

**WEST LAKE
COMMUNITY DEVELOPMENT
DISTRICT**

JULY 09, 2025

AGENDA PACKAGE



2005 PAN AM CIRCLE, SUITE 300
TAMPA. FL 33067

West Lake Community Development District

Board of Supervisors

Kelly Evans, Chairman
Lori Campagna, Vice Chairman
Brad Gilley, Assistant Secretary
Paulo Beckert, Assistant Secretary
Nancy Symonds, Assistant Secretary

District Staff

Brian Lamb, District Secretary
John Vericker, District Counsel
Chris O'Kelley, P.E., District Engineer

Regular Meeting Agenda

July 09, 2025, at 1:00 p.m.

The Regular Meetings of West Lake Community Development District will be held on **July 09, 2025, at 1:00 p.m. at the Offices of Inframark, which are located at 2005 Pan Am Circle Suite 300 Tampa, FL 33607.** For those who intend to call in below is the Teams link information. Please let us know at least 24 hours in advance if you are planning to call into the meeting.

All cellular phones and pagers must be turned off during the meeting.

REGULAR MEETINGS OF THE BOARD OF SUPERVISORS

1. CALL TO ORDER/ROLL CALL

2. PUBLIC COMMENT ON AGENDA ITEMS

(Each individual has the opportunity to comment and is limited to three (3) minutes for such comment)

3. BUSINESS ITEMS

4. CONSENT AGENDA

- A. Approval of Meeting Minutes; June 11, 2025; Regular Meeting
- B. Consideration of Operation and Maintenance Expenditures for May 2025
- C. Acceptance of the Financials and Approval of the Check Register for May 2025

5. STAFF REPORTS

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

6. ADJOURNMENT

**MINUTES OF MEETING
WEST LAKE
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of West Lake Community Development District was held on Wednesday, June 11, 2025, and called to order at 1:02 p.m. at the Offices of Inframark located at 2005 Pan Am Circle, Suite 300, Tampa, Florida 33607.

Present and constituting a quorum were:

Kelly Evans	Chairperson
Lori Campagna	Vice Chairperson
Brad Gilley	Assistant Secretary

Also present were:

Brian Lamb	District Manager
Michael Perez	District Manager
Debbie Wallace	District Manager
Kathryn Hopkinson	District Counsel

The following is a summary of the discussions and actions taken.

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

Mr. Perez called the meeting to order, and a quorum was established.

SECOND ORDER OF BUSINESS **Public Comments on Agenda Items**

There being none, the next order of business followed.

THIRD ORDER OF BUSINESS **Business Items**

Mr. Perez walked on Resolution 2025-05; Designation of Officers with the introduction of Debbie Wallace the new District Manager added as Assistant Secretary to the Board.

On MOTION by Mr. Gilley seconded by Ms. Evans, with all in favor, Resolution 2025-05; Designation of Officers, as discussed, was adopted. 3-0
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FOURTH ORDER OF BUSINESS **Consent Agenda**

- A. Approval of Meeting Minutes; May 14, 2025; Regular Meeting**
- B. Consideration of Operation and Maintenance Expenditures for May 2025**
- C. Acceptance of the Financials and Approval of the Check Register for May 2025**

On MOTION by Mr. Gilley seconded by Ms. Evans, with all in favor, the Consent Agenda, was approved. 3-0

FIFTH ORDER OF BUSINESS

Staff Reports

- A. District Counsel**
- B. District Engineer**
- C. District Manager**

There being no further reports, the next order of business followed.

SIXTH ORDER OF BUSINESS

Adjournment

There being nothing further,

On MOTION by Ms. Evans seconded by Ms. Campagna, with all in favor, meeting adjourned at 1:07 p.m. 3-0

Michael Perez
District Manager

Kelly Evans
Chairperson

West Lake CDD
Summary of Operations and Maintenance Invoices

Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Comments/Description
Monthly Contract					
INFRAMARK	5/2/2025	149117	\$2,083.33		district management May 2025
INFRAMARK	5/2/2025	149117	\$1,000.00		accounting services May 2025
INFRAMARK	5/2/2025	149117	\$125.00	\$3,208.33	website maintenance/admin May 2025
SITEX AQUATICS, LLC	5/1/2025	10021-B	\$684.00	\$684.00	pond maintenance May 2025
STEADFAST MAINTENANCE	5/1/2025	SA-11767	\$2,376.00	\$2,376.00	Landscape Contract May 2025
Monthly Contract Subtotal			\$6,268.33	\$6,268.33	
Variable Contract					
STRALEY ROBIN VERICKER	5/6/2025	26500	\$753.00	\$753.00	district counsel April 2025
Variable Contract Subtotal			\$753.00	\$753.00	
Regular Services					
BRADLEY GILLEY	5/14/2025	BG-051425	\$200.00	\$200.00	BOARD 5/14/25
KELLY ANN EVANS	5/14/2025	KE-051425	\$200.00	\$200.00	BOARD 5/14/25
LORI A. CAMPAGNA	5/14/2025	LC-051425	\$200.00	\$200.00	BOARD 5/14/25
NANCY SYMONDS	5/14/2025	NS-051425	\$200.00	\$200.00	BOARD 5/14/25
PAULO BECKERT	5/14/2025	PB-051425	\$200.00	\$200.00	BOARD 5/14/25
Regular Services Subtotal			\$1,000.00	\$1,000.00	
Additional Services					
INFRAMARK	5/13/2025	149643	\$3,500.00	\$3,500.00	serc meeting May 2025
Additional Services Subtotal			\$3,500.00	\$3,500.00	
TOTAL			\$11,521.33	\$11,521.33	



2002 West Grand Parkway North
Suite 100
Katy, TX 77449

BILL TO

West Lake Community Development
District
2005 Pan Am Circle Suite 300
Tampa FL 33607
United States

INVOICE#

149117

CUSTOMER ID

C5143

PO#**DATE**

5/2/2025

NET TERMS

Net 30

DUE DATE

6/1/2025

Services provided for the Month of: May 2025

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
District Management	1	Ea	2,083.33		2,083.33
Accounting Services	1	Ea	1,000.00		1,000.00
Website Maintenance / Admin	1	Ea	125.00		125.00
Subtotal					3,208.33

Subtotal \$3,208.33

Tax \$0.00

Total Due \$3,208.33

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

INVOICE

Sitex Aquatics, LLC
PO Box 917
Parrish, FL 34219

office@sitexaquatics.com
+1 (813) 564-2322



Bill to

West Lake CDD
West Lake CDD
Inframark
313 Campus St
Celebration, FL 34747

Ship to

West Lake CDD
West Lake CDD
Inframark
313 Campus St
Celebration, FL 34747

Invoice details

Invoice no.: 10021-B
Terms: Net 30
Invoice date: 05/01/2025
Due date: 05/31/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Aquatic Maintenance	Monthly Lake Maintenance: Two Ponds & Three Wet Slumps	1	\$684.00	\$684.00

Total **\$684.00**



Steadfast Alliance

30435 Commerce Drive, Suite 102
San Antonio, FL 33576
844-347-0702 | ar@steadfastalliance.com

Invoice

Date	Invoice #
5/1/2025	SA-11767

Please make all Checks payable to:
Steadfast Alliance

Bill To
West Lake CDD C/O Inframark 2005 Pan Am Circle Suite 300 Tampa, FL 33598

Ship To
West Lake CDD 5637 Yellow Hornbill Ave Wimauma, FL 33598

P.O. No.	W.O. No.	Account #	Cost Code	Terms	Project
				Net 30	SM1218 West Lake CDD
Quantity	Description		Rate	Serviced Date	Amount
0	Landscape Maintenance @ West Lake CDD for the Month of May 2025.		0.00		0.00
0.4	Landscape Maintenance - Billed at 40%		5,250.00		2,100.00
0.5	Irrigation Management - Billed at 50%		552.00		276.00
0	Fertilization and Pesticide Program		266.50		0.00

Accounts over 60 days past due will be subject to credit hold and services may be suspended. All past due amounts are subject to interest at 1.5% per month plus costs of collection including attorney fees if incurred.

Total	\$2,376.00
Payments/Credits	\$0.00
Balance Due	\$2,376.00

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400

Federal Tax Id. - 20-1778458

West Lake CDD
C/O Inframark
2005 Pan Am Circle, Suite 300
Tampa, FL 33607

May 06, 2025

Client: 001632

Matter: 000001

Invoice #: 26500

Page: 1

RE: General

For Professional Services Rendered Through April 30, 2025

SERVICES

Date	Person	Description of Services	Hours	Amount
4/2/2025	KCH	REVIEW EMAILS BETWEEN M.PEREZ AND STEADFAST REGARDING PERCENTAGE OF PROJECT STARTING UP FOR SERVICE; REVIEW AGENDA PACKAGE; REVIEW TECO AGREEMENT.	0.5	\$167.50
4/9/2025	KCH	PREPARE FOR AND ATTEND BOS MEETING IN PERSON.	0.8	\$268.00
4/11/2025	KCH	REVIEW RESOLUTION APPROVING BUDGET AND SETTING PUBLIC HEARING.	0.2	\$67.00
4/24/2025	JMV	REVIEW AND FILE LANDOWNER CONSENT IN PUBLIC RECORDS.	0.3	\$121.50
Total Professional Services			1.8	\$624.00

DISBURSEMENTS

Date	Description of Disbursements	Amount
4/25/2025	Simplefile E-Recording- Filing Fee- Filing fees	\$96.75
4/25/2025	Simplefile E-Recording- Filing Fee- Filing fees	\$32.25
Total Disbursements		\$129.00

May 06, 2025
Client: 001632
Matter: 000001
Invoice #: 26500

Page: 2

Total Services	\$624.00	
Total Disbursements	\$129.00	
Total Current Charges		\$753.00
Previous Balance		\$13,646.72
Less Payments		(\$13,646.72)
PAY THIS AMOUNT		\$753.00

Please Include Invoice Number on all Correspondence

Attendance Confirmation
for
BOARD OF SUPERVISORS

District Name: West Lake CDD

Board Meeting Date: May 14, 2025

	Name	In Attendance Please X	Paid
1	Kelly Evans	X	\$200.00
2	Lori Campagna	X	\$200.00
3	Nancy Symonds	X	\$200.00
4	Brad Gilley	X	\$200.00
5	Paulo Beckert	X	\$200.00

The supervisors present at the above referenced meeting should be compensated accordingly

Approved for payment:

Michael Perez
District Manager Signature

5/20/2025
Date

**** PLEASE RETURN SIGNED DOCUMENT TO LORI BINGLE ****

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for
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5/20/2025
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Michael Perez
District Manager Signature

5/20/2025
Date

**** PLEASE RETURN SIGNED DOCUMENT TO LORI BINGLE ****



2002 West Grand Parkway North
Suite 100
Katy, TX 77449

INVOICE#

149643

CUSTOMER ID

C4608

PO#**DATE**

5/13/2025

NET TERMS

Net 30

DUE DATE

6/12/2025

BILL TO

Lennar Homes
2005 Pan Am Cir Ste 300
Tampa FL 33607-6008
United States

Services provided for the Month of: May 2025

DESCRIPTION	QTY	UOM	RATE	MARKUP	AMOUNT
SERC Meeting - West Lake CDD	1	Ea	3,500.00		3,500.00
Subtotal					3,500.00

Subtotal

\$3,500.00

Tax

\$0.00

Total Due

\$3,500.00

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

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

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

Account Name: INFRAMARK, LLC

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

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

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

West Lake Community Development District

Financial Statements
(Unaudited)

Period Ending
May 31, 2025

Prepared by:



2005 Pan Am Circle ~ Suite 300 ~ Tampa, Florida 33607
Phone (813) 873-7300 ~ Fax (813) 873-7070

WEST LAKE COMMUNITY DEVELOPMENT DISTRICT

Balance Sheet

As of May 31, 2025

(In Whole Numbers)

ACCOUNT DESCRIPTION	TOTAL
<u>ASSETS</u>	
Cash In Bank	\$ 2,231
TOTAL ASSETS	\$ 2,231
<u>LIABILITIES</u>	
Accounts Payable	\$ 3,500
TOTAL LIABILITIES	3,500
<u>FUND BALANCES</u>	
Unassigned:	(1,269)
TOTAL FUND BALANCES	(1,269)
TOTAL LIABILITIES & FUND BALANCES	\$ 2,231

WEST LAKE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2025
General Fund (001)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>REVENUES</u>				
Developer Contribution	376,525	67,000	(309,525)	17.79%
TOTAL REVENUES	376,525	67,000	(309,525)	17.79%
<u>EXPENDITURES</u>				
<u>Administration</u>				
Supervisor Fees	10,000	6,800	3,200	68.00%
ProfServ-Field Management	12,000	200	11,800	1.67%
ProfServ-Trustee Fees	6,400	-	6,400	0.00%
Management Contract	25,000	12,500	12,500	50.00%
Assessment Roll	5,000	-	5,000	0.00%
Disclosure Report	3,500	3,500	-	100.00%
District Counsel	5,000	21,529	(16,529)	430.58%
District Engineer	3,500	-	3,500	0.00%
Special Services	2,500	-	2,500	0.00%
Accounting Services	6,100	6,000	100	98.36%
Auditing Services	5,200	-	5,200	0.00%
Accounting/Financial Services	17,500	-	17,500	0.00%
Website Compliance	1,800	3,150	(1,350)	175.00%
Postage	150	-	150	0.00%
Insurance - General Liability	5,000	-	5,000	0.00%
Public Officials Insurance	5,000	-	5,000	0.00%
Insurance -Property & Casualty	25,000	-	25,000	0.00%
Legal Advertising	1,500	10,146	(8,646)	676.40%
Bank Fees	200	-	200	0.00%
Financial & Revenue Collections	3,500	-	3,500	0.00%
Website Administration	1,500	500	1,000	33.33%
Office Supplies	100	-	100	0.00%
Dues, Licenses, Subscriptions	175	200	(25)	114.29%
Total Administration	145,625	64,525	81,100	44.31%
<u>Utility Services</u>				
Utility - Other	5,000	-	5,000	0.00%
Utility - Water & Sewer	1,200	-	1,200	0.00%
Utility - StreetLights	50,000	-	50,000	0.00%
Internet Services	1,650	-	1,650	0.00%
Total Utility Services	57,850	-	57,850	0.00%

WEST LAKE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending May 31, 2025
General Fund (001)
(In Whole Numbers)

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD
<u>Other Physical Environment</u>				
Contracts-Aquatic Control	9,000	1,368	7,632	15.20%
Contracts - Landscape	75,000	2,376	72,624	3.17%
Waterway Mgmt Program -Aquatic Plantings & Repairs	1,000	-	1,000	0.00%
Landscape - Annuals	4,000	-	4,000	0.00%
Landscape - Mulch	2,000	-	2,000	0.00%
R&M Landscape	2,000	-	2,000	0.00%
Plant Replacement Program	4,000	-	4,000	0.00%
Landscape- Storm Clean Up & Tree Removal	3,000	-	3,000	0.00%
Irrigation Maintenance	5,000	-	5,000	0.00%
Aquatic Plant Replacement	1,000	-	1,000	0.00%
Total Other Physical Environment	106,000	3,744	102,256	3.53%
<u>Parks and Recreations</u>				
ProfServ-Pool Maintenance	15,000	-	15,000	0.00%
Contracts-Janitorial Services	7,000	-	7,000	0.00%
Amenity Center Pest Control	1,200	-	1,200	0.00%
Security Monitoring Services	5,050	-	5,050	0.00%
R&M-Air Conditioning	1,000	-	1,000	0.00%
Amenity Maintenance & Repairs	6,000	-	6,000	0.00%
R&M-Monument, Entrance & Wall	1,000	-	1,000	0.00%
Sidewalk & Pavement Repair	1,000	-	1,000	0.00%
Pool Services - Chemicals/Permits/Supplies	500	-	500	0.00%
Miscellaneous Maintenance	1,500	-	1,500	0.00%
Playground Equipment and Maintenance	2,500	-	2,500	0.00%
Access Control Maintenance & Repair	3,000	-	3,000	0.00%
Holiday Decoration	5,000	-	5,000	0.00%
Special Events	1,300	-	1,300	0.00%
Amenity Camera R&M	1,000	-	1,000	0.00%
Janitorial Supplies	1,500	-	1,500	0.00%
Dog Waste Station Service & Supplies	1,500	-	1,500	0.00%
Pool Permits	12,000	-	12,000	0.00%
Total Parks and Recreations	67,050	-	67,050	0.00%
TOTAL EXPENDITURES	376,525	68,269	308,256	18.13%
Excess (deficiency) of revenues				
Over (under) expenditures	-	(1,269)	(1,269)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		-		
FUND BALANCE, ENDING		\$ (1,269)		

Bank Account Statement

West Lake CDD

Bank Account No. 9792
Statement No. 05-25

Statement Date 05/31/2025

G/L Account No. 101002 Balance	2,231.14	Statement Balance	5,639.47
		Outstanding Deposits	0.00
Positive Adjustments	0.00	Subtotal	5,639.47
Subtotal	2,231.14	Outstanding Checks	-3,408.33
Negative Adjustments	0.00	Ending Balance	2,231.14
Ending G/L Balance	2,231.14		

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
Deposits							
							0.00
Total Deposits							0.00
Checks							
							0.00
04/10/2025	Payment	1030	INFRAMARK	Check for Vendor V00007	-3,208.33	-3,208.33	0.00
04/17/2025	Payment	1043	INFRAMARK	Check for Vendor V00007	-3,208.33	-3,208.33	0.00
04/24/2025	Payment	1045	INFRAMARK	Check for Vendor V00007	-1,264.00	-1,264.00	0.00
05/14/2025	Payment	1046	STRALEY ROBIN VERICKER	Check for Vendor V00003	-753.00	-753.00	0.00
05/14/2025	Payment	1047	SITEX AQUATICS, LLC	Check for Vendor V00015	-684.00	-684.00	0.00
05/14/2025	Payment	1048	STEADFAST MAINTENANCE	Check for Vendor V00016	-2,376.00	-2,376.00	0.00
05/21/2025	Payment	1049	LORI A. CAMPAGNA	Check for Vendor V00008	-200.00	-200.00	0.00
05/21/2025	Payment	1050	KELLY ANN EVANS	Check for Vendor V00009	-200.00	-200.00	0.00
05/21/2025	Payment	1051	PAULO BECKERT	Check for Vendor V00010	-200.00	-200.00	0.00
05/21/2025	Payment	1053	NANCY SYMONDS	Check for Vendor V00013	-200.00	-200.00	0.00
Total Checks					-12,293.66	-12,293.66	0.00
Adjustments							
Total Adjustments							
Outstanding Checks							
05/21/2025	Payment	1052	BRADLEY GILLEY	Check for Vendor V00011			-200.00
05/29/2025	Payment	1054	INFRAMARK	Check for Vendor V00007			-3,208.33
Total Outstanding Checks							-3,408.33
Outstanding Deposits							
Total Outstanding Deposits							

WEST LAKE COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund

For the Period from 05/01/2025 to 05/31/2025

(Sorted by Check / ACH No.)

Fund No.	Check / ACH No.	Date	Vendor	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
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GENERAL FUND - 001

001	1046	05/14/25	V00003	STRALEY ROBIN VERICKER	26500	district counsel April 2025	District Counsel	531146-51301	\$753.00
001	1047	05/14/25	V00015	SITEX AQUATICS, LLC	10021-B	pond maint May 2025	pond maintenance May 2025	534067-53908	\$684.00
001	1048	05/14/25	V00016	STEADFAST MAINTENANCE	SA-11767	Landscape Contract May 2025	Contracts - Landscape	534171-53908	\$2,376.00
001	1049	05/21/25	V00008	LORI A. CAMPAGNA	LC-051425	BOARD 5/14/25	Supervisor Fees	511100-51401	\$200.00
001	1050	05/21/25	V00009	KELLY ANN EVANS	KE-051425	BOARD 5/14/25	Supervisor Fees	511100-51401	\$200.00
001	1051	05/21/25	V00010	PAULO BECKERT	PB-051425	BOARD 5/14/25	Supervisor Fees	511100-51401	\$200.00
001	1052	05/21/25	V00011	BRADLEY GILLEY	BG-051425	BOARD 5/14/25	Supervisor Fees	511100-51401	\$200.00
001	1053	05/21/25	V00013	NANCY SYMONDS	NS-051425	BOARD 5/14/25	Supervisor Fees	511100-51401	\$200.00
001	1054	05/29/25	V00007	INFRAMARK	149117	management services May 2025	district management May 2025	531136-51301	\$2,083.33
001	1054	05/29/25	V00007	INFRAMARK	149117	management services May 2025	accounting services May 2025	532001-51301	\$1,000.00
001	1054	05/29/25	V00007	INFRAMARK	149117	management services May 2025	website maintenance/admin May 2025	549936-51301	\$125.00
Fund Total									\$8,021.33

Total Checks Paid	\$8,021.33
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