

ARBORS

**COMMUNITY DEVELOPMENT
DISTRICT**

March 3, 2025

**BOARD OF SUPERVISORS
REGULAR MEETING
AGENDA**

ARBORS

COMMUNITY DEVELOPMENT DISTRICT

AGENDA

LETTER

Arbors Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013
www.arborscdd.net

February 24, 2025

Board of Supervisors
Arbors Community Development District

Dear Board Members:

The Board of Supervisors of the Arbors Community Development District will hold a Regular Meeting on March 3, 2025 at 9:00 a.m., at the Arbors Amenity Center, 12520 Russian Olive Road, Jacksonville, Florida 32218. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consideration of Resolution 2025-07, Relating to the Amendment of the Annual Budget for the Fiscal Year Beginning October 1, 2023, and Ending September 30, 2024, and Providing for an Effective Date
4. Construction Updates
 - A. Pickleball
 - B. Pool
5. Discussion: July Meeting Date
6. Acceptance of Unaudited Financial Statements as of January 31, 2025
7. Approval of January 6, 2025 Regular Meeting Minutes
8. Staff Reports
 - A. District Counsel: *Kutak Rock LLP*
 - B. District Engineer: *Dunn & Associates, Inc.*
 - C. Field and Amenity Manager: *First Coast Management Services*
 - D. District Manager: *Wrathell, Hunt and Associates, LLC*
 - NEXT MEETING DATE: May 5, 2025 at 4:00 PM [*Presentation of FY2026 Budget*]

ATTENDEES:

Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.

○ QUORUM CHECK

SEAT 1	SARAH WICKER	☐	IN-PERSON	☐	PHONE	☐	NO
SEAT 2	MIKEL DENTON	☐	IN-PERSON	☐	PHONE	☐	NO
SEAT 3	JAMES TEAGLE	☐	IN-PERSON	☐	PHONE	☐	NO
SEAT 4	HEATHER ALLEN	☐	IN-PERSON	☐	PHONE	☐	NO
SEAT 5	CHRIS WILLIAMS	☐	IN-PERSON	☐	PHONE	☐	NO

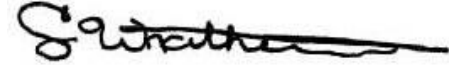
9. Board Members' Comments/Requests

10. Public Comments

11. Adjournment

Should you have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675 or Ernesto Torres (904) 295-5714.

Sincerely,



Craig Wrathell
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 782 134 6157

ARBORS

COMMUNITY DEVELOPMENT DISTRICT

3

RESOLUTION 2025-07

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE
ARBORS COMMUNITY DEVELOPMENT DISTRICT RELATING
TO THE AMENDMENT OF THE ANNUAL BUDGET FOR THE
FISCAL YEAR BEGINNING OCTOBER 1, 2023, AND ENDING
SEPTEMBER 30, 2024; AND PROVIDING FOR AN EFFECTIVE
DATE**

WHEREAS, on July 11, 2023, pursuant to Resolution 2023-37, the Board of Supervisors (hereinafter referred to as the “Board”) of the Arbors Community Development District (hereinafter referred to as the “District”), adopted a Budget for Fiscal Year 2023/2024; and

WHEREAS, the Board desires to amend the previously adopted Fiscal Year 2023/2024 budget.

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

Section 1. The Fiscal Year 2023/2024 Budget is hereby amended in accordance with Exhibit “A” attached hereto; and

Section 2. This resolution shall become effective immediately upon its adoption, and be reflected in the monthly and Fiscal Year End September 30, 2024 Financial Statements and Audit Report of the District.

PASSED AND ADOPTED this 3rd day of March, 2025.

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT "A"

**ARBORS
COMMUNITY DEVELOPMENT DISTRICT
AMENDED BUDGET
FISCAL YEAR 2024
EFFECTIVE NOVEMBER 30, 2024**

**ARBORS
COMMUNITY DEVELOPMENT DISTRICT
AMENDED BUDGET
FISCAL YEAR 2024
EFFECTIVE NOVEMBER 30, 2024**

	FY 2024 Actual	Adopted Budget	Budget to Actual Variance	Proposed Amendment Increase/ (Decrease)	FY 2024 Amended Budget
REVENUES					
Assessment levy: on-roll - net	\$ 91,418	\$ 90,622	\$ (796)	\$ 796	\$ 91,418
Assessment levy: off-roll - net	104,702	104,702	-	-	104,702
Landowner contribution	14,827	-	(14,827)	73,597	73,597
Total revenues	210,947	195,324	(15,623)	74,393	269,717

EXPENDITURES

Professional & administrative

Supervisors	6,459	9,000	2,541	(2,541)	6,459
Management/accounting/recording	48,000	48,000	-	-	48,000
Legal	20,901	25,000	4,099	(4,099)	20,901
Engineering	-	2,000	2,000	(2,000)	-
Audit	5,300	5,500	200	(200)	5,300
Arbitrage rebate calculation	-	500	500	(500)	-
Dissemination agent	1,000	1,000	-	-	1,000
EMMA software service	1,000	-	(1,000)	1,000	1,000
Trustee	4,246	4,250	4	(4)	4,246
Telephone	200	200	-	-	200
Postage	445	250	(195)	195	445
Printing & binding	500	500	-	-	500
Legal advertising	4,358	6,500	2,142	(2,142)	4,358
Annual special district fee	175	175	-	-	175
Insurance	15,680	5,500	(10,180)	10,180	15,680
Contingencies/bank charges	952	750	(202)	12,202	12,952
Website hosting & maintenance	1,680	1,680	-	-	1,680
Website ADA compliance	210	210	-	-	210
Tax collector	3,200	3,304	104	(104)	3,200
Total professional & administrative	114,306	114,319	13	11,987	126,306

Field operations

Field operations manager					
Landscape maintenance	70,247	65,000	(5,247)	5,247	70,247
Irrigation repair	1,210	-	(1,210)	1,210	1,210
Irrigation water	100	-	(100)	100	100
Aquatic maintenance	-	16,000	16,000	(16,000)	-
Road maintenance	705	-	(705)	705	705
Entry monuments					
Electric	5,790	-	(5,790)	5,790	5,790
Fountain maintenance	200	-	(200)	200	200

**ARBORS
COMMUNITY DEVELOPMENT DISTRICT
AMENDED BUDGET
FISCAL YEAR 2024
EFFECTIVE NOVEMBER 30, 2024**

	FY 2024 Actual	Adopted Budget	Budget to Actual Variance	Proposed Amendment Increase/ (Decrease)	FY 2024 Amended Budget
Amenity center:					
Staffing	7,315	-	(7,315)	7,315	7,315
Management contracts			-		
Facility management	10,464	-	(10,464)	10,464	10,464
Landscape replacement	1,505	-	(1,505)	1,505	1,505
Pool service	6,617	-	(6,617)	6,617	6,617
Janitorial service	3,970	-	(3,970)	3,970	3,970
Pest control	5	-	(5)	5	5
Pool chemicals	4,279	-	(4,279)	4,279	4,279
Janitorial supplies	6,498	-	(6,498)	6,498	6,498
Trash/refuse	1,313	-	(1,313)	1,313	1,313
Maintenance	8,162	-	(8,162)	8,162	8,162
Maintenance contracts	52	-	(52)	52	52
Pool permits	525	-	(525)	525	525
Utilities					
Irrigation water	7,084	-	(7,084)	7,084	7,084
Office supplies	2,556	-	(2,556)	2,556	2,556
Fitness center repairs/supplies	284	-	(284)	284	284
Operating supplies	1,680	-	(1,680)	1,680	1,680
Total field operations & amenity center	140,561	81,000	(59,561)	59,561	140,561
Total expenditures	254,867	195,319	(59,548)	71,548	266,867
Excess/(deficiency) of revenues over/(under) expenditures	(43,920)	5	43,925	2,845	2,850
Fund balances - beginning	(2,845)	-	2,845	(2,845)	(2,845)
Fund balances - ending	\$ (46,765)	\$ 5	\$ 46,770	\$ -	\$ 5

ARBORS

COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED FINANCIAL STATEMENTS

**ARBORS
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
JANUARY 31, 2025**

ARBORS
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
JANUARY 31, 2025

	General Fund	Debt Service Fund Series 2023	Debt Service Fund Series 2024	Capital Projects Fund Series 2023	Capital Projects Fund Series 2024	Total Governmental Funds
ASSETS						
Cash	\$ 266,285	\$ -	\$ -	\$ -	\$ -	\$ 266,285
Investments						
Revenue	-	675,444	-	-	-	675,444
Reserve	-	425,211	385,353	-	-	810,564
Capitalized interest	-	4	278,384	-	-	278,388
Construction	-	-	-	322	2,434,577	2,434,899
Cost of issuance	-	436	6,462	-	-	6,898
Prepaid expense	6,275	-	-	-	-	6,275
Total assets	<u>\$ 272,560</u>	<u>\$ 1,101,095</u>	<u>\$ 670,199</u>	<u>\$ 322</u>	<u>\$ 2,434,577</u>	<u>\$ 4,478,753</u>
LIABILITIES AND FUND BALANCES						
Liabilities:						
Accounts payable	\$ 1,000	\$ -	\$ -		\$ -	\$ 1,000
Accrued contracts payable	-	-	-	(535)	-	(535)
Accrued wages payable	200	-	-	-	-	200
Accrued taxes payable	46	-	-	-	-	46
Landowner advance	6,000	-	-	-	-	6,000
Total liabilities	<u>7,246</u>	<u>-</u>	<u>-</u>	<u>(535)</u>	<u>-</u>	<u>6,711</u>
Fund balances:						
Restricted						
Debt service	-	1,101,095	670,199	-	-	1,771,294
Capital projects	-	-	-	857	2,434,577	2,435,434
Unassigned	265,314	-	-	-	-	265,314
Total fund balances	<u>265,314</u>	<u>1,101,095</u>	<u>670,199</u>	<u>857</u>	<u>2,434,577</u>	<u>4,472,042</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 272,560</u>	<u>\$ 1,101,095</u>	<u>\$ 670,199</u>	<u>\$ 322</u>	<u>\$ 2,434,577</u>	<u>\$ 4,478,753</u>

**ARBORS
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED JANUARY 31, 2025**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll - net	\$ 39,655	\$ 401,394	\$ 255,411	157%
Assessment levy: off-roll - net	-	-	295,096	0%
Total revenues	<u>39,655</u>	<u>401,394</u>	<u>550,507</u>	73%
EXPENDITURES				
Professional & administrative				
Supervisors	431	1,292	9,000	14%
Management/accounting/recording	4,000	16,000	48,000	33%
Legal	1,583	2,088	25,000	8%
Engineering	-	-	2,000	0%
Audit	5,400	5,400	5,500	98%
Arbitrage rebate calculation*	-	-	500	0%
Dissemination agent*	167	500	1,000	50%
Trustee*	-	6,425	4,250	151%
Telephone	16	67	200	34%
Postage	61	124	250	50%
Printing & binding	41	167	500	33%
Legal advertising	-	2,760	6,500	42%
Annual special district fee	-	175	175	100%
Insurance	-	5,500	5,500	100%
Contingencies/bank charges	90	359	750	48%
Website hosting & maintenance	-	705	1,680	42%
Website ADA compliance	210	210	210	100%
Tax collector	82	12,743	9,312	137%
Software service	-	1,000	1,000	100%
Total professional & administrative	<u>12,081</u>	<u>55,515</u>	<u>121,327</u>	46%
Field operations				
Field operations management	-	-	8,400	0%
Landscape maintenance	9,162	38,011	104,480	36%
Irrigation repair	350	720	40,000	2%
Irrigation water	663	2,954	-	N/A
Aquatic maintenance	-	-	16,000	0%
Entry monuments				
Electric	394	1,448	8,000	18%
Fountain maintenance	-	469	7,020	7%
Amenity center:				
Staffing	1,720	6,880	-	N/A
Management contracts				
Facility management	1,888	7,107	20,640	34%
Landscape mainenance			25,000	0%
Landscape contingency			10,000	0%
Pool service	1,433	4,658	12,900	36%
Janitorial service	745	3,409	8,940	38%
Pool chemicals	-	639	15,000	4%

**ARBORS
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED JANUARY 31, 2025**

	Current Month	Year to Date	Budget	% of Budget
Janitorial supplies	241	241	5,000	5%
Trash/refuse	229	1,405	-	N/A
Maintenance	1,683	4,553	5,400	84%
Maintenance/repairs	-	-	50,000	0%
Pool repairs	285	381	-	N/A
Special events	148	148	3,000	5%
Insurance: property	-	28,046	21,400	131%
Contingency	-	-	15,000	0%
Utilities				
Telephone & internet	-	-	4,000	0%
Electric	-	-	15,000	0%
Water/irrigation	-	-	15,000	0%
Potable water	-	-	4,000	0%
Security				
Alarm monitoring	-	-	15,000	0%
Office supplies	-	605	-	N/A
Fitness center repairs/supplies	307	469	-	N/A
Uncoded expenses	-	79	-	N/A
Total field operations & amenity center	<u>19,248</u>	<u>102,222</u>	<u>429,180</u>	24%
Total expenditures	<u>31,329</u>	<u>157,737</u>	<u>550,507</u>	29%
Excess/(deficiency) of revenues over/(under) expenditures	8,326	243,657	-	
Fund balances - beginning	<u>256,988</u>	<u>21,657</u>	<u>-</u>	
Fund balances - ending	<u><u>\$ 265,314</u></u>	<u><u>\$ 265,314</u></u>	<u><u>\$ -</u></u>	

**ARBORS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2023
FOR THE PERIOD ENDED JANUARY 31, 2025**

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Special assessment - on roll	\$ 3,670	\$ 572,091	\$ 401,347	143%
Special assessment: off-roll	-	-	463,708	0%
Assessment prepayments	\$ 58,643	\$ 58,643	-	N/A
Interest	2,263	10,459	-	N/A
Total revenues	<u>64,576</u>	<u>641,193</u>	<u>865,055</u>	74%
EXPENDITURES				
Principal	-	-	185,000	0%
Interest	-	332,511	665,021	50%
Tax collector	128	20,023	14,632	137%
Total debt service	<u>128</u>	<u>352,534</u>	<u>864,653</u>	41%
Excess/(deficiency) of revenues over/(under) expenditures	64,448	288,659	402	
Fund balances - beginning	<u>1,036,647</u>	<u>812,436</u>	<u>780,117</u>	
Fund balances - ending	<u>\$ 1,101,095</u>	<u>\$ 1,101,095</u>	<u>\$ 780,519</u>	

**ARBORS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2024
FOR THE PERIOD ENDED JANUARY 31, 2025**

	Current Month	Year to Date
REVENUES		
Interest	2,540	3,876
Total revenues	<u>2,540</u>	<u>3,876</u>
EXPENDITURES		
Cost of issuance	-	181,977
Total expenditures	<u>-</u>	<u>181,977</u>
Other fees and charges		
Receipt of bond proceeds	-	985,919
Underwriter's discount	-	(132,466)
Original Issue discount	-	(5,153)
Total other fees and charges	<u>-</u>	<u>848,300</u>
Excess/(deficiency) of revenues over/(under) expenditures	2,540	670,199
Net change in fund balances	2,540	670,199
Fund balance - beginning	667,659	-
Fund balance - ending	<u>\$ 670,199</u>	<u>\$ 670,199</u>

**ARBORS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2023
FOR THE PERIOD ENDED JANUARY 31, 2025**

	Current Month	Year To Date
REVENUES		
Interest	\$ 2	\$ 857
Total revenues	<u>2</u>	<u>857</u>
EXPENDITURES		
Construction costs	-	14,324
Total expenditures	<u>-</u>	<u>14,324</u>
Excess/(deficiency) of revenues over/(under) expenditures	2	(13,467)
Fund balances - beginning	855	14,324
Fund balances - ending	<u>\$ 857</u>	<u>\$ 857</u>

**ARBORS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2024
FOR THE PERIOD ENDED JANUARY 31, 2025**

	Current Month	Year to Date
REVENUES		
Interest	\$ 31,912	\$ 52,774
Total revenues	<u>31,912</u>	<u>52,774</u>
EXPENDITURES		
Construction Costs	-	8,022,278
Total expenditures	<u>-</u>	<u>8,022,278</u>
OTHER FINANCING SOURCES/(USES)		
Receipt of bond proceeds	-	10,404,081
Total other financing sources/(uses)	<u>-</u>	<u>10,404,081</u>
Net increase/(decrease), fund balance	31,912	2,434,577
Beginning fund balance	<u>2,402,665</u>	<u>-</u>
Ending fund balance	<u><u>\$ 2,434,577</u></u>	<u><u>\$ 2,434,577</u></u>

ARBORS

COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

**MINUTES OF MEETING
ARBORS
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Arbors Community Development District held a Regular Meeting on January 6, 2025 at 9:00 a.m., at the Arbors Amenity Center, 12520 Russian Olive Road, Jacksonville, Florida 32218.

Present were:

Sarah Wicker	Chair
Christopher Williams	Vice Chair
Mikel Denton	Assistant Secretary

Also present:

Ernesto Torres	District Manager
Katie Buchanan	District Counsel
Tony Shiver	Amenity Manager
Laura Delorey	Resident

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Wicker called the meeting to order at 9:00 a.m. Supervisors Wicker, Denton and Williams were present. Supervisors Teagle and Allen were absent.

SECOND ORDER OF BUSINESS

Public Comments

Resident Laura Delorey stated the batteries for the chair at the pool are not working and asked how often they are replaced. Mr. Williams stated on-site staff should be notified when the battery is dead so it can be exchanged. The batteries last approximately two months.

THIRD ORDER OF BUSINESS

Consideration of BrightView Landscape Proposal for Extra Work [Remove and Replace Dead Sabals Around Amenity Center]

Mr. Torres stated this is a ratification item as it was approved at the last meeting.

On MOTION by Ms. Wicker and seconded by Mr. Denton, with all in favor, the BrightView Landscape Proposal for Extra Work to Remove and Replace Dead Sabals Around Amenity Center, was ratified.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2025-06, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Remainder of Fiscal Year 2024/2025 and Providing for an Effective Date

Ms. Wicker presented Resolution 2025-06. Mr. Torres recalled a discussion about scheduling a few afternoon meetings to bolster resident attendance. He stated, since the most well-attended meetings are related to the budget, the Board could consider scheduling the May 5, 2025 and July 7, 2025, meetings in the afternoon, as those feature the presentation and adoption of the Fiscal Year 2026 budget.

Discussion ensued regarding the Fiscal Year 2025 Meeting Schedule and potential meeting conflicts. Mr. Torres stated the Meeting Schedule will be amended as follows:

TIME, May 5, 2025 and July 7, 2025; Change "9:00 a.m." to "4:00 p.m."

On MOTION by Ms. Wicker and seconded by Mr. Denton, with all in favor, Resolution 2025-06, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Remainder of Fiscal Year 2024/2025, as amended, and Providing for an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Acceptance of Unaudited Financial Statements as of November 30, 2024

On MOTION by Mr. Williams and seconded by Ms. Wicker, with all in favor, the Unaudited Financial Statements as of November 30, 2024, were accepted.

SIXTH ORDER OF BUSINESS

Approval of Minutes

A. November 5, 2024 Landowners' Meeting

B. November 12, 2024 Public Hearings and Regular Meeting

On MOTION by Ms. Wicker and seconded by Mr. Denton, with all in favor, the November 5, 2024 Landowners' Meeting Minutes and the November 12, 2024 Public Hearings and Regular Meeting Minutes, as presented, were approved.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: Kutak Rock LLP

B. District Engineer: Dunn & Associates, Inc.

There were no reports from District Counsel or the District Engineer.

C. Field and Amenity Manager: First Coast Management Services

Mr. Shiver had nothing to report.

D. District Manager: Wrathell, Hunt and Associates, LLC

Mr. Torres stated that assessment revenues are being received from the County.

- NEXT MEETING DATE: March 3, 2025 at 9:00 AM

- QUORUM CHECK

EIGHTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

NINTH ORDER OF BUSINESS

Public Comments

Ms. Delorey asked when construction of the pickleball courts and the pool will commence. Ms. Wicker will ask DR Horton and provide an update at the next meeting.

TENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Wicker and seconded by Mr. Teagle, with all in favor, the meeting adjourned at 9:11 a.m.

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Secretary/Assistant Secretary

Chair/Vice Chair

ARBORS

COMMUNITY DEVELOPMENT DISTRICT

STAFF

REPORTS

ARBORS COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 MEETING SCHEDULE		
LOCATION		
<i>Arbors Amenity Center, 12520 Russian Olive Road, Jacksonville, Florida 32218</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
November 5, 2024	Landowners' Meeting	1:00 PM**
November 12, 2024	Regular Meeting	1:00 PM
January 6, 2025	Regular Meeting	9:00 AM
March 3, 2025	Regular Meeting	9:00 AM
May 5, 2025	Regular Meeting <i>Presentation of FY2026 Proposed Budget</i>	4:00 PM
July 7, 2025	Public Hearings and Regular Meeting <i>Adoption of FY2026 Proposed Budget</i>	4:00 PM
September 2, 2025*	Regular Meeting	9:00 AM

Exceptions

**September meeting date is one day later to accommodate Labor Day holiday*

***Delayed start time to 3:00 PM*