\$100	\$100
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175	\$175
Total Administrative	\$93,172	\$30,829	\$62,051	\$92,880	\$93,881	\$93,172
Field						
Field Management	\$12,225	\$0	\$12,225	\$12,225	\$12,225	\$27,682
Utilities - Electric	\$1,200	\$1,784	\$2,100	\$3,884	\$4,000	\$1,000
Utilities - Streetlights	\$12,000	\$4,414	\$4,500	\$8,914	\$12,000	\$80,000
Utilities - Water & Sewer	\$1,200	\$454	\$454	\$908	\$1,200	\$1,000
Utilities - Irrigation	\$4,800	\$0	\$4,800	\$4,800	\$4,800	\$4,800
Landscape Maintenance	\$100,000	\$41,545	\$29,460	\$71,005	\$100,000	\$180,000
Pest Control	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000
Lake Maintenance	\$3,000	\$1,500	\$1,500	\$3,000	\$3,000	\$22,000
Wetlands/Preserves	\$30,000	\$0	\$30,000	\$30,000	\$30,000	\$30,000
Pressure Washing	\$10,000	\$0	\$10,000	\$10,000	\$10,000	\$10,000
Contingency	\$0	\$0	\$0	\$0	\$0	\$118,064
Total Field	\$175,425	\$49,697	\$96,039	\$145,736	\$178,225	\$475,546

Willow Creek

Community Development District

General Fund

Description	Amended Budget FY 2022	Actual Thru 3/31/2022	Projected for 6 Months	Total Projected 9/30/2022	Proposed Budget FY 2023	Estimated Budget at Buildout	
<u>Clubhouse</u>							
Management Fees	\$13,053	\$0	\$0	\$0	\$39,158	\$52,211	
Access Control	\$717	\$0	\$0	\$0	\$2,150	\$2,867	
Alarm Monitoring	\$410	\$0	\$0	\$0	\$1,229	\$1,638	
Pool Monitoring	\$3,208	\$0	\$0	\$0	\$9,623	\$12,831	
Utility - Electric	\$6,962	\$0	\$0	\$0	\$20,885	\$27,847	
Utility - Water & Sewer	\$5,017	\$0	\$0	\$0	\$15,050	\$20,066	
Cable/Internet Services	\$922	\$0	\$0	\$0	\$2,765	\$3,686	
Telephone	\$881	\$0	\$0	\$0	\$2,642	\$3,522	
Property Insurance	\$4,909	\$0	\$0	\$0	\$14,727	\$19,636	
Landscape Maintenance	\$6,706	\$0	\$0	\$0	\$20,117	\$26,823	
Landscape Replacement	\$1,024	\$0	\$0	\$0	\$3,071	\$4,095	
Pest Control	\$205	\$0	\$0	\$0	\$614	\$819	
Pool & Spa Maintenance	\$8,600	\$0	\$0	\$0	\$25,799	\$34,399	
Repairs and Maintenance	\$7,371	\$0	\$0	\$0	\$22,114	\$29,485	
Janitorial Maintenance	\$7,269	\$0	\$0	\$0	\$21,806	\$29,075	
Janitorial Supplies	\$563	\$0	\$0	\$0	\$1,689	\$2,252	
Office Equipment Maintenance	\$666	\$0	\$0	\$0	\$1,997	\$2,662	
Office Supplies/Clubhouse Supplies	\$1,741	\$0	\$0	\$0	\$5,222	\$6,962	
Air Conditioning Maintenance	\$573	\$0	\$0	\$0	\$1,720	\$2,293	
Fitness Equipment Maintenance	\$1,536	\$0	\$0	\$0	\$4,607	\$6,143	
Window Cleaning/Pressure Cleaning	\$1,331	\$0	\$0	\$0	\$3,993	\$5,324	
Porter Service	\$1,106	\$0	\$0	\$0	\$3,317	\$4,423	
Trash Collection	\$205	\$0	\$0	\$0	\$614	\$819	
Special Events	\$3,071	\$0	\$0	\$0	\$9,214	\$12,285	
Holiday Lighting	\$4,671	\$0	\$0	\$0	\$14,012	\$18,682	
Contingency	\$12,636	\$0	\$0	\$0	\$37,907	\$50,542	
Capital Reserve	\$4,218	\$0	\$0	\$0	\$12,655	\$16,873	
Total Clubhouse	\$99,565	\$0	\$0	\$0	\$298,695	\$398,260	
Total Expenditures	\$368,162	\$80,526	\$158,089	\$238,616	\$570,801	\$966,978	
Excess Revenues/(Expenditures)	\$0	\$11,042	(\$11,041)	\$0	\$0	\$0	
					Net Assessments	\$274,104	\$966,978
					Collection Fees & Discounts (6%)	\$17,496	\$61,722
					Gross Assessments	\$291,600	\$1,028,700
					No. of Units	324	1,143
					Per Unit Assessments (Net)	\$846.00	\$846.00
					Per Unit Assessments (Gross/tax bill)	\$900.00	\$900.00

REVENUES:

Developer Contributions

The District entered into a funding agreement with the developer to fund all general operating expenditures for the Fiscal Year.

Special Assessments-Direct

The District is levying 79 lots direct to builder to fund general operating expenditures for the Fiscal Year.

EXPENDITURES:

Administrative:

Engineering Fees

The District's engineer will be providing general engineering services to the District including attendance and preparation for board meetings, etc.

Attorney Fees

The District's legal counsel will be providing general legal services to the District, i.e., attendance and preparation for monthly meetings, review operating and maintenance contracts, etc.

Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services. These services are further outlined in Exhibit "A" of the Management Agreement.

Website Compliance

Per section 189.069 F.S, all Districts must have a website by October 1, 2015 to provide detailed information on the CDD as well as links to useful websites regarding Compliance issues. This website will be maintained by GMS-SF, LLC and updated as required by the statute.

Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Insurance

The District's General Liability & Public Officials Liability Insurance policy is with Florida Insurance Alliance. Florida Insurance Alliance specializes in providing insurance coverage to governmental agencies.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

Administrative: (continued)

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings, etc. in a newspaper of general circulation.

Administrative: (continued)

Other Current Charges

Bank charges and any other miscellaneous expenses that are incurred during the year.

Office Supplies

Miscellaneous office supplies.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

Field:

Field Management

The District will contract a field management firm.

Utilities - Electric

FPL provides electricity to entrance and lift station.

Utilities - Streetlights

FPL streetlight meters throughout the district.

Utilities - Water & Sewer

City of Titusville provides water and sewer service to the district.

Utilities - Irrigation

FPL meters for irrigation.

Landscape Maintenance

The district has a proposal with Meadowbrook Acres of South-Central Florida, Inc.

- Mow entrance 42 times per year
- Turf/ Shrub fertilize entrance 4 times per year
- Shrub/Tree trimming 4 times per year
- Irrigation inspection entrance 8 times per year
- Mulch for entrance 1 time per year
- Annuals for monument beds on the median

Pest Control

Cost for pest control throughout the district's common area.

Field: (continued)

Lake Maintenance

The district has a proposal with Lake & Wetland Management for maintenance of algae, border grass and invasive exotic plant control for 2 lakes.

Wetlands/Preserves

Cost for wetlands/preserves maintenance.

Pressure Washing

Cost to pressure wash district's common area infrastructure.

Contingency

Any other miscellaneous expenses that are incurred during the year.

Clubhouse:

Management Fees

The District will contract a management firm.

Access Control

Cost for security system for the clubhouse.

Alarm Monitoring

Cost for fire alarm monitoring.

Pool Monitoring

Cost for security system at the community pool.

Utility – Electric

FPL electric meters for the Clubhouse.

Utility – Water and Sewer

Cost for water and sewer at the Clubhouse.

Cable/Internet Service

Cost for cable/TV and internet service at the Clubhouse.

Telephone

Cost for phone land line at the clubhouse.

Property Insurance

The District's Property Liability Insurance policy is with Florida Insurance Alliance. Florida Insurance Alliance specializes in providing insurance coverage to governmental agencies.

Landscape Maintenance

Cost for landscape maintenance around the clubhouse.

Landscape Replacement

Cost to replace seasonal flowers, mulch, and trees.

Clubhouse: (continued)

Pest Control

Cost for pest control around the clubhouse.

Pool & Spa Maintenance

Cost for pool and spa maintenance.

Repairs and Maintenance

Cost for general repairs and maintenance of the clubhouse.

Janitorial Maintenance

Cost for janitorial maintenance of the Clubhouse.

Janitorial Supplies

Cost for cleaning supplies.

Office Equipment Maintenance

Cost for office equipment maintenance.

Office/Clubhouse Supplies

Cost for office/clubhouse supplies.

Air Conditioning Maintenance

Cost for the clubhouse A/C unit.

Fitness Equipment Maintenance

Cost for equipment maintenance.

Window Cleaning/Pressure Cleaning

Cost to cleaning and pressure wash windows and clubhouse infrastructure.

Porter Service

Cost for repairing, cleaning, hand cleaning trash, and litter, disinfecting areas when needed.

Trash Collection

The District will contract with a waste management company to collect the trash at clubhouse.

Special Events

Cost for special events

Holiday Lighting

Cost for Holiday Lighting at Clubhouse.

Contingency

Any other miscellaneous expenses that are incurred during the year.

Capital Reserve

Capital Reserve for future projects.