

**WEST LAKE
COMMUNITY DEVELOPMENT
DISTRICT**

APRIL 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

April 9, 2025, at 1:00 p.m.

The Regular Meetings of West Lake Community Development District will be held on **April 9, 2025, at 1:00 p.m. at the offices of Inframark, which are located at 2005 Pan Am Circle Suite 300 Tampa, FL 33607.**

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

- A. Ratification of TECO Bright Choices Outdoor Lighting Agreement

4. CONSENT AGENDA

- A. Approval of Meeting Minutes; March 12, 2025; Audit Committee & Regular Meeting
- B. Consideration of Operation and Maintenance Expenditures for March 2025
- C. Acceptance of the Financials and Approval of the Check Register for March 2025

5. STAFF REPORTS

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

6. ADJOURNMENT



Contract No:	20250225_WLP1&2
Work Request No:	2467840
Billing Customer of Record:	West Lake Community Development District
Billing Address:	2005 Pan Am Circle, Suite 300, Tampa, FL 33607
Tax ID#:	37-2157879
Business Partner #:	(new customer – pending)

TAMPA ELECTRIC COMPANY
BRIGHT CHOICES Outdoor Lighting Agreement

Pursuant to the terms and conditions set forth in this outdoor lighting agreement (the "Agreement"), Tampa Electric Company (the "Company") agrees to provide and West Lake Community Development District (the "Customer") agrees to accept and pay for the outdoor lighting services specified below.

- 1. Scope of Work** The Company shall furnish, install, operate and maintain, the following lighting equipment (all of which, together with accessories, attachments, replacement parts, additions and repairs, shall be referred to herein as "Equipment"):

75 - LED, 40W 3K 7,200 lumens Streetleaf, SOLAR Apollo, w/220W Panel
 75 - Pole, Solar Apollo, 30 ft AL Round Tapered, BK

at the following location 5637 Yellow Hornbill Ave, Wimauma, FL 33598 ("Installation Site"), subject to the availability of such Equipment for the term of the Agreement.

- 2. System Design and Approval** If applicable, based on written lighting system design specifications approved by the Customer and/or the Equipment selected by the Customer, the Company shall prepare and provide the Customer with a copy of the final design and/or sketch at least five (5) business days prior to the commencement of installation of the Equipment at the Installation Site. The final design sketch will conform, to the extent practicable, to the Customer's preferences or preferred design.

If the final design sketch has been provided to the Customer, as required above, and the Customer has not advised the Company of specific changes to be made to the final design sketch at least two (2) days prior to the commencement of work at the Installation Site, then the Customer will be deemed to have consented to the configuration and installation of Equipment pursuant to the final design sketch.

The Customer is responsible for indicating the location where the Equipment is to be installed and the direction and orientation of the illumination provided thereby by staking or other clear marking.

The Equipment shall be repaired or replaced with the closest available light and/or light pole and associated rate(s) should parts or Equipment become unavailable.

THE COMPANY MAKES NO WARRANTY, EITHER EXPRESSED OR IMPLIED, INCLUDING AN IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE of either the Equipment or the lighting design plan pursuant to which the Equipment is installed.

- 3. Damages During Construction** The Customer shall be responsible for all costs incurred to repair or replace any Equipment which is damaged by the Customer, its agents, employees, representatives or third parties other than the Company during construction or use of the equipment including but not limited to costs incurred to repair or relocate Equipment to proper depths in response to a lowering of the grade of the soil above any conduit serving the Equipment.

- 4. Customer Information and Preparation** The Customer shall locate and advise the Company, by providing an accurate map and other necessary written descriptions, of the exact location of all underground facilities and equipment including, but not limited to: sewage pipes, septic tanks, wells, swimming pools, sprinkler systems, conduits, cables, valves, lines, fuel storage tanks, and storm drainage systems ("Underground Facilities") at the Installation Site at least two (2) days prior to the commencement of any work by the Company at the Installation Site. Any and all cost or liability for damage to Underground Facilities by the Company that were not properly identified by the Customer, as described under this Paragraph, shall be paid by the Customer.

- 5. Non-Standard Service Charges** The Customer shall pay all costs associated with any additional Company facilities and services that are not considered standard for providing lighting service including, but not limited to: installation of distribution transformers, relays, protective shields, bird deterrent devices, light trespass shields, any devices required by local regulations to control the level or duration of illumination including any associated planning and engineering costs, removal and replacement of pavement required to install underground lighting cable, and directional boring. Charges will also be assessed for light rotations and light pole relocations. The Company will bill the Customer the actual cost of such non-standard facilities and services as incurred.

- 6. Customer Contribution in Aid of Construction** The Company shall pay for all normal Equipment installation costs, with the exception of the following: \$0.00 for the Contribution in Aid of Construction(CIAC). Refer to Section 5.2.6.1 of the Tampa Electric Tariff.

- 7. Monthly Payment** During the term of this Agreement, the Customer shall pay the Company monthly for the lighting services provided pursuant to Rate Schedule LS-2 as the rate schedule, which is on file with the Florida Public Service Commission, may be amended from time to time. All bills shall be due when rendered.

The current monthly base charges for facilities installed under this agreement are \$4,125.04. Fuel and other adjustment clause charges and (where applicable) franchise fees and taxes per month under current tax rates pursuant to the Rate Schedule shall be \$4,413.79. The total monthly charge shall be \$0.00 per month.

The Company may request that Customer provide a cash deposit equal to two (2) months service under this Agreement.

The monthly charges specified in this agreement are tied to the tariff charges currently on file with the Florida Public Service Commission and may change during the term of this Agreement in accordance with filed changes to the relevant tariffs.

- 8. Term** This Agreement shall be effective on the later of the dates indicated on the signature block ("Effective Date") and shall remain in force for a primary term of twenty (20) year(s) (the "Primary Term" as provided in the applicable Rate Schedule LS-2) beginning on the date one or more of the Equipment is installed and, if applicable, at least one light is energized and ready for use and shall continue thereafter for successive one year terms (each, a "Renewal Term") until terminated by either party upon providing the other party with ninety (90) days prior written notice of termination.
- 9. Limitation on Damages** The Company will furnish electricity to operate the Equipment for dusk to dawn service or less, depending on the controlling device, each calendar year. The Company will use reasonable diligence at all times to provide continuous operation during the term. The Company shall not be liable to the Customer for any damages arising from complete or partial failure or interruption of service, shut down for repairs or adjustments, delay in providing or restoring service, or for failure to warn of any interruption of service or lighting.
- 10. Indemnification** Except for those claims, losses and damages arising out of Company's sole negligence, the Customer agrees to defend, at its own expense, and indemnify the Company for any and all claims, losses and damages, including attorney's fees and costs, which arise or are alleged to have arisen out of furnishing, design, installation, operation, maintenance or removal of the Equipment. The phrase "property damage" includes, but is not limited to, damage to the property of the Customer, the Company, or any third parties. For purposes of this indemnification, the "Company" shall be defined as Tampa Electric Company, its parent, Emera, Inc., and all subsidiaries and affiliates thereof, and each of their respective officers, directors, affiliates, insurers, representatives, agents, servants, employees, contractors, and any successor corporations.
- 11. Outage Notification** The Customer shall be responsible for monitoring the function of the Equipment and for notifying the Company of all Equipment outages.
- 12. Tree Trimming** Failure of the Customer to maintain adequate clearance (e.g. trees and vegetation) around the Equipment may cause illumination obstruction and/or a delay in requested repairs or required maintenance.
- 13. Termination, Removal** The Customer shall have the right to terminate this Agreement without any liability or obligation to the Company during the three (3) business day period following the Effective Date ("Initial Termination Period"), provided that written notice of such termination is received by the Company no later than the close of business on the third business day following the Effective Date. In addition, the Customer may terminate this Agreement during the period that commences at the close of the Initial Termination Period and ends at 5:00 p.m. on the business day immediately preceding the date on which installation of the Equipment at the Installation Site is scheduled to commence ("Final Termination Period"), provided that written notice of such termination is received by the Company no later than 5:00 p.m. on the business day immediately preceding the date on which installation of the Equipment commences and, provided further, that the Customer reimburses the Company for any costs incurred by the Company up to the time of the termination by the Customer. These costs include, but are not limited to, shipping and storeroom handling cost for items purchased pursuant to or in contemplation of the Agreement, restocking fees on returned purchases, the cost of purchased Equipment that cannot be returned, or in the Company's sole judgment, reasonably absorbed in current inventory, and engineering time. The Customer may not terminate this Agreement once installation of the Equipment has commenced.
The Company may, at its option and on five (5) days written notice to Customer, terminate this agreement in the event that:
(a) the Customer fails to pay the Company for any of the services provided herein;
(b) the Customer violates the terms of this agreement;
(c) a petition for adjudication of bankruptcy or for reorganization or rearrangement is filed by Customer pursuant to any federal or state bankruptcy law or similar federal or state law; or
(d) a trustee or receiver is appointed to take possession of the Installation Site (or if Customer is a tenant at the Installation Site, tenant's interest in the Installation Site) and possession is not restored to Tenant within thirty (30) days.

If such termination occurs prior to the expiration of the Primary Term, the Customer agrees to pay the Company, as liquidated damages, an amount equal to the net present value of the monthly rate for each service taken, less all applicable fuel and other adjustment clause charges, and (where applicable) franchise fees and taxes, for each month of the unexpired Primary Term.

- 14. Easements** The Property Owner, identified on the signature page hereto, covenants that it owns or controls the Installation Site and is authorized to grant the Company an easement to permit performance of the Agreement. The Customer and the Property Owner of the Installation Site, if other than the Customer (individually, the "Grantor" collectively, the "Grantors"), hereby grant the Company a **Non-exclusive Easement** for ingress and egress over and under the Installation Site and for installation, inspection, operation, maintenance, repair, replacement, and removal of the Equipment. The Non-exclusive Easement shall terminate upon the Company's removal of the Equipment. The Equipment shall remain the Company's personal property, notwithstanding the manner or mode of its attachment to the Installation Site and shall not be deemed fixtures. Any claim(s) that the Company has or may hereafter have with respect to the Equipment shall be superior to any lien, right or claim of any nature that any Grantor or anyone claiming through Grantor now has or may hereafter have with respect to the Equipment by law, agreement or otherwise.

In the event that this agreement is terminated pursuant to Paragraph 13 or expires pursuant to Paragraph 8, each of the Grantors expressly grants the Company or its assigns or agents the continued right of entry at any reasonable time to remove the Equipment, or any part hereof,

from the Installation Site. The Company shall not be responsible for any reasonable property damage caused at and around the Installation Site, arising from Company exercising its rights under this easement. The Grantors, individually or collectively, shall make no claim whatsoever to the Equipment or any interest or right therein.

- 15. Physical Alterations and Attachments** In no event shall the Customer, or any other Grantor, alter, place upon or attach or allow others to alter, place upon or attach to the Equipment, except with the Company's prior written consent and as set forth in applicable Tampa Electric guidelines, any sign or device of any nature, or place, install or permit to exist, anything, including trees or shrubbery, which would interfere with the Equipment or tend to create a dangerous condition. The Company is hereby granted the right to remove, without liability to Company, anything altered, placed, installed, or existing in violation of this paragraph, with such removal cost being paid by the Customer. Should such application to attach be made by a party other than the Customer, the initiating party shall obtain additional written approval from the Customer to attach to the specific Equipment as identified by the pole tag number. Such approval of the Customer must be provided to the Company before final approval is granted for physical attachment.
- 16. Insurance** Customer and/or Property Owner, at his sole cost and expense, shall maintain insurance, in amounts and under policy forms reasonable and prudent for the type of property on which the Equipment is installed at all times during the life of this Agreement. Failure to provide insurance in accordance with this Section shall constitute a material breach of this Agreement.
- 17. Amendments** During the term of this Agreement, Company and Customer may amend or enter into additional addenda to the Agreement ("Addenda") upon the mutual written agreement of both parties in the form of Addendum "A" hereto.
- 18. Light Trespass** Customer acknowledges and agrees that the Customer is solely responsible for specifying the general location of the Equipment and the direction and orientation of the illumination provided thereby. The Company will not be required to install or continue to operate the Equipment at any location where the service may be or has become objectionable to others. If removal of any Equipment is the only practicable resolution of the objection, such removal will be deemed a termination prior to the expiration of the Primary Term as provided in Paragraph 13 and Customer promptly shall pay the Company the liquidated damages specified therein for the percentage or portion of the Equipment that must be removed.
- 19. Assignments** This Agreement shall inure to the benefit of, and be binding upon, the respective heirs, legal representatives, successors and assigns of the parties hereto. This Agreement may not be assigned by Customer in whole, and Customer shall not be released from the obligations hereunder, except with the written consent of Company in its sole discretion. In the event of an Assignment, the assignee may be substituted herein for the Customer and/or other Grantor with respect to all Customer rights and obligations, but the initial Customer shall not be released from the obligations of this Agreement except by a separate writing from the Company in the Company's sole discretion.
- 20. General** No delay or failure by the Customer or the Company to exercise any right under this Agreement shall constitute a waiver of that or any other right, unless otherwise expressly provided herein.

This Agreement shall be construed in accordance with and governed by the laws of the State of Florida.

IN WITNESS WHEREOF, the parties, each of whom represents and warrants that he or she is duly authorized to execute this Agreement, have caused this instrument to be executed in due form of law.

Customer: West Lake Community Development District

By/Title: Chairman

Name (print): Kelly Evans

Signature: Kelly Evans
FDCDE1C9D0C24C7...

Date: 3/14/2025

Phone #: () - .

Email: Kelly.Evans@Lennar.com

Property Owner: Lennar Homes LLC

By/Title: Vice President

Name (print): Keith A. Malcuit

Signature: Keith A. Malcuit
1C39CD29200D440...

Date: 3/14/2025

Phone #: () - .

Email: Keith.A.Malcuit@Lennar.com

Tampa Electric Company Representative:

By/Title: _____

Signature: _____

Department: _____

Date: _____

Tampa Electric Company Manager:

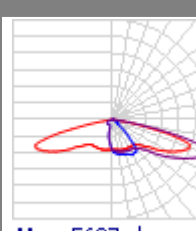
By/Title: Donald Shiflet / Manager

Signature: Donald Shiflet
80852C4ED48246C...

Department: Lighting, Electric Delivery

Date: 3/17/2025

Contract No. 20250225 WLP1&2

Schedule											Statistics						
Symbol	Label	Image	QTY	Manufacturer	Catalog	Description	Number Lamps	Lamp Output	LLF	Input Power	Polar Plot						
	A		75	Leadlum Inc	Apollo-RS40L-40W/3000K/D	40W 3000K luminaire with 90 chips and T2L lens-set at 40W	1	7119	0.9	39.43							
										Description							
										Local Residential PH2							
										Parking Lot							
										Local Residential PH1							
										Max: 5687cd							

- GENERAL LIGHTING NOTES:**
1. INSTALL (75) 40W LED SOLAR LIGHTS ON 25FT ALUMINUM POLES.
 2. LIGHTING LAYOUT DOES MEET IES (ILLUMINATING ENGINEERING SOCIETY) CRITERIA FOR LOCAL RESIDENTIAL.
 3. THESE PHOTOMETRICS ARE INTENDED FOR DESIGN AND EVALUATION PUPOSES ONLY. THE NUMERIC SUMMARY SHOWN IS BASED ON A COMPUTER LIGHTING PROGRAM WITH APPROXIMATED PARAMETERS. THEREFORE, THE PHOTOMETRICS MAY VARY FROM ACTUAL FIELD CONDITIONS.
 4. LIGHTS DESIGNED FOR MOUNTING HEIGHT = 21FT ABOVE GROUND.
 5. NOTE ON PLANS: PLANS DESIGNED FOR CODE COMPLIANCE WITH LDC PART 6.10.00 AND IESNA OUTDOOR LIGHTING.
 6. NOTE ON PLANS THAT: PRIOR TO THE ISSURANCE OF A CERTIFICATION OF OCCUPANCY FOR THE PROJECT, THE OUTDOOR LIGHTING UTILITY OF RECORD SHALL PROVIDE CERTIFICATION TO THE BUILDING SERVICES THAT THE LIGHTING SYSTEM AS INTALLED COMPLIES WITH THE PROVISIONS OF THE HC LDC 6.10.01.G.

****STAKING REQUIREMENTS:**

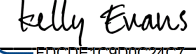
LIGHT POLE SET-BACKS ALONG ROADWAYS ARE DESIGNED ON LOT LINES AT 4FT BOC. (MIN 4FT BOC), UNLESS NOTED OTHERWISE. LIGHT POLE CLEARANCE FROM ANY FIRE HYDRANT IS MIN. 4 FT. POLES TO BE INSTALLED BEHIND 5' SIDEWALK IN CUL-DE-SACS OR OTHER AREAS WHERE ADEQUATE GREEN SPACE @ MIN 4' BOC IS NOT AVAILABLE. SPECIAL ATTENTION TO BE PAID TO TREE & OTHER LANDSCAPE PLACEMENT. TREES SHALL NOT BE PLANTED WITHIN 10 FT OR WITHIN THE VICINITY OF A LIGHT &/OR POLE WHICH WOULD INTERFERE WITH ILLUMINATION OR FUNCTIONALITY OF THE LIGHT &/OR POLE. IT IS THE DEVELOPER'S RESPONSIBILITY FOR STAKING EACH LIGHT POLE LOCATION TO MAINTAIN SET-BACKS AND AVOID CONFLICTS WITH OTHER EQUIPMENT/SIDEWALKS/DRIVES, UTILITIES, ETC.

ONCE CONDUIT IS INSTALLED, CHARGES WOULD APPLY TO RELOCATE ANY LIGHTING EQUIPMENT.

DEVELOPERS SIGNATURE: _____
DATE: _____

NOTE: NO CUSTOMER OWNED ATTACHMENTS ARE PERMITTED ON ANY TECO EQUIPMENT (POLES, LIGHTS, SERVICES, ETC.). THIS IS 10 YEAR LEASED LIGHTING SYSTEM WITH A 1 YEAR AUTOMATIC RENEWAL PROCEEDING THE 10 YEAR COMMITMENT (CUSTOMERS ARE NOT ALLOWED TO PURCHASE TECO LIGHTING SYSTEMS). CUSTOMER TO GET DARK SKY DESIGNS APPROVED BY HILLSBOROUGH COUNTY, IF APPLICABLE.

FOR USE BY AUTHORIZED REPRESENTATIVES OF TAMPA ELECTRIC COMPANY ONLY. CUSTOMER'S SIGNATURE ON THIS DESIGN ACKNOWLEDGES THE ACCEPTANCE OF SAID DESIGN.

CUSTOMERS SIGNATURE: 
DATE: 3/14/2025



Plan View
Scale: 1" = 70'

On MOTION by Ms. Evans seconded by Ms. Campagna, with all in favor, Audit Committees' recommendation of *Berger, Toombs, Elam, Gaines & Frank* audit services, was approved. 4-0

B. Consideration of Sitex Aquatics Proposal

On MOTION by Ms. Campagna seconded by Ms. Symonds, with all in favor, *Sitex Aquatics* proposal starting April 1, 2025, was approved. 4-0

C. Consideration of Steadfast Proposal

Discussion ensued regarding the landscaping proposal, date of ownership and phasing. Expectation is mid-April 2025 for the acceptance walk. The Board wishes to have the proposal and contract reflect phasing pricing as not all landscaping will appear online at once.

On MOTION by Ms. Evans seconded by Ms. Symonds, with all in favor, *Steadfast* proposal for landscaping services effective April 1, 2025, was approved. 4-0

FOURTH ORDER OF BUSINESS

Consent Agenda

- A. Approval of Meeting Minutes February 12, Audit & Committee Regular Meeting**
- B. Consideration of Operation and Maintenance Expenditures for February 2025**
- C. Acceptance of the Financials and Approval of the Check Register for February 2025**

On MOTION by Mr. Gilley seconded by Ms. Evans, with all in favor, the Consent Agenda, was approved. 4-0

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.

Additional Comments: Ms. Evans wishes to not have a *Teams* option moving forward.

SIXTH ORDER OF BUSINESS

Adjournment

There being nothing further,

On MOTION by Mr. Gilley seconded by Ms. Symonds, with all in favor, meeting adjourned at 1:23 p.m. 4-0

Brian Lamb
District Manager

Kelly Evans
Chairperson

West Lake CDD Summary of Operations and Maintenance Invoices
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Vendor	Invoice Date	Invoice/Account Number	Amount	Invoice Total	Vendor Total	Comments/Description
TOTAL			\$0.00			

West Lake Community Development District

Financial Statements
(Unaudited)

Period Ending
March 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 March 31, 2025

(In Whole Numbers)

<u>ACCOUNT DESCRIPTION</u>	<u>TOTAL</u>
<u>ASSETS</u>	
Cash In Bank	\$ 2,264
TOTAL ASSETS	\$ 2,264
<u>LIABILITIES</u>	
Accounts Payable	\$ 15,495
TOTAL LIABILITIES	15,495
<u>FUND BALANCES</u>	
Unassigned:	(13,231)
TOTAL FUND BALANCES	(13,231)
TOTAL LIABILITIES & FUND BALANCES	\$ 2,264

WEST LAKE COMMUNITY DEVELOPMENT DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending March 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	\$ 35,000	\$ (341,525)	9.30%
TOTAL REVENUES	376,525	35,000	(341,525)	9.30%
<u>EXPENDITURES</u>				
<u>Administration</u>				
Supervisor Fees	10,000	4,800	5,200	48.00%
ProfServ-Field Management	12,000	200	11,800	1.67%
ProfServ-Trustee Fees	6,400	-	6,400	0.00%
Management Contract	25,000	8,333	16,667	33.33%
Assessment Roll	5,000	-	5,000	0.00%
Disclosure Report	3,500	-	3,500	0.00%
District Counsel	5,000	18,415	(13,415)	368.30%
District Engineer	3,500	-	3,500	0.00%
Special Services	2,500	-	2,500	0.00%
Accounting Services	6,100	4,000	2,100	65.57%
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	8,882	(7,382)	592.13%
Bank Fees	200	-	200	0.00%
Financial & Revenue Collections	3,500	-	3,500	0.00%
Website Administration	1,500	250	1,250	16.67%
Office Supplies	100	-	100	0.00%
Dues, Licenses, Subscriptions	175	200	(25)	114.29%
Total Administration	145,625	48,230	97,395	33.12%
<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 March 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	-	9,000	0.00%
Contracts - Landscape	75,000	-	75,000	0.00%
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	-	106,000	0.00%
<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	48,230	328,295	12.81%
Excess (deficiency) of revenues				
Over (under) expenditures	-	(13,230)	(13,230)	0.00%
FUND BALANCE, BEGINNING (OCT 1, 2024)		(1)		
FUND BALANCE, ENDING		\$ (13,231)		

Bank Account Statement

West Lake CDD

Bank Account No. 9792

Statement No. 03_25

Statement Date 03/31/2025

G/L Account No. 101002 Balance	2,263.85	Statement Balance	2,263.85
		Outstanding Deposits	0.00
Positive Adjustments	0.00		
Subtotal	2,263.85	Subtotal	2,263.85
Negative Adjustments	0.00	Outstanding Checks	0.00
Ending G/L Balance	2,263.85	Ending Balance	2,263.85

Posting Date	Document Type	Document No.	Vendor	Description	Amount	Cleared Amount	Difference
Deposits							
							0.00
03/10/2025	Payment	BD00001	Developer Contribution	Deposit No. BD00001	15,000.00	15,000.00	0.00
Total Deposits					15,000.00	15,000.00	0.00
Checks							
							0.00
02/12/2025	Payment	1015	BRADLEY GILLEY	Check for Vendor V00011	-200.00	-200.00	0.00
02/13/2025	Payment	1020	BRADLEY GILLEY	Check for Vendor V00011	-200.00	-200.00	0.00
03/04/2025	Payment	1022	TIMES PUBLISHING COMPANY	Check for Vendor V00005	-359.00	-359.00	0.00
03/13/2025	Payment	1026	INFRAMARK	Payment of Invoice 000044	-3,208.33	-3,208.33	0.00
03/20/2025	Payment	1027	STRALEY ROBIN VERICKER	Check for Vendor V00003	-6,399.90	-6,399.90	0.00
03/20/2025	Payment	1028	WEST LAKELAND WCD	Check for Vendor V00014	-4,767.50	-4,767.50	0.00
Total Checks					-15,134.73	-15,134.73	0.00

Adjustments

Total Adjustments

Outstanding Deposits

Total Outstanding Deposits

WEST LAKE COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Fund

For the Period from 03/01/2025 to 03/31/2025

(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
<u>GENERAL FUND - 001</u>									
001	1022	03/04/25	V00005	TIMES PUBLISHING COMPANY	25371-022625	NOTICE OF AUDIT MEETING	Legal Advertising	548002-51301	\$359.00
001	1026	03/13/25	V00007	INFRAMARK	142915	District Management	Management Contract	531136-51301	\$2,083.33
001	1026	03/13/25	V00007	INFRAMARK	142915	District Management	Accounting Services	532001-51301	\$1,000.00
001	1026	03/13/25	V00007	INFRAMARK	142915	District Management	Website Maintenance / Admin	549936-51301	\$125.00
001	1027	03/20/25	V00003	STRALEY ROBIN VERICKER	25411	PROFESSIONAL SERVICES THROUGH 09.30.2024	District Counsel	531146-51401	\$6,399.90
001	1028	03/20/25	V00014	WEST LAKELAND WCD	WL-021325	REIMBURSE WEST LAKELAND	REIMBURSE FOR LEGAL AD PAYMENT	548002-51301	\$1,867.50
001	1028	03/20/25	V00014	WEST LAKELAND WCD	WL 022625 REIMB	REIMBURSE FOR PAYMENT MADE	Website Compliance	534397-51301	\$2,900.00
Fund Total									\$14,734.73

Total Checks Paid	\$14,734.73
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Tampa Bay Times

tampabay.com

Times Publishing Company
DEPT 3396
PO BOX 123396
DALLAS, TX 75312-3396
Toll Free Phone 1 (877) 321-7355
Fed Tax ID 59-0482470

ADVERTISING INVOICE

Advertising Run Dates	Advertiser Name	
2/26/25-2/26/25	WEST LAKE CDD	
Billing Date	Sales Rep	Customer Account
2/26/2025	Deirdre Bonett	TB335630
Total Amount Due	Invoice Number	
\$359.00	25371-022625	

PAYMENT DUE UPON RECEIPT

Start	Stop	Ad Number	Product	Placement	Description PO Number	Ins.	Size	Net Amount
2/26/25	2/26/25	25371	Baylink Hillsborough , tampabay.com	Legal-CLS 2 col	Audit Meeting	2	1.00x44.00 L	\$357.00
					Affidavit Fee			\$2.00

PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR REMITTANCE

Tampa Bay Times

tampabay.com

Times Publishing Company
DEPT 3396
PO BOX 123396
DALLAS, TX 75312-3396
Toll Free Phone 1 (877) 321-7355

Advertising Run Dates	Advertiser Name	
2/26/25-2/26/25	WEST LAKE CDD	
Billing Date	Sales Rep	Customer Account
2/26/2025	Deirdre Bonett	TB335630
Total Amount Due	Invoice Number	
\$359.00	25371-022625	

DO NOT SEND CASH BY MAIL

PLEASE MAKE CHECK PAYABLE TO: TIMES PUBLISHING COMPANY

REMIT TO:

Times Publishing Company
DEPT 3396
PO BOX 123396
DALLAS, TX 75312-3396

WEST LAKE CDD
c/o INFRAMARK
2005 Pan Am Cir Ste 300
Tampa, FL 33607-6008

25371

Tampa Bay Times

Published Daily

STATE OF FLORIDA } ss

COUNTY OF HILLSBOROUGH County

Before the undersigned authority personally appeared Deirdre Bonett who on oath says that he/she is a Legal Advertising Representative of the Tampa Bay Times a daily newspaper printed in St. Petersburg, in Hillsborough County, Florida that the attached copy of advertisement being a Legal Notice in the matter Audit Meeting was published in said newspaper by print in the issues of 02/26/25 or by publication on the newspaper's website, if authorized.

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes. Affiant further says the said Tampa Bay Times is a newspaper published in Hillsborough County, Florida and that the said newspaper has heretofore been continuously published in said Hillsborough County, Florida each day and has been entered as a second class mail matter at the post office in said Hillsborough County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

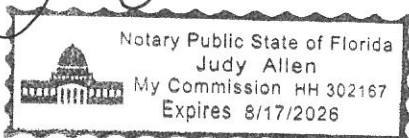
Signature of Affiant

Sworn to and subscribed before me this 02/26/2025

Signature of Notary of Public

Personally known ☒ or produced identification.

Type of identification produced _____



NOTICE OF AUDIT COMMITTEE MEETING WEST LAKE COMMUNITY DEVELOPMENT DISTRICT

NOTICE IS HEREBY GIVEN that the Audit Committee of West Lake Community Development District will hold a meeting on Wednesday, March 12, 2025, at 1:00 p.m. at the offices of Inframark located at 2005 Pan Am Circle Suite 300 Tampa, FL 33607.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. Copies of the agenda for any of the committee meetings may be obtained by contacting the District Manager's Office at (813) 873-7300. Affected parties and others interested may appear at these meetings and be heard.

There may be occasions when one or more committee members will participate by telephone. At the above location there will be present a speaker telephone so that interested persons can attend the meeting at the above location and be fully informed of the discussions taking place either in person or by telephone communication.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to advise the District Office at (813) 873-7300, at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

If any person decides to appeal any decision made by the committee with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made, at his or her own expense, and which record includes the testimony and evidence on which the appeal is based.

Brian Lamb
District Manager
February 26, 2025

25371



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#

142915

CUSTOMER ID

C5143

PO#**DATE**

2/1/2025

NET TERMS

Net 30

DUE DATE

3/3/2025

Services provided for the Month of: February 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

Straley Robin Vericker

1510 W. Cleveland Street

Tampa, FL 33606

Telephone (813) 223-9400

Federal Tax Id. - 20-1778458

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

October 17, 2024

Client: 001632

Matter: 000001

Invoice #: 25411

Page: 1

RE: General

For Professional Services Rendered Through September 30, 2024

SERVICES

Date	Person	Description of Services	Hours	Amount
9/3/2024	KCH	REVIEW ENGINEER'S REPORT FOR INITIAL BOCC MEETING.	0.8	\$268.00
9/9/2024	KCH	REVIEW PETITION TO ESTABLISH DISTRICT.	1.4	\$469.00
9/12/2024	JMV	REVIEW EMAILS RE: CDD ORGANIZATIONAL MEETING; REVIEW DOCUMENTS.	1.0	\$405.00
9/12/2024	LB	OBTAIN COPY OF ORDINANCE ESTABLISHING THE DISTRICT; PREPARE CORRESPONDENCE TO DISTRICT MANAGER RE SAME; PREPARE CORRESPONDENCE TO J. GASKINS AT THE FLORIDA COMMERCE FILING ORDINANCE AND LOCATION MAP; REVIEW PROFILE FROM J. GASKINS RE SAME; PREPARE DRAFT NOTICE OF ESTABLISHMENT; E-RECORD NOTICE OF ESTABLISHMENT; PREPARE CORRESPONDENCE TO DISTRICT MANAGER RE SAME; REVIEW CORRESPONDENCE FROM B. LAMB RE ORGANIZATIONAL MEETING; PREPARE VARIOUS RESOLUTIONS, RULES OF PROCEDURE AND RELATED DOCUMENTS FOR THE ORGANIZATIONAL MEETING.	3.8	\$741.00
9/12/2024	KCH	REVIEW FINALIZED ORDINANCE ESTABLISHING; REVIEW RESOLUTIONS FOR INITIAL ORGANIZATION MEETING FOR BOARD OF SUPERVISORS.	1.5	\$502.50
9/13/2024	LB	CONTINUE WORKING ON RESOLUTIONS AND RELATED ITEMS FOR ORGANIZATIONAL MEETING.	1.1	\$214.50
9/16/2024	KCH	REVIEW REPORT OF DISTRICT ENGINEER; REVIEW ESTABLISHING ORDINANCE AND LOCATION MAP; EMAILS WITH S.SANFORD REGARDING ORGANIZATION MEETING AND NEEDED RESOLUTIONS.	1.7	\$569.50
9/19/2024	KCH	PREPARE RESOLUTION FOR LANDOWNERS' MEETING.	1.0	\$335.00

SERVICES

Date	Person	Description of Services	Hours	Amount
9/24/2024	JMV	REVIEW CDD ORGANIZATIONAL DOCUMENTS.	1.0	\$405.00
9/24/2024	LB	PREPARE DRAFT PUBLICATION ADS FOR RULE DEVELOPMENT, FOR RULEMAKING, FOR UNIFORM METHOD OF COLLECTION AND FOR BUDGET PUBLIC HEARINGS.	2.4	\$468.00
9/25/2024	LB	REVIEW MEETING DATE FOR LANDOWNER'S ELECTION; PREPARE DRAFT PUBLICATION AD FOR SAME.	0.7	\$136.50
9/25/2024	KCH	PREPARE FOR AND ATTEND BOS ORGANIZATION MEETING; REVIEW AGENDA PACKAGE.	0.8	\$268.00
9/26/2024	KCH	REVIEW AGREEMENTS WITH INFRAMARK FOR DISTRICT MANAGEMENT, GREENBERG TRAURIG FOR BOND COUNSEL; REVIEW ADA WEBSITE COMPLIANCE AGREEMENT; PREPARE RFQ FOR DISTRICT ENGINEER.	4.5	\$1,507.50
Total Professional Services			21.7	\$6,289.50

DISBURSEMENTS

Date	Description of Disbursements	Amount
9/13/2024	Simplefile E-Recording- Filing Fee- Filing Fees	\$32.25
9/24/2024	FloridaCommerce, Bureau of Budget Management- Miscellaneous- Annual Fee for FY 2023-2024	\$75.00
9/30/2024	Photocopies	\$3.15
Total Disbursements		\$110.40

October 17, 2024
Client: 001632
Matter: 000001
Invoice #: 25411

Page: 3

Total Services	\$6,289.50	
Total Disbursements	\$110.40	
Total Current Charges		\$6,399.90
Previous Balance		\$729.00
PAY THIS AMOUNT		\$7,128.90

Please Include Invoice Number on all Correspondence

Outstanding Invoices

Invoice Number	Invoice Date	Services	Disbursements	Interest	Tax	Total
25311	September 12, 2024	\$729.00	\$0.00	\$0.00	\$0.00	\$7,128.90
Total Remaining Balance Due						\$7,128.90

AGED ACCOUNTS RECEIVABLE

0-30 Days	31-60 Days	61-90 Days	Over 90 Days
\$6,399.90	\$729.00	\$0.00	\$0.00

Check request Form

Date:	2/13/2025
Invoice Number:	WL-021325
District / Municipality Name:	West Lake CDD
Please cut check from Acct. #:	
Please issue a check to:	West Lakeland WCD
Vendor Name:	West Lakeland WCD
Vendor No.:	
Check amount:	\$1,867.50
Please code to:	
Check Description/Reason:	Reimburse West Lakeland for erroneous payment, check #100011 for 3 Tampa Bay Times Invoices that are for West Lake CDD. See attached.
Mailing instructions:	deposit into West Lakeland SouthState Bank #8706
Requester:	Sally Chalkley
Manager's Approval:	
Date:	2/13/2025

CHECK REQUEST FORM

District Name: West Lake

Date: 2/26/25

Invoice Number: WL 022625 REIMB

Please issue a check to:

Vendor Name: West Lakeland WCD

Vendor No.:

Check amount: \$2,900.00

Please code to:
.

Check Description/Reason: Reimburse for payment made

Mailing instructions: West Lakeland WCD
11555 Heron Bay Blvd.
Suite 201
Coral Springs, FL 33076

Due Date for Check: 2/26/2025

Requestor: Teresa Farlow

Manager's review:

Fw: West Lakeland - ADA Site Compliance

From Chalkley, Sally <sally.chalkley@inframark.com>

Date Tue 2/25/2025 5:07 PM

To Giuffre, Jamie <jamie.giuffre@inframark.com>; Teresa Farlow <Teresa.Farlow@Inframark.com>

Cc Rowley, Sonia <sonia.rowley@inframark.com>

 1 attachment (103 KB)

West Lakeland ada site compliance invoices for West Lake CDD.pdf;

Hi Jamie,

We have an ADA Site Compliance invoice for West Lake that was paid in error by West Lakeland via check 100010 on 1/3/25. Ugh....sorry for the oversight. 😞

I am not seeing ADA Site Compliance as a vendor in West Lake. Will you please confirm this invoice has NOT been paid by West Lake. If not, will you please submit a check request for reimbursement to West Lakeland.

****Please note that all vendor invoices should be directed to our new email address at InframarkCMS@payableslockbox.com**

My work hours are Tuesday and Thursday, 8-5.

Best Regards,

Sally Chalkley|Accounts Payable Specialist



11555 Heron Bay Blvd | Suite 201 | Coral Springs, FL 33076
(O) 954-282-0074 | www.inframarkims.com

From: Rowley, Sonia <sonia.rowley@inframark.com>

Sent: Thursday, February 20, 2025 1:06 PM

To: Chalkley, Sally <sally.chalkley@inframark.com>

Subject: West Lakeland - ADA Site Compliance

Hi Sally,

Given what happened with Tampa Tribune, thought I better check into other invoices. Sorry, here is another one that was paid by West Lakeland WCD for West Lake CDD invoice with check 100010 on 1/3/2025. Can you please see if we can get refund from ADA Site or invoice West Lake CDD for reimbursement?

I think this is it and I will definitely be triple checking District name for invoices in Strongroom in the future.

Thanks,

Sonia Rowley | District Accountant



11555 Heron Bay Blvd., Suite 201 | Coral Springs, FL 33076
(O) 954-753-7908 | www.inframarkims.com