

**BAYSIDE IMPROVEMENT  
AND BAY CREEK**

**COMMUNITY DEVELOPMENT  
DISTRICTS**

**September 23, 2024**

**BOARD OF SUPERVISORS**

**JOINT REGULAR  
MEETING AGENDA**

**BAYSIDE IMPROVEMENT  
AND BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICTS**

**AGENDA  
LETTER**

# Bayside Improvement and Bay Creek

## Community Development Districts

### 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

September 16, 2024

**ATTENDEES:**

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

Boards of Supervisors

Bayside Improvement and Bay Creek Community Development Districts

Dear Board Members:

The Boards of Supervisors of the Bayside Improvement Community Development District and Bay Creek Community Development District will hold a Joint Regular Meeting on September 23, 2024 at 2:00 p.m., at the Pelican Landing Community Center, 24501 Walden Center Drive, Bonita Springs, Florida 34134. Members of the public may participate in the meeting, via Zoom, at <https://us02web.zoom.us/j/84137772934>, Meeting ID: **841 3777 2934** or via conference call at **1-929-205-6099**, Meeting ID: **841 3777 2934**. The agenda is as follows:

1. Call to Order/Phone Silent Mode/Pledge of Allegiance
2. Roll Call
3. Public Comments: *Agenda Items*
4. Staff Report: District Engineer - *Barraco and Associates, Inc.*
5. Treatment Report: August 2024 - *Superior Waterway Services, Inc. (Andy Nott)*
6. Committee Reports
  - A. PLCA Landscape Committee
  - B. Colony Landscape Committee
7. Discussion: Maintenance Site Deferred Maintenance Summary of Costs
8. Presentation of Monthly Year-End Financial Forecast (*under separate cover*)
9. Acceptance of Unaudited Financial Statements as of August 31, 2024
10. Approval of August 26, 2024 Joint Public Hearings and Joint Regular Meeting Minutes
11. Action/Agenda Items
12. Old Business

13. Staff Reports

- A. District Counsel: *Coleman Yovanovich Koester, P.A. [Gregory Urbancic, Esq.]*
- B. District Manager: *Wrathell, Hunt and Associates, LLC*
  - I. Monthly Status Report: Field Operations
  - II. NEXT MEETING DATE: October 28, 2024 at 2:00 PM

○ QUORUM CHECK: *BAYSIDE IMPROVEMENT CDD*

SEAT 1	KAREN MONTGOMERY	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	GAIL GRAVENHORST	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	WALTER MCCARTHY	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	BERNIE CRAMER	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	BILL NICHOLSON	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

○ QUORUM CHECK: *BAY CREEK CDD*

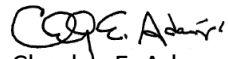
SEAT 1	JERRY ADDISON	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	ROBERT TRAVERS	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	JIM JANEK	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	MARY MCVAY	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	GARY DURNEY	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

- 14. Supervisors' Requests
- 15. Public Comments: *Non-Agenda Items*
- 16. Adjournment: [Bayside Improvement CDD]

**BAY CREEK BUSINESS ITEM**

- 17. Discussion/Consideration: Proposed Amendments to Irrigation Rates
  - Authorization to Schedule Public Hearing: October 28, 2024 at 2:00 PM
- 18. Adjournment: [Bay Creek CDD]

Should you have any questions, please do not hesitate to contact me directly at (239) 464-7114.

Sincerely,  
  
 Chesley E. Adams, Jr.  
 District Manager

**BAYSIDE IMPROVEMENT  
AND BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICTS**

**5**

**Bayside Baycreek CDD  
Treatment Report for August 2024**

Lake #	Work Performed	Target	Target	Treatment Date	Treatment Date	Notes
A1	Inspected			8/1/2024		No problems noted
A2	Inspected			8/1/2024		No problems noted
A3	Treated	Grasses/Weeds		8/1/2024		Sprayed shoreline grasses /weeds
A4	Treated	Grasses/Weeds		8/1/2024		Sprayed shoreline grasses /weeds
A5	Treated	Grasses/Weeds		8/1/2024		Sprayed shoreline grasses /weeds
A6	Inspected			8/7/2024		No problems noted
A7	Inspected			8/7/2024		No problems noted
A8	Inspected			8/7/2024		No problems noted
A9	Inspected			8/7/2024		No problems noted
A10	Inspected			8/1/2024		No problems noted
A11	Inspected			8/1/2024		No problems noted
A12	Treated	Grasses/Weeds		8/13/2024		Sprayed shoreline grasses /weeds
A13	Inspected			8/7/2024		No problems noted
A14	Treated	Grasses/Weeds		8/13/2024		Sprayed shoreline grasses /weeds
A15	Treated	Grasses/Weeds		8/13/2024		Sprayed shoreline grasses /weeds
A16	Treated	Grasses/Weeds		8/13/2024		Sprayed shoreline grasses /weeds
A17	Inspected			8/1/2024		No problems noted
A18	Treated	Grasses/Weeds		8/1/2024		Sprayed shoreline grasses /weeds
A19	Treated	Grasses/Weeds		8/23/2024		Sprayed shoreline grasses /weeds
A20	Treated	Grasses/Weeds		8/23/2024		Sprayed shoreline grasses /weeds

**SUPERIOR WATERWAY  
SERVICES, INC.**



Lake #	Work Performed	Target	Target	Treatment Date	Treatment Date	Notes
A21	Treated	Grasses/Weeds		8/23/2024		Sprayed shoreline grasses /weeds
A22	Treated	Grasses/Weeds		8/23/2024		Sprayed shoreline grasses /weeds
A23	Inspected			8/20/2024		No problems noted
A24	Treated	Grasses/Weeds		8/23/2024		Sprayed shoreline grasses /weeds
A25	Treated	Grasses/Weeds		8/23/2024		Sprayed shoreline grasses /weeds
A26	Treated	Grasses/Weeds		8/23/2024		Sprayed shoreline grasses /weeds
A27	Inspected			8/20/2024		No problems noted
A28	Treated	Hydrilla		8/23/2024		Treated lake for submersed weeds
A29	Inspected			8/20/2024		No problems noted
B1	Treated	Grasses/Weeds		8/23/2024		Sprayed shoreline grasses /weeds
B2	Treated	Grasses/Weeds		8/23/2024		Sprayed shoreline grasses /weeds
B3	Treated	Naiad	Grasses/Weeds	8/1/2024		Fluridone lake for submersed weeds
B4	Treated	Grasses/Weeds		8/13/2024		Sprayed shoreline grasses /weeds
B5	Treated	Slender Spikerush		8/27/2024		Treated lake for submersed weeds
B6	Treated	Grasses/Weeds		8/23/2024		Sprayed shoreline grasses /weeds
B7	Treated	Grasses/Weeds		8/1/2024		Sprayed shoreline grasses /weeds
B8	Treated	Grasses/Weeds		8/13/2024		Sprayed shoreline grasses /weeds
C1	Inspected			8/13/2024		No problems noted
C2	Inspected			8/13/2024		No problems noted
C3	Treated	Grasses/Weeds		8/27/2024		Sprayed shoreline grasses /weeds

# SUPERIOR WATERWAY SERVICES, INC.



Lake #	Work Performed	Target	Target	Treatment Date	Treatment Date	Notes
C4	Treated	Grasses/Weeds		8/27/2024		Sprayed shoreline grasses /weeds
D1	Treated	Grasses/Weeds		8/8/2024		Sprayed shoreline grasses /weeds
D2	Treated	Grasses/Weeds		8/8/2024		Sprayed shoreline grasses /weeds
D3	Treated	Grasses/Weeds		8/8/2024		Sprayed shoreline grasses /weeds
D3A	Treated	Grasses/Weeds		8/8/2024		Sprayed shoreline grasses /weeds
D4	Treated	Grasses/Weeds		8/8/2024		Sprayed shoreline grasses /weeds
D5	Treated	Grasses/Weeds		8/8/2024		Sprayed shoreline grasses /weeds
D6	Inspected			8/27/2004		No problems noted
D7	Inspected			8/27/2004		No problems noted
D8	inspected			8/27/2004		No problems noted
D9	Treated	Grasses/Weeds		8/27/2024		Sprayed shoreline grasses /weeds
D10	Treated	Grasses/Weeds		8/27/2024		Sprayed shoreline grasses /weeds
D11	Inspected			8/27/2004		No problems noted
D12	Inspected			8/27/2004		No problems noted
D13	Inspected			8/27/2004		No problems noted
D14	Treated	Grasses/Weeds		8/8/2024		Sprayed shoreline grasses /weeds
D15	Treated	Grasses/Weeds		8/8/2024		Sprayed shoreline grasses /weeds
E1	Treated	Grasses/Weeds		8/13/2024		Sprayed shoreline grasses /weeds
E2	Treated	Grasses/Weeds		8/13/2024		Sprayed shoreline grasses /weeds
E3	Treated	Grasses/Weeds		8/13/2024		Sprayed shoreline grasses /weeds



# SUPERIOR WATERWAY SERVICES, INC.



Lake #	Work Performed	Target	Target	Treatment Date	Treatment Date	Notes
E4	Treated	Grasses/Weeds		8/13/2024		Sprayed shoreline grasses /weeds
E5	Treated	Grasses/Weeds		8/13/2024		Sprayed shoreline grasses /weeds
E6	Treated	Grasses/Weeds	Chara	8/13/2024		Sprayed shoreline grasses /weeds
E7	Treated	Grasses/Weeds		8/8/2024		Sprayed shoreline grasses /weeds
E8	Treated	Chara		8/13/2024		Sprayed shoreline grasses /weeds
E9	Inspected			8/27/2004		No problems noted
E10	Treated	Grasses/Weeds		8/27/2024		Sprayed shoreline grasses /weeds
E11	Treated	Grasses/Weeds		8/27/2024		Sprayed shoreline grasses /weeds
E12	Inspected			8/27/2004		No problems noted
E14	Treated	Grasses/Weeds		8/13/2024		Sprayed shoreline grasses /weeds
E15	Treated	Grasses/Weeds		8/8/2024		Sprayed shoreline grasses /weeds
E16	Treated	Grasses/Weeds		8/13/2024		Sprayed shoreline grasses /weeds
E17	Treated	Grasses/Weeds		8/13/2024		Sprayed shoreline grasses /weeds
E18	Treated	Grasses/Weeds		8/13/2024		Sprayed shoreline grasses /weeds
F1	Treated	Grasses/Weeds		8/23/2024		Sprayed shoreline grasses /weeds
F2	Treated	Grasses/Weeds		8/23/2024		Sprayed shoreline grasses /weeds
F3	Treated	Grasses/Weeds		8/27/2024		Sprayed shoreline grasses /weeds
F4	Treated	Grasses/Weeds		8/27/2024		Sprayed shoreline grasses /weeds
F5	Inspected			8/13/2024		No problems noted
F6	Inspected			8/13/2024		No problems noted

**SUPERIOR WATERWAY  
SERVICES, INC.**



Lake #	Work Performed	Target	Target	Treatment Date	Treatment Date	Notes
F7	Treated	Grasses/Weeds		8/23/2024		Sprayed shoreline grasses /weeds
F8	Treated	Grasses/Weeds		8/23/2024		Sprayed shoreline grasses /weeds
F9	Treated	Grasses/Weeds		8/27/2024		Sprayed shoreline grasses /weeds
F10	Treated	Grasses/Weeds		8/23/2024		Sprayed shoreline grasses /weeds
F11	Treated	Grasses/Weeds		8/23/2024		Sprayed shoreline grasses /weeds
F12	Inspected			8/20/2024		No problems noted
F13	Inspected			8/20/2024		No problems noted
F14	Treated	Grasses/Weeds		8/23/2024		Sprayed shoreline grasses /weeds
F15	Treated	Grasses/Weeds		8/23/2024		Sprayed shoreline grasses /weeds
F16	Inspected			8/20/2024		No problems noted
F17	Treated	Grasses/Weeds		8/27/2024		Sprayed shoreline grasses /weeds
T1	Treated	Grasses/Weeds		8/20/2024		Sprayed shoreline grasses /weeds
WCI	Treated	Grasses/Weeds		8/13/2024		Sprayed shoreline grasses /weeds
SC Circle	Treated	Duckweed		7/29/2024		Fluridone

**BAYSIDE IMPROVEMENT  
AND BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICTS**

**6B**

Colony to CDD  
Sept 16, 2024

The Colony Foundation Board met on September 16.

Susan Irizarry, CAM, reported that she had met with the CDD and discussed potential maintenance areas as well as complimenting the work that has already been identified and corrected. She also informed the BOD and residents regarding the removal of the summer annuals while alerting them to the fact that the beds will lie fallow for about 4 weeks. She asked if a resident should see an area that might need attention, to contact her office so that she could work with Paul to remedy the problem.

Much of the meeting covered the Bay Club and the means to address its management.

The perimeter fence between Terzetto and the Kayak Park was discussed because it has yet to be repaired since Ian. Responsibility as to the responsibility of repairing it is disputed. The Colony representatives to the PLCA BOD will be asked to address it at their next BOD meeting in October.

Once again, the Street lamps were identified as needing attention. The BOD reported that the CDD has allocated \$131,875 in the 24/25 budget to refurbish (paint, replace, straighten, and unify the lighting,3000K) as requested.

Overflow parking for the Bay Club was discussed. The grassy area behind the current Kayak parking was considered with varying options. Further investigation was approved to go forward. (Currently the CDD mows this area)

Buyer's Capital Contribution increase was discussed. There will be a formal meeting to discuss the possibility.

**BAYSIDE IMPROVEMENT  
AND BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICTS**

**7**

Bayside and Bay Creek Maintenance Site  
Deffered Maintenance Summary of Costs

		<u>Contractor</u>	<u>Price (1)</u>	<u>Price (2)</u>
1)	Paint Exterior of Building and boundary wall/gates/signage	Zacka	17,545	17,545
2)	Mill/Repave/Restripe parking lot and misc concrete repairs	Collier	71,625	87,298
3)	Remove HVAC system in maintenance area	F&F	1,200	1,200
4)	Remove existing lighting/replace with LED lighting and install high volume ceiling fans in maintenance area	Bentley	<u>22,300</u>	<u>22,300</u>
			112,670	128,343

(1) Price without concrete pad

(2) Price with concrete pad

Edward Zacka Painting & Waterproof  
 9990 Coconut Road  
 Bonita Springs, FL 34135 US  
 +1 2394988943  
 ezwinc@gmail.com  
 http://www.edwardzackapainting.com



**ADDRESS**

Shop  
 4650 Coconut RD  
 Bonita Springs, Florida 34134  
 United States

**SHIP TO**

Shop  
 4650 Coconut RD  
 Bonita Springs, Florida 34134  
 United States

**Proposal / Contract 2408**

**DATE 02/14/2024**

DATE	PROJECT DESCRIPTION	AMOUNT
	Shop Building Pressure clean building and roof with 3000psi and 50/50 chlorinating solution Apply Masonry Conditioning sealer to all stucco surfaces Patch cracks with elastomeric compound Caulk open corners and window/door perimeters as needed Apply Sherwin Williams Super Paint Satin to walls , soffits and dormers Apply Emerald Waterborne Urethane semi-gloss to previously painted man doors and roll up garage doors	5,300.00
	Shop perimeter wall, gates and signage Pressure clean wall with 3000psi and 50/50 chlorinating solution Apply Masonry Conditioning sealer to wall Patch cracks with elastomeric compound as needed Apply Sherwin Williams Super Paint to walls , caps and signage Apply Emerald Waterborne Urethane to entry gates	12,245.00
<b>TOTAL</b>		<b>\$17,545.00</b>

Accepted By

Accepted Date

Price includes all Labor & Materials. Product application to be performed as specified by Sherwin Williams.  
 Project will run continuously thru to completion approximately 7-10 days, weather permitting.  
 One time payment to be made upon completion and satisfaction of customer. Any issues during job should be  
 addressed immediately to Edward Zacka at 239-289-3684



Divisions of Southern Striping Solutions, LLC.

239.591.5903 office  
 239.719.7087 cell  
 239.280.0762 fax

[www.collierpave.com](http://www.collierpave.com)

# PROPOSAL

Date: 8/28/2024  
 Estimate #: 24-586  
 Project: Pelican Landing Maintenance Parking Lot  
 Contractor: Wrathell, Hunt & Associates  
 Location: 4650 Coconut Rd. Bonita Springs  
 Scope: Milling, Asphalt Paving, Concrete, Pavement Markings

Item No.	Description	Quantity	Unit	Unit Price	Extension
	Mobilization, General Conditions	1	LS	\$ 2,298.00	\$ 2,298.00
	Mill Existing Asphalt, 1.50"	3087	SY	\$ 4.68	\$ 14,447.16
	Pave Asphalt Type S-III, 1.50"	3087	SY	\$ 14.71	\$ 45,409.77
	Pavement Markings	1	LS	\$ 2,331.00	\$ 2,331.00
	L&S Car Stall w/ Traffic Paint	21	EA		
	L&S Handicap Stall w/ Traffic Paint	1	EA		
	Remove Damaged Car Stop and Replace w/ New	22	EA		
				<b>Total:</b>	<b>\$ 64,485.93</b>
	<b>Option - Concrete Work</b>				
	Mobilization, General Conditions	1	LS	\$ 2,391.00	\$ 2,391.00
	Excavate, Form & Pour 6" Thick Concrete Pad	1515	SF	\$ 12.50	\$ 18,937.50
	Demo & Replace 4" Thick Concrete Sidewalk	175	SF	\$ 27.13	\$ 4,747.75
				<b>Total:</b>	<b>\$ 26,076.25</b>

- 168.53  
 - 168.33

- IF CHOSEN  
 REDUCE SY  
 IN ASPHALT  
 WORK

### TERMS AND CONDITIONS

- 30% Deposit Due Prior to Mobilization and Final Payment Due at Completion
- Price excludes all full depth repair to Sub-base
- Price excludes all replacement of any Wheel Stops
- Price excludes all concrete repairs or replacements
- No Permits, Fee's or Bond
- No traffic control or devices
- No Testing
- No Q/C Plan or Services
- No Fine Grade of sub-base
- Progress invoicing based on work completed
- Price submitted is good for 30 days from date of proposal
- Excludes all Asphalt over-runs due to yielding sub-grade or Base
- Asphalt material costs subject to (Fuel Cost Adjustment) base on market pricing after 90/days form contract.
- Final Prices Based on Field Measurements

*Eduardo Rey*  
 Eddie Rey  
 Estimator/Project Manager

Date of Acceptance \_\_\_\_\_  
 by: \_\_\_\_\_





# ESTIMATE

F&F Refrigeration And Air  
Conditioning  
5171 Jackson Rd  
Fort Myers, FL 33905

fandrefrigeration@gmail.com  
+1 (239) 270-1293

Bayside/Baycreek CDD

## Bill to

Paul Kemp  
4650 Coconut Rd  
Bonita Springs, FL

## Ship to

Paul Kemp  
4650 Coconut Rd  
Bonita Springs, FL

## Estimate details

Estimate no.: 1072  
Estimate date: 09/10/2024  
Expiration date: 09/30/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		<b>Services</b>	Removal of Units in Warehouse and Moving Line Set	1	\$1,200.00	\$1,200.00

**Total**

**\$1,200.00**

## Note to customer

This estimate is for the removal of both air handlers in the warehouse, the metal ductwork, and the condensers. This also includes the moving of the line set for the main unit due to it being in the way of the fans.

Any questions please call (239) 270-1293 or email fandrefrigeration@gmail.com

Expiry  
date

09/30/2024

Accepted date

Accepted by

**Bentley Electric Co of Naples FL Inc.**  
P.O. BOX 10572  
NAPLES, FL 34101  
239-643-5339  
bentley1@bentleyelectric.com

## Proposal 24-415

**ADDRESS**

BAYSIDE/BAY CREEK CDD  
4650 COCONUT ROAD  
BONITA SPRINGS, FL 34134

DATE  
09/12/2024

TOTAL  
\$22,300.00

**PROJECT LOCATION**

Maintenance Building

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	We propose to furnish labor and material to do the following electric work:  1.) Remove and replace existing fluorescent light and install (6) new high bay LED light fixtures. 2.) Run new EMT conduit and install (3) industrial-type 96" ceiling fans. 3.) Install new fan and light switches.  TOTAL AMOUNT			22,300.00

Thank you for the opportunity to submit this proposal. Should you have any questions, feel free to reach me at 239-643-5339.

TOTAL **\$22,300.00**

Thanks,  
Steve Bentley

THANK YOU.

Accepted By

Accepted Date

**Exhibit "A-3"**

**Scope of Services – Proposal 3**

***W.J. JOHNSON & ASSOCIATES***

*Engineering, Landscape Architecture and Reserve Studies*

**Letter of Engagement**

June 19, 2024

Board of Directors  
Chuck Adams, Director of Operations  
Bayside and Bay Creek CDDs

E-mail: [adamsc@whhassociates.com](mailto:adamsc@whhassociates.com)  
Phone: (239) 464-7114

**SUBJECT: Engineering Services  
Deferred Maintenance Items  
Maintenance and Administrative Facility on Coconut Rd.  
Project #: 23048.04**

To the CDD Board of Supervisors:

Following up on the direction from the CDD board meeting, we prepared this Letter of Engagement for certain maintenance items that have been deferred beyond their expected lives. These include:

- 1. Painting the Building and Boundary walls
- 2. Milling & Replacing the Asphalt Parking Lot
- 3. Removal of the HVAC system overhead in the vehicle area.
- 4. Replacing the lighting in the shop area of building with LED lighting and increasing the lumen intensity in shop area.

**Statement of Work**

**Painting the Building and Boundary Walls**

Measure the area to be painted on the building and the boundary wall.  
Measure the wall cap area to be water-proofed  
Create a bid document calling power-washing of the building and walls to be painted.  
This document will have an allowance for minor concrete & stucco repairs.  
Solicit bid from qualified contractors.  
Hold a pre-bid meeting on site with bidding Contractors.  
Tabulate these bids and present this to the Board.  
Board will choose a contractor and WJJE will create an Owner-Contractor Agreement for the bid work.  
Hold a preconstruction meeting with winning contractor, determine staging/storage area, parking, etc.  
Conduct two work-in-process inspections.  
Collect Lien releases and close out the project.

✓ ✈ **Mill & Replace Asphalt Parking Lot**

Measure the area to milled & replaced.  
Create a bid document calling out area & striping.  
Solicit bid from qualified contractors.  
Hold a pre-bid meeting on site with bidding Contractors.  
Tabulate these bids and present this to the Board.  
Board will choose a contractor and we will create an Owner-Contractor Agreement for the bid work.  
Hold a preconstruction meeting with winning contractor, determine staging/storage area, parking, etc.  
Conduct two work-in-process inspections.  
Collect Lien releases and close out the project.

✓ ✈ **Removal Of Compressors and Overhead HVAC Equipment & Ducting**

These are the compressors outside the building and the overhead equipment in the bays.  
Solicit bids from qualified demo contactors.  
Tabulate bids, review contractors and present findings to the board.  
Coordinate demo with contractor and building operations on site.  
Collect Lien releases and close out the project.

✓ ✈ **Upgrade Shop Lighting to LED units.**

Measure existing illumination in bays & shop area.  
Create a lighting plan for bays & shop areas.  
Spec out fixtures as a list and plan layout.  
Solicit Bids from local contractors.  
Tabulate bids, review contractors and present them to the board.  
Coordinate installation with building operations.  
Collect Lien releases and close out the project.

We recognize the desire to wall off the shop and make it an air-conditioned space. However, we would like to discuss this with the Fire Marshall before bringing any proposal forward.

**BAYSIDE IMPROVEMENT  
AND BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICTS**

**UNAUDITED  
FINANCIAL  
STATEMENTS**

**BAYSIDE IMPROVEMENT AND BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICTS  
FINANCIAL STATEMENTS  
UNAUDITED  
AUGUST 31, 2024**

**BAYSIDE IMPROVEMENT AND BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICTS  
TABLE OF CONTENTS**

Description	Page Number(s)
<b>Combined - Bayside Improvement and Bay Creek</b>	
<i>Governmental funds</i>	
Balance sheet - governmental funds	1
Statement of revenues, expenditures and changes in fund balances	
General funds: 001 & 101	2 - 4
<i>Proprietary funds</i>	
Statement of net position	
Enterprise funds: 401 & 451	5
Statement of revenues, expenses and changes in net position	
Enterprise funds: 401 & 451	6 - 7
<b>Bayside Improvement</b>	
<i>Governmental funds</i>	
Balance sheet	8
Statement of revenues, expenditures and changes in fund balances	
General fund: 001	9 - 11
General fund: 002 - The Colony	12 - 13
<i>Proprietary funds</i>	
Statement of net position	
Enterprise fund: 401	14
Statement of revenues, expenses and changes in net position	
Enterprise fund: 401	15 - 16
<b>Bay Creek</b>	
<i>Governmental funds</i>	
Balance sheet	17
Statement of revenues, expenditures and changes in fund balances	
General fund: 101	18 - 20
<i>Proprietary funds</i>	
Statement of net position	
Enterprise fund: 451	21
Statement of revenues, expenses and changes in net position	
Enterprise fund: 451	22 - 23

**BAYSIDE IMPROVEMENT AND BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICTS  
COMBINED BALANCE SHEET  
GOVERNMENTAL FUNDS  
AUGUST 31, 2024**

	General Fund		
	General Fund 001 & 101	General Fund 002	Total Governmental Funds
<b>ASSETS</b>			
Cash			
Truist	\$ 156,369	\$359,119	\$ 515,488
Truist - Debt Card	7,097	-	7,097
FineMark MM	1	-	1
FineMark ICS	-	6	6
Bank United MM	125,000	5,000	130,000
Bank United ICS	756,804	46,416	803,220
Accounts receivable (clearing fund)	34,488	11,809	46,297
Due from other funds			
Bayside general fund 001	364	1,200	1,564
Bayside general fund 002 - The Colony	-	-	-
Bay Creek - general fund 101	-	5,217	5,217
Due from Bay Creek - enterprise fund 451	87,858	-	87,858
Prepaid expense	130	-	130
WC deposit	1,806	-	1,806
Deposits	125	555	680
Total assets	\$ 1,170,042	\$ 429,322	\$ 1,599,364
<b>LIABILITIES &amp; FUND BALANCES</b>			
<b>Liabilities</b>			
Due to other funds			
Bayside general fund 002 - The Colony	\$ 6,417	\$ -	\$ 6,417
Bay Creek - general fund 101	364	-	364
Due to Bayside - enterprise fund 401	506	-	506
Due to Bay Creek - enterprise fund 451	335	-	335
Total liabilities	7,622	-	7,622
<b>Fund Balances</b>			
Unassigned	1,162,420	429,322	1,591,742
Total fund balances	1,162,420	429,322	1,591,742
 Total liabilities and fund balances	 \$ 1,170,042	 \$ 429,322	 \$ 1,599,364



**BAYSIDE IMPROVEMENT AND BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICTS  
COMBINED STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUNDS 001 & 101  
FOR THE PERIOD ENDED AUGUST 31, 2024**

	Current Month	Year to Date	Annual Budget	% of Budget
<b>REVENUES</b>				
Assessment levy - net	\$ -	\$ 2,479,541	\$ 2,468,020	100%
Interest	3,206	25,814	85,000	30%
Street sweeping	-	-	13,000	0%
Miscellaneous	-	3,356	-	N/A
Total revenues	<u>3,206</u>	<u>2,508,711</u>	<u>2,566,020</u>	98%
<b>EXPENDITURES</b>				
<b>Administrative</b>				
Supervisors	-	15,502	19,377	80%
Engineering	2,011	21,839	15,000	146%
Legal	2,477	12,790	18,000	71%
Audit	1,876	15,300	15,000	102%
Management	3,500	38,500	42,000	92%
Accounting & payroll	1,400	15,399	16,799	92%
Computer services	420	4,620	5,040	92%
Assessment roll preparation* <sup>1</sup>	706	7,770	8,476	92%
Telephone	79	871	950	92%
Postage & reproduction	630	2,061	1,350	153%
Printing & binding	410	4,508	4,918	92%
Legal notices and communications	1,575	2,965	1,125	264%
Office supplies	-	1,198	750	160%
Subscriptions & memberships	-	263	263	100%
ADA website compliance	-	158	253	62%
Insurance* <sup>1</sup>	-	19,224	19,102	101%
Miscellaneous (bank fees)	1,218	3,942	6,750	58%
Total administrative	<u>16,302</u>	<u>166,910</u>	<u>175,153</u>	95%
<b>Field management</b>				
Other contractual	3,150	34,649	37,799	92%
Total field management services	<u>3,150</u>	<u>34,649</u>	<u>37,799</u>	92%
<b>Water management</b>				
NPDES program	-	355	3,165	11%
Other contractual services: lakes	28,118	145,266	180,405	81%
Other contractual services: wetlands	16,400	40,370	37,980	106%
Other contractual services: culverts/drains	8,351	48,217	37,980	127%
Other contractual services: lake health	1,527	3,777	6,330	60%
Aquascaping* <sup>1</sup>	-	-	18,990	0%
Capital outlay	8,394	8,394	9,495	88%
Repairs and maintenance (aerators)	143	1,909	9,495	20%
Total water management services	<u>62,933</u>	<u>248,288</u>	<u>303,840</u>	82%

**BAYSIDE IMPROVEMENT AND BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICTS  
COMBINED STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUNDS 001 & 101  
FOR THE PERIOD ENDED AUGUST 31, 2024**

	Current Month	Year to Date	Annual Budget	% of Budget
<b>Street lighting</b>				
Personnel services	6,368	65,850	-	N/A
Electricity	6,304	57,398	41,509	138%
Contractual services-lightpole	-	3,637	46,491	8%
Total street lighting services	<u>12,672</u>	<u>126,885</u>	<u>88,000</u>	144%
<b>Landscaping</b>				
Supervisor	8,919	67,982	111,000	61%
Personnel services	125,732	1,028,697	1,100,000	94%
Capital outlay	-	55,322	60,000	92%
Fuel	3,141	41,011	25,000	164%
Repairs and maintenance (parts)	4,531	47,157	40,000	118%
Insurance* <sup>1</sup>	-	22,371	16,810	133%
Minor operating equipment	1,289	14,453	20,000	72%
Horticulture dumpster	8,550	73,350	40,000	183%
Miscellaneous equipment	-	320	-	N/A
Employee uniforms	1,873	22,649	34,000	67%
Chemicals	7,820	60,037	58,000	104%
Flower program* <sup>2</sup>	-	116,611	130,000	90%
Mulch program* <sup>2</sup>	-	32,915	83,000	40%
Plant replacement program* <sup>2</sup>	2,424	29,679	40,000	74%
Other contractual - tree trimming* <sup>1</sup>	-	1,970	12,660	16%
Other contractual - horticulturalist	-	-	2,000	0%
Other contractual - training	-	908	1,500	61%
Maintenance tracking software	-	2,798	20,000	14%
Unbudgeted contractual services	-	81,215	82,000	99%
Fountain maintenance	57	19,189	10,000	192%
Office operations	2,180	24,580	23,000	107%
Monument maintenance	-	23,059	15,000	154%
Total landscaping services	<u>166,516</u>	<u>1,766,273</u>	<u>1,923,970</u>	92%
<b>Roadway</b>				
Personnel	688	5,699	8,546	67%
Repairs and maintenance - parts	1,436	5,974	6,330	94%
Insurance	-	2,453	1,899	129%
Total roadway services	<u>2,124</u>	<u>14,126</u>	<u>16,775</u>	84%

**BAYSIDE IMPROVEMENT AND BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICTS  
COMBINED STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUNDS 001 & 101  
FOR THE PERIOD ENDED AUGUST 31, 2024**

	Current Month	Year to Date	Annual Budget	% of Budget
<b>Parks &amp; recreation</b>				
Utilities	1,508	9,946	10,500	95%
Operating supplies	353	1,795	1,000	180%
Total parks & recreation	<u>1,861</u>	<u>11,741</u>	<u>11,500</u>	102%
<b>Other fees &amp; charges</b>				
Property appraiser	-	3,626	3,625	100%
Tax collector	-	6,783	5,358	127%
Total other fees & charges	<u>-</u>	<u>10,409</u>	<u>8,983</u>	116%
Total expenditures	<u>265,558</u>	<u>2,379,281</u>	<u>2,566,020</u>	93%
Excess/(deficiency) of revenues over/(under) expenditures	(262,352)	129,430	-	
Fund balances - beginning	1,424,772	1,032,990	1,168,661	
Fund balances - ending	<u>\$ 1,162,420</u>	<u>\$ 1,162,420</u>	<u>\$ 1,168,661</u>	

\*<sup>1</sup> Typically an annual expense.

\*<sup>2</sup> Typically a seasonal expense.

**BAYSIDE IMPROVEMENT AND BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICTS  
COMBINED STATEMENT OF NET POSITION  
ENTERPRISE FUNDS 401 & 451  
AUGUST 31, 2024**

	Bayside Improvement Enterprise Fund 401	Bay Creek Enterprise Fund 451	Total Enterprise Funds 401 & 451
<b>ASSETS</b>			
<b>Current assets:</b>			
Cash			
Wells Fargo	\$ 93,210	\$ -	\$ 93,210
SunTrust	313,927	38,848	352,775
Bank United MM	80,000	2,000	82,000
Bank United ICS	809,830	8,270	818,100
Accounts receivable (customers)	12,562	5,417	17,979
Due from Bayside general fund 001	468	335	803
Due from Bay Creek general fund 101	38	-	38
Due from Bayside enterprise fund 401	-	40	40
Accounts receivable (clearing fund)	2,920	1,328	4,248
WC deposit	104	35	139
Total current assets	<u>1,313,059</u>	<u>56,273</u>	<u>1,369,332</u>
<b>Noncurrent assets:</b>			
Capital assets			
Property, plant and equipment	1,968,959	24,570	1,993,529
Irrigation system	-	596,951	596,951
Less accumulated depreciation	(1,623,930)	(562,646)	(2,186,576)
Total capital assets, net of accumulated depreciation	<u>345,029</u>	<u>58,875</u>	<u>403,904</u>
Total noncurrent assets	<u>345,029</u>	<u>58,875</u>	<u>403,904</u>
Total assets	<u>1,658,088</u>	<u>115,148</u>	<u>1,773,236</u>
<b>LIABILITIES</b>			
<b>Current liabilities:</b>			
Customer deposits	48,000	12,189	60,189
Due to Bay Creek general fund 101	-	87,858	87,858
Due to Bay Creek enterprise fund 451	40	-	40
Total current liabilities	<u>48,040</u>	<u>100,047</u>	<u>148,087</u>
<b>NET POSITION</b>			
Net investment in capital assets	345,029	58,875	403,904
Unrestricted	1,265,019	(43,774)	1,221,245
Total net position	<u>\$ 1,610,048</u>	<u>\$ 15,101</u>	<u>\$ 1,625,149</u>

**BAYSIDE IMPROVEMENT AND BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICTS  
COMBINED STATEMENT OF REVENUES, EXPENSES  
AND CHANGES IN FUND NET POSITION  
ENTERPRISE FUNDS 401 & 451  
FOR THE PERIOD ENDED AUGUST 31, 2024**

	Current Month	Year to Date	Annual Budget	% of Budget
<b>OPERATING REVENUES:</b>				
<b>Charges for services</b>				
Assessment levy - net	\$ -	\$ 326,226	\$ 325,545	100%
Irrigation	41,197	509,465	584,000	87%
Total operating revenues	<u>41,197</u>	<u>835,691</u>	<u>909,545</u>	92%
<b>OPERATING EXPENSES:</b>				
<b>Administrative services</b>				
Supervisor's fees	-	5,168	6,459	80%
Engineering fees	671	7,280	5,000	146%
Legal	825	4,264	6,000	71%
Audit	626	5,100	5,000	102%
Management	1,395	15,335	16,731	92%
Accounting & payroll	467	5,133	5,600	92%
Computer services	140	1,540	1,680	92%
Utility billing	4,124	45,367	33,500	135%
Telephone	25	285	311	92%
Postage & reproduction	209	687	450	153%
Printing and binding	136	1,503	1,639	92%
Legal notices and communications	525	988	375	263%
Office supplies	-	400	251	159%
Subscription and memberships	-	88	87	101%
ADA website compliance	-	52	147	35%
Insurance* <sup>1</sup>	-	6,408	6,340	101%
Miscellaneous	637	2,123	2,250	94%
Total administrative services	<u>9,780</u>	<u>101,721</u>	<u>91,820</u>	111%
<b>Field management services</b>				
Other contractual services	<u>1,051</u>	<u>11,551</u>	<u>12,600</u>	92%
Total field management services	<u>1,051</u>	<u>11,551</u>	<u>12,600</u>	92%
<b>Water management services</b>				
NPDES program	-	205	1,835	11%
Other contractual services: lakes	16,303	84,223	104,595	81%
Other contractual services: wetlands	9,508	23,405	22,020	106%
Other contractual services: culverts/drains	4,841	27,955	22,020	127%
Other contractual services: lake health	885	2,191	3,670	60%
Aquascaping* <sup>1</sup>	-	-	11,010	0%
Capital outlay	4,867	4,867	5,505	88%
Repairs and maintenance (aerators)*	83	1,107	5,505	20%
Total water management services	<u>36,487</u>	<u>143,953</u>	<u>176,160</u>	82%

**BAYSIDE IMPROVEMENT AND BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICTS  
COMBINED STATEMENT OF REVENUES, EXPENSES  
AND CHANGES IN FUND NET POSITION  
ENTERPRISE FUNDS 401 & 451  
FOR THE PERIOD ENDED AUGUST 31, 2024**

	Current Month	Year to Date	Annual Budget	% of Budget
<b>Landscape services</b>				
Other contractual - tree trimming	-	-	7,340	0%
Total landscape services	-	-	<u>7,340</u>	0%
<b>Roadway services</b>				
Personnel	212	1,720	4,955	35%
Repairs and maintenance - parts	833	3,464	3,671	94%
Insurance	31	1,995	2,999	67%
Total irrigation supply services	<u>1,076</u>	<u>7,179</u>	<u>11,625</u>	62%
<b>Irrigation supply services</b>				
Personnel	5,898	45,525	74,000	62%
Reclaimed water	8,635	92,830	75,646	123%
Repairs and maintenance - parts	11,421	39,651	25,000	159%
Insurance* <sup>1</sup>	-	16,083	12,500	129%
Minor operating equipment	-	-	75,945	0%
Meter costs	1,333	16,312	7,500	217%
Other contractual services	751	10,311	9,000	115%
Electricity	7,905	84,716	95,000	89%
Pumps & machinery	1,515	46,555	75,000	62%
Depreciation	4,876	53,636	60,000	89%
Total irrigation supply services	<u>42,334</u>	<u>405,619</u>	<u>509,591</u>	80%
Total operating expenses	<u>90,728</u>	<u>670,023</u>	<u>809,136</u>	83%
Operating income/(loss)	<u>(49,531)</u>	<u>165,668</u>	<u>100,409</u>	
Nonoperating revenues/(expenses):				
Interest income	3,497	27,209	500	5442%
Miscellaneous income	-	-	55,000	0%
Total nonoperating revenues	<u>3,497</u>	<u>27,209</u>	<u>55,500</u>	49%
Change in net position	(46,034)	192,877	155,909	
Total net position - beginning	1,671,183	1,432,272	1,407,673	
Total net position - ending	<u>\$ 1,625,149</u>	<u>\$ 1,625,149</u>	<u>\$ 1,563,582</u>	

\*<sup>1</sup> Typically an annual expense.

\*<sup>2</sup> Typically a seasonal expense.

**BAYSIDE IMPROVEMENT  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
AUGUST 31, 2024**

	General Fund		Total Governmental Funds
	001	The Colony 002	
<b>ASSETS</b>			
Cash			
Truist	\$ 81,212	\$359,119	\$ 440,331
Truist - debit card	7,097	-	7,097
FineMark ICS	-	6	6
Bank United ICS	539,962	46,416	586,378
Bank United MM	100,000	5,000	105,000
Accounts receivable (clearing fund)	25,110	11,809	36,919
Due from other funds			
Bayside general fund 001	-	1,200	1,200
Due from other governments - Bay Creek			
Bay Creek - general fund 101	-	5,217	5,217
Prepaid expense	130	-	130
WC deposit	1,462	-	1,462
Deposits	125	555	680
Total assets	<u>\$ 755,098</u>	<u>\$ 429,322</u>	<u>\$ 1,184,420</u>
<b>LIABILITIES &amp; FUND BALANCES</b>			
<b>Liabilities</b>			
Due to other funds			
Bayside general fund 002 - The Colony	1,200	-	1,200
Due to other governments (Bay Creek)			
Bay Creek - general fund 101	364	-	364
Bay Creek - enterprise fund 451	335	-	335
Due to Bayside - enterprise fund 401	468	-	468
Total liabilities	<u>2,367</u>	<u>-</u>	<u>2,367</u>
<b>Fund balances</b>			
Unassigned	752,731	429,322	1,182,053
Total fund balances	<u>752,731</u>	<u>429,322</u>	<u>1,182,053</u>
Total liabilities and fund balances	<u>\$ 755,098</u>	<u>\$ 429,322</u>	<u>\$ 1,184,420</u>

**BAYSIDE IMPROVEMENT  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES , EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND 001  
FOR THE PERIOD ENDED AUGUST 31, 2024**

	Current Month	Year to Date	Annual Budget	% of Budget
<b>REVENUES</b>				
Assessment levy - net	\$ -	\$ 1,996,942	\$ 1,987,933	100%
Interest	2,332	16,490	70,000	24%
Street sweeping	-	-	10,494	0%
Miscellaneous	-	3,356	-	N/A
Total revenue	<u>2,332</u>	<u>2,016,788</u>	<u>2,068,427</u>	98%
<b>EXPENDITURES</b>				
<b>Administration services</b>				
Supervisors	-	7,751	9,689	80%
Engineering	1,632	17,720	12,171	146%
Legal	2,010	10,378	14,605	71%
Audit	938	7,650	7,500	102%
Management	2,840	31,239	34,079	92%
Accounting & payroll	1,136	12,495	13,631	92%
Computer services	341	3,749	4,089	92%
Assessment roll preparation* <sup>1</sup>	573	6,304	6,877	92%
Telephone	64	707	771	92%
Postage & reproduction	511	1,672	1,095	153%
Printing & binding	333	3,658	3,990	92%
Legal notices and communications	1,278	2,406	913	264%
Office supplies	-	972	609	160%
Subscriptions & memberships	-	213	213	100%
ADA website compliance	-	128	205	62%
Insurance* <sup>1</sup>	-	9,612	9,551	101%
Miscellaneous (bank fees)	995	3,133	5,477	57%
Total administration services	<u>12,651</u>	<u>119,787</u>	<u>125,465</u>	95%
<b>Field management</b>				
Other contractual services	2,556	28,114	30,670	92%
Total field management services	<u>2,556</u>	<u>28,114</u>	<u>30,670</u>	92%
<b>Water management</b>				
NPDES program	-	288	2,568	11%
Other contractual services: lakes	22,815	117,869	146,381	81%
Other contractual services: wetlands	13,307	32,756	30,817	106%
Other contractual service: culverts/drains	6,776	39,123	30,817	127%
Other contractual services: lake health	1,239	3,065	5,136	60%
Aquascaping* <sup>1</sup>	-	-	15,408	0%
Capital outlay	6,811	6,811	7,704	88%
Repairs and maintenance (aerators)	116	1,549	7,704	20%
Total water management services	<u>51,064</u>	<u>201,461</u>	<u>246,535</u>	82%



**BAYSIDE IMPROVEMENT  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES , EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND 001  
FOR THE PERIOD ENDED AUGUST 31, 2024**

	Current Month	Year to Date	Annual Budget	% of Budget
<b>Street lighting</b>				
Personnel services	5,167	53,431	-	N/A
Electricity	5,115	46,573	32,456	143%
Contractual services-lightpole	-	2,951	38,947	8%
Total street lighting services	<u>10,282</u>	<u>102,955</u>	<u>71,403</u>	144%
<b>Landscaping</b>				
Supervisor	7,236	55,155	90,065	61%
Personnel	102,002	834,545	892,540	94%
Capital outlay	-	44,888	48,684	92%
Fuel	2,549	33,276	20,285	164%
Repairs & maintenance (parts)	3,634	38,224	32,456	118%
Insurance* <sup>1</sup>	-	18,114	13,640	133%
Minor operating equipment	1,046	11,728	16,228	72%
Horticultural dumpster	6,937	59,516	32,456	183%
Miscellaneous equipment	-	260	-	N/A
Employee uniforms	1,520	18,377	27,588	67%
Chemicals	6,345	48,714	47,061	104%
Flower program* <sup>2</sup>	-	94,618	105,482	90%
Mulch program* <sup>2</sup>	-	20,575	67,346	31%
Plant replacement program* <sup>2</sup>	1,967	24,082	32,456	74%
Other contractual - tree trimming* <sup>1</sup>	-	1,598	10,272	16%
Other contractual - horticulturalist	-	-	1,623	0%
Other contractual - training	-	737	1,217	61%
Maintenance tracking software	-	2,270	16,228	14%
Unbudgeted contractual services	-	65,898	66,535	99%
Fountain maintenance	46	15,570	8,114	192%
Office operations	1,769	19,944	18,662	107%
Monument maintenance	-	18,710	12,171	154%
Total landscaping services	<u>135,051</u>	<u>1,426,799</u>	<u>1,561,109</u>	91%
<b>Roadway services</b>				
Personnel	559	4,624	6,934	67%
Repairs & maintenance - parts	1,165	4,847	5,136	94%
Insurance	-	1,986	1,541	129%
Total roadway services	<u>1,724</u>	<u>11,457</u>	<u>13,611</u>	84%
<b>Parks &amp; recreation</b>				
Utilities	1,448	9,548	10,080	95%
Operating supplies	339	1,723	960	179%
Total parks & recreation	<u>1,787</u>	<u>11,271</u>	<u>11,040</u>	102%

**BAYSIDE IMPROVEMENT  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES , EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND 001  
FOR THE PERIOD ENDED AUGUST 31, 2024**

	Current Month	Year to Date	Annual Budget	% of Budget
<b>Other fees &amp; charges</b>				
Property appraiser	-	3,481	3,480	100%
Tax collector	-	5,336	5,144	104%
Total other fees & charges	-	8,817	8,624	102%
Total expenditures	215,115	1,910,661	2,068,457	92%
Excess/(deficiency) of revenues over/(under) expenditures	(212,783)	106,127	(30)	
Fund balances - beginning	965,514	646,604	727,687	
Fund balances - ending	<u>\$ 752,731</u>	<u>\$ 752,731</u>	<u>\$ 727,657</u>	

\*<sup>1</sup> Typically an annual expense.

\*<sup>2</sup> Typically a seasonal expense.

**BAYSIDE IMPROVEMENT  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES , EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND 002 - THE COLONY  
FOR THE PERIOD ENDED AUGUST 31, 2024**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Assessment levy - net	\$ -	\$ 772,811	\$ 771,352	100%
Interest & miscellaneous	57	3,744	15,000	25%
Total revenues	<u>57</u>	<u>776,555</u>	<u>786,352</u>	99%
<b>EXPENDITURES</b>				
<b>Administrative services</b>				
Accounting & payroll	782	8,598	9,380	92%
Computer services	284	3,127	3,411	92%
Assessment roll preparation* <sup>1</sup>	96	1,054	1,150	92%
Field management	1,184	13,027	14,211	92%
Other current charges	73	710	-	N/A
Total administrative services	<u>2,419</u>	<u>26,516</u>	<u>28,152</u>	94%
<b>Street lighting services</b>				
Contractual services - light poles* <sup>1</sup>	-	7,318	5,000	146%
Total street lighting services	<u>-</u>	<u>7,318</u>	<u>5,000</u>	146%
<b>Landscaping maintenance services</b>				
Personnel services	43,190	319,424	350,000	91%
Other contractual - horticulturalists	-	-	1,500	0%
Other contractual - training	-	44	1,500	3%
Other contractual - turf & shrub	7,364	81,001	100,000	81%
Rentals & leases	-	-	20,000	0%
Fuel	-	-	7,500	0%
Repairs & maintenance (parts)	1,352	13,440	12,000	112%
Insurance* <sup>1</sup>	-	3,648	3,000	122%
Minor operating equipment	-	12,855	-	N/A
Horticulture dumpster	1,800	10,350	16,000	65%
Miscellaneous equipment	-	-	2,500	0%
Chemicals	454	2,503	2,500	100%
Flower program* <sup>2</sup>	-	55,039	70,000	79%
Mulch program* <sup>2</sup>	-	15,654	40,000	39%
Plant replacement program* <sup>2</sup>	-	4,740	40,000	12%
Other contractual - tree trimming* <sup>2</sup>	420	5,150	12,000	43%
Monument maintenance	-	510	3,000	17%
Total landscaping maintenance services	<u>54,580</u>	<u>524,358</u>	<u>681,500</u>	77%

**BAYSIDE IMPROVEMENT  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES , EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND 002 - THE COLONY  
FOR THE PERIOD ENDED AUGUST 31, 2024**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Fountain services</b>				
Operating supplies	20,739	176,339	140,000	126%
Total fountain services	<u>20,739</u>	<u>176,339</u>	<u>140,000</u>	126%
Total expenditures	<u>77,738</u>	<u>734,531</u>	<u>854,652</u>	86%
Net increase/(decrease) of fund balance	(77,681)	42,024	(68,300)	
Fund balance - beginning	507,003	387,298	404,960	
Fund balance - ending	<u>\$ 429,322</u>	<u>\$ 429,322</u>	<u>\$ 336,660</u>	

\*1 Typically an annual expense.

\*2 Typically a seasonal expense.

**BAYSIDE IMPROVEMENT  
COMMUNITY DEVELOPMENT DISTRICTS  
STATEMENT OF NET POSITION  
ENTERPRISE FUND 401  
AUGUST 31, 2024**

	<u>Bayside Improvement Enterprise Fund 401</u>
<b>ASSETS</b>	
<b>Current assets:</b>	
Cash	
Wells Fargo	\$ 93,210
Truist	313,927
Bank United ICS	809,830
Bank United MM	80,000
Accounts receivable (customers)	12,562
Due from Bayside general fund 001	468
Due from Bay Creek general fund 101	38
Accounts receivable (clearing fund)	2,920
WC deposit	104
Total current assets	<u>1,313,059</u>
<b>Noncurrent assets:</b>	
Capital assets	
Property, plant and equipment	1,968,959
Less accumulated depreciation	<u>(1,623,930)</u>
Total capital assets, net of accumulated depreciation	<u>345,029</u>
Total noncurrent assets	<u>345,029</u>
Total assets	<u>1,658,088</u>
<b>LIABILITIES</b>	
<b>Current liabilities:</b>	
Customer deposits	48,000
Due to Bay Creek enterprise fund 451	<u>40</u>
Total current liabilities	<u>48,040</u>
<b>NET POSITION</b>	
Net investment in capital assets	345,029
Unrestricted	<u>1,265,019</u>
Total net position	<u><u>\$ 1,610,048</u></u>

**BAYSIDE IMPROVEMENT  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENSES  
AND CHANGES IN FUND NET POSITION  
ENTERPRISE FUND 401  
FOR THE PERIOD ENDED AUGUST 31, 2024**

	Current Month	Year to Date	Budget	% of Budget
<b>Operating revenues</b>				
Charges for services:				
Assessment levy - net	\$ -	\$ 244,624	\$ 244,159	100%
Irrigation	27,890	352,602	325,000	108%
Total operating revenues	<u>27,890</u>	<u>597,226</u>	<u>569,159</u>	105%
<b>Operating expenses</b>				
<b>Administrative services</b>				
Supervisors	-	2,584	3,230	80%
Engineering	503	5,460	3,750	146%
Legal	619	3,198	4,500	71%
Audit	313	2,550	2,500	102%
Management	1,046	11,501	12,549	92%
Accounting & payroll	350	3,850	4,200	92%
Computer services	105	1,155	1,260	92%
Utility billing	3,093	34,025	25,125	135%
Telephone	19	214	233	92%
Postage & reproduction	157	515	338	152%
Printing and binding	102	1,127	1,229	92%
Legal notices and communications	394	741	281	264%
Office supplies	-	300	188	160%
Subscription and memberships	-	66	65	102%
ADA website compliance	-	39	110	35%
Insurance* <sup>1</sup>	-	3,204	3,170	101%
Miscellaneous	539	1,819	1,688	108%
Total administrative services	<u>7,240</u>	<u>72,348</u>	<u>64,416</u>	112%
<b>Field management services</b>				
Other contractual services	788	8,663	9,450	92%
Total field management services	<u>788</u>	<u>8,663</u>	<u>9,450</u>	92%
<b>Water management services</b>				
NPDES program	-	154	1,376	11%
Other contractual services: lakes	12,227	63,167	78,446	81%
Other contractual services: wetlands	7,131	17,554	16,515	106%
Other contractual services: culverts/drains	3,631	20,966	16,515	127%
Other contractual services: lake health	664	1,643	2,753	60%
Aquascaping* <sup>1</sup>	-	-	8,258	0%
Capital outlay	3,650	3,650	4,129	88%
Repairs and maintenance (aerators)*	62	830	4,129	20%
Total water management services	<u>27,365</u>	<u>107,964</u>	<u>132,121</u>	82%

**BAYSIDE IMPROVEMENT  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENSES  
AND CHANGES IN FUND NET POSITION  
ENTERPRISE FUND 401  
FOR THE PERIOD ENDED AUGUST 31, 2024**

	Current Month	Year to Date	Budget	% of Budget
<b>Landscape services</b>				
Other contractual - tree trimming	-	-	5,505	0%
Total landscape services	-	-	5,505	0%
<b>Roadway services</b>				
Personnel	159	1,290	3,716	35%
Repairs and maintenance - parts	625	2,598	2,753	94%
Insurance	23	1,496	2,250	66%
Total irrigation supply services	807	5,384	8,719	62%
<b>Irrigation supply services</b>				
Personnel	4,423	34,144	55,500	62%
Repairs and maintenance - parts	8,565	29,738	18,750	159%
Insurance* <sup>1</sup>	-	12,062	9,375	129%
Surplus RCS Water-Bayside	-	-	75,945	0%
Meter costs	1,000	12,234	5,625	217%
Other contractual services	563	7,733	6,750	115%
Electricity	5,929	63,537	71,250	89%
Pumps & machinery	1,137	34,918	56,250	62%
Depreciation	3,626	39,886	45,000	89%
Total irrigation supply services	25,243	234,252	344,445	68%
Total operating expenses	61,443	428,611	564,656	76%
Operating income/(loss)	(33,553)	168,615	4,503	
<b>Nonoperating revenues/(expenses)</b>				
Interest income	3,463	26,934	375	7182%
Miscellaneous income	-	-	45,000	0%
Total nonoperating revenues	3,463	26,934	45,375	59%
Change in net position	(30,090)	195,549	49,878	
Total net position - beginning	1,640,138	1,414,499	1,394,140	
Total net position - ending	<u>\$ 1,610,048</u>	<u>\$ 1,610,048</u>	<u>\$ 1,444,018</u>	

\*<sup>1</sup> Typically an annual expense.

**BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
AUGUST 31, 2024**

	<u>General Fund</u>	Total
	101	Governmental Funds
	<u>101</u>	<u>Total</u>
<b>ASSETS</b>		
Cash		
Truist	\$ 75,157	\$ 75,157
FineMark MM	1	1
Bank United ICS	216,842	216,842
Bank United MM	25,000	25,000
Accounts receivable (clearing fund)	9,378	9,378
Due from Bay Creek - enterprise fund 451	87,858	87,858
Due from other governments - Bayside Improvement		
Bayside general fund 001	364	364
WC deposit	344	344
Total assets	<u>\$ 414,944</u>	<u>\$ 414,944</u>
<b>LIABILITIES &amp; FUND BALANCES</b>		
<b>Liabilities</b>		
Due to other governments - Bayside Improvement		
Bayside general fund 002 - The Colony	5,217	5,217
Bayside - enterprise fund 401	38	38
Total liabilities	<u>5,255</u>	<u>5,255</u>
<b>Fund balances</b>		
Unassigned	<u>409,689</u>	<u>409,689</u>
Total fund balances	<u>409,689</u>	<u>409,689</u>
Total liabilities and fund balances	<u>\$ 414,944</u>	<u>\$ 414,944</u>



**BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES , EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND 101  
FOR THE PERIOD ENDED AUGUST 31, 2024**

	Current Month	Year to Date	Annual Budget	% of Budget
<b>REVENUES</b>				
Assessment levy - net	\$ -	\$ 482,599	\$ 480,060	101%
Interest	874	9,324	15,000	62%
Street sweeping	-	-	2,506	0%
Total revenues	<u>874</u>	<u>491,923</u>	<u>497,566</u>	99%
<b>EXPENDITURES</b>				
<b>Administration services</b>				
Supervisors	-	7,751	9,689	80%
Engineering	379	4,119	2,829	146%
Legal	467	2,412	3,395	71%
Audit	938	7,650	7,500	102%
Management	660	7,261	7,921	92%
Accounting & payroll	264	2,904	3,168	92%
Computer services	79	871	951	92%
Assessment roll preparation* <sup>1</sup>	133	1,466	1,599	92%
Telephone	15	164	179	92%
Postage & reproduction	119	389	255	153%
Printing & binding	77	850	928	92%
Legal notices and communications	297	559	212	264%
Office supplies	-	226	141	160%
Subscriptions & memberships	-	50	50	100%
ADA website compliance	-	30	48	63%
Insurance* <sup>1</sup>	-	9,612	9,551	101%
Miscellaneous (bank fees)	223	809	1,273	64%
Total administration services	<u>3,651</u>	<u>47,123</u>	<u>49,689</u>	95%
<b>Field management fees</b>				
Other contractual	594	6,535	7,129	92%
Total field management	<u>594</u>	<u>6,535</u>	<u>7,129</u>	92%
<b>Water management</b>				
NPDES program	-	67	597	11%
Other contractual services: lakes	5,303	27,397	34,024	81%
Other contractual services: wetlands	3,093	7,614	7,163	106%
Other contractual service: culverts/drains	1,575	9,094	7,163	127%
Other contractual services: lake health	288	712	1,194	60%
Aquascaping* <sup>1</sup>	-	-	3,582	0%
Capital outlay	1,583	1,583	1,791	88%
Repairs and maintenance (aerators)	27	360	1,791	20%
Total water management	<u>11,869</u>	<u>46,827</u>	<u>57,305</u>	82%

**BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES , EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND 101  
FOR THE PERIOD ENDED AUGUST 31, 2024**

	Current Month	Year to Date	Annual Budget	% of Budget
<b>Street lighting</b>				
Personnel services	1,201	12,419	-	N/A
Electricity	1,189	10,825	9,053	120%
Contractual services-lightpole	-	686	7,544	9%
Total street lighting	<u>2,390</u>	<u>23,930</u>	<u>16,597</u>	144%
<b>Landscape services</b>				
Supervisor	1,683	12,827	20,935	61%
Personnel services	23,730	194,152	207,460	94%
Capital outlay	-	10,434	11,316	92%
Fuel	592	7,735	4,715	164%
Repairs and maintenance (parts)	897	8,933	7,544	118%
Insurance* <sup>1</sup>	-	4,257	3,170	134%
Minor operating equipment	243	2,725	3,772	72%
Horticulture dumpster	1,613	13,834	7,544	183%
Miscellaneous equipment	-	60	-	N/A
Employee uniforms	353	4,272	6,412	67%
Chemicals	1,475	11,323	10,939	104%
Flower program* <sup>2</sup>	-	21,993	24,518	90%
Mulch program* <sup>2</sup>	-	12,340	15,654	79%
Plant replacement program* <sup>2</sup>	457	5,597	7,544	74%
Other contractual - tree trimming* <sup>1</sup>	-	372	2,388	16%
Other contractual - horticulturalist	-	-	377	0%
Other contractual - training	-	171	283	60%
Maintenance tracking software	-	528	3,772	14%
Unbudgeted contractual services	-	15,317	15,465	99%
Fountain maintenance	11	3,619	1,886	192%
Office operations	411	4,636	4,338	107%
Monument maintenance	-	4,349	2,829	154%
Total landscape services	<u>31,465</u>	<u>339,474</u>	<u>362,861</u>	94%
<b>Roadway services</b>				
Personnel	129	1,075	1,612	67%
Repairs and maintenance - parts	271	1,127	1,194	94%
Insurance	-	467	358	130%
Total roadway services	<u>400</u>	<u>2,669</u>	<u>3,164</u>	84%
<b>Parks &amp; recreation</b>				
Utilities	60	398	420	95%
Operating supplies	14	72	40	180%
Total parks and recreation	<u>74</u>	<u>470</u>	<u>460</u>	102%

**BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES , EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
GENERAL FUND 101  
FOR THE PERIOD ENDED AUGUST 31, 2024**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Annual Budget</u>	<u>% of Budget</u>
<b>Other fees &amp; charges</b>				
Property appraiser	-	145	145	100%
Tax collector	-	1,447	214	676%
Total other fees & charges	-	1,592	359	443%
Total expenditures	50,443	468,620	497,564	94%
Excess/(deficiency) of revenues over/(under) expenditures	(49,569)	23,303	2	
Fund balances - beginning	459,258	386,386	440,974	
Fund balances - ending	<u>\$ 409,689</u>	<u>\$ 409,689</u>	<u>\$ 440,976</u>	

\*1 Typically an annual expense.

\*2 Typically a seasonal expense.

**BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICTS  
STATEMENT OF NET POSITION  
ENTERPRISE FUND 451  
AUGUST 31, 2024**

	Bay Creek Enterprise Fund 451
<b>ASSETS</b>	
<b>Current assets:</b>	
Cash	
Truist	\$ 38,848
Bank United ICS	8,270
Bank United MM	2,000
Accounts receivable (customers)	5,417
Due from Bayside general fund 001	335
Due from Bayside enterprise fund 401	40
Accounts receivable (clearing fund)	1,328
WC deposit	35
Total current assets	<u>56,273</u>
<b>Noncurrent assets:</b>	
Capital assets	
Property, plant and equipment	24,570
Irrigation system	596,951
Less accumulated depreciation	<u>(562,646)</u>
Total capital assets, net of accumulated depreciation	<u>58,875</u>
Total noncurrent assets	<u>58,875</u>
Total assets	<u>115,148</u>
<b>LIABILITIES</b>	
<b>Current Liabilities:</b>	
Customer deposits	12,189
Due to Bay Creek general fund 101	<u>87,858</u>
Total current liabilities	<u>100,047</u>
<b>NET POSITION</b>	
Net investment in capital assets	58,875
Unrestricted	<u>(43,774)</u>
Total net position	<u>\$ 15,101</u>

**BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENSES  
AND CHANGES IN FUND NET POSITION  
ENTERPRISE FUND 451  
FOR THE PERIOD ENDED AUGUST 31, 2024**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Operating revenues</b>				
Charges for services:				
Assessment levy - net	\$ -	\$ 81,602	\$ 81,386	100%
Irrigation	13,307	156,863	259,000	61%
Total operating revenues	<u>13,307</u>	<u>238,465</u>	<u>340,386</u>	70%
<b>Operating expenses</b>				
<b>Administrative services</b>				
Supervisors	-	2,584	3,230	80%
Engineering	168	1,820	1,250	146%
Legal	206	1,066	1,500	71%
Audit	313	2,550	2,500	102%
Management	349	3,834	4,183	92%
Accounting & payroll	117	1,283	1,400	92%
Computer services	35	385	420	92%
Utility billing	1,031	11,342	8,375	135%
Telephone	6	71	78	91%
Postage & reproduction	52	172	113	152%
Printing and binding	34	376	410	92%
Legal notices and communications	131	247	94	263%
Office supplies	-	100	63	159%
Subscription and memberships	-	22	22	100%
ADA website compliance	-	13	37	35%
Insurance* <sup>1</sup>	-	3,204	3,170	101%
Miscellaneous	98	304	563	54%
Total administrative services	<u>2,540</u>	<u>29,373</u>	<u>27,408</u>	107%
<b>Field management services</b>				
Other contractual services	263	2,888	3,150	92%
Total field management services	<u>263</u>	<u>2,888</u>	<u>3,150</u>	92%
<b>Water management services</b>				
NPDES program	-	51	459	11%
Other contractual services: lakes	4,076	21,056	26,149	81%
Other contractual services: wetlands	2,377	5,851	5,505	106%
Other contractual services: culverts/drains	1,210	6,989	5,505	127%
Other contractual services: lake health	221	548	918	60%
Aquascaping* <sup>1</sup>	-	-	2,753	0%
Capital outlay	1,217	1,217	1,376	88%
Repairs and maintenance (aerators)*	21	277	1,376	20%
Total water management services	<u>9,122</u>	<u>35,989</u>	<u>44,041</u>	82%

**BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENSES  
AND CHANGES IN FUND NET POSITION  
ENTERPRISE FUND 451  
FOR THE PERIOD ENDED AUGUST 31, 2024**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Landscape services</b>				
Other contractual - tree trimming	-	-	1,835	0%
Total landscape services	<u>-</u>	<u>-</u>	<u>1,835</u>	0%
<b>Roadway services</b>				
Personnel	53	430	1,239	35%
Repairs and maintenance - parts	208	866	918	94%
Insurance	8	499	750	67%
Total irrigation supply services	<u>269</u>	<u>1,795</u>	<u>2,907</u>	62%
<b>Irrigation supply services</b>				
Personnel	1,475	11,381	18,500	62%
Reclaimed water	8,635	92,830	75,646	123%
Repairs and maintenance - parts	2,856	9,913	6,250	159%
Insurance* <sup>1</sup>	-	4,021	3,125	129%
Meter costs	333	4,078	1,875	217%
Other contractual services	188	2,578	2,250	115%
Electricity	1,976	21,179	23,750	89%
Pumps & machinery	378	11,637	18,750	62%
Depreciation	1,250	13,750	15,000	92%
Total irrigation supply services	<u>17,091</u>	<u>171,367</u>	<u>165,146</u>	104%
Total operating expenses	<u>29,285</u>	<u>241,412</u>	<u>244,487</u>	99%
Operating income/(loss)	(15,978)	(2,947)	95,899	
<b>Nonoperating revenues/(expenses)</b>				
Interest income	34	275	125	220%
Miscellaneous income	-	-	10,000	0%
Total nonoperating revenues	<u>34</u>	<u>275</u>	<u>10,125</u>	3%
Change in net position	(15,944)	(2,672)	106,024	
Total net position - beginning	31,045	17,773	13,533	
Total net position - ending	<u>\$ 15,101</u>	<u>\$ 15,101</u>	<u>\$ 119,557</u>	

\*<sup>1</sup> Typically an annual expense.

**BAYSIDE IMPROVEMENT  
AND BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICTS**

**MINUTES**

**DRAFT**

**MINUTES OF MEETING  
BAYSIDE IMPROVEMENT AND BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICTS**

1  
2  
3  
4  
5 The Boards of Supervisors of the Bayside Improvement Community Development  
6 District and Bay Creek Community Development District held Joint Public Hearings and a Joint  
7 Regular Meeting on August 26, 2024, at 2:00 p.m., at the Pelican Landing Community  
8 Center, 24501 Walden Center Drive, Bonita Springs, Florida 34134. Members of the  
9 public were able to participate via Zoom, at <https://us02web.zoom.us/j/84137772934>, and  
10 via conference call at 1-929-205-6099, Meeting ID: 841 3777 2934 for both.

11 **Present for Bayside Improvement CDD:**

12  
13 Walter McCarthy Chair  
14 Bill Nicholson Vice Chair  
15 Bernie Cramer Assistant Secretary  
16 Gail Gravenhorst Assistant Secretary  
17 Karen Montgomery (via phone/Zoom) Assistant Secretary

18  
19 **Present for Bay Creek CDD:**

20  
21 James Janek (via phone/Zoom) Chair  
22 Robert Travers Vice Chair  
23 Jerry Addison Assistant Secretary  
24 Mary McVay Assistant Secretary

25  
26 **Also present:**

27  
28 Chuck Adams District Manager  
29 Cleo Adams District Manager  
30 Shane Willis Operations Manager  
31 Greg Urbancic (via phone/Zoom) District Counsel  
32 Frank Savage (via phone/Zoom) District Engineer  
33 Paul Kemp Field Manager  
34 Andy Nott Superior Waterway  
35 Jim Hoppensteadt Pelican Landing General Manager  
36 Bill Dietz (via phone/Zoom) Resident/Pelican Landing Eco Club Advisory  
37 Group Member  
38 Anne Cramer Resident  
39 Dean Francis Resident  
40 Angéle Boyd Myers Resident  
41 Nancy Cohen Resident



42 Mary McCarthy Resident

43

44

45 **FIRST ORDER OF BUSINESS** **Call to Order/Phone Silent Mode/Pledge of**  
46 **Allegiance**

47

48 Mr. Adams called the meeting to order at 2:00 p.m. All present recited the Pledge of  
49 Allegiance.

50

51 **SECOND ORDER OF BUSINESS** **Roll Call**

52

53 For Bay Creek CDD, Supervisors Addison, Travers and McVay, were present. Supervisor  
54 Janek attended via telephone. Supervisor Durney was not present.

55 For Bayside Improvement CDD, Supervisors Cramer, Gravenhorst, Nicholson and  
56 McCarthy were present. Supervisor Montgomery was not present at roll call.

57

58 **On MOTION for Bay Creek by Ms. McVay and seconded by Mr. Travers, with all**  
59 **in favor, authorizing the attendance and full participation of Mr. Janek, via**  
60 **phone/Zoom, due to exceptional circumstances, was approved.**

61

62 **On MOTION for Bayside by Ms. Gravenhorst and seconded by Mr. Nicholson,**  
63 **with all in favor, authorizing the attendance and full participation of Ms.**  
64 **Montgomery, via phone/Zoom, due to exceptional circumstances, was**  
65 **approved.**

66

67

68 **THIRD ORDER OF BUSINESS** **Public Comments: Agenda Items**

69

70 Mr. McCarthy asked residents Anne Cramer and Angéle Boyd Myers, who submitted  
71 public comment cards, to wait until that agenda item to speak. Both agreed.

72

73 **JOINT PUBLIC HEARINGS**

74 **FOURTH ORDER OF BUSINESS** **Joint Public Hearing on Adoption of Fiscal**  
75 **Year 2024/2025 Budget**

76

77 **A. Proof/Affidavit of Publication**

78 Mr. McCarthy asked Mr. Urbancic if he reviewed the affidavit of publication for legal  
79 sufficiency. Mr. Urbancic replied affirmatively and stated that, due to the assessment increase, a  
80 Mailed Notice was sent to the property owners; the CDD fulfilled the notification requirements.

81 **B. Consideration of Resolutions Relating to the Annual Appropriations and Adopting the**  
82 **Budget for the Fiscal Year Beginning October 1, 2024 and Ending September 30, 2025;**  
83 **Authorizing Budget Amendments; and Providing an Effective Date**

84 **Mr. McCarthy opened the Joint Public Hearing.**

85 Resident Angéle Boyd Myers stated that she hopes Board Members will push back on  
86 Pelican Landing’s landscape spending, specifically at the front entrance, so the CDD does not have  
87 to proportionally increase CDD assessments; she hopes the Board does whatever it can to  
88 minimize assessments increasing.

89 **Mr. McCarthy closed the Joint Public Hearing.**

90 **I. Resolution 2024-06, Bay Creek Community Development District**

91 **II. Resolution 2024-06, Bayside Improvement Community Development District**

92

93 **On MOTION for Bay Creek by Mr. Travers and seconded by Mr. Addison, with all**  
94 **in favor, Resolution 2024-06, Relating to the Annual Appropriations and**  
95 **Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending**  
96 **September 30, 2025; Authorizing Budget Amendments; and Providing an**  
97 **Effective Date, was adopted.**

98

99 **On MOTION for Bayside by Ms. Montgomery and seconded by Mr. Nicholson,**  
100 **with all in favor, Resolution 2024-06, Relating to the Annual Appropriations and**  
101 **Adopting the Budget for the Fiscal Year Beginning October 1, 2024, and Ending**  
102 **September 30, 2025; Authorizing Budget Amendments; and Providing an**  
103 **Effective Date, was adopted.**

104

105

106 **FIFTH ORDER OF BUSINESS**

**Joint Public Hearing to Hear Comments and**  
**Objections on the Imposition of Special**  
**Assessments for Operations and**  
**Maintenance for Fiscal Year 2024/2025**  
**Pursuant to Florida Law**

107

108

109

110

111

112 **A. Proof/Affidavit of Publication**

113 B. Mailed Notice(s)

114 C. Consideration of Resolutions Making a Determination of Benefit and Imposing Special  
115 Assessments for Fiscal Year 2024/2025; Providing for the Collection and Enforcement of  
116 Special Assessments; Certifying an Assessment Roll; Providing for Amendments to the  
117 Assessment Roll; Providing a Severability Clause; and Providing an Effective Date

118 Mr. McCarthy opened the Joint Public Hearing.

119 No affected property owners or members of the public spoke.

120 Mr. McCarthy closed the Joint Public Hearing.

121 I. Resolution 2024-07, Bay Creek Community Development District

122 II. Resolution 2024-07, Bayside Improvement Community Development District

123

124 On MOTION for Bay Creek by Mr. Travers and seconded by Ms. McVay, with all  
125 in favor, Resolution 2024-07, Making a Determination of Benefit and Imposing  
126 Special Assessments for Fiscal Year 2024/2025; Providing for the Collection and  
127 Enforcement of Special Assessments; Certifying an Assessment Roll; Providing  
128 for Amendments to the Assessment Roll; Providing a Severability Clause; and  
129 Providing an Effective Date, was adopted.

130

131 On MOTION for Bayside by Mr. Nicholson and seconded by Mr. Cramer, with all  
132 in favor, Resolution 2024-07, Making a Determination of Benefit and Imposing  
133 Special Assessments for Fiscal Year 2023/2024; Providing for the Collection and  
134 Enforcement of Special Assessments; Certifying an Assessment Roll; Providing  
135 for Amendments to the Assessment Roll; Providing a Severability Clause; and  
136 Providing an Effective Date, was adopted.

137

138

139 JOINT BUSINESS ITEM(S)

140 SIXTH ORDER OF BUSINESS

Staff Report: District Engineer – Barraco and Associates, Inc.

141

142

143 Mr. Savage reported the following:

- 144 ➤ Work on the draft National Pollutant Discharge Elimination System (NPDES) Annual  
145 Report is underway. It will be presented before it is submitted by the October 2024 deadline.

146 ➤ Ongoing observations of the Infinity Project and the NPDES preventions is ongoing. Some  
147 pieces were identified that requires remediation by the contractor, which was communicated to  
148 the contractor. Staff will verify they were addressed.

149 Mr. Savage stated that he will try to reach Mr. Cramer again about an outstanding item.

150

151 **SEVENTH ORDER OF BUSINESS**

**Treatment Report: July 2024 - Superior  
Waterway Services, Inc. (Andy Nott)**

152

153

154 The monthly Treatment Report was included for informational purposes.

155 Mr. Nott distributed and presented the Benchmark EA South test results for Lakes A-16  
156 and A-17. E. coli levels were detected in Lake A-16 at 24,000, which is “off the charts” when  
157 compared to the County’s 2,400 levels. He recommends testing the upstream lakes at a cost of  
158 about \$130 per pond, to determine baseline levels and help identify the source, before  
159 considering further costly tests to determine if the source is human or aviary.

160 Discussion ensued regarding identifying test lakes, locating the source, determining if the  
161 source is environmental and whether further testing and/or treatment is necessary.

162 It was noted that the Lake A-17 levels were 199 and there was a recommendation to  
163 conduct multiple water testing to obtain a baseline. Mr. Willis stated PLCA Staff had the lift  
164 station by the canoe launch inspected and did not detect E. coli. Mr. Nicholson thinks the next  
165 step is additional testing of all the chain lakes, starting with Lake A-6 and retesting Lakes A-16  
166 and A-17. Mr. Nott stated if they choose to test all thirteen lakes, he will reduce the cost to \$100  
167 per lake.

168

169

**On MOTION for Bayside by Mr. Nicholson and seconded by Mr. Cramer, with all  
in favor, authorizing Superior Waterway Services, Inc., to test all the upstream  
lakes starting with Lake A-6 and retesting Lakes A-17 and A-16 for E. Coli, was  
approved.**

170

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174

**On MOTION for Bay Creek by Mr. Travers and seconded by Mr. Addison, with all  
in favor, authorizing Superior Waterway Services, Inc. to test all the upstream  
lakes starting with Lake A-6 and retesting Lakes A-17 and A-16 for E. Coli, was  
approved.**

175

176

177

178

179

180 Mr. Nott will send the Work Authorization to Mrs. Adams for approval, along with the  
181 results to distribute to the Boards.

182 **A. Consideration of Service Agreement Water Testing**

183 **I. Lakes A-16 & A-16**

184 The title of this agenda should be "Lakes A-16 & A-17". This item was voided.

185 **II. Lakes A-1, A-2, A-16, A-17, D-8, F-16, A-26 at Outfall and T-1 Canal**

186 This item was presented during the Ninth Order of Business.

187

188 **EIGHTH ORDER OF BUSINESS**

**Continued Discussion: Water Quality**

189

190 This item was presented following the Ninth Order of Business.

191

192 **NINTH ORDER OF BUSINESS**

**Consideration of Proposals for Water  
Quality Monitoring and Reporting 2024**

193

194

195 Mr. McCarthy recommended approving the Superior Waterway proposal behind Tab 7B  
196 and noted that the Earth Tech Environmental Quote did not include E. coli testing.

197 Mr. Adams compared the proposal amounts.

198 **A. Earth Tech Environmental Quote Number 2672**

199 **B. Johnson Engineering, Inc. Professional Services Agreement**

200 Mr. Cramer asked if the CDDs should notify the community if breakage is detected. Mr.  
201 Adams stated the information will be turned over to Bonita Springs Utilities for them to issue a  
202 public announcement.

203

204 **On MOTION for Bayside by Mr. Cramer and seconded by Mr. Nicholson, with all**  
205 **in favor, the Superior Waterway Services, Inc., Service Agreement for Water**  
206 **Testing of Lakes A-1, A-2, A-16, A-17, D-8, F-16, A-26 at the Outfall and T-1 Canal,**  
207 **in a not-to-exceed amount of \$7,500, was approved.**

208

209 **On MOTION for Bay Creek by Mr. Travers and seconded by Mr. Addison, with all**  
210 **in favor, the Superior Waterway Services, Inc., Service Agreement for Water**  
211 **Testing of Lakes A-1, A-2, A-16, A-17, D-8, F-16, A-26 at the Outfall and T-1 Canal,**  
212 **in a not-to-exceed amount of \$7,500, was approved.**

213

214   ▪   **Continued Discussion: Water Quality**

215           **This item, previously the Eighth Order of Business was presented out of order.**

216           Mr. McCarthy asked if there further discussion is necessary. Ms. Montgomery felt that  
217 the past two motions were adequate for discussion of Water Quality.

218           This item will be removed from future agendas.

219

220 **TENTH ORDER OF BUSINESS**

**Consideration of W.J. Johnson Engineering,  
LLC Professional Services Agreement**

221

222

223           Ms. Gravenhorst distributed and presented her written comments, as follows:

224           “Point of Order: Before we get started, I wish to point out that an action taken at our July  
225 29<sup>th</sup> meeting was incorrect.

226           I believe that it is due to a lack of knowledge on how Parliamentary procedure deals with  
227 the past action. I was so concerned about the process, that I called Greg Urbancic to ask if we  
228 had acted legitimately. Greg was not familiar on the rules for this.

229           After researching parliamentary procedure, this is what I discovered. The majority of both  
230 Bayside and Bay Creek agreed to sign the contract with Johnson Engineering, stipulating that an  
231 agreement on the contract language be agreed.

232           Out of respect to the Bayside Chair, although the only dissenting Bayside vote on the  
233 matter, he was given the floor to express his concerns. They were echoed by the only other  
234 dissenting vote, the Chair of Bay Creek, Mr. Jim Jansen. This was totally out of Parliamentary  
235 procedure but it gets worse due to our lack of knowledge on the rules.

236           Mr. Jansen made a motion to table a motion that has already been passed. In fact the  
237 dissenting votes on a passed motion cannot make a motion to table. Ergo that was not a  
238 legitimate motion. In fact it takes 2/3s votes of the positive voters to approve a motion to rescind  
239 a prior action. Bayside did not make a motion to table. Not only that but if the original motion  
240 created a contract and the contracting party has been notified, rescinding it is not an option.

241           A motion to reconsider needs to be made on the same day as when the motion was  
242 originally voted, so it cannot be a motion to reconsider.

243 I hope that we never find ourselves in this situation again, but if we do I believe the  
244 Robert's Rules of Order were set in place to protect majority rule."

245 Ms. Gravenhorst stated she thinks it is important for the Boards to understand the  
246 process because the CDDs are operating as governmental bodies and need to have a process that  
247 is clear and transparent to all those who want to go back and refer to this.

248 Mr. McCarthy stated that he will have to review the minutes but thinks the item required  
249 an action by the Boards and that the motion was to table the agenda item until the 1B next  
250 meeting. He appreciates her work on this, he thinks she is not on target as to what the issue was.

251 In response to Mr. McCarthy's comments, Ms. Gravenhorst recalled that the Boards  
252 stipulated that the language needed to be clear and Mr. Urbancic started the conversation that  
253 the Boards had agreed upon the terms out of the language. She brought copies of the different  
254 motions from the minutes that started in March to show clarity of the motions.

255 Mrs. Adams and Mr. Adams reviewed the actions taken and motions approved in the June  
256 24, 2024 and July 29, 2024 Joint Meetings. The contract includes a 30-day termination clause that  
257 allows either party to terminate the contract; if Bay Creek choses to terminate the contract due  
258 to process concerns, Bayside can pay for this expense themselves.

259 Discussion ensued about tabling the contract to this meeting, Ms. Gravenhorst's concerns  
260 about the processes in several meetings and some Board Members belief that the Engineer's cost  
261 to provide building specs and the cost estimate to build the project are excessive.

262 Asked if the motion to table the item was in order, Mr. Urbancic replied affirmatively and  
263 stated that the Boards must decide whether to follow Robert's Rules of Order exactly; however,  
264 if the Boards decide to do so, it will be a major task.

265 Board Members expressed their opinion on both matters, the project scope, costs, ability  
266 to fund the project, the overall process that took place and a suggestion to create a committee  
267 as Staff is able to prepare the project scope.

268 For Bayside, Mr. McCarthy moved to approve the Agreement. Bay Creek did not motion.

269 Mr. Travers asked why there is a motion to proceed if Bay Creek has no money to fund  
270 the project. Mr. McCarthy stated that the alternative is for Staff to reduce costs by engaging  
271 individual CDD contractors in lieu of Proposal 3, attached to the contract.

272 Mr. Nicholson stated that he is not prepared for Bayside CDD to pay the full amount, as  
 273 that would be unfair to the Bayside constituents. Mr. Adams stated that Staff can obtain bids  
 274 instead of engaging an Engineer. Mr. Adams asked for clarification. Mr. McCarthy stated that  
 275 Staff will handle Project Scopes 1, 3 and 4, as outlined in Proposal 1. He volunteered to participate  
 276 in certain processes.

277

278 **On MOTION for Bayside by Ms. Gravenhorst and seconded by Mr. Cramer, with**  
 279 **all in favor, the W.J. Johnson Engineering, LLC Professional Services Agreement,**  
 280 **to provide Scope of Services attached as Exhibits, in a not-to-exceed amount of**  
 281 **\$59,175, was not approved.**

282

283

284 **ELEVENTH ORDER OF BUSINESS**

284 **Presentation/Consideration of Plant**  
 285 **Replacement Proposal for Pennyroyal Berm**  
 286 **and Adjacent Cul-De Sacs**

285

286

287

288 Ms. Cramer recalled prior Pennyroyal berm landscaping activities over the years and the  
 289 idea to plant low maintenance plants that need little watering. She asked the Boards to choose a  
 290 layout specific to berms and not just replace a group of plants with what was there. If possible,  
 291 she wants circled areas planted in a circular pattern, similar to the Point and The Colony.

292 Mr. Adams presented directives Mr. Kemp and Mr. Willis were given regarding landscape  
 293 at the Pennyroyal berm and adjacent cul-de sacs, which determined that the majority of the loss  
 294 was due to maintenance. Mr. Kemp presented the proposal, which identifies deficient areas. He  
 295 thinks this is a PLCA Landscape Committee type project, when it comes to concept and design,  
 296 since this is not his specialty and the CDDs are only responsible for maintenance and plant  
 297 replacement. Mr. Adams asked if the Boards want the PLCA to look into another redesign.

298 Board Members Gravenhorst, Nicholson, Travers, McVay, Carmer and McCarthy provided  
 299 input regarding design and plant selection. Mr. Kemp provided input on the ability to maintain  
 300 new plantings before approving a project and involving the PLCA Landscape Committee.

301 Mr. Willis recalled the PLCA Manager commenting about the possibility about the  
 302 Renaissance project installing a wall on top of the berm, as part of the sound deafening project.  
 303 Mr. Adams stated that would happen if the Renaissance project proceeds. Ms. McVay noted an



304 error on Page 22, Section 10 of the Sunny Grove Landscaping Inc. Proposal. Mr. Hoppensteadt  
305 stated that should have been omitted from the proposal.

306 Mr. Adams will provide the agenda materials to Mr. Hoppensteadt and the suggestion to  
307 re-evaluate the berm. Mr. Cramer recalled that the PLCA had no interest in the Pennyroyal berm;  
308 if that is the case, he thinks the PLCA should do what it agreed upon, by coming to the CDDs and  
309 ensuring they are in agreement with the CDDs regarding the irrigation, etc.

310 Discussion ensued about the PLCA budget freeze and deciding who will incur expenses.

311 It was noted that Mr. Adams’ response to the Longlake Committee Chair who asked if Mr.  
312 Kemp can replant the Cassia Court Circle was that the CDDs cannot make exemptions.

313

314 **TWELFTH ORDER OF BUSINESS**

**Consideration of Goals and Objectives  
Reporting [HB7013 - Special Districts  
Performance Measures and Standards  
Reporting]**

315

316

317

318

319 Mr. Adams presented the Memorandum detailing this new requirement and explained  
320 that newly adopted legislation requires special districts to establish and report annual goals and  
321 objectives and develop performance measures and standards to assess the achievement of the  
322 goals and objectives. District Management and District Counsel collaborated on developing  
323 general performance measures, identifying Community Communication and Engagement,  
324 Infrastructure and Facilities Maintenance, and Financial Transparency and Accountability as the  
325 key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each.

326 Mr. Urbancic stated that the statute is very general and does not provide guidance as to  
327 what to include, he is seeing other CDDs using some variation of this form.

328 **A. Bay Creek Community Development District**

329 **B. Bayside Improvement Community Development District**

330

**On MOTION for Bay Creek by Ms. McVay and seconded by Mr. Addison, with all  
in favor, the Goals and Objectives and the Performance Measures/Standards &  
Annual Reporting Form, were approved.**

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**On MOTION for Bayside by Ms. Montgomery and seconded by Mr. Nicholson, with all in favor, the Goals and Objectives and the Performance Measures/Standards & Annual Reporting Form, were approved.**

**THIRTEENTH ORDER OF BUSINESS** **Committee Reports**

**A. PLCA Landscape Committee**

There was no report.

**B. Colony Landscape Committee**

The Report was included for informational purposes.

**FOURTEENTH ORDER OF BUSINESS** **Presentation of Monthly Year-End Financial Forecast (under separate cover)**

The Monthly Year-End Financial Forecast was emailed to the Boards.

**FIFTEENTH ORDER OF BUSINESS** **Acceptance of Unaudited Financial Statements as of July 31, 2024**

Mr. Nicolson asked Mr. Adams if the figures are proportionately in line with what is expected at year end. Mr. Adams replied yes; they are more accurate than six months ago.

Mr. McCarthy pointed out that the assessment revenues exceed budget.

The financials were accepted.

**SIXTEENTH ORDER OF BUSINESS** **Approval of July 29, 2024 Joint Regular Meeting Minutes**

**On MOTION for Bay Creek by Mr. Addison and seconded by Mr. Travers, with all in favor, the July 29, 2024 Joint Regular Meeting Minutes, as amended to include any changes submitted to Management, were approved.**

**On MOTION for Bayside by Mr. Cramer and seconded by Mr. Nicholson, with all in favor, the July 29, 2024 Joint Regular Meeting Minutes, as amended to include any changes submitted to Management, were approved.**

372 **SEVENTEENTH ORDER OF BUSINESS** **Action/Agenda Items**

373  
374 The Action Items list will be updated following the meeting.

375  
376 **EIGHTEENTH ORDER OF BUSINESS** **Old Business**

377  
378 There was no old business.

379  
380 **NINETEENTH ORDER OF BUSINESS** **Staff Reports**

381  
382 **A. District Counsel: Coleman Yovanovich Koester, P.A. [Gregory Urbancic, Esq.]**

383 There was no report.

384 **B. District Manager: Wrathell, Hunt and Associates, LLC**

385 **I. Monthly Status Report: Field Operations**

386 The Monthly Report was included for informational purposes.

387 **II. NEXT MEETING DATE: September 23, 2024 at 2:00 PM**

388 ○ **QUORUM CHECK: BAYSIDE IMPROVEMENT CDD**

389 ○ **QUORUM CHECK: BAY CREEK CDD**

390 Bayside Supervisors McCarthy, Cramer, Gravenhorst and Montgomery confirmed their  
391 attendance at the September 23, 2024 meeting. Supervisor Nicholson will not be present.

392 All Bay Creek Supervisors confirmed their attendance at the September 23, 2024 meeting.

393  
394 **TWENTIETH ORDER OF BUSINESS** **Supervisors' Requests**

395  
396 Ms. McVay asked for the fire bush removed from the cul-de-sac to be replaced. She asked  
397 for a copy of the Agreement between the Bay Creek HOA and the CDD and the treatment  
398 schedule for the roundabout. Mr. Kemp stated the plants will be replaced next week. Mr. Adams  
399 will prepare a memorandum of historical intent, as he was unable to locate the Agreement or a  
400 vote in the meeting minutes regarding the Bay Creek gate left open during the day, as the CDD  
401 would be able to maintain the landscaping behind the gate.

402 Ms. Gravenhorst asked about the vines in the preserves and throughout the CDDs. Mrs.  
403 Adams stated those are non-invasive vines that occur yearly at this time; residents should email  
404 Mrs. Adams and Mr. Willis about areas where it is visible.

405

406 **TWENTY-FIRST ORDER OF BUSINESS**

**Public Comments: Non-Agenda Items**

407

408 Resident Nancy Cohen expressed concerns about hazardous palms fronds and line of sight  
409 issues. Mr. Adams discussed maintenance protocols. Mr. Cramer stated that he emailed the note  
410 Ms. Cohen sent him to Mr. Adams and other parties.

411 Resident Dean Francis, speaking on behalf of the Long Lake Village HOA President, asked  
412 about the bypass getting connected and about the catch basins. Mr. Kemp stated that the  
413 schedule from the contractor is pending. Mr. Francis asked the Boards to revisit asking Long Lake  
414 Village to pay for half the costs, since the error was made 27 years ago. Mr. Adams stated that  
415 his statement is incorrect, Long Lake Village wants to install a filter that creates having to isolate  
416 the line, which is something the CDD is not obligated to do but decided to split the cost. Mrs.  
417 Adams stated that the catch basin inspection and cleaning was completed.

418

419 **TWENTY-SECOND ORDER OF BUSINESS**

**Adjournment: [Bayside Improvement CDD]**

420

421 The Bayside Improvement meeting adjourned at 4:04 p.m.

422

423 **BAY CREEK BUSINESS ITEMS**

424 **TWENTY-THIRD ORDER OF BUSINESS**

**Discussion/Consideration: Irrigation Rates  
Proposed Changes**

425

426

427 Mr. Adams stated information will be presented at the next meeting in order to set the  
428 Public Hearing for October to adopt the proposed Irrigation User Fee.

429

430 **TWENTY-FOURTH ORDER OF BUSINESS**

**Adjournment: [Bay Creek CDD]**

431

432 The Bay Creek meeting adjourned at 4:07 p.m.

433

434 **FOR BAYSIDE IMPROVEMENT**

435

436

437

438

439 \_\_\_\_\_

440 Secretary/Assistant Secretary

441

442 **FOR BAY CREEK:**

443

444

445

446 \_\_\_\_\_

447 Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair

\_\_\_\_\_  
Chair/Vice Chair

**BAYSIDE IMPROVEMENT  
AND BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICTS**

**ACTION/AGENDA  
ITEMS**

**BAYSIDE IMPROVEMENT & BAY CREEK CDDs  
ACTION/AGENDA ITEMS**

**ACTIVE / ONGOING – NEW 08.26.24 MEETING**

- 1.** Mr. Savage: Verify contract addressed all remediation pertaining to the Infinity Project and that NDPEs preventions in place. **ONGOING**
  
- 2.** Mr. Nott/Mrs. Adams: Send Superior Work Authorization to test CDD lakes to Mrs. Adams to distribute to Boards. **ONGOING**
  
- 3.** Mr. Adams/Mrs. Adams: Contact Lee County regarding Maintenance and Admin Facility building. Present proposed Engineer Contract at next meeting. **ONGOING**
  
- 4.** Mr. Adams: Send agenda Item 11 materials to Mr. Hoppensteadt with suggestion to re-evaluate Pennyroyal berm. **ONGOING**
  
- 5.** Mrs. Adams/Mr. Adams: Send fire bush treatment schedule to Ms. McVay. Prep & send memo of historical intent between Bay Creek HOA and the CDD. **ONGOING**
  
- 6.** Mr. Kemp: Send contractor's schedule to connect the bypass to Mr. Francis upon receipt. **ONGOING**

**BAYSIDE IMPROVEMENT & BAY CREEK CDDs  
ACTION/AGENDA ITEMS**

**ACTIVE / ONGOING – CARRY OVER FROM  
07.19.24 WORKSHOP & 07.29.24 REGULAR MEETING**

1. Mr. Adams: Bay Creek Enterprise Fund/451: Revisit irrigation user fees & charges. Work on spreadsheet to introduce base monthly fee & irrigation user fees, using same methodology adopted 30 years ago; look into applying base rate to golf course. Review density of each neighborhood & review original Methodology Report. Prep spreadsheet showing homeowner revenues vs golf course revenues and ask Anne for the golf course revenue spreadsheets spanning several years. **ONGOING**
2. Mr. Savage: Present draft National Pollutant Discharge Elimination System (NPDES) Annual Report to the Boards at the next or following meeting. **ONGOING**
3. Mr. Savage: Schedule onsite meeting with Mr. Cramer at Lake A-23 to address questions about the soil samples and drainage issues. **ONGOING**
4. Mr. Adams: Proceed with Lake Mont Village irrigation project upon receipt of Lake Mont Village 50% cost share payment. **ONGOING**
5. CDD Administrators: Create plan of how they would build the facility, to compare it against the W. J. Johnson Engineering proposal. **ONGOING**



**BAYSIDE IMPROVEMENT & BAY CREEK CDDs  
ACTION/AGENDA ITEMS**

**ACTIVE /ONGOING – CARRIED OVER OLDER THAN 06.24.24**

- 1.** Mr. Nott: Reevaluate treatment of Lake A-16 during dry season. **ONGOING**
- 2.** Ms. Hughes: Provide Mr. Kemp life span of PLCA's various plants. **ONGOING**
- 3.** Mr. Adams: Prep MOU-residents maintaining behind McPhail & 2 other homes. **ONGOING**
- 4.** Staff: Revise Interlocal Agmt w/ Village of Estero & negotiate accepting maintenance of section of CDD-owned road outside gate. **ONGOING**

**BAYSIDE IMPROVEMENT & BAY CREEK CDDs  
ACTION/AGENDA ITEMS**

**COMPLETED ITEMS – MOST RECENT TO OLDEST**

1. Mr. Adams: Make additional budget adjustments to the Proposed Fiscal Year 2025 budget, as discussed and correct the Assessment Summary Table formatting issues throughout the document. **COMPLETED** after 08.26.24 meeting
2. Mr. Kemp: Follow up on clogged drainage culvert, why Colony Foundation had Village of Estero on site & email site location to Mrs. Adams. **COMPLETED** after 08.26.24 meeting
3. Mr. Adams: Provide cash flow information on how he arrived at the “Revenues-Interest” amount for the Fiscal Year 2025 budget, for the next meeting. **COMPLETED 08.26.24**
4. Mr. Adams: Re: lake health, include “Discussion on whether to switch testing areas” as an agenda item just before the contract is about to expire. **COMPLETED 08.26.24**
5. Mr. Adams: Correct title of Roster depicting merit increases and update highlighted areas before finalizing and sending to the Boards. **COMPLETED 08.26.24**
6. Mr. Adams: Confirm the \$492 assigned to the “Professional Fees-Other current charges” budget line item are the BankUnited fees. **COMPLETED 08.26.24**
7. Mr. Adams: Review Page 17 and all percentages for all expenses and calculate cost sharing figures in the Enterprise Fund 401/451 Combined Budget, “Water management services” budget line item. **COMPLETED 08.26.24**
8. Mr. Adams/Mr. Urbancic: Put “Discussion of W.J. Johnson contract” on agenda, provide update on W.J. Johnson contract & invite Mr. Franzoi to next mtg. **COMPLETED 08.26.24**
9. Mr. Kemp: Pull from Monday program the cost to maintain annuals and send to Ms. Gravenhorst. **COMPLETED 08.26.24**
10. Mr. Steets/Grau & Associates: Make a note for next year’s audit, to clarify the number of District employees is correctly reflected in each CDD audit. **COMPLETED 08.26.24**
11. Mr. Adams: Provide the Boards with a list of Independent contractors to reconcile the information in each CDD audit. **COMPLETED 08.26.24**
12. PLCA: Inspecting its injector pump station to see if they can detect E. Coli, which was identified in Lake A-16. **COMPLETED 08.26.24**
13. Mr. Adams: Obtain proposals from Superior Waterway and similar vendors to provide Water Quality Monitoring and Reporting services. **COMPLETED 08.26.24**

**BAYSIDE IMPROVEMENT & BAY CREEK CDDs  
ACTION/AGENDA ITEMS**

**COMPLETED ITEMS – MOST RECENT TO OLDEST**

14. Mr. Nott: Sample Lakes A-16 and A-17 upstream of the last weir for E. coli and try to determine if the source is human or ariary. **COMPLETED 08.26.24**
15. Mr. Kemp: Inspect the monument wall for damages where the ficus trees were removed. **COMPLETED 08.26.24**
16. Mr. Adams: Proposed FY25 General Fund 002 Budget: Add \$25,000 in Surplus Funds, \$15,000 in the General Fund 001 Budget and keep the Enterprise Fund 201 Budget assessments flat. **COMPLETED 08.26.24**
17. Mr. Adams: Confirm \$40,000 assigned to Utility Billing is sufficient. **COMPLETED 08.26.24**
18. Mr. Cramer: Send prior PLCA Hurricane Preparedness communication to Mr. Adams and Mr. Hoppensteadt to use to prepare one for the CDDs, etc. **COMPLETED 08.26.24**
19. Mr. Savage: Give update to Mr. Cramer re: Infinity soil testing. **COMPLETED 08.26.24**
20. Mr. Adams: With Landscape Committee guidance, work w/ Field Management on remediation plan for berm by Pennyroyal Drive. **COMPLETED 08.26.24**
21. Mr. Kayne: Advise Mr. Barraco to amend DO letter to include add'l language under Stipulation #4. 10.23.23 Mr. Adams: Get status from Mr. Barraco. **COMPLETED 08.26.24**
22. Mr. Adams: Ascertain from Tax Collector the number of accounts that have not paid assessments and email to the CDD Boards. **COMPLETED 08.26.24**
23. Mr. Adams: Email WCI/PLCA Quit Claim Deed to Mr. Urbancic to review. **COMPLETED 08.26.24**
24. Mr. Adams: Add "Field Operations parts replacement" budget line item & incorporate Mr. Kemp's figures & cost to install flashing lights on ATVs. **COMPLETED 08.26.24**
25. BOS: Notify Mr. Adams if attending non-CDD meetings. **COMPLETED 08.26.24**
26. Mr. Adams: Schedule visit with Mr. Zimmerman to see demonstration of new straight trimmer and give suggestions for improvement to the BMPs, if any. **COMPLETED 08.26.24**
27. Staff: Place all 3 previously approved projects into one contract with the not-to-exceed amount being the total cost of the three projects and negotiate with W.J. Johnson for that total to be the not-to-exceed amount for the scope of work. **COMPLETED 07.29.24**

**BAYSIDE IMPROVEMENT & BAY CREEK CDDs  
ACTION/AGENDA ITEMS**

**COMPLETED ITEMS – MOST RECENT TO OLDEST**

28. Mr. Adams: Discuss whether to include sums for the streetlights in The Colony in order to refresh the painting, repair and correct leaning light poles and unify the lighting with the designated 3000K (warm light) bulbs **COMPLETED 07.29.24**
29. Staff: Schedule cleaning of catch basin behind dumpster by tennis courts. **COMPLETED 07.29.24**
30. Mr. Savage: Provide status of National Pollutant Discharge Elimination System (NPDES) MS4 permit, due to Lee County at end of June 2024. **COMPLETED 07.29.24**
31. Mr. Savage: Provide proposal for FY25 Water Quality Report. **COMPLETED 07.29.24**
32. Mr. Adams: Include latest projected forecasted year-end totals in proposed FY2025 budgets to review at budget workshop. **COMPLETED 07.29.24**
33. Mr. Nott: Credit LED lighting shipping cost to CDDs, if warranted. **COMPLETED 07.29.24**
34. Mr. Franzoi: Adjust proposal amounts for Maintenance & Admin. Facility below bid threshold & present, with building specs at the next meeting. **COMPLETED 07.29.24**
35. Mr. Adams: Email current financial positions to Boards. Have “miscellaneous income” budget line item for both CDDs moved under the Operating Revenues section. **COMPLETED 07.29.24**
36. Mr. Nott: Lake B-7 address floating debris in the lake and fountain not working. **COMPLETED 07.29.24**
37. Mr. Adams: Work w/ Mr. Kemp; review Longlake Village valve project. **COMPLETED 07.29.24**
38. Mr. Willis & Mr. Kemp: Work together on the Colony light bulb replacement project and painting the light poles. **COMPLETED 07.29.24**
39. Mr. Adams. Research & advise Mr. Durney info on \$10,000 assigned to the “Nonoperating revenues/(expenses)-Miscellaneous income” budget line item. **COMPLETED 07.29.24**
40. Mr. Kemp: Prep list of resources that can be done for Scope of Space Constraint Project & Scope for Deferred Maintenance, initially, and what resources will be needed on an ongoing basis. **COMPLETED 07.29.24**

**BAYSIDE IMPROVEMENT & BAY CREEK CDDs  
ACTION/AGENDA ITEMS**

**COMPLETED ITEMS – MOST RECENT TO OLDEST**

41. Staff: Obtain quote from W.J. Johnson for entire scope of services split into 3 proposals; restoration, space optimization and zoning permit. **03.25.24** Mr. Nicholson: Work w/ Mr. Adams and Johnson & Assoc on scope & new proposals w/ Fee Schedule. **COMPLETED 07.29.24**
42. Mr. Adams: Follow-up w/ BankUnited on status of earned interest. **COMPLETED 07.29.24**
43. Mr. Adams: Discuss interest owed to Bayside from Bay Creek, due to \$80,000 irrigation debt, with the Accounting Department. **02.26.24** Research interest owed to Bayside and reason for changes in the current and prior Variance Report **COMPLETED 07.29.24**
44. Mr. Nott: Obtain salinity test and address reinstallation of littorals during the rainy season. Lake behind Ms. McVay's home, Lake D-9. **COMPLETED 07.29.24**
45. Mr. Nicholson: Point person w County/other entities, re: Space Optimization of Maintenance & Administrative Facility on Coconut Rd, in consultation w/ Staff. **COMPLETED 07.29.24**
46. Mr. Adams: Research charging interest if, BI loan to BC is not paid before FY24. **COMPLETED 07.29.24**
47. Mr. Adams: Update Pg 18 budget description how "Utility billing" is calculated. **COMPLETED 07.29.24**
48. Mr. Adams: Prep spreadsheet depicting items in General Ledger that the CDDs maintain but another entity owns and send to Ms. Gravenhorst. 03.25.24 Give PowerPoint presentation at the next meeting. **COMPLETED 07.29.24**
49. Mr. Nott: Schedule technician to apply blue dye in Lake A-16 and provide a proposal which reduces the nutrients in the lake. **COMPLETED 06.24.24**
50. Mr. Adams: Advertise RFQ for Engineering Services for Section B Maintenance Facility Deferred Maintenance Items. **COMPLETED 06.24.24**
51. Mr. Adams: Split cost 50/50 with Pelican Nest Golf Course to install new roof on Bay Creek Pump Station on Greenview Dr. **COMPLETED 06.24.24**
52. Mr. Nott: Schedule technician to apply blue dye in Lake A-16 and provide a proposal which reduces the nutrients in the lake. **COMPLETED 06.24.24**

**BAYSIDE IMPROVEMENT & BAY CREEK CDDs  
ACTION/AGENDA ITEMS**

**COMPLETED ITEMS – MOST RECENT TO OLDEST**

53. Mr. Adams: Check status of future statements including interest earned amounts, transferring “Due to Bayside CDD” monies & closing Wells Fargo Acct. Find out if any properties are going through the tax certificate sale process. **COMPLETED 06.24.24**
54. Mr. Kemp: Obtain proposal to repair pavers once MRI completes work at 24001 Addison Place Court. **COMPLETED 05.20.24**
55. Mrs. Adams: Distribute Annual Sluice Gate Inspection Report to the Boards and include on next agenda. **COMPLETED 05.20.24**
56. Staff: Work w PLCA on Cane Toad Mitigation involving all parties. **COMPLETED 05.20.24.**
57. Mrs. Adams: Send CDD preferred littoral planting list to Mr. Francis. **COMPLETED 05.20.24**
58. Mr. Nott: Send treatment and maintenance proposal for Lake A-16 to Mrs. Adams to include on the next agenda. **COMPLETED 05.20.24**
59. Mr. Nott: Send missing pages of Treatment Report to Mrs. Adams to distribute to the BOS and enhance the Report by clarifying target invasives. **COMPLETED 04.22.24**
60. Mr. Adams: Re-email ethics training info to the BOS. **COMPLETED 04.22.24**
61. Staff: Request a proposal from Southern Trappers. **COMPLETED 03.25.24**
62. Mrs. Adams: Add Mr. Kemp to agenda distribution list. **COMPLETED 03.25.24**
63. Mr. Urbancic: Email ethics training info to Mr. Adams for BOS. **COMPLETED 03.25.24**
64. MRI: Provide Mrs. Adams a revised proposal for 24001 Addison Place Court project and project schedule for BOS. **COMPLETED 03.25.24**
65. Mr. Nott: Send Lake Rpt & Aeration Survey Report to Mrs. Adams. **COMPLETED 03.25.24**
66. PLCA: Submit a Cane Toad Removal Plan that has an umbrella of the scope of services, before the CDDs will consider the Pesky Varmints proposal. **COMPLETED 03.25.24**
67. Mrs. Adams: Include “Discussion of Water Quality and Task Force” on agenda. **COMPLETED 03.25.24**

**BAYSIDE IMPROVEMENT & BAY CREEK CDDs  
ACTION/AGENDA ITEMS**

**COMPLETED ITEMS – MOST RECENT TO OLDEST**

- 68. Mr. Adams: Invite Ms. Lauren Craig from Hotwire to make presentation at next meeting on broadcasting CDD info. **COMPLETED 03.25.24**
- 69. Mr. Adams: Provide the Boards information on the inconsistencies in the Financial Reports. **COMPLETED 03.25.24**
- 70. Staff: Inform Landscape Committee regarding once per week watering restrictions. **COMPLETED 03.25.24**
- 71. Mr. Nott: Submit revised fountain proposals based on specifications discussed. **COMPLETED 03.25.24**
- 72. Staff: Request proposal for Burnt Pine Drive lighting. **COMPLETED 03.25.24**
- 73. Mr. Kemp: Meet with contractor & get proposal for Colony light bulb replacement. **COMPLETED 03.25.24**
- 74. Mr. Adams: Research why water billing no longer indicates when a penalty for overuse applies. **COMPLETED 03.25.24**
- 75. Staff: Remove treated vines entering south gate, towards The Nest. **COMPLETED 03.25.24**
- 76. Mr. Adams: Review horticulturist dumpster invoice & bill the PLCA. **COMPLETED 03.25.24**
- 77. Staff: Recreate PLCA / CDD list of “Who Owns What” **COMPLETED 03.25.24**
- 78. Mr. Adams: Have Acct reconcile charges applied to “Other contractual-tree trimming” that belong to “Unbudgeted contractual services” budget line item. **COMPLETED 03.25.24**
- 79. Mr. Kayne: Ask M&N for construction schedule. Monitor progress & report to BOS & Staff. Mr. Adams: Ask Mr. Barraco for construction schedule. **COMPLETED 03.25.24**
- 80. Mr. Urbancic: Ask City for letter that it does not oppose vacation & replacement of drainage easement and that there is no necessity for a replat. **COMPLETED 03.25.24**

**BAYSIDE IMPROVEMENT  
AND BAY CREEK  
COMMUNITY DEVELOPMENT DISTRICTS**

**STAFF  
REPORTS**



**BAYSIDE IMPROVEMENT COMMUNITY DEVELOPMENT DISTRICT  
AND  
BAY CREEK COMMUNITY DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 JOINT MEETING SCHEDULE**

**LOCATION**

*Pelican Landing Community Center, 24501 Walden Center Drive, Bonita Springs, Florida 34134*

<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>October 28, 2024</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>
<b>December 9, 2024*</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>
<b>January 27, 2025</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>
<b>February 24, 2025</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>
<b>March 24, 2025</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>
<b>April 28, 2025</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>
<b>May 19, 2025**</b>	<b>Regular Meeting</b> <i>Presentation of FY26 Proposed Budget</i>	<b>2:00 PM</b>
<b>June 23, 2025</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>
<b>July 18, 2025</b>	<b>Budget Workshop</b>	<b>9:00 AM</b>
<b>July 28, 2025</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>
<b>August 25, 2025</b>	<b>Public Hearing and Regular Meeting</b> <i>Adoption of FY26 Proposed Budget</i>	<b>2:00 PM</b>
<b>September 22, 2025</b>	<b>Regular Meeting</b>	<b>2:00 PM</b>

**Exceptions**

*\*December meeting date is two (2) weeks earlier to accommodate the holidays.*

*\*\*May meeting date is one (1) week earlier to accommodate the Memorial Day holiday.*