

**XENTURY CITY  
COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA PACKAGE**

**Tuesday, September 12, 2023**

**Remote Participation:**

Call in (audio only) (646) 8381601, 562622539#



313 CAMPUS STREET  
CELEBRATION, FLORIDA 34747  
(407) 566-1935

# Xentury City Community Development District

## Board Members

Owen Beitsch, Chairman  
Steven Ivins, Vice Chairman  
Timothy Baker, Assistant Secretary  
Todd Persons, Assistant Secretary

## Staff

Angel Montagna, District Manager  
Scott Clark, District Counsel  
Jeffrey Newton, District Engineer

## Meeting Agenda Tuesday, September 12, 2023 at 11:30 a.m.

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1. **Call to Order and Roll Call**
2. **Public Comment Period**
3. **Business Items**
  - A. Consideration of Resolution 2023-04, Records Retention Policy.....Page 3
  - B. Public Hearing on FY 24 Budget .....Page 5
    1. Consideration of Resolution 2023-05 Adopting FY24 Budget.....Page 11
  - C. Consideration of Developer Funding Agreement.....Page 14
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  - F. Declaring Seat 5 Vacant
4. **Consent Agenda**
  - A. Consideration of Regular Meeting Minutes from June 6, 2023.....Page 18
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5. **District Manager's Report**
  - A. Funding Requests #212-213.....Page 33
6. **Attorney's Report**
7. **Engineer's Report**
8. **Developer's Report**
9. **Supervisor Requests**
10. **Other Business**
11. **Adjournment**

## **RESOLUTION 2023-04**

### **A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE XENTURY CITY COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; AND PROVIDING FOR SEVERABILITY AND EFFECTIVE DATE.**

**WHEREAS**, the Xentury City Community Development District (the “District”) was created and exists pursuant to Chapter 190, Florida Statutes, being situated in Osceola County, Florida; and

**WHEREAS**, Chapter 190, Florida Statutes, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

**WHEREAS**, Section 257.36(5), Florida Statutes, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

**WHEREAS**, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

**WHEREAS**, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

**WHEREAS**, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

**WHEREAS**, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

**WHEREAS**, the District desires to provide for future amendment of the Records Retention Policy; and

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

**Section 1.** The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District’s records custodian shall appoint a replacement Records Management Liaison Officer.

**Section 2.** The duties of the Records Management Liaison Officer shall include the following:

- A. serve as the District's contact with the Florida Department of State, State Library and Archives of Florida; and
- B. coordinate the District's records inventory; and
- C. maintain records retention and disposition forms; and
- D. coordinate District records management training; and
- E. develop records management procedures consistent with the Records Retention Policy adopted in Section 3 below, as amended; and
- F. participate in the development of the District's development of electronic record keeping systems; and
- G. submit annual compliance statements; and
- H. work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I. such other duties as may be assigned by the Board or the District's records custodian in the future.

**Section 3.** The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(6); however, the Board hereby extends the minimum retention schedules and rules established pursuant to the retention guidelines contained in the State of Florida General Records Schedule GS1-SL, so as to retain all public records relating to District business until the Board amends the Records Retention Policy to address the disposition of the same.

**Section 4.** The District agrees to pay Inframark a monthly fee of \$15 per box for the storage of records for all boxes retained as part of the requirements for the Records Retention Policy. If the Board desires to retain more records than required by the Records Retention Policy the District will be charged \$15 per box per month for all records that are retained.

**Section 5.** If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**Section 6.** This resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed. Furthermore, upon its passage this resolution supersedes any Records Retention Policy previously adopted by the District.

**PASSED AND ADOPTED THIS 12TH DAY OF SEPTEMBER.**

**ATTEST:**

**XENTURY CITY COMMUNITY  
DEVELOPMENT DISTRICT**

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

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Chair/Vice Chair

**XENTURY CITY**  
**Community Development District**

***Annual Operating Budget***  
**Fiscal Year 2024**

**Version 3 - Modified Tentative Budget:**  
(Printed on 8/29/2023 3pm)

Prepared by:



# XENTURY CITY

Community Development District

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**Xentury City**  
**Community Development District**

**Operating Budget**  
Fiscal Year 2024

**Summary of Revenues, Expenditures and Changes in Fund Balances**  
Fiscal Year 2024 Modified Tentative Budget

ACCOUNT DESCRIPTION	ACTUAL FY 2022	ADOPTED BUDGET FY 2023	ACTUAL THRU JUL-2023	PROJECTED AUG - SEP-2023	TOTAL PROJECTED FY 2023	ANNUAL BUDGET FY 2024
<b>REVENUES</b>						
Interest - Investments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Developer Contribution	31,880	27,091	22,326	4,765	27,091	27,787
<b>TOTAL REVENUES</b>	<b>31,880</b>	<b>27,091</b>	<b>22,326</b>	<b>4,765</b>	<b>27,091</b>	<b>27,787</b>
<b>EXPENDITURES</b>						
<i>Administrative</i>						
P/R-Board of Supervisors	2,400	2,000	-	2,000	2,000	2,000
FICA Taxes	184	153	-	153	153	153
ProfServ-Engineering	-	1,500	-	1,000	1,000	1,500
ProfServ-Legal Services	10,460	3,000	5,655	2,000	7,655	3,000
ProfServ-Mgmt Consulting	11,000	11,000	9,167	1,833	11,000	11,000
Website Compliance	421	1,600	1,291	-	1,291	1,600
Postage and Freight	169	200	17	183	200	200
Insurance - General Liability	4,680	5,148	5,313	-	5,313	5,844
Printing and Binding	72	390	171	219	390	390
Legal Advertising	560	300	338	(38)	300	300
Misc-Contingency	1,806	1,500	73	625	698	1,500
Office Supplies	-	125	-	52	52	125
Annual District Filing Fee	175	175	175	-	175	175
<b>Total Administrative</b>	<b>31,927</b>	<b>27,091</b>	<b>22,200</b>	<b>8,027</b>	<b>30,227</b>	<b>27,787</b>
<b>TOTAL EXPENDITURES</b>	<b>31,927</b>	<b>27,091</b>	<b>22,200</b>	<b>8,027</b>	<b>30,227</b>	<b>27,787</b>
Excess (deficiency) of revenues						
Over (under) expenditures	(47)	-	126	(3,262)	(3,136)	-
<b>OTHER FINANCING SOURCES (USES)</b>						
Contribution to (Use of) Fund Balance	-	-	-	-	-	-
<b>TOTAL OTHER SOURCES (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balance	(47)	-	126	(3,262)	(3,136)	-
<b>FUND BALANCE, BEGINNING</b>	<b>2,653</b>	<b>2,606</b>	<b>2,606</b>	<b>-</b>	<b>2,606</b>	<b>(530)</b>
<b>FUND BALANCE, ENDING</b>	<b>\$ 2,606</b>	<b>\$ 2,606</b>	<b>\$ 2,732</b>	<b>\$ (3,262)</b>	<b>\$ (530)</b>	<b>\$ (530)</b>



**Budget Narrative**  
Fiscal Year 2024**REVENUES****Developer Contribution**

The District entered into a Funding Agreement with the Developer to fund all operating expenditures for the fiscal year.

**EXPENDITURES****Administrative****P/R-Board of Supervisors**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance. The amount for the Fiscal Year is based upon all supervisors attending all of the meetings.

**FICA Taxes**

Payroll taxes on Board of Supervisors compensation. The budgeted amount for the fiscal year is calculated at 7.65% of the total Board of Supervisor's payroll expenditures.

**Professional Services-Engineering**

The District's engineer provides general engineering services to the District, i.e. attendance and preparation for semi-annual board meetings when requested, review of invoices, and other specifically requested assignments.

**Professional Services-Legal Services**

The District's Attorney provides general legal services to the District, i.e., attendance and preparation for semi - annual Board meetings, review of contracts, review of agreements and resolutions, and other research as directed or requested by the Board of Supervisors and the District Manager.

**Professional Services-Management Consulting Services**

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

**Website Compliance**

This line is designated for all costs associated with the District's website, including annual domain name renewal, annual hosting, and quarterly auditing.

**Postage and Freight**

Postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

**Insurance-General Liability**

The District's General Liability & Public Officials Liability Insurance policy is with Public Risk Insurance Agency, Inc. They specialize in providing insurance coverage to governmental agencies. The budgeted amount allows for a projected 10% increase in the premium.

**Printing and Binding**

Copies used in the preparation of agenda packages, required mailings, and other special projects.

**Budget Narrative**  
Fiscal Year 2024

<b>EXPENDITURES</b>
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**Administrative** (continued)**Legal Advertising**

The District is required to advertise various notices for semi-annual Board meetings and other public hearings in the Orlando Sentinel.

**Miscellaneous-Contingency**

This includes any other miscellaneous expenses that may be incurred during the year.

**Office Supplies**

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

**Annual District Filing Fee**

The District is required to pay an annual fee of \$175 to the Department of Economic Opportunity.

## **RESOLUTION 2023-05**

### **A RESOLUTION OF THE XENTURY CITY COMMUNITY DEVELOPMENT DISTRICT RELATING TO THE ANNUAL APPROPRIATIONS OF THE DISTRICT AND ADOPTING THE BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024, AND REFERENCING THE MAINTENANCE AND BENEFIT SPECIAL ASSESSMENTS TO BE LEVIED BY THE DISTRICT FOR SAID FISCAL YEAR**

WHEREAS, the District Manager has submitted to the Board of Supervisors (the "Board") a proposed budget for the next ensuing budget year along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), Florida Statutes; and

WHEREAS, at least sixty (60) days prior to the adoption of the proposed annual budget and any proposed long-term financial plan or program of the District for future operations (the "Proposed Budget") the District did file a copy of the Proposed Budget with the general purpose local governing authorities having jurisdiction over the area included in the District pursuant to the provisions of Section 190.008(2)(b), Florida Statutes; and

WHEREAS, on June 6, 2023, the Board set September 12, 2023, as the date for a Public Hearing thereon and caused notice of such Public Hearing to be given by publication pursuant to Section 190.008(2)(a) Florida Statutes; and

WHEREAS, Section 190.008(2)(a), Florida Statutes requires that, prior to October 1 of each year, the District Board by passage of the Annual Appropriation Resolution shall adopt a budget for the ensuing Fiscal Year and appropriate such sums of money as the Board deems necessary to defray all expenditures of the District during the ensuing Fiscal Year; and

WHEREAS, the District Manager has prepared a Proposed Budget on a cash flow budget basis, whereby the budget shall project the cash receipts and disbursements anticipated during a given time period, including reserves for contingencies for emergency or other unanticipated expenditures during the Fiscal Year; and

WHEREAS, Section 190.021, Florida Statutes provides that the Annual Appropriation Resolution shall also fix the maintenance special assessments and benefit special assessments upon each piece of property within the boundaries of the District benefited, specifically and peculiarly, by the maintenance and/or capital improvement programs of the District, such levy representing the amount of District assessments necessary to provide for payment during the ensuing budget year of all properly authorized expenditures to be incurred by the District, including principal and interest of special revenue, capital improvement and/or benefit assessment bonds, in order for the District to exercise its various general and special powers to implement its single and specialized infrastructure provision purpose; and

WHEREAS, the proceeds from the collections of these imposed and levied non-ad valorem assessments shall be paid to the Xentury City Community Development District.

**Section 1.** The provisions of the whereas clauses are true and correct and are incorporated herein as dispositive.

- a. That the Board of Supervisors has reviewed the District Manager's Proposed Budget, a copy of which is on file with the Office of the District Treasurer and the District's Local Records Office, and is hereby attached to this Resolution, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. That the District Manager's Proposed Budget, as amended by the Board, is adopted hereby in accordance with the provisions of Section 190.008(2)(a), Florida Statutes and incorporated herein by reference; provided, however, that the comparative figures contained in the adopted budget may be revised subsequently as deemed necessary by the District Manager to reflect actual revenues and expenditures for Fiscal Year 2023 and/or revised projections for Fiscal Year 2024.
- c. That the adopted budget, as amended, shall be maintained in the Office of the District Treasurer and the District's Local Records Office, and identified as "The Budget for the Xentury City Community Development District for the Fiscal Year Ending September 30, 20243, as Adopted by the Board of Supervisors on September 12, 2023."

That there be, and hereby is appropriated out of the revenues of the Xentury City Community Development District, for the Fiscal Year beginning October 1, 2023, and ending September 30, 2024 the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) to be raised by the applicable imposition and levy by the Board of applicable non-ad valorem special assessments and otherwise, which sum is deemed by the Board of Supervisors to be necessary to defray all expenditures of the District during said budget year, to be divided and appropriated in the following fashion:

2

#### **Section 4. Supplemental Appropriations**

The Board may authorize by Resolution supplemental appropriations or revenue changes for any lawful purpose from funds on hand or estimated to be received within the Fiscal Year as follows:

- a. Board may authorize a transfer of the unexpended balance or portion thereof of any appropriation item.
- b. Board may authorize an appropriation from the unappropriated balance of any fund.
- c. Board may increase any revenue or income budget account to reflect receipt of any additional unbudgeted monies and make the corresponding change to appropriations or the unappropriated balance.

The District Manager and Treasurer shall have the power within a given fund to authorize the transfer of any unexpended balance of any appropriation item or any portion thereof, provided such transfers do not exceed Ten Thousand Dollars (\$10,000) or have the effect of causing more than 10% of the total appropriation of a given program or project to be transferred previously approved transfers included. Such transfer shall not have the effect of causing a more than \$10,000 or 10% increase, previously approved transfers included, to the original budget appropriation for the receiving program. Transfers within a program or project may be approved by the applicable Department Director and the District Manager or Treasurer. The District Manager or Treasurer must establish administrative procedures, which require information on the request forms proving that such transfer requests comply with this section.

#### **Section 5. Maintenance Special Assessment Levy: Fixed and Referenced and to be Levied by the Board**

That the Fiscal Year 2024 maintenance special assessment levy (the "assessment levy") for the assessment upon all the property within the boundaries of the District based upon the special and peculiar benefit received and further based upon reasonable and fair apportionment of the special benefit, shall be in accordance with the attached Exhibit A, which levy represents the amount of District assessments necessary to provide for payment during the aforementioned budget year of all properly authorized expenditures to be incurred by the District, including principal and interest of special revenue, capital improvement and/or benefit assessment bonds. Said assessment levy shall be distributed as follows:

General Fund O & M

**\$ [See Developer Funding Agreement]**

Introduced, considered favorably, and adopted this 12<sup>th</sup> day of September, 2023.

Attest:  
District

Xentury City Community Development

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Angel Montagna  
Secretary

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Owen Beitsch  
Chairman

## **DEVELOPER FUNDING AGREEMENT FOR FISCAL YEAR 2024**

THIS AGREEMENT made and entered into this 12<sup>th</sup> day of September, 2023 by and between:

The Xentury City Community Development District created pursuant to Chapter 190, Florida Statutes, and Established by the Osceola County Ordinance hereinafter referred to as District;

and

Xentury City Development Company, LLC, hereinafter referred to as Developer;

### **W I T N E S S E T H:**

WHEREAS, the Developer owns the majority of all lands within the District; and

WHEREAS, the District pursuant to the responsibilities and authorities vested in it by Chapter 190 Florida Statutes, desires to proceed with the discharge of its duties to include administrative, legal and the preparation of certain plans and specifications for the water management, roadways, water distribution and wastewater collection facilities, hereinafter referred to as capital improvements; and

WHEREAS, the Developer recognizes that in so discharging said duties and responsibilities, certain benefits will accrue to the land; and

WHEREAS, the Developer is agreeable to funding the operations of the District as called for in the Budget, approved by the Board of Supervisors, which is attached and made a part hereof as Exhibit "A" said budget commencing October 1, 2023 and terminating September 30, 2024;

### **NOW, THEREFORE, BASED UPON GOOD AND VALUABLE CONSIDERATION AND MUTUAL COVENANTS OF THE PARTIES HEREINAFTER RECITED, IT IS AGREED AS FOLLOWS;**

1. Developer agrees to make available to the District 90 days of working capital moneys necessary for the operation of the District as called for in the Budget, shown as Exhibit "A." Replenishment funds must be received within fifteen (15) days written request by the District. The funds shall be placed in the District's general checking account. Developer hereby accepts the budget and waives notice and hearing as to its adoption.

The parties hereto recognize that a portion of the afore referenced operating expenses are required in support of the District's effort to implement its capital improvements program which are to be financed in the form of note(s), bond(s) or future developer advances and as such may

be considered to be reimbursable expenses. The District agrees that upon the issuance of its note(s) or bonds(s) that there will be included an amount sufficient to reimburse the Developer for a portion of the advances made pursuant to this agreement and such reimbursement will be made within thirty (30) days of receiving the proceeds of the note(s) or bond(s). The advances made pursuant to this agreement and reimbursement of same will not include any interest charge since it is anticipated that the District will proceed in a timely fashion to obtain its note(s) or bond(s).

The Xentury City Community Development  
District

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Angel Montagna  
Secretary

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Owen Beitsch  
Chairman

Attest:

Xentury City Development Company, LLC

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Officer of the LLC

**RESOLUTION 2023-06**

**A RESOLUTION DESIGNATING OFFICERS OF THE  
XENTURY CITY COMMUNITY DEVELOPMENT DISTRICT**

**WHEREAS**, the Board of Supervisors of the Xentury City District at a regular business meeting held on September 12, 2023, desires to appoint the below-recited persons to the offices specified.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD  
OF SUPERVISORS OF THE XENTURY CITY DISTRICT:**

- 1.** The following persons were appointed to the offices shown, to wit:

_____	Chairman
_____	Vice Chairperson
<u>Angel Montagna</u>	Secretary
<u>Stephen Bloom</u>	Treasurer
<u>Angel Montagna</u>	Assistant Treasurer
<u>Jennifer Goldyn</u>	Assistant Secretary
<u>Kristee Cole</u>	Assistant Secretary
_____	Assistant Secretary

**PASSED AND ADOPTED THIS 12<sup>TH</sup> DAY OF SEPTEMBER 2023.**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary



**NOTICE OF MEETINGS  
XENTURY CITY  
COMMUNITY DEVELOPMENT DISTRICT**

As required by Chapter 189 Florida Statutes, notice is being given that the Board of Supervisors of the Xentury City Community Development District does not meet on a regular basis, but will separately publish a notice of meeting at least seven days prior to each Board meeting to include the date, time and location of said meetings.

Meetings may be continued to a date and time certain which will be announced at the meetings. Anyone wishing to participate in such meetings via communications media technology should contact the District Manager's Office prior to each meeting to confirm the applicable meeting access and/or location information. Additionally, interested parties may refer to the District's website for the latest information: <http://www.xenturycitycdd.org/>

Any person requiring special accommodations at these meetings because of a disability or physical impairment should contact the District Office at (954) 603-0033 at least two calendar days prior to the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1 or (800) 955-8771 (TTY)/(800) 955-8770 (Voice) for aid in contacting the District Management Company.

Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

Jennifer Goldyn  
District Manager

**MINUTES OF MEETING  
XENTURY CITY COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Xentury City Community Development District ("District") was held Tuesday, June 6, 2023, at 11:34 a.m. at Gaylord Palms Resort and Convention Center, Hemingway Boardroom, 6000 West Osceola Parkway, Kissimmee, FL 34746.

Present and constituting a quorum were:

Owen Beitsch	Chairman
Steven Ivins	Vice Chairman
Chris Liew	Assistant Secretary
Todd Persons	Assistant Secretary
Timothy Baker	Assistant Secretary

Also present, either in person or via communication media technology, were:

Gabe Mena	District Manager
Scott Clark	District Counsel
Jeffrey Newton	District Engineer
John Florio	Developer

*This is not a certified or verbatim transcript, but rather represents the context and summary of the meeting. The full meeting is available in audio format upon request. Contact the District Office for any related costs for an audio copy.*

**FIRST ORDER OF BUSINESS                      Call to Order and Roll Call**

Mr. Mena called the meeting to order at 11:34 a.m. Then called the roll and indicated a quorum was present for the meeting.

**SECOND ORDER OF BUSINESS                      Public Comment Period**

There being no public comments, the next item of business followed.

**THIRD ORDER OF BUSINESS                      Administrative Matters**

**A. Oath of Office for Newly Elected Supervisors**

**FOURTH ORDER OF BUSINESS                      Resolution 2023-01, canvassing and  
certifying the Landowner Election**

Amendment to date November 3, 2022

On MOTION by Mr. Ivins, seconded by Mr. Liew, with all in favor, unanimous approval of resolution 2023-01, canvassing and certifying the landowner election, as amended.
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**FIFTH ORDER OF BUSINESS**

**Resolution 2023-02, Designating Officers**

Amendment of date. Inaccurately reads "West Lake Water Control District" instead of the correct District "Xentury". Mistakenly lists Steven Ivins as Chairman instead of Owen Beitsch. The Board endorse the amended resolution 2023-02, including the roster of officers, designating Dr. Beitsch as Chairman and Steve Ivins as Vice Chairman

On MOTION by Mr. Ivins, seconded by Mr. Liew, with all in favor, the board adopted resolution 2023-02, designating officers, as amended.

**SIXTH ORDER OF BUSINESS**

**Acceptance of the September 20, 2022,  
Regular Meeting Minutes and November 3,  
2022 Landowner Meeting**

On page 4, rectify the engineer's name in section B "District Engineer". Replace every occurrence of Owen Beitsch to "Dr. Beitsch" consistently. Additionally, propose a motion to approve the document incorporating these adjustments.

On MOTION by Mr. Liew, seconded by Mr. Persons, with all in favor, unanimous approval was given to accept the September 20, 2022, Regular Meeting Minutes and November 3, 2022 Landowner Meeting, as amended.

**SEVENTH ORDER OF BUSINESS**

**Presentation of the FY 2024 Proposed  
Budget**

- A. Fiscal Year 2023 Budget
- B. Consideration of Resolution 2023-03, Approving the Fiscal Year 2024 Budget, and Setting the Public Hearing Thereon

On MOTION by Mr. Ivins, seconded by Mr. Liew, with all in favor, the Board adopted Resolution 2023-03, Approving the Fiscal Year 2024 Budget, and Setting the Public Hearing for September 12, 2023, at 11:30 a.m. as amended.

**EIGHTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Manager**

**i. Financial Statements**

Mr. Mena conducted a review of District Financials

**ii. Payment Register and Invoices**

On MOTION by Mr. Ivins, seconded by Mr. Liew, with all in favor, unanimous approval was given to the payment register and invoices.

**iii. Funding Requests #203- #210**

Mr. Mena asked if there were any questions, and there were none.

On MOTION by Mr. Ivins, seconded by Mr. Liew, with all in favor, unanimous approval was given to funding requests #203 through #210.

**i. Number of Registered Voters**

Legal Counsel informed the Board that the supervisor of elections indicated the absence of registered voters.

**Resolution 2023-04, Records Retention Policy**

Legal Counsel has reviewed the language and found it satisfactory. They recommended that the copy include an adoption policy. Dr. Beitsch raised inquiries concerning the maintenance of records. In the minutes: Legal counsel recommends considering the digitization of records, pending confirmation of the record-keeping format. Additionally, add Records Retention Policy to the September Agenda

**B. District Counsel**

**Information on Qualified Electors**

- i. When the count reaches 250, the transition process initiates, leading to the election of 2 seats, aligning with state/national elections.
- ii. To maintain commercial status, the board can consider leasing apartments. An ordinance adjustment is possible to modify the initial ordinance.
- ii. Deliberation took place regarding the advantages and disadvantages of having a resident-controlled board for this District.

**C. District Engineer**

Mr. Newton provided an update, mentioning that they are monitoring the

condition of the Holiday Trail due to concerns about the quality of materials used.

**D. Developer**

Jon Florio expressed apprehension about the timing of the construction process. While Phase 1 is currently underway, a section of the development falls within District property. This section includes the expansion of the Holiday Trail. There's an ongoing discourse about the possibility of designating a Holiday trail to Osceola County. However, potential challenges might arise in terms of dedication. The question is whether it's feasible to obtain acceptance for dedication before proceeding with annexation.

**NINTH ORDER OF BUSINESS**

**Supervisor Requests**

There being no requests, the next order of business followed.

**TENTH ORDER OF BUSINESS**

**Other Business**

Chris Liew communicated that due to business-related travel for the upcoming year, he will not be able to engage in participation. A formal resignation letter was submitted. Proposed motion to approve resignation.

On MOTION by Mr. Ivins, seconded by Dr. Beitsch, with all in favor, unanimous approval was given to accept the resignation of Chris Liew.
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**ELEVENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Ivins, seconded by Dr. Beitsch, with all in favor, the meeting adjourned at 12:43 P.m.
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Chairman/Vice Chairman \_\_\_\_\_

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

**Xentury City  
Community Development District**

*Financial Report*

*June 30, 2023*

*(no meeting)*

**Prepared by**



Xentury City

Community Development District

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**Xentury City  
Community Development District**

**Financial Statements**

**(Unaudited)**

**June 30, 2023**



**Balance Sheet**

June 30, 2023

<b>ACCOUNT DESCRIPTION</b>	<b>TOTAL</b>
<b><u>ASSETS</u></b>	
Cash - Checking Account	\$ 2,573
Due From Developer	2,607
<b>TOTAL ASSETS</b>	<b>\$ 5,180</b>
<b><u>LIABILITIES</u></b>	
Accounts Payable	\$ 917
Accrued Expenses	1,528
<b>TOTAL LIABILITIES</b>	<b>2,445</b>
<b><u>FUND BALANCES</u></b>	
Unassigned:	2,735
<b>TOTAL FUND BALANCES</b>	<b>\$ 2,735</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 5,180</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
For the Period Ending June 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ -	\$ -	\$ -
Developer Contribution	27,091	20,322	21,408	1,086
<b>TOTAL REVENUES</b>	<b>27,091</b>	<b>20,322</b>	<b>21,408</b>	<b>1,086</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
P/R-Board of Supervisors	2,000	1,503	-	1,503
FICA Taxes	153	117	-	117
ProfServ-Engineering	1,500	1,125	-	1,125
ProfServ-Legal Services	3,000	2,250	5,655	(3,405)
ProfServ-Mgmt Consulting	11,000	8,253	8,250	3
Website Compliance	1,600	1,197	1,291	(94)
Postage and Freight	200	153	16	137
Insurance - General Liability	5,148	5,148	5,313	(165)
Printing and Binding	390	297	171	126
Legal Advertising	300	225	338	(113)
Misc-Contingency	1,500	1,125	70	1,055
Office Supplies	125	90	-	90
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>27,091</b>	<b>21,658</b>	<b>21,279</b>	<b>379</b>
<b>TOTAL EXPENDITURES</b>	<b>27,091</b>	<b>21,658</b>	<b>21,279</b>	<b>379</b>
Excess (deficiency) of revenues Over (under) expenditures	-	(1,336)	129	1,465
Net change in fund balance	\$ -	\$ (1,336)	\$ 129	\$ 1,465
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>2,606</b>	<b>2,606</b>	<b>2,606</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 2,606</b>	<b>\$ 1,270</b>	<b>\$ 2,735</b>	

**Xentury City  
Community Development District**

*Financial Report*

*July 31, 2023*

**Prepared by**



**Xentury City**  
**Community Development District**

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**Xentury City  
Community Development District**

**Financial Statements**

**(Unaudited)**

**July 31, 2023**

**Balance Sheet**

July 31, 2023

<b>ACCOUNT DESCRIPTION</b>	<b>TOTAL</b>
<b><u>ASSETS</u></b>	
Cash - Checking Account	\$ 2,569
Due From Developer	3,525
<b>TOTAL ASSETS</b>	<b>\$ 6,094</b>
<b><u>LIABILITIES</u></b>	
Accounts Payable	\$ 3,362
<b>TOTAL LIABILITIES</b>	<b>3,362</b>
<b><u>FUND BALANCES</u></b>	
Unassigned:	2,732
<b>TOTAL FUND BALANCES</b>	<b>\$ 2,732</b>
<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 6,094</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending July 31, 2023

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>VARIANCE (\$) FAV(UNFAV)</b>
<b><u>REVENUES</u></b>				
Interest - Investments	\$ -	\$ -	\$ -	\$ -
Developer Contribution	27,091	22,580	22,326	(254)
<b>TOTAL REVENUES</b>	<b>27,091</b>	<b>22,580</b>	<b>22,326</b>	<b>(254)</b>
<b><u>EXPENDITURES</u></b>				
<b><u>Administration</u></b>				
P/R-Board of Supervisors	2,000	1,670	-	1,670
FICA Taxes	153	130	-	130
ProfServ-Engineering	1,500	1,250	-	1,250
ProfServ-Legal Services	3,000	2,500	5,655	(3,155)
ProfServ-Mgmt Consulting	11,000	9,170	9,167	3
Website Compliance	1,600	1,330	1,291	39
Postage and Freight	200	170	17	153
Insurance - General Liability	5,148	5,148	5,313	(165)
Printing and Binding	390	330	171	159
Legal Advertising	300	250	338	(88)
Misc-Contingency	1,500	1,250	73	1,177
Office Supplies	125	100	-	100
Annual District Filing Fee	175	175	175	-
<b>Total Administration</b>	<b>27,091</b>	<b>23,473</b>	<b>22,200</b>	<b>1,273</b>
<b>TOTAL EXPENDITURES</b>	<b>27,091</b>	<b>23,473</b>	<b>22,200</b>	<b>1,273</b>
Excess (deficiency) of revenues				
Over (under) expenditures	-	(893)	126	1,019
Net change in fund balance	\$ -	\$ (893)	\$ 126	\$ 1,019
<b>FUND BALANCE, BEGINNING (OCT 1, 2022)</b>	<b>2,606</b>	<b>2,606</b>	<b>2,606</b>	
<b>FUND BALANCE, ENDING</b>	<b>\$ 2,606</b>	<b>\$ 1,713</b>	<b>\$ 2,732</b>	

**Notes to the Financial Statements**  
**July 31, 2023**

**Balance Sheet - General Fund**

► **Assets**

**Cash** - The District currently has a business checking account with Truist.

**Due from Developer -Funding** Funding Request # 213 July \$917.47 Osceola News Gazette

► **Liabilities**

**Accounts Payable** - Funding Request #212 & 213 to be paid in August.

Inframark June & July Management Service Invoice and Clark, Albaugh & Rentz, LLP Legal Fees.

**Financial Overview / Highlights**

- Total YTD expenditures are at approximately 82% compared to the YTD budget. Variances are discussed below.
- Revenue exceeds Liabilities - Certain expenses are not funded by developer.

**Variance Analysis**

Account Name	YTD Budget	YTD Actual	% of Budget	Explanation
<b>Expenditures</b>				
<b><u>Administrative</u></b>				
ProfServ - Legal Services	\$3,000	\$5,655	189%	All payments to Clark & Albaugh for legal fees.
Insurance - General Liability	\$5,148	\$5,313	103%	General liability insurance policy is with Public Risk Insurance Agency, Inc. Paid in full for FY 2023.
Legal Advertising	\$300	\$338	113%	All payments to Osceola News Gazette and Orlando Sentinel for legal ads.

*The notes are intended to provide additional information helpful when reviewing the financial statements.*



210 N University Drive; Suite 702 Coral Springs, Florida 33071  
Phone: 954-282-0074

July 12, 2023

DIMITRI TOUMAZOS  
LAURA HUFSCHMIDT  
ANGEL MONTAGNA  
SANDRA MACGREGOR

## XENTURY CITY CDD

### Funding Request # 212

<u>Payee</u>	<u>Invoice#</u>	<u>Description</u>	<u>Inv Amount</u>
Clark & Albaugh	18403	Attorney Fees	\$ 162.50
Clark & Albaugh	18426	Attorney Fees	\$ 1,527.50
Inframark	97050	June Management Services	\$ 916.67
Total			<b>\$ 2,606.67</b>

Please fund these items at your earliest convenience.

Thank you for your attention to this matter and if you have any questions, please contact me at (954) 282-0074.

Best Regards,

Sally Chalkley  
Inframark  
210 N University Drive Suite 702  
Coral Springs, Florida 33071  
954-282-0074  
[sally.chalkley@inframark.com](mailto:sally.chalkley@inframark.com)

Please return bottom portion of this invoice with your payment

July 12, 2023

Make Remittance to:

Xentury City CDD  
C/O INFRAMARK  
210 N University Drive, Suite# 702  
Coral Springs, FL 33071

Funding Request #212

Amount Due:

**\$ 2,606.67**

Amount Paid:

\_\_\_\_\_

Check Number:

\_\_\_\_\_

Clark & Albaugh PLLC  
219 Shiloh Cove  
Heathrow, Florida 32746

Phone: (407) 647-7600

Fax: (407) 647-7622

Xentury City Community Development District  
210 N. University Drive, Suite 702  
Coral Springs, Florida 33071

June 1, 2023

**Attention:** File # 5141-001  
Invoice # 18403

**RE:** General matters

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
May-12-23	review of correspondence and agenda materials	0.50	162.50	SDC
	Totals	0.50	<hr/> \$162.50	
	<b>Total Fee &amp; Disbursements</b>			<hr/> <b>\$162.50</b>
	Previous Balance			3,965.00
	Previous Payments			292.50
	<b>Balance Now Due</b>			<hr/> <b>\$3,835.00</b>

Send PAYMENTS ONLY to:  
Clark & Albaugh PLLC  
219 Shiloh Cove  
Heathrow, FL 32746

Our physical address for all other correspondence is:  
1800 Town Plaza Court  
Winter Springs, FL 32708

TAX ID Number 92-2830590

Clark & Albaugh, PLLC  
219 Shiloh Cove  
Heathrow, Florida 32746

Phone: (407) 647-7600

Fax: (407) 647-7622

Xentury City Community Development District  
210 N. University Drive, Suite 702  
Coral Springs, Florida 33071

July 1, 2023

**Attention:** File # 5141-001  
Invoice # 18426

**RE:** General matters

DATE	DESCRIPTION	HOURS	AMOUNT	LAWYER
Jun-05-23	review of agenda and meeting preparation documents;	0.80	260.00	SDC
Jun-06-23	preparation of meeting materials; attendance at board meeting	3.90	1,267.50	SDC
	Totals	4.70	<hr/> \$1,527.50	
	<b>Total Fee &amp; Disbursements</b>			<hr/> <b>\$1,527.50</b>
	Previous Balance			3,835.00
	Previous Payments			3,835.00
	<b>Balance Now Due</b>			<hr/> <b>\$1,527.50</b>

Send PAYMENTS ONLY to:  
Clark & Albaugh, PLLC  
219 Shiloh Cove  
Heathrow, FL 32746

Our physical address for all other correspondence is:  
1800 Town Plaza Court  
Winter Springs, FL 32708

TAX ID Number 92-2830590



2002 West Grand Parkway North  
Suite 100  
Katy, TX 77449

# INVOICE

**INVOICE#**

#97050

**DATE**

06/29/2023

**CUSTOMER ID**

C1664

**NET TERMS**

Net 30

**PO#****DUE DATE**

07/29/2023

**BILL TO**

Xentury City CDD  
210 N University Dr, Suite 702  
Coral Springs FL 33071  
United States

Services provided for the Month of: June 2023

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Management Services for the Month of: June 2023					
Administrative Fees 001-531027-51201-5000	1	Ea	916.67		916.67
<b>Subtotal</b>					<b>916.67</b>

<b>Subtotal</b>	\$916.67
-----------------	----------

<b>Tax</b>	\$0.00
------------	--------

<b>Total Due</b>	\$916.67
------------------	----------

**Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778**

*To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.*

*To pay via ACH or Wire, please refer to our banking information below:*

*Account Name: INFRAMARK, LLC*

*ACH - Bank Routing Number: 111000614 / Account Number: 912593196*

*Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196*

*Please include the Customer ID and the Invoice Number on your form of payment.*

210 N University Drive; Suite 702 Coral Springs, Florida 33071  
Phone: 954-282-0074

August 10, 2023

DIMITRI TOUMAZOS  
LAURA HUFSCHMIDT  
ANGEL MONTAGNA  
SANDRA MACGREGOR

## XENTURY CITY CDD

### Funding Request # 213

Payee	Invoice# Description	Inv Amount
Inframark	98468 July Management Services	\$ 917.87
		Total \$ 917.87

Please fund these items at your earliest convenience.

Thank you for your attention to this matter and if you have any questions, please contact me at (954) 282-0074.

Best Regards,

Sally Chalkley  
Inframark  
210 N University Drive Suite 702  
Coral Springs, Florida 33071  
954-282-0074  
[sally.chalkley@inframark.com](mailto:sally.chalkley@inframark.com)

Please return bottom portion of this invoice with your payment

August 10, 2023

Make Remittance to:

Xentury City CDD  
C/O INFRAMARK  
210 N University Drive, Suite# 702  
Coral Springs, FL 33071

Funding Request #213

Amount Due:

\$ 917.87

Amount Paid:

Check Number:



2002 West Grand Parkway North  
Suite 100  
Katy, TX 77449

# INVOICE

**INVOICE#**

#98468

**DATE**

7/26/2023

**CUSTOMER ID**

C1664

**NET TERMS**

Net 30

**PO#****DUE DATE**

8/25/2023

**BILL TO**

Xentury City CDD  
210 N University Dr, Suite 702  
Coral Springs FL 33071  
United States

Services provided for the Month of: July 2023

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
Management Services for the Month of: July 2023					
Administrative Fees 001-531027-51201-5000	1	Ea	916.67		916.67
Postage 001-541006-51301-5000	1	Ea	1.20		1.20
<b>Subtotal</b>					<b>917.87</b>

<b>Subtotal</b>	\$917.87
-----------------	----------

<b>Tax</b>	\$0.00
------------	--------

<b>Total Due</b>	\$917.87
------------------	----------

Remit To : Inframark LLC, PO BOX 733778, Dallas, Texas, 75373-3778

To pay by Credit Card, please contact us at 281-578-4299, 9:00am - 5:30pm EST, Monday – Friday. A surcharge fee may apply.

To pay via ACH or Wire, please refer to our banking information below:

Account Name: INFRAMARK, LLC

ACH - Bank Routing Number: 111000614 / Account Number: 912593196

Wire - Bank Routing Number: 021000021 / SWIFT Code: CHASUS33 / Account Number: 912593196

Please include the Customer ID and the Invoice Number on your form of payment.