

**WEST LAKE
COMMUNITY DEVELOPMENT DISTRICT**

AUGUST 25, 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
Vacant, Assistant Secretary
Nancy Symonds, Assistant Secretary

Staff:

Deborah Wallace, District Manager
Brian Lamb, District Secretary
John Vericker, District Counsel
Chris O'Kelley, District Engineer

Special Meeting Agenda Monday, August 25, 2025 – 10:00 a.m.

The Special Meeting of West Lake Community Development District will be held at the **Offices of Inframark located at 2005 Pan Am Circle Suite 300 Tampa, FL 33607.**

Microsoft Teams Meeting: [Join the meeting now](#)

Meeting ID: 286 534 389 986 9

Call in (audio only): +1 (646) 838-1601

Passcode: bg6wi2fp

Phone Conference ID: 594 801 954#

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

A. Consideration of Proposed Amended FY 2025-2026 Operating Budget

B. Consideration of Resolution 2025-07; Approving the Amended FY 2025-2026 Operating Budget and Setting a Date for the Public Hearing

4. Staff Reports

A. District Counsel

B. District Engineer

C. District Manager

5. Adjournment

District Office:

Pan Am Circle, Suite 300
Tampa, FL 33607
(813) 873-7300

Meeting Location:

In person: 2005 Pan Am Circle Suite 300 Tampa, FL 33607
Participate remotely: Microsoft Teams [Join the meeting now](#)
OR dial in for audio only (646) 838-1601
Meeting ID: 286 534 389 986 9
Passcode: bg6wi2fp

Third Order of Business

3A

West Lake

Community Development District

Annual Operating Budget

Fiscal Year 2026

Prepared by:



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West Lake

Community Development District

Operating Budget

Fiscal Year 2026

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2026 Budget

ACCOUNT DESCRIPTION	ADOPTED	ACTUAL	TOTAL	% +/-	ANNUAL
	BUDGET	THRU	PROJECTED		BUDGET
	FY 2025	5/31/2025	FY 2025	Budget	FY 2026
REVENUES					
Developer Contributions	376,525	\$ 67,000	273,469	-27%	376,525
TOTAL REVENUES	\$ 376,525	\$ 67,000	\$ 273,469		\$ 376,525
EXPENDITURES					
Financial and Administrative					
Supervisor Fees	10,000	\$ 6,800	\$ 10,000	0%	12,000
District Management	25,000	\$ 12,500	25,000	0%	25,000
Field Management	12,000	\$ 200	12,000	0%	12,000
Construction Accounting	6,100	\$ 6,000	6,100	0%	6,100
Financial/Revenue Collections	3,500	\$ -	3,500	0%	3,500
Accounting Services	17,500	\$ -	17,500	0%	17,500
Special Services	2,500	\$ -	2,500	0%	-
Website Admin Services	1,500	\$ 500	1,500	0%	1,500
District Engineer	3,500	\$ -	2,000	-43%	7,500
District Counsel	5,000	\$ 21,529	26,529	431%	20,000
Trustees Fees	6,400	\$ -	-	-100%	6,400
Auditing Services	5,200	\$ -	5,200	0%	5,200
Postage, Phone, Faxes, Copies	150	\$ -	150	0%	150
Assessment Roll	5,000	\$ -	-	-100%	5,000
Legal Advertising	1,500	\$ 10,146	12,646	743%	2,500
Bank Fees	200	\$ -	200	0%	200
Dues, Licenses & Fees	175	\$ 200	200	14%	350
Onsite Office Supplies	100	\$ -	-	-100%	-
Website ADA Compliance	1,800	\$ 3,150	3,150	75%	2,000
Disclosure Report	3,500	\$ 3,500	3,500	0%	5,000
Total Financial and Administrative	\$ 110,625	\$ 64,525	\$ 131,675		\$ 131,900
Insurance					
General Liability	5,000		5,000	0%	5,000
Public Officials Insurance	5,000		5,000	0%	5,000
Property & Casualty Insurance	25,000		25,000	0%	30,000
Total Insurance	\$ 35,000	\$ -	\$ 35,000		\$ 40,000

Summary of Revenues, Expenditures and Changes in Fund Balances
Fiscal Year 2026 Budget

ACCOUNT DESCRIPTION	ADOPTED	ACTUAL	TOTAL		ANNUAL
	BUDGET	THRU	PROJECTED	% +/-)	BUDGET
	FY 2025	5/31/2025	FY 2025	Budget	FY 2026
Utility Services					
Electric Utility	\$ 5,000	\$ -	\$ 5,000	0%	\$ 12,000
Street Lights	\$ 50,000	\$ -	\$ 50,000	0%	\$ 53,000
Amenity Internet	\$ 1,650	\$ -	\$ 1,650	0%	\$ -
Water/Waste	\$ 1,200	\$ -	\$ 1,200	0%	\$ -
Total Utility Services	\$ 57,850	\$ -	\$ 57,850		\$ 65,000
Amenity					
Pool Permits	\$ 12,000	\$ -	\$ -	-100%	\$ -
Janitorial - Contract	\$ 7,000	\$ -	\$ -	-100%	\$ -
Janitorial - Supplies/Other	\$ 1,500	\$ -	\$ -	-100%	\$ -
Amenity Pest Control	\$ 1,200	\$ -	\$ -	-100%	\$ -
Amenity R&M	\$ 6,000	\$ -	\$ -	-100%	\$ -
Amenity Camera R&M	\$ 1,000	\$ -	\$ -	-100%	\$ -
Facility AC	\$ 1,000	\$ -	\$ -	-100%	\$ -
Dog Waste Station	\$ 1,500	\$ -	\$ -	-100%	\$ -
Playground Maintenance	\$ 2,500	\$ -	\$ -	-100%	\$ -
Access Control R&M	\$ 3,000	\$ -	\$ -	-100%	\$ -
Entrance Monuments, Gates, Walls R&M	\$ 1,000	\$ -	\$ -	-100%	\$ -
Sidewalk, Pavement, Signage R&M	\$ 1,000	\$ -	\$ -	-100%	\$ -
Pool Maintenance - Contract	\$ 15,000	\$ -	\$ -	-100%	\$ -
Pool Treatments & Other R&M	\$ 500	\$ -	\$ -	-100%	\$ -
Security Monitoring Services	\$ 5,050	\$ -	\$ -	-100%	\$ -
Miscellaneous Expenses	\$ 1,500	\$ -	\$ -	-100%	\$ -
Special Events	\$ 1,300	\$ -	\$ -	-100%	\$ -
Holiday Decorations	\$ 5,000	\$ -	\$ -	-100%	\$ -
Total Amenity	\$ 67,050	\$ -	\$ -		\$ -
Landscape and Pond Maintenance					
Landscape and Irrigation Maintenance - Contract	\$ 75,000	\$ 2,376	\$ 26,376	-65%	\$ 80,000
Landscaping - R&M	\$ 2,000	\$ -	\$ -	-100%	\$ -
Landscaping - Mulch	\$ 2,000	\$ -	\$ 2,000	0%	\$ 2,000
Landscaping - Annuals	\$ 4,000	\$ -	\$ -	-100%	\$ -
Landscaping - Plant Replacement	\$ 4,000	\$ -	\$ 4,000	0%	\$ 10,000
Irrigation Repairs	\$ 5,000	\$ -	\$ 2,500	-50%	\$ 5,000
Aquatics - Contract	\$ 9,000	\$ 1,368	\$ 4,068	-55%	\$ 8,202
Aquatics - Plant Replacement	\$ 1,000	\$ -	\$ 1,000	0%	\$ -
Well - R&M	\$ 1,000	\$ -	\$ 1,000	0%	\$ 2,500
Debris Cleanup	\$ 3,000	\$ -	\$ 3,000	0%	\$ 10,000
Total Landscape and Pond Maintenance	\$ 106,000	\$ 3,744	\$ 43,944		\$ 117,702
Contingency					
Miscellaneous Contingency	\$ -	\$ -	\$ 5,000	0%	\$ 21,923
Total Contingency	\$ -	\$ -	\$ 5,000		\$ 21,923
TOTAL EXPENDITURES	\$ 376,525	\$ 68,269	\$ 273,469		\$ 376,525

Budget Narrative
Fiscal Year 2026

REVENUES

Interest-Investments

The District earns interest on its operating accounts.

Operations & Maintenance Assessments – On Roll

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District to pay for the operating expenditures during the Fiscal Year. The collection will be provided by the Tax Collector pursuant to Section 197.3632, Florida Statutes, which is the Uniform Collection Methodology.

Developer Contributions

The district will direct bill and collect non-ad valorem assessments on assessable property in order to pay for the debt service expenditures during the fiscal year.

Other Miscellaneous Revenues

Additional revenue sources not otherwise specified by other categories.

Special Assessments-Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments only when collected by the Tax Collector. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

EXPENDITURES

Financial and Administrative**Supervisor Fees**

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance. The amount for the Fiscal Year is based upon four supervisors attending 14 meetings.

Onsite Staff

The district may incur expenses for employees or other staff members needed for recreational facilities such as clubhouse staff.

District Management

The District retains the services of a consulting manager, who is responsible for the daily administration of the District's business, including any and all financial work related to the Bond Funds and Operating Funds of the District, and preparation of the minutes of the Board of Supervisors. In addition, the District Manager prepares the Annual Budget(s), implements all policies of the Board of Supervisors and attends all meetings of the Board of Supervisors.

Field Management

The District has a contract with Inframark Infrastructure Management Services. for services in the administration and operation of the Property and its contractors.

Administration

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services.

Budget Narrative
Fiscal Year 2026

EXPENDITURES

Financial and Administrative (continued)**Recording Secretary**

Inframark provides recording services with near verbatim minutes.

Construction Accounting

Accounting services as described within the Accounting Services but specifically regarding construction.

Financial/Revenue Collections

Service includes all functions necessary for the timely billing and collection and reporting of District assessments in order to ensure adequate funds to meet the District's debt service and operations and maintenance obligations. These services include, but are not limited to, assessment roll preparation and certification, direct billings and funding request processing as well as responding to property owner questions regarding District assessments. This line item also includes the fees incurred for a collection agent to collect the funds for the principal and interest payment for its short-term bond issues and any other bond related collection needs. These funds are collected as prescribed in the Trust Indenture. The Collection Agent also provides for the release of liens on property after the full collection of bond debt levied on particular properties.

Rentals and Leases

The anticipated cost of rental expenses including but not limited to renting meeting room space for district board meetings.

Data Storage

Cost of server maintenance and technical support for CDD related IT needs.

Accounting Services

Services including the preparation and delivery of the District's financial statements in accordance with Governmental Accounting Standards, accounts payable and accounts receivable functions, asset tracking, investment tracking, capital program administration and requisition processing, filing of annual reports required by the State of Florida and monitoring of trust account activity.

Dissemination Agent/Reporting

The District is required by the Securities and Exchange Commission to comply with rule 15c2-12(b)-(5), which relates to additional reporting requirements for unrelated bond issues. The budgeted amount for the fiscal year is based on standard fees charged for this service.

Website Administration Services

The cost of web hosting and regular maintenance of the District's website by Inframark Management Services.

District Engineer

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

District Counsel

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

Trustee Fees

The District pays US Bank an annual fee for trustee services on the Series 2014 and Series 2015 Bonds. The budgeted amount for the fiscal year is based on previous year plus any out-of-pocket expenses.

EXPENDITURES

Budget Narrative
Fiscal Year 2026**Financial and Administrative** (continued)**Auditing Services**

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is an estimate based on prior year costs.

Postage, Phone, Faxes, Copies

This item refers to the cost of materials and service to produce agendas and conduct day-to-day business of the District.

Mailings

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

Professional Services – Arbitrage Rebate

The District is required to annually calculate the arbitrage rebate liability on its Series 2013A and 2020 bonds.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings and other public hearings in the newspaper of general circulation.

Bank Fees

This represents the cost of bank charges and other related expenses that are incurred during the year.

Dues, Licenses and Fees

This represents the cost of the District's operating license as well as the cost of memberships in necessary organizations.

Onsite Office Supplies

This represents the cost of supplies used to prepare agenda packages, create required mailings, and perform other special projects. The budget for this line item also includes the cost for supplies in the District office.

Website ADA Compliance

Cost of maintaining district website's compliance with the Americans with Disabilities Act of 1990.

Disclosure Report

On a quarterly and annual basis, disclosure of relevant district information is provided to the Muni Council, as required within the bond indentures.

Annual Stormwater Report

Cost to produce annual report on CDD stormwater infrastructure.

Miscellaneous Administrative

All other administrative costs not otherwise specified above.

Budget Narrative
Fiscal Year 2026

EXPENDITURES

Insurance**Insurance-General Liability**

The District's General Liability & Public Officials Liability Insurance policy is with Egis Insurance Advisors, LLC. The budgeted amount allows for a projected increase in the premium.

Public Officials Insurance

The District will incur expenditures for public officials' liability insurance for the Board and Staff and may incur a 10% premium increase.

Property & Casualty Insurance

The District will incur fees to insure items owned by the district for its property needs.

Deductible

District's share of expenses for insured property when a claim is filed.

EXPENDITURES

Utility Services**Electric Utility Services**

Electricity for accounts with the local Utilities Commissions for the swim club, parks, and irrigation. Fees are based on historical costs for metered use.

Streetlights

Local Utility Company charges electricity usage (maintenance fee). The budget is based on historical costs.

Lighting Replacement

Cost of replacing defective lights and bulbs in CDD facilities.

Decorative Light Maintenance

Cost of replacement and repair of decorative lighting fixtures.

Amenity Internet

Internet service for clubhouse and other amenity locations.

Water/Waste

The District charges each new water/sewer system customer an Accrued Guaranteed Revenue Fee (AGRF) for wastewater service in accordance with the adopted rate schedule.

Gas

Cost of natural gas for CDD facilities. Regular fuel costs (automobile etc.)

Facility A/C & Heating R&M

Cost of repairs and regular maintenance of Air Conditioning and central heating of CDD facilities.

Utilities – Other

Utility expenses not otherwise specified in above categories.

Budget Narrative
Fiscal Year 2026

EXPENDITURES

Amenity**Pool Monitor**

Cost of staff members to facilitate pool safety services.

Janitorial – Contract

Cost of janitorial labor for CDD Facilities.

Janitorial Supplies/Other

Cost of janitorial supplies for CDD Facilities.

Garbage Dumpster – Rental and Collection

Cost of dumpster rental and trash collection at CDD facilities.

Amenity Pest Control

Cost of exterminator and pesticides at CDD amenities and facilities.

Amenity R&M

Cost of repairs and regular maintenance of CDD amenities.

Amenity Furniture R&M

Cost of repairs and maintenance to amenity furniture.

Access Control R&M

Cost of repairs and maintenance to electronic locks, gates, and other security fixtures.

Key Card Distribution

Cost of providing keycards to residents to access CDD Facilities.

Recreation/Park Facility Maintenance

Cost of upkeep and repairs to all parks and recreation facilities in the CDD

Athletic Courts and Field Maintenance

Cost of upkeep and repairs for athletic fields and courts (ex. Basketball Courts) on CDD property.

Park Restroom Maintenance

Upkeep and cleaning of park restrooms on CDD property.

Playground Equipment and Maintenance

Cost of acquisition and upkeep of playground equipment for CDD parks.

Clubhouse Office Supplies

Cost of supplies for clubhouse clerical duties (pens, paper, ink, etc.)

Clubhouse IT Support

Cost of IT services and for clubhouse operational needs.

Dog Waste Station Service & Supplies

Cost of cleaning and resupplying dog waste stations.

EXPENDITURES

Budget Narrative
Fiscal Year 2026**Amenity (Continued)****Entrance Monuments, Gates, Walls R&M**

Cost of repairs and regular maintenance for entryways, walls, and gates.

Sidewalk, Pavement, Signage R&M

Cost of repairs and regular maintenance to sidewalks, pavements, and signs.

Trail/Bike Path Maintenance

Cost of upkeep to bike paths and trails on CDD property.

Boardwalk and Bridge Maintenance

Cost of upkeep for boardwalks and bridges on CDD property.

Pool and Spa Permits

Cost of permits required for CDD pool and spa operation as required by law.

Pool Maintenance – Contract

Cost of Maintenance for CDD pool facilities.

Pool Treatments & Other R&M

Cost of chemical pool treatments and similar such maintenance.

Security Monitoring Services

Cost of CDD security personnel and equipment.

Special Events

Cost of holiday celebrations and events hosted on CDD property.

Community Activities

Cost of recreational events hosted on CDD property.

Holiday Decorations

Cost of decorations for major holidays (i.e., Christmas)

Miscellaneous Amenity

Amenity Expenses not otherwise specified.

EXPENDITURES

Landscape and Pond Maintenance**R&M – Stormwater System**

Cost of repairs and regular maintenance to the CDD's stormwater and drainage infrastructure.

Landscape Maintenance - Contract

Landscaping company to provide maintenance consisting of mowing, edging, trimming, blowing, fertilizing, and applying pest and disease control chemicals to turf throughout the District.

Landscaping - R&M

Cost of repairs and regular maintenance to landscaping equipment.

EXPENDITURES

Landscape and Pond Maintenance (Continued)

Budget Narrative

Fiscal Year 2026

Landscaping – Plant Replacement Program

Cost of replacing dead or damaged plants throughout the district.

Irrigation Maintenance

Purchase of irrigation supplies. Unscheduled maintenance consists of major repairs and replacement of system components including weather station and irrigation lines.

Aquatics – Contract

Expenses related to the care and maintenance of the lakes and ponds for the control of nuisance plant and algae species.

Wetlands Maintenance and Monitoring

Cost of upkeep and protection of wetlands on CDD property.

Aquatics – Plant Replacement

The expenses related to replacing beneficial aquatic plants, which may or may not have been required by other governmental entities.

Waterway Management Program

Cost of maintaining waterways and rivers on district property.

Debris Cleanup

Cost of cleaning up debris on district property.

Wildlife Control

Management of wildlife on district property.

EXPENDITURES

Contingency/Reserves**Contingency**

Funds set aside for projects, as determined by the district's board.

Capital Improvements

Funding of major projects and building improvements to CDD property.

R&M Other Reserves

The board may set aside monetary reserves for necessary for maintenance projects as needed.

West Lake

Community Development District

Supporting Budget Schedule

Fiscal Year 2026

Assessment Summary
Fiscal Year 2026 vs. Fiscal Year 2025

ASSESSMENT ALLOCATION						
Fiscal Year 2026 Assessments						
Product	Units	O&M Assessment				
		FY 2026	FY 2025	Dollar Change	Percent Change	
Townhome	98	\$ 941.00	\$ 941.00	\$ -	0%	
Single Family 40'	127	\$ 1,254.69	\$ 1,254.69	\$ -	0%	
Single Family 50'	95	\$ 1,568.36	\$ 1,568.36	\$ -	0%	
	320					

ASSESSMENT INCREASE ANALYSIS

Product		Assessment Increase			Change
		Per Product	Per Unit O&M % Increase	Per Unit O&M \$ Increase	
Townhome		\$ -	0%	\$ -	n/a
Single Family 40'		\$ -	0%	\$ -	n/a
Single Family 50'		\$ -	0%	\$ -	n/a
Total		\$ -			

Collection costs included

\$ 400,558.51
\$ 400,558.51

Total Gross Tax Collector Assessment Revenue
Fund Balance
Total Gross Levy

Off-Roll	
GF Assessments	DS Assessments
\$92,218.00	\$0.00
\$159,345.12	\$0.00
\$148,993.96	\$0.00
\$400,557.09	\$0.00
\$376,524	net assessment

Third Order of Business

3B

RESOLUTION 2025-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WEST LAKE COMMUNITY DEVELOPMENT DISTRICT AMENDING THE ADOPTED OPERATION AND MAINTENANCE BUDGET FOR FISCAL YEAR 2025/2026; AMENDING THE COLLECTION PROCEDURE FOR THE OPERATION AND MAINTENANCE BUDGET FOR FISCAL YEAR 2025/2026; SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING, AND PUBLICATION REQUIREMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the District Manager prepared and submitted to the Board of Supervisors (“**Board**”) of the West Lake Community Development District (“**District**”) adopted the operation and maintenance budget for the fiscal year beginning October 1, 2025, and ending September 30, 2026 (“**Budget**”); and

WHEREAS, the Board desires to amend the Budget and amend the collection procedures for the Budget and set the required public hearing thereon.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WEST LAKE COMMUNITY DEVELOPMENT DISTRICT:

1. **AMENDED BUDGET APPROVED.** The Amended Budget, including any modifications made by the Board, attached hereto as **Exhibit A** is hereby approved and amended as the basis for conducting a public hearing to adopt said Amended Budget.

2. **SETTING A PUBLIC HEARING.** The public hearing on said Amended Budget is hereby declared and set for the following date, hour, and location:

DATE: September 24, 2025

HOUR: 1:00 p.m.

LOCATION: The Offices of Inframark
2005 Pan Am Drive, Suite 300
Tampa, Florida 33607

3. **TRANSMITTAL OF AMENDED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Amended Budget to Hillsborough County prior to the hearing set above.

4. **POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, Florida Statutes, the District’s Secretary is further directed to post the Amended Budget on the

District's website at least 2 days before the budget hearing date and shall remain on the website for at least 45 days.

5. **PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed by Florida law.

6. **EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED ON AUGUST 25, 2025.

Attest:

**West Lake Community
Development District**

Print Name: _____
☐ Secretary/☐ Assistant Secretary

Kelly Evans
Chair of the Board of Supervisors

Exhibit A: Amended Budget for Fiscal Year 2025/2026